



**Smallholder Agriculture Development for Food and Nutrition Security (SADFONS)**  
**Ministry of Agriculture Annex, LIBSUCO Compound, Old LPRC Road,**  
**Japan Freeway, Gardnersville, Monrovia, Liberia**

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## **REQUEST FOR EXPRESSIONS OF INTEREST (REOI)**

### **PROJECT MID-TERM REVIEW ASSIGNMENT**

#### **Republic of Liberia**

Assignment Title: **Mid-Term Review Report (MTR) for Smallholder Agriculture Development for Food and Nutrition Security (SADFONS) Project.**

Name of Project: **Smallholder Agriculture Development for Food and Nutrition Security (SADFONS)**  
Sector : **Agriculture**  
Project ID No. : **P-LR-AA0-010**  
Grant Number : **5570155001001**  
Reference No. : **MoA/SADFONS/CQS/C5/002/24**  
Issue Date : **June 25, 2024**  
End Date : **July 8, 2024**

1 The Government of Liberia, through the Ministry of Agriculture (MoA) has received grants from the Global Agriculture Food Security Program (GAFSP) of the World Bank Group and the African Development Fund of the African Development Bank (AfDB) to finance the Smallholder Agriculture Development for Food and Nutrition Security (SADFONS) Project. The Project intends to apply part of the proceeds toward the contracting of a Consultant Firm **to review current targets and assess whether they are still achievable within the remaining project timeframe.**

2. The services to be provided under this project includes but not limited to are: To determine the extent to which project objectives have been achieved relative to the appraisal logical framework; to measure how resources/inputs (funds, expertise, time, people etc.) have translated to achieved results as compared to the project appraisal outputs and outcomes spelt out in the project components and logical framework; Comparing the extent to which the project objectives at appraisal have changed or remained in line with the country's effort at reducing rural poverty, household food insecurity, and increasing the incomes of smallholders' farmers in the communities where the project is being implemented; Undertake comprehensive review of project management and administrative procedures (coordination) This includes the steps taken by the project to ensure effectiveness and sustainability of project ownership by beneficiaries, reporting system planning, and exit strategies; assess coherence in terms of the extent to which the project was integrated, harmonized, and coordinated with other Bank-supported interventions in agriculture and with similar interventions implemented by the government, development partners, and the private sector; assess the extent to which project interventions and results were likely to be sustained at the project completion etc.

3. The duration of the contract is estimated at Thirty (30) days.

4. The MoA/SADFONS Project now invites eligible Consultant Firms **to review current targets of the project and assess whether they are still achievable within the remaining timeframe.** Interested Consultant Firm must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultant Firm may constitute joint-ventures to enhance their chances of qualification. The Consultant Firms that are part of an international network must submit a single expression of interest.

5. The Consultant Firm/Consultant Firms shall be shortlisted based on the following criteria: **(a)** General experience of the Consultant Firm in related assignment over the past five (5) years; **(b)** Specific experience in the conduct of Mid Term Review (MTR) within the past 5 years; **(c)** Experience in donor-funded MTR assignment in Liberia/sub-Sahara African; **(d)** Availability of appropriate skills among staff **(e)** Logistic resources and equipment **including** project monitoring software **(f)** Capacity to produce reports and all other relevant documents in English demonstrating the Consultant Firm ability.

**NB: Each reference will be summarized on a project sheet with all supporting documents indicated the contact information of the contracting authorities so as to facilitate verifications of the information provided: Excerpts of Contract (inner cover page and page with the signatures) or Attestation of good performance from Governments or Regional Organizations executed projects ONLY.**

6. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "Procurement Policy and Methodology for Bank Group funded Operations" (BPM), dated 2015, which is available on the Bank's website at <http://www.afdb.org>.

