

Terms of Reference for qualitative research to be conducted under Farm Africa’s ‘Catalysing CSO-led inclusive green growth in Kanungu district’s coffee value chain’ project.

Contents

List of Acronyms Used: 1

1. Background information and summary of work to be completed 2

2. Lot 1 - Qualitative Baseline Study 3

2.1. Objectives and Research Questions (Lot 1) 3

2.2. Approach and Methodology (Lot 1)..... 4

2.3. Expected Deliverables and Timeline (Lot 1) 5

2.4. Qualifications and Required Competencies (Lot 1)..... 5

2.5. Required Information (Lot 1)..... 6

3. Lot 2 - Gender Analysis..... 6

3.1. Objectives and Research Questions (Lot 2) 6

3.2. Approach and Methodology (Lot 2)..... 7

3.3. Expected Deliverables and Timeline (Lot 2) 7

3.4. Qualifications and Required Competencies (Lot 2)..... 8

3.5. Required Information (Lot 2)..... 8

4. Submission of Proposals – Lot 1 and/or Lot 2 9

5. Management and Implementation Responsibilities 9

6. Farm Africa Research Principles 10

List of Acronyms Used:

- CGC: Coffee Grower Cooperative
- CSO: Civil Society Organisation
- FGD: Focus Group Discussion
- KDSC: Kanungu District Steering Committee
- KDYFA: Kanungu District Young Farmers Association
- KII: Key Informant Interview



1. Background information and summary of work to be completed

About Farm Africa

Farm Africa is an innovative charity that reduces poverty in rural eastern Africa by helping farmers grow more, sell more and sell for more: we help farmers to not only boost yields, but also gain access to markets, and add value to their produce. We place a high priority on environmental sustainability and develop approaches that help farmers to improve their yields and incomes without degrading their natural resources. Our programmes vary hugely, ranging from helping crops farmers to boost harvests, livestock keepers to improve animal health, and forest coffee growers to reach export markets, but core to all of them is a focus on the financial sustainability of the farmers' businesses and environmental sustainability. We currently work in Uganda, Kenya, Tanzania, and Ethiopia.

About the project

The aim of this project is to drive the economic and democratic empowerment of young people and women in the Kanungu District of Uganda. The project will build the capacity of four CGCs to engage 4,800 coffee producers, thereby stimulating a thriving and environmentally sustainable coffee sector in Kanungu district that will provide employment for women and youth.

The four target CGCs will be supported to grow their membership, deliver e-extension services, and link coffee farmers to markets. Extension services will focus on both increasing yields of both Arabica and Robusta coffee, and promoting Sustainable Consumption and Production practices within the coffee value chain.

The overall impact objective of the action is to support CSOs to generate environmentally and economically sustainable employment and self-employment opportunities for 4,800 smallholder coffee producers (55% female) within the coffee value chain, and within this group to specifically increase the incomes and employment of 3,600 youth (1,800 female, 1,800 male) in Kanungu district of Western Uganda through the sustainable production and sale of coffee.

There are three specific outcomes that will contribute to the achievement of the overall impact objective:

1. Increased yields and opportunities for the employment and self-employment of young women and men in the sustainable production of coffee
2. Strengthened sector networks that will be empowered to promote the economic potential that the sustainable coffee value chain offers to young women and men
3. A strengthened sustainable supply chain for coffee in Kanungu district and improved access to end markets

Scope of work

This TOR is for two distinct pieces of work:

Lot 1:

A qualitative baseline study that assesses the barriers to involvement in coffee value chain and how to overcome them, with particular reference to CGCs and with a specific emphasis on women and youth

Lot 2:

A gender analysis of the coffee supply chain in Kanungu, mapping the gender balance and quantifying the economic value of women at each stage.

Options for bidding

Interested suppliers are invited to bid for either:

Lot 1: Qualitative Baseline Study

OR

Lot 2: Gender Analysis

OR

Lot 1 & Lot 2: Baseline Study and Gender Analysis

Separate written reports must be completed for each Lot, however it may be that some of the data collected for Lot 1, the qualitative baseline study can also be used to help inform Lot 2, the gender analysis (and vice-versa). For those suppliers bidding for both Lots, potentiality this should be reflected in your technical and financial proposals.

