



Standard Procurement Documents



Expression of Interest

1st Edition

December 2020



IFAD PIU/MOA

Expression of Interest

(by the consulting firm in response to the REOI issued
by the procuring entity)

for

TCEP Outcome Survey

Ref No: *LIB/IFAD/TCEP I /CS-010/21-22*

Issue Date: November 12, 2021



Foreword

This document has been prepared by *IFAD PIU/MOA* and is based on the 1st edition of the IFAD-issued standard procurement document for expression of interest available at www.ifad.org/project-procurement. This bidding document is to be used for the procurement of services using *QCBS* in projects financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

Instructions to Consultants¹

Reference Number: **LIB/IFAD/TCEP I/CS-010/21-22**

November 12, 2021

TCEP Outcome Survey

1. The *Ministry of Agriculture* has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of *Tree Crop Extension Project I (TCEP I)* (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with *Tree Crop Extension Project I (TCEP I)*.

2. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide *TCEP Outcome Survey*. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services do will not **exceed 20%** of the total consultancy work.
3. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
4. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the

¹ This document refers to legally constituted consulting firms as “consultant”.

consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².

5. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") in competing for, or in executing, the contract.
 - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
 - e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years

² The policy is accessible at www.ifad.org/anticorruption_policy.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.

6. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.⁴
7. **Procedure:** the selection process will be conducted using QCBS as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
8. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below no later than *November 22, 2021, 11:00 am*. The client will provide responses to all clarification requests by *November 23, 2021 11:00 am*.
10. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than *November 26, 2021 at 4:00 pm*.

Address: ifad-bids@moa.gov.lr

Attn: Emmanuel G. Vah,
Project Coordinator
IFAD PIU/MOA
Libsuco Compound, Old LPRC Road
Monrovia, Liberia
Tel: 231 775901977 77
E-mail: evah@moa.gov.lr

Yours sincerely,

⁴ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.



Emmanuel G. Vah
Project Coordinator
Tree Crop Extension Project I (TCEP I)

Form EOI-1

EOI Submission Form

[Location, date]

[Authorized official]

Re: Consulting Services for *TCEP Outcome Survey*

Ref: *LIB/IFAD/TECP I/CS-010/21-22*

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁵, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual

⁵ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

- The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

- We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
- The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

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If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name and title of signatory]

[Name and address of firm]

Form EOI-2
Organization of the Consultant

Re: Consulting Services for TCEP Outcome Survey

Ref: LIB/IFAD/TECP I/CS-010/21-22

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	

Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies (<i>wherever applicable</i>): (details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

Maximum 10 pages

Form EOI-3
Experience of the Consultant

Re: Consulting Services for TCEP Outcome Survey

Ref: LIB/IFAD/TECP I/CS-010/21-22

[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.]

Maximum 20 pages]

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current US\$):

Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

ANNEX 1

PRELIMINARY TERMS OF REFERENCE

Consulting Services for *TCEP Outcome Survey*

1.0 Context

The Ministry of Agriculture (MOA) is implementing the Tree Crop Extension Project (TCEP) with funding from the International Fund for Agricultural Development (IFAD). The project is designed to reach 11,000 beneficiaries including 8,000 smallholder cocoa producers who are members of kuu groups and Farmer Field Schools (FFS); 2,400 farmers who will benefit from access to roads, input supply and market linkages and 600 farmers who will benefit as a result of job creation along the value chain. The development objective is to improve the incomes and climate change resilience of smallholder cocoa producers in Nimba County.

