

REPUBLIC OF LIBERIA

MINISTRY OF AGRICULTURE

AGRICULTURE SECTOR REHABILITATION PROJECT (ASRP)



**TERMS OF REFERENCE**

**Conduct of a completion survey for the ASRP ‘Rehabilitation of Productive Capacity’ Component in 4 Counties (Grand Cape Mount, Bomi, Montserrado and Grand Bassa)**

**Purpose**

The Consultancy firm/Consultant will develop and successfully implement all aspects of a completion survey (the “survey” hereafter) to measure the results, outcomes and impact of interventions under the Agriculture Sector Rehabilitation Project (ASRP). It is required under IFAD projects that said survey be administered in the final year of the project that would contribute to completion assessment and evaluation. This survey will provide a basis to measure project impact in terms of changes over time among key project indicators. The result of the survey will be shared with the Government of Liberia and IFAD highlighting lessons learned for future decision making. The consultancy firm/consultant is expected to cover the four counties in which the ASRP operates, namely: Grand Cape Mount, Bomi, Montserrado and Grand Bassa, where a number of the poor small-scale rice and cassava farmers are located.

**Project Background**

The Government of Liberia received a grant from the International Fund for Agricultural Development (IFAD) and the African Development Bank (AfDB) to support its post-conflict food security initiative. The grant was aimed at enhancing the implementation of the country’s development paradigm - the Poverty Reduction Strategy (PRS). ASRP is a USD 24.3 million project co-financed in parallel by IFAD (USD 5 million), AfDB (USD 18.3 million), Government of Liberia (USD 0.6 million) and beneficiaries (USD 0.5 million). The project was approved and became effective in December 2009. Currently the project is in its final stage of implementation period.

**Project Partners**

The first phase of the Project which started 2010 and ended in 2013 was implemented through a collaborative effort of four International Non-governmental Organizations (INGO) – Africare in Grand Cape Mount, Welthungerhilfe in Bomi, Action Aid in Montserrado and Concern Worldwide in Grand Bassa counties. It was extended for 2 additional years with a funding of USD 2.5 million with Farmers Union network of Liberia (FUN) being the main implementer along with Johnsonville Women Farmers Multipurpose Cooperative Society (JWFMCS), the decentralized MOA, (County Agriculture Coordinator (CAC) & District Agriculture Officers (DAO) and Cooperative Development Agency (CDA).

At the time of project formulation, Liberia was recovering after being ravaged by a fourteen-year civil war that has left it a fragile state. The situation turned Liberia into a widespread degradation of infrastructure, especially in rural areas, displacement of population and a devastating effect on the

country's socio-economic conditions, as well as on its human resource base and institutional capacity. At that time it was estimated that about 86% of rural households live in poverty and 80% of them are moderately or highly food insecure. Since the end of the war, Government has dropped its attention on emergency measures and now concentrating its attention on building the damaged agricultural infrastructure. One of such measure taken to address the recovery plan of the agricultural sector was the grant proposal submitted to IFAD to co-finance the Agriculture Sector Rehabilitation Project (ASRP) to support the Government of Liberia efforts for reducing poverty in the rural areas and improve the food security situation to maintain social stability.

The ASRP sought to restore capital lost at the household level by channelling direct benefits to vulnerable beneficiary groups and providing support for the short-term recovery of rural communities and their farming systems, while laying the foundations for long-term rehabilitation and participatory development. However during the implementation of the extension phase, project activities were delayed for almost a year as a result of the deadly Ebola Disease Virus outbreak throughout the country in 2014 couple with a prolonged delay in the ratification of the loan by the Liberian Legislature and approval by the President. Though the outbreak of the EVD left an indelible mark on the Liberian economy, the sector is recovering with more attention given which led to the evolution of the Liberia Agricultural Transformation Agenda (LATA)

The project's overarching **development goal** is to reduce post-conflict poverty and food insecurity, and improve the livelihoods and living conditions of rural communities. IFAD financing will be aimed at: (i) restoring capital lost at the household level through channelling direct benefits to vulnerable beneficiary groups; and (ii) providing short-term support for the recovery of rural communities and their farming systems.

ASRP also sought to support the Ministry of Agriculture in better coordinating activities in the field at the county level and in strengthening ministerial staff capacities in terms of extension services and project supervision. The expectation was that this would contribute to reinforcing the impact and sustainability of investment in agriculture in Liberia.

The project has three components: (i) agricultural infrastructure rehabilitation (AfDB-funded); (ii) rehabilitation of productive capacity (IFAD-funded); and (iii) project management (IFAD-AfDB co-financed).

The **Rehabilitation of Productive Capacity** component, deals with capacity building activities for farmers to ensure sustainability of project interventions and recapitalization of households through the provision of improved planting materials. This component has by and large, been implemented by Farmers Union Network (FUN) along with the Ministry of Agriculture's Extension Department following the closure of activities of the four (4) international NGOs.