2. Lot 1 - Qualitative Baseline Study

2.1. Objectives and Research Questions (Lot 1)

This qualitative baseline survey is being commissioned in order to provide a detailed assessment of the situation in the project implementation areas. It will be used to answer some key research questions to support the project implementation. The main research questions are below but not limited to:

- What are the main barriers faced by women and youth attempting to access the coffee value chain (in particular the higher value parts of the chain)? [This is to help us identify ways to overcome the barriers and to develop our recruitment strategy for involving young people and women in the project](#)
- Where do farmers source inputs for coffee farming and how do they pay for them? [This will help us understand how best to make the SMEs we are supporting to grow](#)
 - How are they paying for them (up front or on credit) and what is the impact of this on their financial situation

- What sort of inputs are farmers purchasing? Do they have access to the inputs they need?
- Where are they purchasing inputs from? Are they from formal or informal markets?
- What are young people (and women) motivated by when it comes to the different areas of the coffee value chain? How do we make the coffee value chain attractive to them? [This will help us recruit young people in to the project all levels](#)
- What are farmers' perceptions of the benefits and barriers to membership of CGCs and other sector networks (in particular for women and youth)? [This is to help us understand the barriers or lack of benefits to membership of the CGCs so that we can effectively help coops grow their membership](#)
- Knowledge on coffee sales revenue of different household members (ie apart from the lead man) and the role that different household members play in the sales process and decision-making around that income. [This is to help better understand the dynamics and how can engage women and youth in cooperatives and getting involved in the selling side of things](#)
- How land is formally/informally allocated for use at a household level? How do women and youth access land, in particular in relation to coffee farming? [This is to help us understand the current dynamics to make the informal land-use agreements workshops more effective.](#)
- What access to finance to coffee farmers have and how does this affect their interaction with the coffee value chain? [This is to help us to understand how a lack of working capital in relation to a seasonal crop limits the abilities of coffee farmers to maximise their returns from coffee](#)
- What are the social responsibilities of young people and women in coffee-growing communities in Kanungu?

The study should also assess contextual factors in relation to the recent coffee growing conditions including the climate, soil conditions, and its effect on coffee productivity. Likewise the study should also refer to recent trends in coffee market and the bearing this may have on the project approach.

2.2. Approach and Methodology (Lot 1)

The consultant is expected to employ a qualitative approach, using a variety of data collection and analysis techniques.

- **Document and systems review:** Review of existing documentation, including: a literature review of similar projects' results and learnings; project proposal; logframe; monitoring and learning plan; and stakeholder documents
- **Focus Group Discussions:** FGDs should be carried out with farmers to understand their perceptions of the benefits and barriers to membership of CGCs and other sector networks, particularly amongst youth and women to inform a recruitment strategy to be developed that addresses these and supports wider membership
- **Key Informant Interviews:** Consultations should be held with key project stakeholders, including KDYFA, KDSC, CGCs to understand their perceptions of the benefits and barriers to membership of CGCs and other sector networks, particularly amongst youth and women and to inform a recruitment strategy to be developed that addresses these and supports wider membership

2.3. Expected Deliverables and Timeline (Lot 1)

The main body of all reports should be written in simple, non-technical language, with any technical material to be presented in annexes. All primary data collected and analysis conducted for the purpose of the study will remain the property of Farm Africa and must be submitted electronically and in a clear and comprehensible format.

We anticipate that the contracted work will take up to **20 working days**, however the consultant must submit the following deliverables outlined below. Submitted proposals should illustrate days allocated and proposed deadlines for each stage of the process.

The consultant will provide the following deliverables to the baseline manager by the timeframe stated:

1. **Inception Report:** A detailed report for the consultants proposed approach will be submitted for approval. This will provide a detailed description of the methodology and tools, research questions, revised budget with a breakdown of costs and detailed work plan for the entire exercise. Any draft data collection tools will also be submitted for review at this stage. A report template will be provided by Farm Africa.
2. **Revised Inception report:** incorporating revisions and recommendations from Farm Africa. All data collection tools must also be re-submitted to Farm Africa at this time.
3. **Data Collection:** Evidence of data collection i.e. lists of interviews and FGDs conducted, transcripts, matrices etc. must be submitted to Farm Africa at this time. A preliminary presentation on findings should be presented to the project team in Kanungu and feedback gathered
4. **Draft Report:** A report template will be provided by Farm Africa covering the study approach, study methodology, and analysis methodology, main findings, and project recommendations will be provided by Farm Africa. Any data collection tools should be included as Annexes.
5. **Final Report:** A detailed report of the overall findings of the baseline study will be submitted for approval. A Farm Africa template will be provided.

In each case where templates are provided, these are intended to guide rather than limit the consultants. Consultants should feel free to amend the templates and add additional sections and sub-sections as they see appropriate for this study.