The project objective will be accomplished through the following four components:

Component 1: Revitalization of Cocoa Plantation - This component is aimed at increasing quantity and quality of cocoa sold and higher price received by smallholders. Under this component the project will rehabilitate 8,000 ha of cocoa plantation following value chain model; establish and operate a national seed station to guaranteed availability of improved climate resilience planting materials to farmers; mobilize and organize 320 kuu groups of 25 persons and FFS to reach 8,000 farmers; establish 320 village nurseries and supply improved hybrid seeds/seedlings, equipment, tools and solar driers to smallholder farmers; train 8,000 farmers in crop husbandry techniques, disease control, harvesting, post-harvesting handling, grafting and identification of suitable cocoa germplasm using the FFS approach; and diversification of cocoa farms following their revitalization with valuable trees and food crops, specifically banana/plantain, will be pursued for food security, climate resilience and smoothening of cash flow, while simultaneously increasing the role of women in the farming economy.

Component 2: Rehabilitation and Maintenance of Existing Farm-to-Market Roads - This Component is aimed at improving access to markets and reduced transportation costs. Under this component the project will rehabilitate 200 km of existing farm-to-market roads and establish a viable road maintenance program. Regarding maintenance, TCEP will have a three-pronged approach that includes: (i) capacity building in road maintenance targeting youth brigades; (ii) improvement of the roads maintenance strategy, including development of a financing mechanism; (iii) transition financing of maintenance on a cash-for-work basis.

Component 3: Service Provision for Value Chain Development - This component is aimed at improving service provision to cocoa farmers for Value Chain Development. Under this component the project will strengthen and/or build institutional capacity of eight (8) farmers' cooperatives, LACRA, CDA, CARI, LNFCS and MOA at county and district levels; support CAC and DAOs to carry out their activities; construct and/or refurbish eight (8) offices and warehouses of cooperatives; and provide working capital on basis of business plan. This component will also ensure that climate change adaptation will be mainstreamed in the technical support systems for cocoa value chain development, policy dialogue, and monitoring of deforestation in the cocoa sector.

Tree Crop Extension Project (TCEP I)

Component 4: Project Management and Coordination - This Component is aimed at ensuring an effective and efficient strategic and operational planning, implementation, monitoring and evaluation as well as knowledge management. Under this component the project will recruit professional and support staff to form the Project Implementation Unit (PIU); ensure effective administrative, financial and technical planning and implementation of the project including audit and reporting; ensure an efficient coordination amongst the components of the project and between partners within and outside MOA; conduct supervision mission, baseline survey, mid-term review and end line survey; TCEP Outcome Survey; and technical and financial progress reporting (monthly, quarterly, annually, etc.).

The project is being implemented in eight (8) districts in Nimba County over a period of six (6) years. The project has adopted a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and FFS, to markets and services through cooperatives and Private Sector Partners (PSPs).

The MOA plans to apply some of the project proceeds for the hiring of a qualified firm to conduct an TCEP Outcome Survey to assess the effectiveness and value of TCEP as a means to pinpoint where changes or improvements need to be made. Under IFAD's proposed new approach, direct measurement of outcome performance will be conducted using the Flexible TCEP Outcome Survey (FOS), representing an important methodological departure from that of the former RIMS. It builds on the "annual TCEP Outcome Survey" (AOS) methodology piloted by IFAD. The data coming from the FOS will allow to: (i) assess whether the project is on track or not to achieve their outcome targets (including forecasts); (ii) conduct statistical analysis (possibly combining with other data sources) to better understand the drivers of performance, and (iii) the FOS, therefore, is not only a measurement tool but rather a trigger to evaluative reasoning in frontline managers for data-driven and adaptive decision-making to accelerate delivery. The TCEP Outcome Survey data will be collected on households benefiting from the project living in the targeted project communities.

2.0 The Objective of the Consulting Services:

The main purpose of the TCEP Outcome Survey is to evaluate the progress made by the project in achieving its development objective and achieving results as specified in the project design report. It will also be a question of warning signs of possible success or failure with the aim of following the implementation and the reactive management in order to improve the achievements of the project. To this end, the survey will focus on collecting and analyzing in a systematic way all information needed to assess not only the overall strategy described in the project design report but also the approach used to implement the activities in order to measure the real progress in achieving the assigned objective and achieving results to date. This TCEP Outcome Survey will enable the PIU to identify at an early stage the risks linked to the sustainability of the project's actions and to make recommendations and thus to undertake the necessary changes. This will ensure that the project is focused on the achievement of the results.

