



Tree Crop Extension Project I (TCEP I)

Request Expression of Interest

For

Consulting Services for TCEP End-line Survey

Ref No: LIB/IFAD/TECP I/CS-010/21-23

Issue Date: June 1, 2023

Instructions to Consultants¹

Reference Number: LIB/IFAD/TECP I/CS-010/21-23

Date: June 1, 2023

Consulting Services for TCEP End-line 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 conduct the *Tree Crop Extension Project (TCEP I) End-line Survey*. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**.
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 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.

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

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

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, 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 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

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

Laundering and Countering the Financing of Terrorism Policy.⁴

7. **Procedure:** the selection process will be conducted using Consultant's Qualification Selection (CQS) as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. Only the highest-ranked firm will be invited to submit a combined technical and financial proposal. If such proposal is responsive and acceptable, the firm will be invited for negotiation. Both technical and financial aspects of the proposal may be negotiated. If negotiations with the selected firm fail, the procuring entity may terminate the negotiations after obtaining IFAD's no objection (NO) and invite the second-ranked consultant to submit a combined technical and financial proposal.
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 recruit@moa.gov.lr no later than **June 20, 2023**. The client will provide responses to all clarification requests by **June 23, 2023** at **16.00h** GMT.
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 June, **28, 2023** at **16.00h** GMT to the address below:

IFAD PIU/PMU/MOA
Ministry of Agriculture Annex, Libsuco Compound
Somalia Drive, Gardnerville, Montserrado County
Telephone: 0775901977
recruit@moa.gov.lr , Cc: rcole@moa.gov.lr, ddoe@moa.gov.lr

Yours sincerely,

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

Form EOI-1

EOI Submission Form

[Location, date]

[Authorized official]

Re: Consulting Services for TCEP End-line Survey

Ref: LIB/IFAD/TECP I/CS-010/21-23

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 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.

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/>.

7. 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.”)

8. 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.
9. 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

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 1 End Term Survey Implementation

Ref: LIB/IFAD/TECP I/CS-010/21-23

[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 (wherever applicable):	

(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 I End-line Survey

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[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

Tree Crop Extension Project (TCEP I) End-line Survey

Tree Crop Extension Project (TCEP I)

2. Country background

A. In order to enhance economic growth and recover from the Ebola crisis, reduce rural poverty and create opportunities for young people in rural areas, the Government of Liberia (GOL) faces the challenge to modernize its agricultural sector, and in particular the tree crop subsector for which Liberia has comparative advantages and a longstanding tradition. On the basis of the achievements and lessons learned from the IFAD co-financed Smallholder Tree Crop Revitalization Support Project (STCRSP) in Lofa County, the GOL, through the Ministry of Agriculture (MOA), has requested a complementary project to be financed under the 2013-2015 IFAD Performance-based allocation system (PBAS) cycle in order to rebuild the cocoa value chain in Nimba County

B. Despite positive socio-economic developments since the end of the civil war in 2003, Liberia is still classified as a low-income food deficit country. In 2013, UNDP ranked Liberia 175 th out of 187 countries with a Human Development Index (HDI) score of only 0.412, which reflects a deep and broad underlying poverty and immense need for economic growth and social development. In recent years, Liberia's post-war economic growth has been sustained; the real Gross Domestic Product (GDP) growth was 8.9% in 2012 and 8.1% in 2013. The Ebola Virus Disease (EVD) in 2014-2015 crippled the economic growth, as foreign and domestic investments slowed down. The crisis is resulting in flat or negative income growth and creating large fiscal challenges for Government

C. The agricultural sector is the primary livelihood source for two-thirds of the population, mainly at smallholder and subsistence level. The basic rural institutions, infrastructures and value chains are being rebuilt slowly since 2003. However, primitive subsistence farming and traditional agronomic practices are still widespread and market orientation of agriculture is limited. The country's forest, soil and water resources require effective and sustainable management practices to improve agricultural productivity and increased resilience in the face of climate change. Notwithstanding these challenges, agriculture remains the mainstay of the Liberian economy and focus of the development efforts of Government and its international partners. These efforts also take into consideration that more than 50,000 youth are joining the labour force every year and there is need for employment opportunities in the rural economy. Liberia signed the Comprehensive Africa Agriculture Development Program (CAADP) Compact and has thus committed to the Maputo Declaration of 10% budget expenditure on agriculture, though commits currently only 3%.