2.4. Qualifications and Required Competencies (Lot 1)

The consultant or teams of consultants must meet the following criteria:

Essential

- Experience in carrying out qualitative baseline studies, with a focus on agriculture-related interventions
- Demonstrable academic and practical experience in qualitative research methods
- Strong analytical, facilitation and communication skills
- Excellent reporting and presentation skills
- Fluency in spoken and written English
- Experience of conducting similar studies in Uganda
- A post-graduate qualification in agriculture, agribusiness, gender studies, sustainable development, or other related area
- Knowledge of the key issues affecting women and youth engaged in smallholder agriculture in Uganda

Desirable

- Knowledge/experience of the coffee value chain in Uganda
- Experience of carrying out qualitative studies focusing on either women or youth

2.5. Required Information (Lot 1)

Interested suppliers are requested to submit:

1. A full technical and financial proposal (template for adaptation attached). Please clearly distinguish between consultancy costs and expenses, and detail any expenses that you will require Farm Africa to pay directly.
2. Copies of all relevant Curriculum Vitae (CVs). Only CVs for the specific individuals that will form the proposed evaluation team should be included;
3. A sample of a baseline or evaluation report for a similar project completed within the last 24 months (this will be treated as confidential and only used for the purposes of quality assurance);
4. Contact details for two references (including one from your last client/employer).

3. Lot 2 - Gender Analysis**3.1. Objectives and Research Questions (Lot 2)**

The gender analysis is being commissioned to better understand the role of women in the coffee supply chain in Kanungu by mapping the gender balance and quantifying the economic value of women at each stage of the coffee value chain.

This piece of research will enable Farm Africa to highlight women's economic contribution, promote voluntary land use agreements within households, and champion the participation and inclusion of women at all levels of the value chain.

Farm Africa will hold a workshop with CGCs, KDYFA and KDSC leadership teams to share findings, highlight the economic case for the inclusion of women in decision-making roles, and develop action plans.

The research questions suggested are below but not limited to:

- What is the role of women in the different stages of the coffee value chain?
 - Input Supply: Tools, Drying Beds etc, Coffee Trees
 - Production: Planting, Cultivating, Tending
 - Harvesting and Processing: Picking, Drying, Sorting
 - Sales, Marketing and Transporting
- What is the economic value of the contributions of women at each stage of the coffee value chain? And what is the financial reward received by women at each stage of the coffee value chain?
- What are the decision making powers of women at the different stages of the coffee value chain?
- How much control or influence do women have over the income they generate from coffee?

- What are the main barriers faced by women attempting to access the coffee value chain (in particular the higher value parts of the chain)?

3.2. Approach and Methodology (Lot 2)

The consultant is expected to employ a recognised research frameworks for analysing the role of women in (agricultural) value chains, and quantifying their economic contribution. It is anticipated that this will be a participatory approach that brings a structure to the focus groups discussions and interviews. Below is a minimal methodology that the consultant would be expected to expand upon:

- Document and systems review
- Focus Group Discussions
- Key Informant Interviews: Interviews with major value chain actors, including farmers, KDYFA, KDSC and CGCs, and those working in the coffee value chain in Kanungu

3.3. Expected Deliverables and Timeline (Lot 2)

The main body of all reports should be written in simple, non-technical language, with any technical material to be presented in annexes. All primary data collected and analysis conducted for the purpose of the study will remain the property of Farm Africa and must be submitted electronically and in a clear and comprehensible format; further detail below.

We anticipate that the contracted work will take up to **25 working days**, and the consultant must submit the following deliverables outlined below. Submitted proposals should illustrate days allocated and proposed deadlines for each stage of the process.

The consultant will provide the following deliverables to the baseline manager by the timeframe stated:

1. **Inception Report:** A detailed report for the consultants proposed approach will be submitted for approval. This will provide a detailed description of the methodology and tools, research questions, revised budget with a breakdown of costs and detailed work plan for the entire exercise. Any draft data collection tools will also be submitted for review at this stage. A report template will be provided by Farm Africa.
2. **Revised Inception report:** incorporating revisions and recommendations from Farm Africa. All data collection tools must also be re-submitted to Farm Africa at this time.
3. **Data Collection:** Evidence of data collection i.e. lists of interviews and FGDs conducted, transcripts, matrices etc. must be submitted to Farm Africa at this time. A preliminary presentation on findings should be presented to the project team in Kanungu and feedback gathered
4. **Draft Report:** A report template will be provided by Farm Africa covering the study approach, study methodology, and analysis methodology, main findings, and project recommendations will be provided by Farm Africa. Any data collection tools should be included as Annexes.
5. **Final Report:** A detailed report of the overall findings of the baseline study will be submitted for approval. A Farm Africa template will be provided.

In each case where templates are provided, these are intended to guide rather than limit the consultants. Consultants should feel free to amend the templates and add additional sections and sub-sections as they see appropriate for this study.

