

REPUBLIC OF LIBERIA

MINISTRY OF AGRICULTURE

SMALLHOLDER TREE CROP REVITALIZATION SUPPORT PROJECT (STCRSP)



## **TERMS OF REFERENCE (TOR) FOR TECHNICAL ASSISTANT (TA) FOR THE CONDUCT OF PROJECT A COMPLETION SURVEY IN LOFA COUNTY**

### **Background**

The Government of Liberia (GoL) requested the International Fund for Agricultural Development (IFAD) to contribute to the Liberia Agriculture Sector Investment Program (LASIP), particularly Smallholder Tree Crops and Agro-forestry Development component. In November 2011, the Executive Board of IFAD approved the “Smallholder Tree Crop Revitalization Support Project (STCRSP). It was subsequently negotiated on September 23, 2011 and signed by the Ministry of Finance and IFAD on January 10, 2012, while the ratification process was completed in June 2012. It became effective on July 13, 2012. The STCRSP specific objectives are: (i) increase the quantity sold and price received by poor farmers for cocoa and coffee by rehabilitating plantations, (ii) improving access to markets through rural roads rehabilitation and maintenance system development; and (iii) strengthening Ministry of Agriculture (MOA) and/or private extension services as well as Farmers Based Organizations.

Total cost of the project is USD24.9 million including IFAD highly concessional loan of USD16.8 million, Private Partner Exporter USD5.1 million, Beneficiaries USD0.923 and the GoL USD2.02 million. Project design requires a conduct of a baseline survey in the first year of project implementation to establish a benchmark for the future evaluation of projects outcomes and impact. This survey has since been conducted and the report is available. It is expected that the consultant will review and use the baseline survey result as a reference point.

### **Project components**

The STCRSP has four components: (i) coffee and cocoa revitalization; (ii) rehabilitation of farm-to-market roads; (iii) institutional capacity-building; and (iv) project management.

**Component 1: Cocoa and Coffee Farms Revitalization.** 15,000ha of cocoa/coffee plantations are targeted to be rehabilitated (i.e. 50% of the total cocoa/coffee plantations in Lofa) using a sustainable and affordable value chain model with emphasis on improvements to both quality and quantity through: (i) Seven Cooperatives, three of which directly work with a private sector exporter. The County Agriculture Coordinator (CAC) and eight District Agricultural Officers (DAOs) are supported. They are providing trainings to the farmers in both approaches.

**Component 2: Rehabilitation of farm-to-market roads:**

Approximately 315 km of farm-to-market roads be rehabilitated in Lofa to facilitate the access of smallholders to external assistance for their farming activities, as well as market access. The roads to be rehabilitated will be identified based on the Lofa County Development Agenda, other donor initiatives and priorities expressed by the cocoa/coffee producer cooperatives and private sector partner. Routine maintenance of roads will be carried out by village committees that will be trained, strengthened, equipped, remunerated and supervised. 315 km of farm-to-market roads were expected to be rehabilitated in Lofa to facilitate the access of smallholders to external assistance for their farming activities, as well as market access. However, due to the increase in cost of roads specification, the target has gone below 315km.

**Component 3: Institutional capacity-building:**

The objective of this component is to support the institutional development of seven cooperatives in all aspects and the MOA at county and district levels to ensure CAC and DAOs full participation in the project with direct support to carry out their activities. The cooperatives will also be provided with working capital as part of their business plan to carry out their activities.

**Component 4: Project management:** This component included all the required implementation arrangements for the project.

**Project Goal**

Empower the rural poor to increase their food security and improve their livelihoods, in the counties covered by IFAD, on a sustainable basis..

**Objective of the Project**

The STCRSP specific objectives are: (i) increase the quantity sold and price received by smallholder farmers for cocoa and coffee by revitalizing plantations, (ii) improving access to markets through rural roads rehabilitation and maintenance system development; and (iii) strengthening the Ministry of Agriculture (MOA) and/or private extension services as well as Farmers Based Organizations in Lofa County.

**Geographical Focus**

The project is implemented in 7 districts (Salayea, Zorzor, Voinjama, Quardu Gboni, Kolahun, Foya and Vahun) of Lofa County.

**Project Partners**

The Project is being implemented through the Liberia Assets and Development Company (LAADCO), a private partner was selected through a competitive process to work with three cooperatives in (Foya, Kolahun and Vahun) and buy the product of the seven (7) cooperatives.

During the 2016 IFAD projects completion report writing workshop jointly attended by Sierra Leone and Liberia in Monrovia in May 2016, it was recommended that IFAD-PIU should contract a consultant to conduct the program impact assessment including RIMS indicators and project completion report.

**General Objective of the Completion Survey:** The general objective of the completion survey is to perform final impact evaluation of the project (implementation period August 2012 – September 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.

