



**WORLD BANK/IFAD PROGRAM IMPLEMENTATION UNIT MINISTRY OF
AGRICULTURE, REPUBLIC OF LIBERIA Rural Economic Transformation Project
(RETRAP)
1st Floor LIBSUCO Building Japan Freeway (Formerly Somalia Drive),
Gardnersville – Monrovia, Liberia**

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL SELECTION)

Client: Ministry of Liberia Agriculture

**Contract Title: Consultancy for the Provision of Mid-Term Evaluation for the
RETRAP Project**

Country: Liberia

Credit No.: IDA 69000

Project No.: P175263

Contract No: LR-PMU-MOA-430388-CS-INDV

Date Issued: June 5, 2024

The Government of Liberia, through the Ministry of Agriculture, has received a support from the World Bank, for the Rural Economic Transformation Project (RETRAP). The RETRAP seeks to increase income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services and intends to apply part of the proceeds for the recruitment of an individual consultant to conduct Mid-Term Evaluation for the RETRAP Project.

Scope of Services

The evaluation's primary purpose is to provide variable data and information for the project objectives to assess progress since the project was launched; and build an additional set of evidence bases for measuring change due to project implementation. It will provide statistically valid data to evaluate changes in the project's performance indicators and allow for comparisons with the measurements obtained during its final evaluation. The evaluation will also include a relevant study to validate yield and other indicators like adoption rate and satisfaction levels.

The Ministry of Agriculture now invites eligible individual consultants to indicate their interest in performing the Services. Interested Individual Consultants should provide updated Curriculum Vitae (CV) and relevant documents indicating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria include but not limited to the following:

The consultant should have experience in qualitative and quantitative research, a clear understanding of research methodology, and experience using different agricultural and social research tools and techniques. In addition, the consultant should elaborate an evaluation matrix with criteria, the related evaluation questions (and, where needed, sub-

questions), the data sources required to answer the questions, and the data collection and analysis methods; analyze data by the evaluation objectives per component and in a broader context against the Project's Objectives and a general development sense; identify risks and counter-measures, describe key factors that will require attention to improve the prospects of the sustainability of project outputs, and finally, identify a list of 'lessons learned' and recommend corrections. Work experiences in rural and urban areas of the counties will be an added advantage.

The candidate should have a degree in social sciences, statistics, economics, public policy, or other related fields;

At least 10 years of experience working in monitoring, evaluation, conducting research, and private sector and SME development; Or indicate similar assignments with reference points – these can be three in the last 3-5 years.

The consultant should have a PhD or at least a master's degree and experience in data collection methodology and analysis spanning a minimum of five (5) years. The ability to communicate in the local languages is an asset.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website:

- a) [https://vacancies & Career Opportunities | Ministry of Agriculture \(www. moa.gov.lr\)](https://vacancies & Career Opportunities | Ministry of Agriculture (www. moa.gov.lr))
- b) Request TOR directly via email from the email below

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017, August 2018 and September 2023, setting forth the World Bank's policy on conflict of interest. Please refer to paragraph 3.17 of the Procurement Regulations on conflict of interest related to this assignment which is available on the Bank's website at <http://projects-beta.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework>

An Individual Consultant will be selected in accordance with the Individual Consultant Selection (ICS) method set out in the Procurement Regulations.

Expressions of interest must be submitted electronically in a format that cannot be altered (pdf format is preferred) to the email address below by e-mail by 19th June 2024 @ 5:00pm local time.

Note: All Expression of Interests MUST include at least three (3) references with their names, telephone numbers and email addresses; curriculum vitae(cv) with copy of educational credentials (NOTARIZED) be submitted to the below email address:

Galah Toto

National Program Coordinator)

Project Implementation Unit (PIU)

Ministry of Agriculture

RURAL ECONOMIC TRANSFORMATION PROJECT (RETRAP)

Somalia Drive, Gardnersville, Monrovia, Liberia

Tel +231-777576980

Email: retrapbids@moa.gov.lr with a copy to Email: qtoto@moa.gov.lr



WORLD BANK IMPLEMENTATION UNIT MINISTRY OF AGRICULTURE, REPUBLIC OF LIBERIA RURAL ECONOMIC TRANSFORMATION PROJECT (RETRAP)