7. Interested Consultant Firm can obtain further information at the e-mail addresses mentioned below during working hours: **9:00am – 5:00pm, Liberian Time, Mondays through Fridays (except public holidays):** [dwiagbe@moa.gov.lr](mailto:dwiagbe@moa.gov.lr) with copy to : [mkamara@moa.gov.lr](mailto:mkamara@moa.gov.lr) and [bfasssah@moa.gov.lr](mailto:bfasssah@moa.gov.lr)

8. Expressions of Interest must be delivered in a written form (one (1) signed original plus four (4) copies) in person OR electronically to the address below, not later than Monday, 8<sup>th</sup> July 2024 at 11:00 am Liberian Time and must be clearly marked: **"Expressions of Interest (EOI) for the Consultancy Services- Mid-Term Review Report (MTR) for Smallholder Agriculture Development for Food and Nutrition Security (SADFONS).**

Attn: MoA/SADFONS Project  
Mr. Jlopleh Dennis Wiagbe, Jr.  
**Project Coordinator**  
P.O. Box 10-9010  
Program Management Unit  
Ministry of Agriculture annex,  
LIBSUCO Compound, Old LPRC Road,  
Japan Freeway, Gardnesville,  
Monrovia, Liberia.  
**Email Address:** [dwiagbe@moa.gov.lr](mailto:dwiagbe@moa.gov.lr)  
**0777549875/0886549875**

For delivery by electronic submission of proposals: [sadfonsbidssub@moa.gov.lr](mailto:sadfonsbidssub@moa.gov.lr).

9. The working languages shall be **English** and the Expression of Interest must be submitted in **English**.



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## **TERMS OF REFERENCE**

### **TERMS OF REFERENCE FOR A MID-TERM REVIEW OF THE SMALLHOLDER AGRICULTURE DEVELOPMENT FOR FOOD AND NUTRITION SECURITY (SADFONS) PROJECT**

#### **1. BACKGROUND AND OVERVIEW OF THE PROJECT**

The Ministry of Agriculture is implementing the Smallholder Agriculture Development for Food and Nutrition Security (SADFONS) Project with funding from the Global Agriculture and Food Security Program (GAFSP), the African Development Fund (ADF), and the Government of Liberia. The Smallholder Agriculture Development for Food and Nutrition Security (SADFONS) project development objective is to improve food and nutrition security and reduce poverty of targeted rural populations in Liberia.

This will be achieved through (i) increased agricultural productivity and production of smallholder farmers (with a focus on food crops such as rice, cassava, and vegetables), (ii) improved smallholders' value addition, market access and income, and (iii) strengthening the capacity of the government institutions, farmers and producer organizations. The Project area cover eight counties over a five-year period. The project consists of three components, namely: (i) Support smallholder agricultural productivity and market access, (ii) Institutional Strengthening and Capacity building and (iii) Project management and coordination. The total project cost is estimated at US\$ 19.08 million, of which the Global Agriculture and Food Security Program (GAFSP) will finance US\$ 18.2 million, African Development Fund UA 300,000 (US\$ 429,027) and the Government of Liberia (GoL) US\$ 453,000.

The project is being implemented in 8 of the 15 counties (Bomi, Bong, Grand Bassa, Grand Gedeh, Margibi, Maryland, Montserrado, and River Gee) and is designed within the context of the Liberian Agriculture Sector Investment Plan (LASIP II). LASIP II has five main strategic objectives which are (1) to sustainably and reliably access adequate, nutritious, and needed food for utilization of a healthy living; (2) to develop and support competitive value chains and market linkages; (3) to strengthen agricultural extension, research and development for enhancing sustained productivity growth; (4) to adopt agricultural practices that maintain the ecological and biological integrity of natural resources and (5) to improve governance and institutional capacity to implement programs and projects. The project aligns and supports the LASIP II regarding its objective to mainstream nutrition considerations in agriculture and development programmes.

The project is composed of three components as summarized below:

**Component 1: Support to enhancing smallholder agricultural productivity and market access. Sub-Component 1.1. Strengthening of sustainable crop production and intensification:**

The project will support smallholder farmers through an integrated approach, low-cost and effective climate-smart technologies that support multiple cropping cycles through gender-sensitive interventions.