**Specific objectives of the survey**

The completion study is intended to:

- Collect and analyze household data to be used for measuring outcome and impact indicators (particularly RIMS indicators and those identified in the STCRSP logical framework) – i.e. the outcomes and impact of project interventions on the livelihoods of target beneficiaries
- 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, access to infrastructure, etc.
- Provide analytical report on likelihood behavioral changes/adoption rates as pertains to various planned interventions versus socio-economic and environmental or any other issues
- Assess potential for project ownership and sustainability/innovation and scaling up of the proposed interventions
- Identify and recommend opportunities and synergies for better results and leverage/ linkages
- Expected positive and negative effects/risks of the project, and possible mitigation measures.
- Document any lessons learned

In order to measure the extent to which the project has achieved its stated objectives and associated outcomes, a set of measurable indicators were indentified at the outset, and mechanisms to monitor these indicators put into place. While the project is primarily aimed at improving the livelihoods of smallholder farmers, this survey is specifically designed to measure changes in smallholder household conditions, especially those which may be influenced by the activities implemented through STCRSP.

### **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. Work in close consultation with PIU staff, government authorities and all implementing partners ; review all indicators by which the project impact, outcomes, outputs and activities have been monitored and measured;
2. Review all project documents, particularly the COSOP and STCRSP logical framework and other relevant literature (supervision reports, monitoring reports, previous impact survey reports, baseline report, special studies, etc.);
3. Ensure coverage of baseline indicators for IFAD's Results and Impact Management System (RIMS);
4. Review other relevant donors' and stakeholder reports that have undertaken similar studies;
5. Agree with project management on the methodology of the impact evaluation review (e.g. process of data collection, analysis, sampling) and develop the necessary survey instruments;
6. Recruit and train survey enumerators, field staff, supervisors and data entry technicians;
7. Identify and locate households to be interviewed according to the sample design;
8. Provide data indicating clearly the list of farmers interviewed in the project areas;
9. Undertake the collection of data from households;
10. Assess physical progress, efficiency and adequacy, in terms of delivery of project inputs, outputs and outcomes;
11. Assess the relevance and effectiveness of all implemented project activities, including technical assistance and training given to project beneficiaries/ stakeholders;
12. Analyze which factors and constraints have influenced project implementation, including technical, managerial, organizational, institutional and socio-economic policy issues, in addition to other external factors perhaps unforeseen during design;
13. Conduct analysis of data using software 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. Produce a clear set of lessons learned that can benefit future interventions;
16. Present a draft report to the PIU and stakeholders to be validated in a feedback workshop, incorporating suggestions in a final report; the report should also serve as a quasi-project completion report and should generate recommendations for future related interventions.

**Theory of Change (ToC):** Before the STCRSP, current beneficiaries (cooperatives/members) were selling their produce in an unorganized manner where middle buyers were deciding prices of cocoa and coffee, but now produce has been sold through group arrangement with one private partner (LAADCO) providing working capital to the 7 coops to facilitate this arrangement. Prices of the two commodities were hidden to the farmers, but now they are being published.

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/innovation and scaling up – 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.

## **Methodology**

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

The intervention covered over 12,000 cocoa and coffee farmers (households). The sampling framework will include both the project beneficiaries and non project beneficiaries as the study is intended to compare treatment non treatment as was done in the baseline study. The sample population for the survey is 900 households. A sampling size of (30 X 30 households) or more is recommended.

The questionnaire's modules should **cover parameters** including, but not limited to:

- **General information about the household:** Mean of household members per household, including number of households headed by women, youths and female youths, membership of farmer groups, cooperatives or other (including duration of membership and type of association), as well as questions of land ownership. Other indicators to include are proxy of literacy levels by gender and by age group, access to safe drinking water and sanitation adequacy.
- **Household assets:** The survey will cover all relevant questions in line with the IFAD RIMS methodology, including the household asset index. Questions are to include the main flooring materials, family composition/size, number of sleeping rooms in household, main source of drinking water, toilet facility used, household ownership of electricity, radio, television, bicycle, motorcycle, vehicle/truck, etc. and main cooking fuel used by household.
- **Household Food Security:** Duration and frequency of households experiencing a hunger season; starting month during which the hunger season begins and month it ends; the prevalence of child malnutrition by gender (h/a, w/a, w/h).
- **Agricultural production, productivity and marketing:** Household involvement in cultivation of any farmland (including information on ecology), use of farming tools, household ownership of productive assets, cropping patterns, yields of different crops in the different seasons, quantities produced (cocoa, coffee, etc.), proximity to roads and markets (transport tariff and travel time; means and fees of transportation per head), quantity of marketable produce and revenue figures, access to credit, storage and processing facilities, and post-harvest losses.
- **Crop and pest management technology:** This should cover the main types of techniques used by farmers to be able to distinguish quality of practices. It should also include types of inputs and quantities used (in particular types of seed, fertilizer use, pesticide use, etc.).
- **Off-farm activities:** This should cover income generating activities of household members beyond agriculture, such as trading, weaving, processing of agricultural goods, etc.
- **Extension services:** Cover questions on type, quantity and quality of services received from both private and public service providers relating to supporting technological change for increased productivity.
- **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 Comparatives/farmers groups:** assess the capacity of the cooperatives/farmers groups. This could include the following: technical capacity, management capacity including for conducting of meetings, capturing minutes, awareness of objectives.
- **Enhanced sustainability of Cooperatives/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

