Terms of Reference

Lilongwe City Research Contractor

16 May 2024

ICLEI Africa invites applications to participate in a project titled, “Strengthening fresh food markets for healthier food environments”.

**Bids due: 12h00 on 5 June 2024**
All bids should be valid for 30 days.

**Work is expected to start 24 June 2024**

Bids and technical queries can be sent to Project Manager: meembo.changula@iclei.org with cc to: amy.murgatroyd@iclei.org & luke.metelerkamp@iclei.org

ICLEI Africa reserves the right not to appoint a service provider in relation to this Terms of Reference (ToR).
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Introduction

This project aims to empower citizens to shift to healthier and more diversified nutrition while improving urban food environments by analysing local food markets, engaging key stakeholders at different levels, and fostering place-based exchange about healthy eating and food diversity. Taking a two-phased approach, the first phase will focus on a situation analysis of the food (market) environment in Lusaka and Lilongwe through dialogues and action planning, which will involve framework conditions of food markets, stakeholder mapping, challenge articulation and collation of existing initiatives and projects aimed at improving food markets.

This process will also identify transformative initiatives linked to fresh food markets, urban food environments and existing multi-actor networks, and describe their aims, potential and need for support. The deep work planned in Lilongwe & Lusaka will be embedded in and contribute to high-level consultations with 10-15 local governments around the world to develop a ‘State of Food Markets around the World’ handbook, which can serve both as an advocacy tool and an implementation guide for subnational governments looking to improve food markets in their jurisdictions. Outputs from Phase 1 will inform the project’s future interventions and the development of the transformative initiatives planned in Phase 2.

Scope of work

To deepen the ongoing assessment in Lilongwe City, ICLEI Africa is looking to contract a researcher to conduct a rapid research project. The contracted work entails four (4) areas of work or tasks.

1. **Scoping of all major markets in the city:** conduct an assessment on fresh food markets in the city, and describe their key features in terms of location (inner city, neighbourhoods, outskirts), size (micro, small, medium, large), core target market (retail, wholesale), ownership structure (municipal, co-operative, self-built, street market), revenue/business model, governance structure and underlying politics, as well as existing and required infrastructure. In addition, the scoping review should assess the market's resilience towards climate risks, health risks, and the vendor's existing knowledge and practice with regards to food safety, hygiene and sanitation. Research report of 4000 - 6000 words.
2. **Test and refine the market investment readiness index:** using an existing index developed by ICLEI Africa and partners, test the market investment readiness index by conducting an assessment on a selection of fresh food markets in the city. Refine and further develop the index through the process. Test the index on five markets, as agreed on with ICLEI Africa based on the outcome of the market scoping.

3. **Assess market economics:** assess the various business models and revenue streams of fresh food markets in the city. Report on the market owner's income, expenditure and profit, and present the associated business case. Understand the traders turnover, costs, losses (e.g. due to climate shocks or wastage) and resulting profit. Report on five markets.

4. **Investigate historical market investments in the city:** assess all prior investments into food markets within the city. Where possible, determine the size of the investment ($), the year of the investment, the donor, the planned and completed upgrades/activities, and outline the successes and the failures. In the case of ‘white elephant’ markets, understand and report on the key reasons for their failure. Research report of 3000 - 6000 words.

The research period will ideally last from 24 June 2024 - 24 September 2024 (three months).

**Contractor Expertise Requirements**

- Contractors are expected to have an existing knowledge of the *Lilongwe* food system with a track record of publications and outputs associated with the city.

- Having worked in and with knowledge of the following key urban food system areas would be an added advantage:
  - The state of food systems in the city.
  - Understanding of the urban governance activities, processes and challenges in the city.
  - Understanding of the nature, challenges, changes in and opportunities associated with the urban food retail environment, specifically the operations of the informal food retail sectors in the city.
  - Experience in economic modelling.

- A demonstration of having worked with or led wider projects would be advantageous.

- Contractors are expected to have completed a Masters degree in a relevant area of study (e.g. urban studies, food systems, economics, food security, nutrition security, human geography – urban, sustainable development). Contractors with a relevant post-graduate degree and significant relevant experience will also be considered.
Contractors should have a track record in report writing and modelling outputs and have a knowledge of both quantitative and qualitative research methods.

Contractors can either work as independent contractors or put together a team to ensure a coverage of skills. In both cases, the time allocations and funds available will remain the same.

Included in the budget allocated to this work is time set aside for project meetings and engagement, but per an agreed schedule.

Applicants should have well-developed and professional interpersonal and communication skills, as well as excellent written skills.

Fluency in English is a requirement.

**Overall contract value**

Bidders are required to submit a proposed budget, not exceeding a total value of 7,500 Euros.

The contractual partnership is limited to the agreed fixed amount, and in accordance with the time/duration of the contract period.

The contractor will report to the ICLEI Africa project team.

**Application Requirements**

Applicants are required to submit a proposal to Project Manager: meembo.changua@iclei.org with cc to: amy.murgatroyd@iclei.org & luke.metelerkamp@iclei.org) by no later than 5 June 2024, 12h00.

Proposals must include the following elements:

- A narrative proposal of no more than 3-pages, that outlines the approach/methodology, work plan and risk assessment.
- CV/CVs of contractor or contractor teams, including a one-page listing of previous projects and engagements to demonstrate alignment to this work.
- A brief summary of relevant past outputs to demonstrate alignment to and skills related to this work – with no more than five lines describing each output (with URL links where possible)
- An estimated budget, broken down by research task 1-4.
Selection Criteria

- Demonstrated understanding of the ToR and work required to deliver the assignment.
- Active knowledge and research in the city and a track record of relevant research and publication.
- Qualifications and skills of the researcher.
- Budget outline.

Timeline

Submission deadline: 5 June 2024, 12h00
Bids evaluated: 12 June 2024
Bidders informed: 14 June 2024
Contracts finalised: 21 June 2024
Work commences: 24 June 2024

Notable dates:

[First draft] Task 1 & 2 due: 24 July 2024
[First draft] Task 3 & 4 due: 2 September 2024
Final product due: 24 September 2024

ICLEI Africa is committed to the pursuit of excellence, diversity and in achieving its gender, equity and development aspirations.

ICLEI Africa RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER IN RELATION TO THIS TERMS OF REFERENCE.

Please note that the proposals submitted will be evaluated in the week following the closing date, and the successful service provider is anticipated to be contracted from 1 June 2024.

Please be aware if you do not hear any feedback, either ICLEI Africa has decided not to appoint a service provider for this piece of work, or you have been unsuccessful in your application.