The project was expected to foster the following direct benefits for the target groups: (i) enhanced food security and food availability; (ii) better knowledge of improved agronomic practices; and (iii) for those farmers producing surplus or trading animals, a potentially higher income. Communities were also expected to indirectly benefit from the ASRP through an increased awareness of a number of essential issues, enhanced food availability, the acquisition of skills that could be replicated for the benefit of the whole community, and community empowerment as a result of managing their own resources in a more efficient manner. The expected number of direct beneficiaries of the project is 10,000 households, while numerous additional households should benefit indirectly from project activities such as the demonstration plots.

### **Context and general Scope of Work**

The context of the ASRP design and its subsequent completion, it was recommended by IFAD during the project completion report writing workshop held in Monrovia in May 2016 that; IFAD Project Implementation Unit (IFAD-PIU) should contract a consultant to conduct the program impact

assessment including RIMS indicators and project completion report. The objective of consultancy is to perform final impact evaluation of the project (implementation period March 2013 – June 2017) by assessing how the intervention being evaluated affects outcomes, whether these effects are intended or unintended. The study is also intended to provide the assessment of project achievements, in terms particularly in the livelihoods of beneficiaries that relate to the project activities, and the sharing of lessons learned and development experience. Third-level indicators such as household asset ownership and child malnutrition, as well as food security must be considered.

### **Theory of Change (TOC)**

Before the launch of the ASRP project, Liberians; some of whom are beneficiaries of this project were always at the receiving end during the war as well as the post war era. Receiving relief assistance from donors, INGOS, NGOs, philanthropic organizations, etc was the order of the day. They were not accountable to what was given. To change this mind set of the farmers, this project has successfully introduced the concept of inputs recovery from benefitting farmers (payback mechanism) and its redistribution among other fellow CBO members. This innovation enables farmers to be accountable to the inputs provided and ensure the cycling of planting materials among community members irrespective of their direct or indirect connection with the project.

The assessment of the project's performance should particularly look at the following key aspects:

- Relevance – the extent to which the objectives of the development intervention are consistent with beneficiary requirements, country needs, institutional priorities, partners and donors policies, as well as Project coherence in achieving its objectives;
- Effectiveness –the extent to which the development intervention's objectives were achieved or are expected to be achieved taking into account their specificities (not just physical outputs but also high level results; explaining factors determining achievements, including change of context; looking at other possible achievements), targeting, innovation and potential for scaling up.
- Efficiency – a measure of how economically resources/inputs are converted into results, with reference to project benchmarks (include project delays, overruns; technical issues; operational cost ratio, economic rates of return; quality of project management, financial management and partners 'performance
- Sustainability – the likely continuation of net benefits from a development intervention beyond the phase of external funding support. It also includes an assessment of the likelihood that actual and anticipated results will be resilient to risks beyond the project's life;
- Rural poverty impact – the changes that have occurred or are expected to occur in the lives of the rural poor and their community (whether positive or negative, direct or indirect, intended or unintended) as a result of development interventions, (i.e. changes in: household income and net assets, human and social capital and empowerment, food security and agricultural productivity, natural resources and the environment, institutions and policies);
- Gender Equality and Women's Empowerment – design features, implementation features (AWPB and allocated resources), effectiveness (results achieved), sustainability of gender-related results, performance of partners in promoting gender equality and empowerment of women.

### **Specific Objectives of the Survey**

The completion survey is intended to:

- Collect and analyze household data to be used for measuring the impact of project activities, outputs and interventions on the livelihoods of target beneficiaries;
- Assess the level of achievement in meeting expected results of indicators and especially outcome indicators identified in the ASRP logical framework;

- Measure the effects of the project on household agricultural productivity, household income, household assets, use of inputs, diversification of cropping systems, income-generating activities, household food security, access to markets, etc.
- Assess the level of behavioral changes, adoption rates of the technology introduced by the project, ownership and sustainability of interventions;
- Evaluate experiences and implementation modalities, and assess the innovative practices
- Identify lessons learned and make recommendations.