1st Floor LIBSUCO Building Japan Freeway (Formerly Somalia Drive),

Gardnersville – Monrovia, Liberia

TERMS OF REFERENCE

Consultancy for the Provision of Mid-Term Evaluation for the RETRAP Project

I. Background

The Government of Liberia has received support from the World Bank in 2021 to implement the Rural Economic Transformation Project (RETRAP). The RETRAP seeks to increase rural poor households' income through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services. Moreover, it improves productivity and market access for smallholder farmers and agri-enterprises for selected value chains in project-participating counties. RETRAP will support the value chains of cassava, rubber, poultry, pig farming, and vegetables. The project will be implemented in 11 of 15 counties over five years. The project counties include: Montserrado, Margibi, Nimba, Bomi, Grand Cape Mount, Bong, Grand Kru, Maryland, Grand Gedeh, Sinoe, and Grand Bassa counties. The direct beneficiaries of the project are approximately 90,000 smallholder farmers, of whom at least 50 percent will be women and young people. Intermediate beneficiaries will include agribusinesses and business development service enterprises that have business links to smallholder farmers in the targeted value chains. The project is approaching mid-term, and it is important to understand the project performance indicators and populate key project outcome indicators with variable data.

The project uses a multi-level approach to address challenges and create lasting economic opportunities for actors in the selected value chains. First, it will strengthen the critical institutions overseeing the sector's development and providing essential services for producers and processors. Second, at various stages of the supply chain, the project will build capacity and provide support for investment subprojects geared toward the adoption of new technologies and practices that will increase the productivity of the food system and its resilience to climate change, thereby improving its capacity to meet market demands and compete in new markets. Third, the project improves rural access and agricultural marketing by upgrading roads and modernizing selected rural markets.

By focusing on the economic empowerment of rural poor farmers, the project is a direct contributor to increasing shared prosperity and helping Liberia tackle its worsening challenge of poverty. The project also aligns specifically with pillars One (human capital development and citizen empowerment) and Two (economic growth and job creation) of PAPD. The PAPD builds on earlier national

strategies: Agenda for Transformation(AfT), the Liberia Agricultural Transformation Agenda (LATA), and the second-generation Liberia Agriculture Sector Investment Plan (LASIP II), which identified priority value chains for commercializing Liberia's agriculture sector.

Productivity-driven growth, diversification, and job creation were highlighted as top priorities to be achieved by, among other things, creating an enabling environment for developing the agri-food sector and improving access to finance. Human capital development was identified as the second priority policy area, and addressing gender gaps was among the development interventions recommended for action.

Against this backdrop, the project requests hiring a suitable consultant to evaluate key indicators for the RETRAP Project. The evaluation will be in the project's geographic locations.

II. Purpose and Objectives

The evaluation's primary purpose is to provide variable data and information for the project objectives to assess progress since the project was launched; and build an additional set of evidence bases for measuring change due to project implementation. It will provide statistically valid data to evaluate changes in the project's performance indicators and allow for comparisons with the measurements obtained during its final evaluation. The evaluation will also include a relevant study to validate yield and other indicators like adoption rate and satisfaction levels,

This will be a participatory evaluation using the mixed-method approach to obtain valuable information on the project indicators. Findings will provide statistical information for project goals and objectives, building on initial benchmarks at the starting point and probing various processes based on various indicators that measure change during the project implementation period.

III. Consultant's Activities

The consultant is expected to:

Lead the overall survey process; develop and review questionnaire, data collection tools and protocol as per the evaluation objectives;

Guide RETRAP M&E team and partner on evaluation, relevant study, tools, and procedures;

Supervise the data collection process, give advice, and ensure the quality of the data;

Measure the indicators to generate evidence-based and specific feedback of the project in line with the objectives and should be gender and age disaggregated;

Present preliminary findings for discussion with RETRAP staff and the Operations Manager before the final report;

Respond to feedback from enumerators and share reports with all concerned;

The consultant will collaborate with the RETRAP M&E Team on the evaluation and manage coordination and communication with the Operations Manager and the National Program Coordinator.

The tasks and responsibilities of the consultant are as follows:

Prepare a detailed work plan and share it with RETRAP M&E Team and Operations Manager.