D. The tree crops sector was traditionally one of Liberia's biggest employment sectors and an integral part of its social fabric and economy. Primary cash crops included cocoa, coffee, oil palm and rubber. During the Liberian civil wars of 1989-1996 and 1999 -2003, the tree crop

Tree Crop Extension Project (TCEP 1)

Consultancy for TCEP 1 End Term Survey - LIB/IFAD/TECP I/CS-010/21-23

sector was devastated and many farmers were displaced from their land. The abandoned farms and plantations degenerated into forest and their associated support structures were damaged or destroyed. Market linkages vanished, while exports dropped to near zero levels. However, rehabilitation and growth in the tree crop sector can do much to increase farmers' incomes, revive the rural economy and contribute towards consolidating peace.

E. A vulnerability analysis of the cocoa subsector to climate change, carried out by CIAT (2014) 7, showed that higher maximum dry season temperatures by the 2030s will put pressure on cocoa productivity due to higher heat stress and seedling mortality. Higher plant water demand will however be partially compensated by a shorter dry season. Disease pressure, especially black pod fungus, is expected to increase due to this shorter dry season and will require better disease control. On-farm cocoa processing will equally be challenged putting greater demand on artificial drying. Under these conditions, Nimba County can remain competitive provided investment is made in germplasm and cropping practices more suitable for a hotter climate and shorter dry season. Current varieties of cocoa in Liberia are not optimal to fit with these future conditions and some parts of the current cocoa belt might shift to other crops without adequate support

3. Background on Project

The Ministry of Agriculture (MOA) is implementing the Tree Crop Extension Project (TCEP) with funding from the International Fund for Agricultural Development (IFAD), including support from ASAP for climate-resilience activities. 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.

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 (2017-2023). 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).

4. Background of the assignment

The Tree Crop Extension II (TCEP II) is currently at its Mid-Term to completion. Hence, as per the IFAD Core Outcome Indicators (COIs) guidelines, it is mandatory for IFAD-funded projects to conduct baseline, mid-term, and completion surveys based on the COI methodology. The COIs guidelines became effective in 2019 replacing the Results and Impact Management System (RIMS), which is based on Annual Outcome Survey (AOS) methodology. IFAD COIs survey results are used to:

(i) Update project log-frame and 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.

(iii). (iii). Conduct economic benefit analysis as the result of the project intervention

(iii) the COI, 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 End-line Survey data will be collected on households benefiting from the project living in the targeted project communities.

5. Overall objectives

The main purpose of the TCEP End-line Survey is to assess and evaluate the progress and achievements made by the project in reaching its development objective and results as specified in the project design report and log-frame, based on the outcome indicators compared to their targets, and the overall goal of the project. Further, the survey will develop specific tools to assess the economic benefits generated as the result 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 performance of the project, but also an approach used to assess the overall implementation of project activities designed to achieve the assigned objectives. This TCEP End-line Survey will enable stakeholders to identify key achievements, challenges and recommendations on the project implementation, as well sustainability issues, and inform decisions on future intervention.

6. Scope of work

The tasks of the outcome survey under this assignment will specifically cover household information, farmers' access to production resources, knowledge gained, access to market due to farm-to-market roads construction, job creation, farmers' cultivation and farmers' organizations related information. The scope of the services required under this assignment will include the collection of data for the outcome survey (at the appropriate level of analysis, namely, the individual, household and community level). The survey will assess the economic benefits on the beneficiaries as the results of the project implementation. The outcomes measured will be consistent with the with the IFAD COI which support project's theory of change, MOA development's objectives and IFAD's corporate mandate.

It is estimated that the sample size will be approximately 1,500 households from 40 communities. This sample size of 1,500 is based on the Rule of Thumb, as indicated in the IFAD 2022 revised COI Guideline, which is mostly applied at End-line/completion Survey where both treated units and comparison units.

Generally, the required services will include the following:

1. Consulting firm lead the development of the survey methodology with technical inputs from MOA/IFAD technical team. The consulting firm will lead the development of on the sample size, the sample frame and the household questionnaire, based on the sampling guideline of IFAD. Further, the consulting firm is expected to lead developing 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, capturing the IFAD COI.
2. Based on the sampling frame, prepare a list of primary and secondary sampling units (such as households, producers' organization, community groups, etc)) for both project areas identified. Specifically, the consulting firm must prepare a household and village enumeration plan according to the survey methodology developed, and that will capture an assessment of the analysis of economic benefits of the project.
3. Develop interview manuals and instructions/guidance notes 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.;