**Major activities:**

- ❖ Support the development of seed supply system for rice, cassava and vegetables through seed multiplication. This activity will scale up the development of seed supply system for selected value chain (rice, cassava and vegetables).
- ❖ Central Agriculture Research Institute (CARI) will increase number of seed grower groups (from 6 to 10) and build the capacity of various seed grower groups to undertake the production and distribution of the certified seeds in Liberia.
- ❖ Additional 250 tons of certified seeds is expected to be produced and distributed annually. The project will support the rehabilitation and equipping of a seed bank and the enhancement of seed management at the Central Agriculture Research Institute (CARI) to sustain viable storage of germplasm of parent materials.
- ❖ Provide seed health and equipment for the seed laboratory and support the training of additional seed growers in seed production, processing and packaging.
- ❖ Support smallholder farmers through Integrated Lowland Rice and Fish farming through development of fish habitat/ponds, purchase of aquaculture inputs (fingerings, feeds, etc.) and provision of training on improved aquaculture management techniques and fish processing
- ❖ Introduction of the fish farming will use the existing water on the rice farms.
- ❖ Introduce and train rice farmers on integrated rice and fish farming techniques to enhance farmer's income and improve nutrition. Key beneficiaries are existing lowland rice farm (208 ha), of which 25% will be integrated with fish farming;
- ❖ Support the establishment of small-scale irrigation systems for year-round farming – climate-smart agriculture in lowland ecologies (i.e., inland river valleys, water ponds, boreholes, harvest surface runoff).
- ❖ The project will engage the Water Management Compact of the Bank's Technologies for African Agricultural Transformation (TAAT) led by the International Water Management Institute (IWMI). This activity will support the installation of at least thirty (30) small scale systems in the eight counties. The project will deliberately target women-led cooperatives and farmer groups.

**Sub-Component 1.2. Value Addition and Market Linkages:**

- ❖ Focus on linking farmers to markets through supporting value chain development for rice, cassava and vegetables.

**Major activities:**

- ❖ Strengthen the linkages between micro-hubs/SMEs and farmers for processing of rice, vegetables and cassava for commercial purpose, including activities to increase support and capacity building for contract farming to ensure that farmers have ready markets for the produces (e.g., business management support, facilitate contract farming, farmers and micro-processors innovation platform).

- ❖ Improve storage to reduce pre-harvest and post-harvest losses by establishing additional aggregation centers (emphasis on vegetables). This will provide cold room storage facilities to vegetable farmers to reduce postharvest losses;
- ❖ Strengthen the National Standards Laboratory for food quality and safety testing by procuring additional equipment (Aflatoxin B & G, OTA, Histamine, Metallic and Pesticide Residue) and capacitate the lab on the effective use of equipment;
- ❖ The project will support farmers with clean energy sources for processing and preservation of crop produce and fish harvest. The project will procure and supply 50 solar dryer kits for small-scale fish, cassava and vegetables processing;
- ❖ Support to Micro-hubs (Equipment & Training) for processing rice and cassava. The Project will provide post-harvest equipment/machinery and training to micro-hubs to enhance their capacity for continuous operations
  
- ❖ Enhance access to agriculture finance through the establishment of a ringfenced facility dedicated to financing for various value chain actors. The World Bank financed project STAR-P is financing the establishment of innovative financial product to provide credit guarantee to medium scale value chain actors, applying a competitive rates and flexible payment plan that address the needs of each value chain actor.

## **Component 2: Institutional Strengthening and Capacity building**

### **Sub-Component 2.1: Strengthening public and private sector extension services via training`**

#### **the trainers**

- ❖ This sub-component will focus on capacity development and systems strengthening public and private sector extension services via training the trainers to enhance effective service provision with sustainable measures. This will include close collaboration with CARI, the TAAT compacts for the selected commodities, National Standard Lab, Farmer Based Organizations, Farmer Field Schools, and farmer cooperatives through training, exposure visits, cross-county learning on best practices and innovations.

#### **Major activities:**

- ❖ The project will provide mobility logistics to support the seed certification committee to be able to visit and maintain quality assurance among the seed growers before certification. The project will provide two vehicles to support seed certification committee to enable the seed inspectors to visit seed farms to ensure that the right seed protocols are being adhered and two vehicles to enhance project coordination, including supervision and monitoring missions;
- ❖ Strengthening the capacity of farmer / agricultural producer organizations by providing labor saving equipment (mechanized equipment). The Project will enhance the productive capacity of FBOs by providing mechanized equipment to at least 37 FBOs.
- ❖ Enhance the capacity of project stakeholders by documenting and sharing best practices and lesson learnt from agriculture innovations and technology transfers and supporting smallholder

farmers to adopt Integrated Soil Fertility and Pest Management approaches, including composting methods.