Prepare an inception report and share same with the RETRAP Team and Operations Manager for validation;

Review coherent literature (both internal and external) based on the given criteria to gain a better understanding of the project activities and Liberia context;

Impart in-person training to data collectors and ensure quality data through monitoring and supervising the data collection process in the field;

Analyze and interpret data as required;

Supply the index report after data collection

Produce a draft and final report that is informative and learning-oriented based on strong evidence and share it with RETRAP M&E Team and Operations Manager;

Present findings of the study in sharing meetings with the RETRAP Team

Prepare summary report using MS Word (4-5 pages) and PowerPoint;

IV. Methodology

The survey will use the mixed-method approach (triangulation) to measure changes as attained because of the implementation of this program throughout project life against the status at the start of project implementation. This approach integrates qualitative and quantitative methods to gather the required information. The sample size, coverage area, areas of thematic focus of the project and beneficiaries will be established and agreed with the RETRAP project team. The qualitative data will be collected from the government, CBOs, key informants, and communities. The evaluation will assess the current situation of targeted beneficiaries based on the project indicators in the Results Frameworks.

V. Consultant Deliverables

The consultant will work with the RETRAP Team to produce and submit the following deliverables:

Detailed work plan;

Inception report;

Data collection instruments and questionnaires; Index report

Draft report and presentation on draft report (preferably in ppt.);

Two (2) copies of the final report (hard copy) and a soft copy of the final report.

Data set (field notes, data set qualitative analysis, and other relevant documents should be submitted).

Summary report and PowerPoint presentation (4-5 pages) hard & soft.

Submit the final survey report, which will be learning-oriented and take a strong gender-sensitive approach in the analysis.

The report must contain the following:

1. Cover page, List of Acronyms;

2. Executive summary (2 to 3 pages): should be clear and concise, giving the essential contents of the study report in 2 or 3 pages, previewing the main points to enable the RETRAP Team to build a mental framework for organizing and understanding the detailed information within the report;

3. Background;

4. Description of objectives and limitations;

5. Methodology should present sampling methods, including strengths and weaknesses of the method used, a rough schedule of activities, and a description of any statistical analysis undertaken, including justification and software package used. Discussing any statistically representative sample and random sampling used should include details on how the sample was calculated and how the random respondents were identified and invited to participate. The methodology section should also include a detailed description of data collection techniques used throughout the evaluation;

6. Results should be based on strong evidence, including a concrete definition for the related outcome and output indicators (ensuring data disaggregation by sex, age, ethnicity, disability, and other exclusion criteria);

7. Analysis/discussion on the findings: All aspects of this section must be directly linked back to the information presented in the results section of the report;

8. Conclusions/Recommendations

9. Annexes/Appendices: data collection instruments in English, list of stakeholder groups, qualitative and quantitative protocols developed and used, any data sets can be provided in electronic format,

VI. Eligibility Criteria

The consultant should have experience in qualitative and quantitative research, a clear understanding of research methodology, and experience using different agricultural and social research tools and techniques. In addition, the consultant should elaborate an evaluation matrix with criteria, the related evaluation questions (and, where needed, sub-questions), the data sources required to answer the questions, and the data collection and analysis methods; analyze data by the evaluation objectives per component and in a broader context against the Project's Objectives and a general development sense; identify risks and counter-measures, describe key factors that will require attention to improve the prospects of the sustainability of project outputs, and finally, identify a list of 'lessons learned' and recommend corrections. Work experiences in rural and urban areas of the counties will be an added advantage.

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VII. Timeframe/Schedule

In collaboration with the RETRAP Team, the firm will submit a proposed work plan with key milestones within 1 day of signing the contract; this work plan will be reviewed and approved by RETRAP. It is anticipated that the final report will be produced within ninety (90) calendar days (maximum) of the signing of the contract. While the draft report is produced, it should be shared with RETRAP management, and we will provide feedback on the draft report one week after receiving it. Follow-up meetings will be held between the contracted consultant/Firm and the RETRAP team as frequently as possible during the assignment. Any field problems should be anticipated and addressed beforehand.

Time Schedule of Deliverables

S/N o.	Deliverable	Timeline	Delivery Format	Percentage Payment
1	Inception Report and detailed work plan acceptable to RETRAP	Fifteen (15) calendar days after the contract signing	Three (3) hard copies and soft copies in MS Word and PDF	20%

2.	Submission of Draft Survey Report	Sixty (60) calendar days after contract signing	Three (3) hard copies and soft copies in MS Word and PDF	40%
3	Final Survey Report and Presentation of Survey Report to the PIU	Eighty (80) calendar days after the contract signing	Six (6) hard copies and soft copies in MS Word, one summarized PowerPoint, and a PDF of the report	40%

VIII. Facilities to be Provided by the Client

The consultant will be provided with the necessary documents that may be required, office space, and access to the relevant staff and key stakeholders.