4. Develop an appropriate data management system with adequate statistical analysis and quality controls. The data management system should be finalized before the data collection team moves to the field;
5. 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/beneficiaries that are not selected for sampling;
6. Organize and conduct the field activities including all logistic arrangements;
7. Administer the household and community level surveys, using questionnaires translated into local languages where necessary, 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;
8. Deliver datasets on a regular basis to the MOA/IFAD PIU according to the agreed quality standards and adhere to the agreed format. As per the Survey Solutions structure, all three parties responsible technical staff, including the consulting firm, MOA and the IFAD PIU will have ready access to the real time data collected from the field as soon as they are uploaded to the system by the enumerators;
9. At the end of the survey period (s), deliver cleaned datasets in SPSS or Stata and Excel format with a detailed variable library;
10. Prepare and submit an Inception Report within two weeks of the signing of this agreement with detailed study design including sampling and draft questionnaire (s), work plan, and outline of the outcome report format, based on information provided and discussions with the MOA/IFAD PIU;
11. Prepare and submit final Outcome Survey Report on data collection strategy, sampling distribution, statistical analysis and summary statistics of relevant indicators and key findings and recommendations that can support the project to improve its targeting of investments for enhanced results, project sustainability and inform future investment opportunities. This should also include an analysis of the resilience scorecard data to provide guidance to the MOA/IFAD PIU in terms of what are the interventions that are most likely to produce an enhance Household resilience capacities.

4. Methodology

The TCEP End-line Survey will have a focus on quantitative methods to obtain required information to assess the project's achievements so far. The survey will cover all the information based on the results chain of project's theory of change, which is already designed in project Log-frame to capture performance of COI and other key information. It is estimated that the sample size will be approximately 1,500 households from 40 communities. This sample size of 1,500 is based on the Rule of Thumb, as indicated in the IFAD 2022 revised COI Guideline, which is mostly applied at End-line/completion Survey where both treated units and comparison units are surveyed. This means, during the end-line survey, 750 households who benefited from the project supports will be assessed, while another 750 households who did not benefit from the project supports will be assessed to conduct a comparison between the two units.

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, IFAD 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:

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

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

Version of Android: Android 10 +
RAM Minimum 4 GB, Micro SD, GB
Memory 32GB
Memory card slot
Battery: 5000mAH +
Processor clock: 2.0 GHz +, with 4 cores
Sim card Slots
WiFi 3G/4G connectivity
Screen size: 8 inches +

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

5. 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 or are biased; 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 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.

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

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

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 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):

Proposed Indicative Training and Pilot Activities Schedule

Day	Activity
1 st -3 rd days	Pre-testing of questionnaire in Survey Solutions
4 th day	Revision and finalization of the questionnaire in Survey Solutions including translation into local language(s)
5 th -7 th days	Classroom training on Survey Solutions questionnaire
8 th day	First pilot of Survey Solutions questionnaire
9 th day	Debriefing on first pilot and addressing issues that arose
10 th day	(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. Deliverables

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

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.	Month 1
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 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.	Month 1
In collaboration with the MOA and TCEP-PIU M&E Team, conduct training for supervisors and enumerators in the use of the data collection tools.	Month 1
Carry on Pre-testing questionnaires and make relevant changes based on outcome from the pre-testing exercise.	Month 1
Carry on data collection in Nimba County	Month 1-2
Carry out data analysis and submit draft End Term Survey report and raw data set (both hard & softcopies)	Month 3
Workshop for presentation of survey findings	Month 3
Submit final report outlining key findings and recommendations of the end-line survey	Month 3

7. Timing of the Assignment

The TCEP 1 End Term Survey report and findings will be expected to come within three months from the date of signing the contract. The tentative timeframe of the survey is presented below:

S.N.	Activities	Month 1				Month 2				Month 3			
		1	2	3	4	1	2	3	4	1	2	3	4
1	Inception - Finalize Survey Tools												
2	Training to Enumerators												
3	Data Collection												
5	Data Analysis												
6	Draft Report Submission												
7	Workshop for presentation of survey findings												

8	Final report submission											
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8. Qualification and experiences of firm

The consulting firm shall possess the following qualifications:

- Must be a legally registered organization whose core activities are in research, and have more than 5 years' experience.
- Must have experience in conducting baseline, mid-term, and endline evaluation or other similar study in the agriculture sector or other related fields in Liberia or within the sub-region.
- Must have proven track records of successfully completing at least 10 projects in the similar field. At least reference letters and at least three certificates of successful completion should accompany this.
- Having key staff with at least master's degrees in any of the following professions: Agriculture, Research/Statistics, Agricultural economics, Agri-business, Applied economics, Rural/Regional development, International development, and other social sciences;
- Key staff must have relevant work experience in line with the assignment, such as previous experience in baseline/mid-term/endline evaluation, research, etc.
- Proven skills in conducting computerized quantitative analysis, poverty assessment (pro-poor), gender and youth sensitive evaluations, stakeholders profiling and engagement, etc.
- Strong knowledge in at least two of the following software programs: CAPI, CS-Pro, Survey Solutions, SPSS, Stata, Power BI.
- Proven records of effectively and efficiently completing similar tasks with high quality reports.