- ❖ Support communities in improving farmer's awareness, production and consumption of diverse nutritious foods, especially among nutritionally vulnerable groups<sup>1</sup>. Enhanced access to input provision, such as seed provision to smallholder farmers, with the support of FFS lead farmers trained in nutrition enhancing activities, will facilitate production of vegetable food by smallholder farming families. In peri-urban areas, the provision of 5,000 kitchen garden demos and kits to peri-urban households will help to enhance consumption of nutritious foods, especially among nutritionally vulnerable groups, through nutrition education and by diversifying local food production. The close proximity of peri-urban households to food markets is considered an advantage that may allow some households to sell their produce at markets for enhanced income generation as a result of enhanced production. Sensitization sessions with recipients of kitchen garden kits will aim to communicate the importance of consumption of healthy diets, to reinforce the message and benefits of the vegetables, so that consumption benefits remain with the family and not only result in increased incomes.

In addition to the enhanced production and consumption of households in receipt of improved inputs and production knowledge, the project aims to cast a message among a wider net of women and children on basic nutrition, hygiene and health, and on the importance of consumption of healthy diets. To increase the scale of outreach, the project will develop, deploy strategy, deploy harmonization of messages and monitor a social behavior change campaign. The project will provide nutrition training sessions for 30,000 school children enrolled in the National School Feeding Programme and facilitate sessions on nutrition enhancing activities at the UN Women trainings that will impact 5,000 women beneficiaries

**Sub-Component 2.2: Strengthening the capacity of MoA in investment planning and implementation:** The project will support the capacity strengthening of the MoA in the planning of sustainable agricultural investments, including trainings on system of rice intensification (SRI), Climate Smart Agriculture (CSA) practices and Sustainable Water and Land Management, and on economic and financial analysis of agricultural investments. The project will support the mainstreaming of climate change adaptation in national agricultural M&E and in the extension and advisory system. It will also support the MoA to build its capacity to crowd in private investment to the agricultural sector by conducting agribusiness and investment policy dialogues with private sector partners, investment and commercial banks; and meetings with trade and financial specialists to share knowledge and interact on economic trends and events

### **Sub-Component 2.3: Enhance the community-based nutrition promotion activities**

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<sup>1</sup> Nutritionally vulnerable groups in the case of Liberia include: children under the age of five, children and adolescents between the age of five and 19 and women of reproductive age.

- ❖ This sub-component will support the community-based nutrition promotion efforts through awareness raising activities, development of Peri Urban Agriculture, home and school gardening promotion that will contribute to the improvement of nutrition status of the target beneficiaries.

**Major activities:**

- ❖ Development of Peri-Urban Agriculture including provision of kitchen gardening demos to peri-urban households;
- ❖ Support Home-Grown School Feeding Program for School Children
- ❖ Support home and school gardening for nutritional supplements to reduce malnutrition among children, lactating and pregnant mothers.
- ❖ Implementation of community-based nutrition promotion activities

**Component 3: Project management and coordination**

**Sub-component 3.1: Strengthen the activity of National Coordinating Office (NCO)**

- ❖ The sub-component will focus on the planning, coordination and management as well as progress tracking, and delivery of cost-effective project results with efficiency that enhances project management. This will include supporting appropriate design, monitoring and evaluation and implementation of activities proposed in components 1 and 2.