3.0 Detailed Tasks

The TCEP Outcome Survey under this assignment will specifically cover household information, farmer's cultivation and farmers' organizations related information. The scope of the services required under this assignment will include the collection of data for the TCEP Outcome Survey (at the

appropriate level of analysis, namely, the individual, household and community level). The impact and outcomes measured will be consistent with the project's theory of change, and will have to meet MOA development's objectives and IFAD's corporate mandate. It is estimated that the sample size will be approximately 750 households from 40 communities.

Generally, the required services will include the following:

1. Provision of technical inputs into the survey methodology developed jointly by MOA and TCEP-PIU. The consulting firm will provide feedback on the sample size, the sample frame and the household questionnaire. Specifically, the consulting firm is expected to assist devising tailored, context-specific questions that must reflect the country context given the logic of the project, and provide context-specific inputs on developing survey tools;
2. Based on the sampling frame, prepare a list of primary and secondary sampling units (such as households, POs) for both project areas identified. Specifically, the consulting firm must prepare a household and village enumeration plan according to the survey methodology developed jointly by MOA and TCEP-PIU;
3. Organize and deliver the training of the supervisors and enumerators on the survey methodology and survey questionnaire. Carry out the pre-testing of the questionnaire in project areas that are not selected for sampling;
4. Administer the household and community level surveys including appropriate geo-coordinates for the households and communities surveyed. The quantitative survey must be implemented using a Computer Adaptive Personal Interviewing (CAPI) technique. CAPI should be administered using tablets;
5. Deliver cleaned data sets in SPSS or Stata and Excel format with a detailed variable library;
6. Prepare a baseline report using collected dataset to report on the data collection strategy, the sample distribution, and the summary statistics of the relevant indicators.

Specifically, the services required will include the following:

1. Provide context-specific inputs to the survey tools including the survey questionnaire and the sampling design for both the quantitative and qualitative survey tools and instruments;
2. Translate the questionnaire into local languages including quality controls;
3. Organize the training of the field staff (supervisors and enumerators) on the survey methodology and the data collection requirements; the training will include a module on using the *Survey Solutions* software and tablets for data collection;
4. Administer and analyze pre-tested and piloted surveys of the adapted questionnaire in the field;

5. Develop interview manuals and instructions for field staff (supervisors and enumerators). The interview manual should include a section on unit conversion factors, including but not limited to conversion factors for local units for weights, volumes, areas, etc.;
6. Develop an appropriate data management system with adequate quality controls. The data management system should be finalized before the data collection team moves to the field;
7. Organize and conduct the field activities including all logistic arrangements;
8. Deliver partial datasets on a regular basis to the MOA and PIU according to the agreed quality standards and adhere to the agreed format. As per the *Survey Solutions* structure, all three parties, the consulting firm, MOA and the PIU will have access to the real time data collected from the field as soon as they are uploaded to the system by the enumerators;
9. Implement the survey supervision program;
10. Produce consolidated datasets according to the agreed quality standards and adhering to the agreed format;
11. Develop a variable library with appropriate labels to all the variables generated in the data collection;
12. Prepare a baseline report on data collection strategy, sampling distribution, summary statistics of relevant indicators.