**For analysis of the related production systems (primarily coffee/ cocoa):**

**On the supply structure:**

- Assess the products flows and means of distribution (markets, roads, areas of production)
- Identify and analyze existing control on prices (if applicable)
- Estimate the turnover and profit of farmers and producers in these (cocoa & coffee) markets
- Estimate production, demand and price tendencies
- Identify the main constraints and bottlenecks to surplus products

**On the demand structure:**

- Estimate quantity and quality of sales by type of products
- Identify the national and regional distribution of demand
- Identify the main constraints and bottleneck to farmers production

### **On the productive inputs side**

- List the type of inputs used in each production
- Describe the production technology
- Detail smallholder farmers vulnerabilities
- Assess the quality and quantity of inputs
- Estimate production costs
- Describe the extension services available (access to credit, training, new technologies and improved varieties)

### **On the productive outputs side**

- Assess the production for each commodity (quantity, quality, processing and marketing)
- Compare the outputs and the inputs to obtain a productivity ratio
- Analyze the formation of prices for each commodity (cocoa & coffee)
- Compare the costs and the benefit to obtain a profitability ratio
- Estimate the demand-supply gap
- Average production, yields on both cocoa and coffee
- Do a comparison between conventional and organic cocoa, determine farmer preferences

Below is a sample list of **indicators** (not exclusive) which are expected to be tracked through the impact study questionnaires/tools:

- Number of farmers using improved cocoa/ coffee production practices
- Number of functioning facilities/ number of farmers accessing drying, storage, and packaging facilities
- Number of farmers with increased cocoa/ coffee production
- Percentage of farm to market roads rehabilitated and are passable year round
- Number of farmers with increased sales on the local and export markets
- Number of cooperatives that are profitable and able to finance recurrent costs
- Number of farmers in cooperatives formed strengthened
- Number of farmers with increased farm incomes
- Percentage reduction in child malnutrition (weight-for-age, height-for-age, weight-for-height measured and reported as per the WHO norms)
- Household assets (including floor; no of sleeping rooms in dwelling; household assets such as radio, television, refrigerator, mobile phone, bicycle/ motorcycle/ car; cooking fuel) and access to services such as drinking water and sanitation

Beyond the needs of project monitoring and evaluation, the survey is also intended to be used as a tool to help producers move toward more sustainable practices and certification in order to achieve market recognition of their efforts. Therefore, the survey will be tailored towards capturing the sustainability practices that are embodied in certifications. Determine the costs and benefits of implementing any sustainability initiatives such as organic or fair trade. This means looking beyond economic factors and considering the environmental and social effects as well.

### **Responsibilities and Tasks**

Under the leadership of the Project Coordinator and M&E and Gender Officer, the consultant/Technical Assistant (TA) is expected to conduct the impact survey.

- Before starting, be thoroughly familiar with the Project (objectives, outputs and undertaken activities, etc.) from the key background documentation provided by IFAD-PIU (project appraisal report, supervision mission reports, progress reports, M&E reports and special studies, background information on the project area, etc.);

- Agree with project management on the methodology of the review, in terms of: (i) the level of participation vis-à-vis management on the process of data collection, data analysis, etc. (ii) the sampling methodology to be adopted (interviews, questionnaires, participatory techniques, etc.);
- Per component, assess physical progress, efficiency and adequacy, in terms of delivery of project inputs, outputs and outcomes;
- Assess the relevance and effectiveness of all implemented Project activities, including technical assistance and training given to Project beneficiaries/stakeholders in relation to design objectives;
- Analyze which factors and constraints have influenced Project implementation, including technical, managerial, organizational, institutional and socio-economic policy issues, in addition to other external factors unforeseen during design;
- Produce a clear set of lessons learned that can benefit the project in its remaining lifespan.

### **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:**

- 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 and Timeframe

It is expected that the consultant/consulting company will conduct the study within a period of three months, beginning April - June 2017.

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/project

### **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:

STCRSP/Impact Survey 001  
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)/

With 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 on our files for future opportunities in the organization