### **Scope of Work**

Under the overall supervision of the Project Coordinator and in liaison with the M&E/ Gender Officer and other project staff, the expected tasks for the consulting firm/ consultant should be performed in accordance with a mutually agreed schedule. The scope of work includes:

1. Consult with the PIU staff and relevant government authorities; review and refine key baseline indicators by which the project impact, outcomes, outputs and activities will be measured, and ensuring consistency with Government and financiers' requirement;
2. Review project documents, particularly the COSOP and ASRP logical framework and other relevant literature to ensure coverage of all necessary baseline indicators;
3. Conduct a stakeholder workshop to validate the indicators and questionnaires proposed;
4. Ensure coverage of baseline indicators for IFAD's Results and Impact Management System (RIMS);
5. Review other relevant donors' and stakeholder reports that have undertaken similar studies;
6. Develop and pilot the completion household survey instrument and sample design;
7. Print the questionnaires;
8. Recruit and train survey enumerators, field staff, supervisors and data entry technicians;
9. Identify and locate households to be interviewed according to the sample design;
10. Provide data indicating clearly the list of farmers interviewed in the project areas;
11. Undertake the completion survey collection of data from households;
12. Set up a data entry system for this instrument that will allow for errors to be identified as data entry occurs and which also includes double entry of all questionnaires, resulting in a clean completion survey dataset according to standard methodologies;
13. Conduct analysis of data using one of the recommended software (SPSS, Epi Info, etc.) and present major findings in terms of descriptive statistics in a final report;
14. Ensure that all data collection and resulting analyses is disaggregated by gender (and youth) wherever applicable;
15. Include a table of the baseline indicators with changes in the measurements as a result of the project intervention in the final completion survey report;
16. Present a draft report to PIU and other stakeholders in a feedback session and incorporate relevant suggestions in a final report.

### **Survey Methodology**

#### **Sampling Framework and target population for the survey:**

Each implementing partner (IP) has set up 280 lead farmers (farmers groups) whose membership varies (between 1- 20). The intervention covered over 2,000 households during the extension phase. The sampling framework will include only IFAD project beneficiaries as the study is intended to assess overall progress and general direction of the project. The sampling framework should cover all the four counties of Grand Cape Mount, Bomi, Montserrado and Grand Bassa. The sample population for the survey is 900 households. A sampling size of (30 X 30 households) or more is recommended.

#### **Sample of Parameters to be Covered**

- **General information** about the household: HH members, membership in CBOs, number of female, youth, and children. Literacy levels of adults and children could be measured. Income or consumption measurement: the survey questionnaire should also include questions on overall consumption/ income in the household, or a suitable poverty assessment proxy that could be used
- **Social services:** Access to safe water, sanitation, education.

- **Household assets:** The following assets should be counted- flooring material, number of sleeping rooms in household, main source of drinking water, toilet facility used, household ownership of electricity, radio, television, bicycle, motorcycle, vehicle/truck, mobile phone and main cooking fuel used by household.
- **Household Food Security:** Whether the household has experienced a hungry season (period during which it was difficult to obtain food, during which their stores were depleted or they did not have the money to buy food). The exact phrasing of the question can be decided by the consultant. The duration for which the HH experienced the hungry season should also be ascertained (in terms of number of months). Also measure the anthropometric measurements of under-5 children in the covered households. This would include age, weight and height.
- **Agricultural production and marketing:** Yields and increases in yields during the life of the project, and the use of farming tools, Prices obtained for crops (rice, cassava, peanuts, corn, pepper, etc). Total revenue from agric activities supported by the project.
- **Crop techniques and technology:** Include questions on new techniques and technology used. This could also be used to assess whether the new techniques were taught by the animators and used by the farmers; and to what extent the technology introduced is used by the beneficiaries
- **Assessment of project management team and IPs performance:** Rating of the services provided by the IFAD PIU team and IPs. This could include the timeliness and quality of services provided.
- **Feedback on IPs:** At the households (HH) level, include questions on the quality of services provided by IPs, timeliness and responsiveness and lessons learned.
- **Enhanced capacity of CBOs/farmers groups:** assess the capacity of the CBO/farmers groups. This could include the following: technical capacity, management capacity including for conducting meetings, capturing minutes, awareness of objectives.
- **Enhanced sustainability of CBOs/farmers groups:** This could cover frequency of meetings (as agreed/ at least once a quarter), minutes (recorded and members informed), follow-up actions, contribution (from members) and awareness of members (aware of project activities and IP services), governance and selection of leadership
- **Effectiveness of demonstration sites:** The effectiveness of demonstration sites should be gauged through both interactions with the CBOs/farmers groups and the HH (level of participation and awareness of activities conducted on the demonstration sites. In the community, if possible, the consultant should ascertain the new technology being promoted through the demonstration site and a rough estimate of the percentage of households adopting the techniques). Other parameters necessary could be added by the consultant to enrich the survey results

### Required Qualifications and Experience

- Degree of higher education in economics/agriculture or closely related discipline
- Various methodological skills (local development, empowerment, experience with impact assessment assignment, participatory research, gender competence, etc.);
- At least 10-12 years of professional experience in working with international organizations preferably related to monitoring and evaluation activities;
- Robust analytical skills;
- Excellent report writing skills, as well as the ability to present results in a clear and effective manner;
- Fluent written and spoken English;
- Excellent proficiency in computer applications.