**Major activities:**

- ❖ Hire additional staff to support the current project team to enhance project visibility and engagement with micro-hubs and other private actors. Three key staff and two assistants (i.e., agri-business specialist, communication specialist, aquaculture technician, procurement and finance assistants) to support project; maintain vehicles (Operations, utilities and other operating costs); and
- ❖ Implement individual and joint monitoring and supervision visits to improve project implementation. Improve project communications and visibility through audio visual materials
- ❖ The rehabilitation of irrigation schemes for rice cultivation in a total of 130 ha of lowland areas. The rehabilitation will include stabilization of existing irrigation infrastructures for rice and vegetable production for improved water availability in the rice-producing counties of lowland areas and will include earth and layout works, water control and small irrigation structures.
- ❖ Establish a farm mechanization service center to provide equipment maintenance and repairs within the project area. The center will be established under the Central Agricultural Research Institute (CARI) and concentrate technical skills and resources that can be supplied at request on a cost-recovery basis, to ensure continued repair and service of machinery. It will act as a Centre of Excellence for mechanics and repair persons, where they can learn new knowledge and skills for serving their communities.
- ❖ The project's activities on the development and strengthening of smallholder farmers' capacity will start with the development of training modules for master trainers and farmer field school facilitators (lead farmers). The training modules will be refined to supplement and build on existing farming knowledge and experiences while also reflecting modern farming techniques.

- These modules will build on the cumulative knowledge of farmers, using control groups and trial & error techniques to share and shape future sustainable and climate-resilient farming practices
- ❖ Support the implementation of an extension model based on the participatory, lead farmer approach. This approach utilizes the experience of the farmer field schools (FFS), for improved rice, cassava and vegetable production, and also improved access to inputs such as seeds, marketing opportunities and skills and nutritional status. The limited number of public field extension officers in the counties are not enough to reach out to all the farming households with the needed extension support, so the lead farmer approach helps to fill in voids. A total of 160 FFS facilitators working in pairs and trained by the project, will implement one FFS per year, for four years.
  - ❖ Build the capacity of lead farmers at the county level, through training of master trainers. Two master trainers/county extension officer (ideally one female and one male) are trained per county. The master trainers will train lead farmers as FFS facilitators and manage the needed extension support and backstopping support (including FFS activities) at the county level. Each master trainer goes through one cropping season (4-5 months long) training. While the training of 10-12 master trainers is envisaged under this project, up to 30 trainees can be trained per training, allowing for the project to accommodate other projects to join the TOMT (training of master trainers) on a cost-sharing basis.
  - ❖ The Central Agricultural Research Institute (CARI) will support the development of the seed supply system to increase farmers' access to certified seeds, by training selected farmers on seed multiplication techniques at their center and by providing the needed support to set-up local seed /planting material multiplication farms in their communities. CARI will work with various seed grower groups and encourage and support the participation of private seed producer businesses and agro-input dealers to enable them fully to undertake the production and distribution of the certified seeds in Liberia.
  - ❖ FAO will provide technical assistance to the MOA for the execution of FFS activities. The MOA will lead the process by developing training manuals for the FFS to which the FAO through its national staff (an agronomist) will provide further technical backstopping by facilitating FFS activities. FAO will provide supervision, reporting and evaluation support services for the completion of the FFS activities

## **1.5 Implementation Arrangements**

The implementation arrangements for the project are along the line of the on-going AfDB, IFAD, World Bank and other donor funded projects in the MOA. Thus, the MOA is the executing agency with implementation mainstreamed within its Program Management Unit (PMU). At the National Level the SADFONS project is managed by the National Coordinating Office (NCO) consisting of a Project Coordinator, Irrigation and Infrastructure Engineer, Agronomist, Monitoring and Evaluation Officer, Accountant, Procurement Officer, Administrative Assistant, and Drivers. The project is being implemented at the County (Field) Level by the District Agriculture Officer (DAO) in each county who report to the NCO through the County Agricultural Coordinator. In an effort to strengthen the project counties, the project has provided salary top up to two district agriculture officers and CAC in each project counties to implement extension work and provide technical backstopping.



The project is working in partnerships with two international partners (Food and Agriculture Organization of the United Nations (UNFAO) and The World Food Programs of the United Nations (UNWFP) and the Central Agriculture Research Institute (CARI) to provide certified seed to out grower in project county.

The UNFAO signed a MOU with the NCO through the Ministry of Agriculture to provide (FFS) Farmer Field School to Farmer Based Organization (FBO) and UNWFP will provide nutritional food to school growing kits and conduct school garden program in project areas.