4.0. Methodology

The TCEP Outcome Survey will have a focus on quantitative methods to obtain required information to assess project progress and implementation. The survey will cover all the information based on the results chain of project's theory of change which is already designed in project M&E systems to capture outcome progress. The quantitative surveys will be conducted using the CAPI software administered by using tablets:

1. The consulting firm is required to use the CAPI software. Specifically, the consulting firm is required to use *Survey Solutions*, developed by the World Bank. MOA and PIU will provide technical support to design the questionnaire in *Survey Solutions*;
2. Quantitative surveys (conducted at the household and at the community levels) must be administered using tablets suitable for collecting proper geo-reference of household dwelling and of community center. If tablets are not suitable for geo-referencing it is the consulting firm responsibility to ensure proper GPS devices are used;
3. The PIU will have responsibility to make arrangements for appropriate tablet devices compatible with the latest version of the *Survey Solutions* software. The recommended specification of the tablets is provided below⁶:

⁶Compatible tablet models are listed on this webpage. <http://support.mysurvey.solutions/customer/en/portal/articles/2505822-what-tablets-should-i-buy->

Survey Solutions software works with Android tablets with the following specifications:

Version of Android: OS Android 4.3.1 or better is required; Android 5.0+ is strongly recommended

RAM Minimum 1.5GB

Memory 8GB of flash memory storage. At least 1GB of available space must be available for Survey Solutions' use. The Survey Solutions software installation package (apk) is close to 30MB, but more space will be required during the operation of the software. The ultimate requirements for space depend on the kind of survey (questionnaire) and the mode of use of the tablet (number of assignments, simultaneously started assignments, rejections, etc.

WiFi module, which can be used for software setup, upgrades, and synchronization while in the office

3G/4G connectivity module is required for synchronization from the field.

Please note that better technical characteristics will improve responsiveness of the program

5.0 Enumerator Training, Pre-Testing and Pilot

The consulting firm is responsible for arranging the pre-testing, the enumerator training as well the pilot phase of the survey tools. The pre-testing has the function of:

- (i) verifying the accuracy of translation;
 - (ii) identifying questions that are difficult to understand for respondents; and
 - (iii) identifying where improvements can be made in the general questionnaire design and flow⁷.
- The pre-testing team should include all the supervisors and a few local experts (i.e. agronomist or agricultural experts).

During the pre-testing the MOA and PIU team will work in conjunction with the pre-testing team to refine and finalize the survey tools prior to the enumerator training and the pilot phase and make sure it is very well-tailored to the country context both from an agricultural as well as a cultural point of view. The pre-testing should take 2-3 days in total. It is required that the pre-testing is conducted in the field with respondents from households that resemble but are not part of the final sample area. Each supervisor should conduct at least two complete surveys in the field.

Once the pre-testing is completed and the survey tools are finalized and translated, the consulting firm is responsible for arranging the equipment for the enumerator training as well as the pre-testing of the survey tools, including testing the survey in the field. This implies organizing the pre-testing and pilot location, accommodation, and equipment required.

The consulting firm is also fully responsible for arranging the pilot, during which each enumerator must complete at least three questionnaires and upload at least the third interview to the server. Note

⁷Pre-testing of the survey tool might entail major changes to the questionnaire.

that during the pilot phase, it is expected that each questionnaire will take around double the time that it will take during the live data collection⁸.

The enumerator training and the pilot should be conducted concurrently. The consulting firm is responsible for devising the training schedule given the specific needs of the project (i.e. sample size, logistics, type and level of complexity of the intervention, etc.) and the training schedule should be as rigorous as the following proposed examples (including pre-testing, training and pilot):

Day	Activity
1-3	Pre-testing of questionnaire in Survey Solutions
4	Revision and finalization of the questionnaire in Survey Solutions including translation into local language(s)
5-7	Classroom training on Survey Solutions questionnaire
8	First pilot of Survey Solutions questionnaire
9	Debriefing on first pilot and addressing issues that arose
10	(Morning): Second pilot of Survey Solutions questionnaire (Afternoon): Final debriefing and final recommendations for data collection

It is required that the enumerator training is undertaken in the **same location for the entire team**, and that all enumerators, supervisors and managers are present. The consulting firm is required to ensure enumerator's capability to collect high quality data within the average amount of time indicated for household survey. To this purpose the consulting firm must elaborate a plan to verify and test the quality and capability of enumerators and must be prepared to substitute enumerators as needed. This may require higher number of enumerators attending the enumerator training and pilot, after which, the consulting firm will screen out enumerators based on their performance during training and pilot.