**The selected consultancy firm/consultant shall possess the following qualifications:**

- Knowledge and previous experience conducting survey in Liberia
- Demonstrated experience of organizing surveys
- Strong capacity and experience in planning and organizing survey logistics
- Good network of experienced enumerators, supervisors and data entry clerks
- Strong capacity in data management and statistics
- Strong knowledge in at least two of the following software programs: CS-Pro, SPSS, STATA, SAS
- Strong capacity in survey analysis and reporting of results
- Strong interpersonal skills and a team oriented spirit
- Experience in Monitoring and Evaluation of Rural/Agricultural Projects, Project Analysis, Participatory Rural Appraisal Methods and Community Development
- A sound knowledge of the project cycles and the Monitoring and Evaluation systems of IFAD or the World Bank
- A sound knowledge of IFAD’S Results and Impact Management System
- Strong interpersonal skills and a team oriented spirit

**Deliverables**

The firm/consultant will produce the following deliverables for the project:

<b>Activity</b>	<b>Timeline</b>	<b>Deliverables</b>
Preparatory meetings/Engagement	1 day	Acquaintance meeting
Submission of inception report within two days of contract signature.	1 week	Sign contract or agreement
Sampling design with note based on discussions	1 day	Sampling design
Final household questionnaires in English	1 day	Final household questionnaire
Training manual(s) for field staff in English	1 day	Training manual
Enumerators Training	1 day	Trained enumerators
Data Collection	2 weeks	Survey data
Data entry	1 Week	Processed data
Data analysis and report writing	1 week	Draft report stating study outcomes
Submission of draft report on assessment outcomes	1Week	Draft report stating study outcomes
Comments received from PIU	2 weeks	Consolidated comments from PIU to consultants
Consolidation of report	1Week	Final report after PIU review
<b>Total Number of Weeks</b>	<b>9 Weeks, 4 days</b>	

**Reporting**

The Consultancy firm/consultant shall report to the PIU Project Coordinator for these activities. Final deliverables should be submitted to the Project Coordinator according to a schedule agreed upon given the limits of the contract duration. Deliverables are subject to acceptance by the Project Coordinator and should therefore be submitted by the Consultant/firm within the agreed timeframes.

**Reporting Requirements**

The content of the proposed format for the impact survey report (quasi-project completion report) shall include, but not be limited to the following sections:

1. Overview/Executive Summary
2. Background and Purpose
3. Methodology
4. Results
5. Research Limitations

6. Discussion and Policy Implications
7. Conclusion
8. Recommendations
9. References
10. Appendix

### **Consultancy Duration and Payment**

The consultancy will take effect from the signing of the contract and all activities, including production of the final survey report are to be completed within **9 weeks, 4 days**. The payment schedule will be specified in the final contract and will follow the timing of the deliverables.

### **Support/Inputs to be Provided by the Client**

The PMU shall provide access to all places and related documents and interaction with related personnel to the Firm and will also make available previous surveys and studies conducted by programme and associate programmes.

### **Expression of Interest**

Interested consulting companies should submit their applications comprising of the following Documents/information to demonstrate their qualifications:

1. Technical Proposal will include: the profile of the company, relevant experience for the assignments, staffing (CV of each team member), proposed methodology to perform the assessment, the work plan (activities) and resources (including number of person-day);
2. Contact of 3 organizations that have recently and preferably in the last 3 years contracted the firm/consultant(s) services to carry out an impact or baseline survey.
3. Financial proposal will obligatory include the consulting fee and operational expenditures related to the assignment. The cost of services must be provided in USD

### **The Evaluation Criteria**

The consultant will be selected in accordance with the procedures set out in the current edition of IFAD Procurement Guidelines, based on selection method “Quality and Cost-Based Selection (QCBS)”, the final score obtained by each company being composed of 70% of the score for the parameter „Quality” (evaluated based on technical bid) and 30% - score obtained for the parameter „Cost” (established based on financial bid)

The financial offer will be opened only if the provided technical offer will pass the minimum technical score of 60 points

Please send a soft copy of your expression of interest by **10<sup>th</sup> of April 2017 by 4.00pm** to:

ASRP/Impact Survey 002  
IFAD PIU/PMU/MOA  
Agricultural College Campus, University of Liberia  
Fendall, Montserrado County  
Telephone: 0886523326  
[msajery@gmail.com](mailto:msajery@gmail.com)/  
[princettav@gmail.com](mailto:princettav@gmail.com)/

Copy to:

[princettav@gmail.com](mailto:princettav@gmail.com)

The subject line should read “**EOI to conduct an Impact Survey**”. Only pre-selected firms/consultants will be contacted, but contacts of even the unsuccessful will be kept in our files for future opportunities in the organization.