The services of five Consultant Firm (Agro-Economist, Agronomist, Irrigation/Infrastructural Engineer, Monitoring & Evaluation Specialist and Financial Specialist) are required to prepare an Implementation Status Report to facilitate the conduct of the Mid-Term Review of the Smallholder Agriculture Development for food and Nutrition Security (SADFONS) Project. The Project National Coordinating Office (NCO) of the SADFONS Project operates under the Program Management Unit (PMU) of the Ministry of Agriculture located at the LPRC ROAD, Garnerville, Monrovia. This office shall, therefore, be the main operational contact point for the assignment. The Consultant Firm will be responsible for liaising with the project team to set up the stakeholders' interviews and for coordination with the Project Steering Committee on various aspects of the review. The total duration of the assignment will be twenty-four (24) working days. The Consultant Firm will be reporting directly to the Project Coordinator-SADFONS and will work closely with the Monitoring & Evaluation Officer and other project staff (Agronomist, Irrigation and Infrastructural Engineer, Procurement Officer and Accountant) for purposes of coordination.

## **2. OBJECTIVES OF THE ASSIGNMENT**

The main objective of the Mid-Term Review (MTR) is to review current targets and assess whether they are still achievable within the remaining timeframe. The specific objective of the assignment is to (i) evaluate the conformity of project implementation with project objectives and description at appraisal; (ii) identify constraints (if any) impeding project implementation; and (iii) make recommendations for the efficient delivery of the objectives.

The Consultant Firm (Agro-Economist, Agronomist, Irrigation/Infrastructural Engineer, Monitoring & Evaluation Officer and Financial Specialist) will study the Smallholder Agriculture Development for Food and Nutrition Security (SADFONS) Project and prepare a Project Implementation Status Report to facilitate the conduct of a Mid-Term Review of the project.

The SADFONS Project will provide the working tools that support the Consultant Firm to carryout comprehensive and critical review of all the project appraisal documents with emphasis on the logical framework, evaluating appraisal targets, expected outputs and outcomes in relation to the current prevailing environment under which the project is being implemented. It is also anticipated that the Consultant Firm will review the original project cost table comparing it with current market prices and determine how changes in these prices affect the end results of the project.

## **3. SCOPE OF SERVICES**

The Scope of Services for the Consultant Firm is to study and determine project implementation, which includes the following:

- **Project effectiveness**

To determine the extent to which project objectives have been achieved relative to the appraisal logical framework.

➤ **Project efficiency**

To measure how resources/inputs (funds, expertise, time, people etc.) have translated to achieved results as compared to the project appraisal outputs and outcomes spelt out in the project components and logical framework.

➤ **Project Relevance**

Comparing the extent to which the project objectives at appraisal have changed or remained in line with the country's effort at reducing rural poverty, household food insecurity, and increasing the incomes of smallholders' farmers in the communities where the project is being implemented.

➤ **Undertake comprehensive review of project management and administrative procedures (coordination)**

This includes the steps taken by the project to ensure effectiveness and sustainability of project ownership by beneficiaries, reporting system planning, and exit strategies.

➤ **Coherence**

assess coherence in terms of the extent to which the project was integrated, harmonized, and coordinated with other Bank-supported interventions in agriculture and with similar interventions implemented by the government, development partners, and the private sector.

➤ **Sustainability**

assess the extent to which project interventions and results were likely to be sustained at the project completion

In addition, the Consultant Firm shall, *inter alia*, carry out the following tasks as part of the requirements for the Mid-Term Review (MTR) of the SADFONS Project:

- a) Establish and present a detailed work plan for the assignment execution to the Project Coordinator & staff for approval;
- b) Review and analyze the current project logical framework and recommend/develop realistic targets and measurable indicators.
- c) Undertake field visit to project sites to observe activity results and consult with local stakeholders.
- d) Provide a detailed overall assessment of the project, critically evaluating both technical and administrative issues, constraints and challenges during the project implementation;
- e) Review and evaluate the implementation of planned project activities and outputs against actual results to date, and establish the initial project outcomes as described in the appraisal logical framework;
- f) Provide recommendations for strategies, approaches and activities to improve the potential of the project to achieve expected outcomes within the project timeframe;
- g) Critically analyze the implementation design of the project and suggest changes where necessary;