6.0 Deliverables

The consulting firm will be expected to deliver the following outputs:

Expected Outputs	Required Completion
Prepare and submit inception report at the start of the assignment with detailed study design and work plan based on information provided and discussions with the PC on outline of the outcome report format.	November 2021
In collaboration with the MOA and TCEP-PIU M&E Team, finalize survey instruments (Questionnaire: producers, POs); and develop interview manuals and instructions for field staff (supervisors and	November 2021

⁸ Minor changes to the survey tool are expected during training and pilot.

enumerators). The interview manual should include a section on unit conversion factors, including but not limited to conversion factors for local units for weights, volumes, areas, etc.	
In collaboration with the MOA and TCEP-PIU M&E Team, conduct training for supervisors and enumerators in the used of the data collection tools.	November 20221
Carry on Pre-testing questionnaires and make relevant changes based on outcome from the pre-testing exercise.	December 2021
Carry on data collection in Nimba County	December 2021 – January 2022
Submit draft outcome report and raw data set (both hard & softcopies)	February 2022
Submit final report outlining key findings and outcome information of the target beneficiaries (Cocoa farmers) as per the outcome and impact indicators of the TCEP project objectives developed and submitted.	February 2022

7.0 Timing of the Assignment

The TCEP Outcome Survey report and findings will be expected to come within five months from the date of signing the contract. The tentative timeframe of the survey is presented below:

No.	Activities	November				December				January				February			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Finalize Survey Tools	■	■														
2	Training of Enumerators			■													
3	Data Collection				■	■	■	■	■	■							
4	Data Entry									■	■						
5	Data Analysis											■	■	■			
6	Draft Report Submission													■	■	■	
7	Workshop for presentation of survey findings													■	■	■	
8	Final report submission																■

A.

8.0 Qualification for the Contractor

The consulting firm shall possess the following qualifications:

- Having key staff with master's degree or at least bachelor's degree in any of the following professions: agri-business, marketing, economics, rural development, international development, and other social sciences;
- Experience of previous baseline, evaluation and researches on related project initiatives.
- Proven skills in conducting computerized quantitative analysis, poverty assessment (pro-poor), gender and youth sensitive evaluations, baseline surveys and studies;
- Strong knowledge in at least two of the following software programs: CS-Pro, Survey Solutions, SPSS, Stata
- Good written English
- Prior experience in similar field of study.

9.0 Applications:

Please send a soft copy of your expression of interest by **9th day of November 2021 by 4.00pm** to:
recruit@moa.gov.lr

IFAD PIU/PMU/MOA

Ministry of Agriculture Annex, Libsuco Compound

Somalia Drive, Gardnersville, Montserrado County

Telephone: 0775901977

The subject line should read: **EOI for Consulting Services for TCEP Outcome Survey**

Only pre-selected consulting firm will be contacted.

ANNEX 2

Qualification and Evaluation Criteria

[Insert criteria related to required qualifications and experience of the firm, such as core business and years in business, relevant experience, technical and managerial capability of the firm. The qualifications and experience of key experts shall not be included in the shortlisting criteria as the shortlisted firms will be asked to submit a detailed technical and financial proposal which is then negotiated.]

[Sample below]

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of at least 2 projects of a similar nature and scope of works during the last 10 years .		
A.	General experience	30
i	General experience: Firm has been in existence for 10 years	10
B.	Specific experience	70
i	Experience in setting up a data archiving and retrieval system	15
ii	Experience in designing and implementing capacity building and organizational information systems for public or non-profit organizations in developing countries	40
iii	Experience in data validation and verification procedures	15
	Total Points	100
	Minimum points required to pass	70 points