8.1. Qualifications and experience firm's key proposed staff.

Consultant firms are encouraged to develop their methodology, staffing plan, level of effort and work approach to accomplish the TORs. The firms shall have key staff with relevant education and track record in research with specific reference to baseline, mid-term, and endline surveys, and staff to be involved in the assignment shall include the following:

Key expert 1: Team leader/Research Specialist

Qualifications and skills

Minimum Master's degree in Agriculture Economic/Applied Economic, Research, Development Study or related fields of study.

General professional experience

The person should have 10 years of experience in Research works, preferably Agriculture development projects.

Specific professional experience

At least 8 years' experience in leadership and management positions in area of research coordination. Must have work on baseline, mid-term and/or end line surveys.

Key expert 2: Data Manager/ICT Specialist/Data Analyst

Qualifications and skills

Minimum Master's degree in Data management/Data Science, ICT, or related field of study.

General professional experience

The person should have 8 years of experience in data management, data analysis, or related fields

Specific professional experience

At least 5 years of experience in data management, data analysis and interpretation. Must have knowledge in contemporary data management tools. Must have worked on baseline, outcome and end-line survey.

Key expert 3: Agricultural Specialist/Agricultural Economist

Qualifications and skills

At least master's degree in Agriculture, Agricultural Economic, or related field of study

General professional experience

At least 10 years of professional experience in Agriculture development project, agriculture search, baseline, outcome, and end-line surveys

Specific professional experience

At least 8 years of experience in baseline, outcome, and end-line surveys. Knowledgeable about the Liberia agriculture sector.

Key Expert 4: Economist

Qualifications and skills

At least a master's degree in Economic, Agricultural Economic, or related field of study

General professional experience

At least 10 years of professional experience in the field, and must demonstrate the requisite skills and experience required to carry out this task as Economist. Must have worked as an Economist to perform Economic benefit analysis of similar intervention.

Specific professional experience

Must have at least 6 years' experience in performing similar work, especially in baseline, outcome or endline surveys or related area. Must be knowledgeable about the Liberian agriculture sector.

Key expert 4: M&E Specialist/Knowledge Management and Communication

Qualifications and skills

At least Bachelor's degree or advance diploma in Monitoring and Evaluation, Project Management, or related field of study.

General professional experience

At least 8 years of professional experience in Monitoring and Evaluation/Knowledge management and communication, and project management.

Specific professional experience

At least 5 years of experience in conducting baseline, outcome and end line survey.

9.0 Procurement Method

Due to the specific needs of the End of Project Survey (i.e. using IFAD's Core Outcome Indicators Survey - COI Methodology) the PIU requests that REOI be open up to both International / Regional/National firms with expertise in IFAD's COI Methodology.

Note: The assignment may require a degree of flexibility and modification following new information, with additional tasks as agreed with the Project Coordinator and Head M&E Officer. In case additional days may be required, these should be agreed with the Project Coordinator in advance, following discussion of workload management but at no cost.

10. Applications:

Please send a soft copy of your expression of interest by June 28, 2023, by 4.00pm to:

recruit@moa.gov.lr , Cc: rcole@moa.gov.lr, ddoe@moa.gov.lr

IFAD PIU/PMU/MOA

Ministry of Agriculture Annex, Libsuco Compound

Somalia Drive, Gardnerville, Montserrado County

Telephone: 0775901977

The subject line should read: EOI for Consulting Services for TCEP End-line Survey.

Only pre-selected consulting firms will be contacted.

ANNEX 2

Qualification and Evaluation Criteria

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of at least 4 projects of a similar nature and scope of works during the last 5 years		
A.	General experience	10
i	<ul style="list-style-type: none"> • Minimum of 5 years' of existence and experience in Conducting similar survey/studies 	10
B.	Specific experience	40
i	<ul style="list-style-type: none"> • Experience in successfully completing at least four (4) assignments of similar kind (cost, scale etc.) within the last 5 years, with list of institutions worked for and type of work 	10
ii.	Research methodology to conduct the survey	30
C.	Personnel qualification and experience	50
i	<ul style="list-style-type: none"> • Team Leader/Research Specialist 	15
ii	<ul style="list-style-type: none"> • Data Manager/ICT Specialist 	10
iii	<ul style="list-style-type: none"> • Agricultural Specialist/Agricultural Economist 	10
IV	<ul style="list-style-type: none"> • M&E Specialist 	15
Total Score		100 points
Item	Criteria	Points