- h) Review the financial management system and internal expenditure control in operation and procedures in place relating to the flow of funds
- i) Critically review the components and category expenditure trends in relation to the Project design and the Annual Work Plans and Budgets.
- j) Review to what extent previous recommendations by the supervision mission could be implemented.
- k)
- l) List and document the lessons learnt;
- m) Provide guidance for future project activities and for the implementation and management arrangements and, finally
- n) Analyze the strengths, weaknesses, threats and opportunities of the project to help determine the way forward and present a road map for achieving project objectives
- o) Analyse the factors and constraints that have influenced project implementation including technical, managerial, organisational, and institutional factors in addition to any other external ones, unforeseen during design and propose how such constraints may be overcome during the remaining period of the project.
- p)

## **4. REPORTING AND TIME SCHEDULES**

### **4.1 Expected Outputs**

A comprehensive final report written and submitted to the SADFONS Project Coordinator. This report shall include detailed analysis of the project environment/ situation, findings, challenges/constraints, and recommendations. The report should also consider how the recommendations can be implemented.

### **4.2 Mid-Term Review Reporting Format**

The Mid- Term review report shall be a detailed report of no more than 40 pages (excluding annexes), written in English and should include the following:

1. Introduction
2. Project Design at Appraisal
  - 2.1 Objectives
  - 2.2 Description
  - 2.3 Financial Arrangements (Project Costs and Sources of Financing)
  - 2.4 Assumptions and Risks
  - 2.5 Environmental Impact
  - 2.6 Social Impact (Stakeholder Analysis)
  - 2.7 Institutional Arrangements
  - 2.8 Financial and Economic Analysis
  - 2.9 Project Sustainability
  - 2.10 Loan Conditions/Covenants
3. Project Implementation to Date
  - 3.1 Physical Implementation (component by component)
  - 3.2 Project Financing (including Counterpart Funding)
  - 3.3 Procurement/Disbursement

- 3.4 Institutional Arrangements
- 3.5 Fulfillment of Loan Conditions
- 4. Conclusions and Recommendations
  - 4.1 Summary Assessment of Project Status (including likelihood of achieving project objectives)
  - 4.2 Review/Analysis of Constraints (physical, institutional, economic and financial, procurement/disbursement etc.)
  - 4.3 Proposed Changes (project design, scope, and financing, institutional arrangements, loan conditions etc.)

The Consultant Firm are required to prepare and submit a draft report covering the Consultant Firm’ studies, analysis, findings and recommendations, for review by the Client. The Client shall review the Draft Report and provide comments within one week. Following receipt of the Client’s comments, the Consultant shall complete the Report within 1 week, incorporating all comments and suggestions by Client and submit the Draft Final Report for review and approval.

#### 4.3 Timing and Duration of the Assignment

The Services are expected to be executed within the period of twenty-four (24) days from the date contract is signed between the SADFONS Project (Client) and the Consultant Firm. This time period and reporting shall be as follows:

No.	Activity	Number of Days
1.	Preparation Work and Inception Report	3
2.	Field Visit	7
3.	Stakeholders Consultation, Preparation and Submission of Draft Report	7
4.	Review of Draft IR Report & 1-day Stakeholders Validation Workshop	3
5.	Finalization and Submission of Final IR Report	4
	Total Staff Time Input	24

#### 5. QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL

The Consultant Firm shall have a minimum of a Master’s Degree in Agriculture, Engineering, Economics, Finance, Procurement, Monitoring & Evaluation or a relevant field. S/he should have at least 3 years’ experience working with donor-funded projects or at least 5 years’ experience in Agriculture related development activities, proven record in preparing documents for project reviews, including a Mid-Term Review. Advanced knowledge of result-based agriculture project analysis and management, with experience in monitoring and evaluating donor-funded projects will be an advantage.

#### 6. FACILITIES, DATA AND INFORMATION TO BE PROVIDED BY THE CLIENT

The Project will provide ample office space for the Consultant Firm for use during the desk study and report preparation. In addition, the project will provide transport for the Consultant Firm for Field work. The Consultant Firm will be responsible for transport within Monrovia.