

SCOPE OF WORK

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| Consultancy Title | ​​Private Sector Landscape Assessment Data Collection |
| Project Name | ​​Jamaica Spices (JaSPICE) |
| Project Code | ​​J2069B |
| Dates | February – March 2024 |
| Supervisor | Sherida Cohen, Market Linkages Specialist, Meg Buckley – ACDI/VOCA |

# Overview

# U.S. Department of Agriculture Food for Progress Jamaica Spices will establish more structured markets for spices to improve price stability, transparency, and access to market information and service providers. As part of a holistic approach to better understand and bolster the competitiveness of SMEs in the ginger, turmeric, and pimento value chains, Jamaica Spices will conduct a private sector landscape assessment (PSLA) in Jamaica.

The purpose of this PSLA is to identify market actors engaged in the ginger, turmeric, and pimento sectors (i.e., producers, processors, traders, anchor firms, service providers), and evaluate market actors, their commercial interests, challenges and opportunities, interest and/or capacity to promote inclusion, potential to influence market systems changes and development objectives, and identify potential matchmaking for increasing their market connectivity.

**Period of Performance:**

The period of performance for this consultancy is February to March 2024. A compilation and submission of all final deliverables for this consultancy will be March 2024.

**Location**

Jamaica. Specific locations within Jamaica to be further defined upon identification of market actors.

# Assignment Overview

The consulting firm will interview a range[[1]](#footnote-2) of ginger, pimento, and turmeric market actors, including but not limited to SMEs, associations, local NGOs, existing accelerator programs, Financial Service Providers (FSPs), individual BDS and other service providers and the SMEs they support, and other key agriculture and non-agriculture sector stakeholders. Insights from this these interviews will be used to map stakeholders, their interest and influence, as well as identify additional technical assistance that Jamaica Spices may provide to further connect market actors and scale commercial solutions to strengthen overall SME competitiveness to increase trade and investment.

**Responsibilities/Tasks**

The consulting firm will be responsible for scheduling, conducting data collection, and documentation of all interviews and identifying and addressing any identified information gaps. See the deliverables section below. The consultancy will carry out between 30 and 45 interviews for this assignment.

ACDI/VOCA will provide a list of market actors to be interviewed, interview guides to be used, worksheet template to be filled following each interview, and a template for the stakeholder analysis prior to the assignment. The consultant firm field team will be trained by JaSPICE on the application of specific data collection tools developed by JaSPICE for use on the assignment. Based on the interview guide provided by the ACDI/VOCA team, the consultants will conduct interviews with the targeted market actors.

# Payment will be made upon the completion of the deliverables below. Each deliverable must be submitted by the due date, and JaSPICE will review and approve, or send back with comments for consultant’s further refinement, to be completed within five business days.

**Level of Effort**

The anticipated Level of Effort is 25 days, in accordance with the schedule set forth in the table below.

**Activities**

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|  | Activity | Results and deliverable |
|  | Desk research and preparation for field work. | Approved Inception Report: The data collection service provider [the Firm] develop an inception report that will speak to among others:   * The proposed list of interviewees, contact information, VC roles * Literature review and desk research conducted * Proposed data collection methodology, * Training of assignment staff, * Implementation plan approved by JaSPICE * Report format and timeline |
|  | Set up meetings with the list of pre-identified private sector actors in collaboration with JaSPICE technical team and support from the JACRA technical team. | List of interviewees (organization and contact information) and date of interview. |
|  | Based on interview guide provided by the ACDI/VOCA team, the consultants will conduct interviews with 15-20 market actors. | Completed data collection worksheets for each interview.  Submit comprehensive notes from each interview. |
|  | Check-in 2 weeks after assignment begins with ACDI/VOCA team to review progress and discuss any outstanding interviews that still need to be conducted or need follow up, all identified information gaps needing further action, and recommendations/plan to address the information gaps identified | Submit report detailing progress and any outstanding interviews that still need to be conducted, existing information gaps and action plan for how these will be addressed. Upcoming interviews to be conducted, also noting any specific challenges and strategies for overcoming challenges that may impact the deliverables. |
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|  | Based on interview guide provided by the ACDI/VOCA team, the consultants will conduct interviews with the remaining 15-20 market actors. | Completed data collection worksheets for each interview. Submit comprehensive notes from each interview. |
|  | Stakeholder analysis | Develop and submit a stakeholder analysis matrix based on the template provided by the ACDI/VOCA team. |

# Required Qualifications:

* Access to a vehicle(s) and ability to travel throughout Jamaica.
* At least (5+) years of experience in agriculture market system programming within Jamaica
* Experience and familiarity working with the private sector, including anchor firms, SMEs and BDS providers.
* Analytical, attention to detail, results focused, ability to work independently, and ability to meet deadlines.
* Skilled communicator with ability to engage with all types of actors in the value chain.
* Strong English writing, oral communication, and reporting skills, and ability to develop a stakeholder matrix.
* Proficiency with qualitative and systems analysis and presentation tools (MS Excel, PowerPoint, etc.)

**Annex 1: SCHEDULE OF ACTIVITIES AND TIMING (TENTATIVE)**

**Table 1: Deliverables**

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| No. | Deliverable | Expected Timeline | Associated Payment |
| 1. 1. | Approved Inception Report: The data collection service provider [the Firm] develop an inception report that will speak to among others:   * The list of interviewees, contact information, VC roles * Literature review and desk research conducted * Proposed data collection methodology, * Training of assignment staff, * Implementation plan approved by JaSPICE * Report format and timeline | Week 1 | 20% |
| 1. 2. | Midway check-in. Submit report Completed interview guides and comprehensive notes from the first completed 15-20 interviews. List of any outstanding interviews that still need to be conducted or need follow up, and all identified information gaps with action plan on how to address them. Upcoming interviews to be conducted, also noting any specific challenges and strategies for overcoming challenges that may impact the deliverables. | Week 2 -3 | 20% |
| 1. 4. | Completed interview guides and comprehensive notes from all 30-45 interviews; completed list of interviewees, contact information, and interview dates for all interviews that occurred. | Week 4 - 5 | 30% |
| 1. 5. | Approved Final Assignment report to include stakeholder analysis matrix based on the template provided by the ACDI/VOCA team. | Week 6 | 30% |

1. The Assessment boundaries e.g., ZOI and/or target VCs, supporting services, and/or sample size will be determined prior to implementation. [↑](#footnote-ref-2)