3.4. Qualifications and Required Competencies (Lot 2)

The consultant (or consultancy team) must meet the following criteria:

Essential

- Experience of carrying out gender analysis of agricultural value chains in East Africa
- Demonstrable academic and practical experience in qualitative research methods
- Strong analytical, facilitation and communication skills
- Excellent reporting and presentation skills
- Fluency in spoken and written English
- Experience of conducting studies in Uganda
- A post-graduate qualification focusing on gender, agriculture, sustainable development or other relevant field
- Existing knowledge of the key issues facing women in smallholder agriculture in Uganda

Desirable

- Experience of carrying out gender analysis of agricultural value chains in Uganda
- Experience of carrying out studies within the coffee value chain in Uganda
- Experience of quantifying the economic value of women at each stage of an agricultural value chain

3.5. Required Information (Lot 2)

Interested consultants and researchers are requested to submit:

1. A full technical and financial proposal (template for adaptation attached). Please clearly distinguish between consultancy costs and expenses, and detail any expenses that you will require Farm Africa to pay directly.
2. Copies of all relevant Curriculum Vitae (CVs). Only CVs for the specific individuals that make up the proposed team should be included
3. A sample of a similar piece of work (either a gender analysis of an agricultural value chain OR a piece of working measuring the economic contribution of women to a particular agricultural value chain) completed within the last 24 months (this will be treated as confidential and only used for the purposes of quality assurance);
4. Contact details for two references (including one from your last client/employer).

4. Submission of Proposals – Lot 1 and/or Lot 2

All documents must be submitted by email to our ‘sealed’ email address tenders@farmafrika.org by **Wednesday 10th October 2018 5.00pm EAT**. The email subject line should clearly indicate ‘

Lot 1 – Qual. Baseline Study C&C

OR

Lot 2 - Gender Analysis C&C

OR

Lot 1 – Qual. Baseline & Lot 2 - Gender Analysis C&C

Failure to include any of the required information or documents could result in disqualification from the selection process. The selection procedure will be a two-stage process.

1. Technical Evaluation

- Research Framework, Scope and Research Questions – 20%
- Research Methodology – 30%
- Comprehensive workplan and outline of consultant responsibilities – 10%
- Qualifications of the consultant(s) involved in the evaluation (based on both covering letter and CVs) – 20%
- Quality of sample report submitted – 20%

2. Financial Evaluation

Those proposals with a technical scores of 70% or more will proceed to the financial evaluation stage.

Following the technical and financial evaluation, scores will be combined in accordance with the following weights:

Technical Score (70%)

Financial Score (30%)

It is anticipated that the successful applicant will be notified on Monday 15th October 2018.

5. Management and Implementation Responsibilities

The consultant will report directly to the Project Coordinator, Vincent Amodoi. However, s/he will also be expected work closely with Samuel Arop (Uganda Senior Programme Manager) and Ben Robinson (Regional Monitoring and Evaluation Officer) as well. Any proposed changes to the personnel listed in the application must be approved by Farm Africa.

Farm Africa will provide:

- Guidance and technical support as required throughout the consultancy;
- Introductory meetings with key government staff;
- Organisation (including logistics costs) of stakeholders workshops
- Provision of a project site vehicle and driver to facilitate data collection

- Comments and feedback on, and approval of, all deliverables within agreed timeline.

The consultant will be responsible for:

- Developing the detailed methodology, and producing all data collection tools
- Conducting all data collection
- Analysis of data and reporting in a clear and accessible format;
- Regular progress reporting to the study manager, including responding to any comments or technical inputs wherever reasonable;
- Presenting preliminary findings at stakeholders workshop;
- Production of deliverables within agreed timeline and in accordance with quality requirements of study manager;
- Seeking comments and feedback from Farm Africa, through the study manager, in sufficient time to discuss and incorporate these into the final report;
- Production of all deliverables outlined above
- Obtaining the relevant permissions for conducting the research.
- Their own logistics to and from the project site
- Any additional logistical requirements

6. Farm Africa Research Principles

Farm Africa follows five basic principles of sound research practice and the consultant is expected to adhere to these throughout the baseline process. These are:

1. **Confidentiality and informed consent** – all data collected during the baseline will be treated as confidential and cannot be shared outside of Farm Africa. All respondents must be advised as such and always given the opportunity not to participate, or to terminate or pause the interview at any time. The purpose of the study should also be clearly explained before commencing any interviews.
2. **Independence and impartiality** – Farm Africa is committed to impartial and objective baseline of our projects. All baseline findings and conclusions must be grounded in evidence. Researchers are expected to design data collection tools and systems that mitigate as far as possible against potential sources of bias.
3. **Credibility** – Farm Africa is committed to learning based on credible evidence. The credibility of baselines depends on the professional expertise and independence of researchers and full transparency in the methods and process followed. Baselines should clearly distinguish between findings and recommendations, with the former clearly supported by sound evidence. Methodologies should be explained in sufficient detail to allow replication, and evidence of failures should be reported as well as of successes.
4. **Participation** – the views and experiences of beneficiary households, groups and partners should form an integral part of all baselines.
5. **Openness** – To maximise the learning potential of the baseline process, Farm Africa may publish full baseline reports or excerpts from them or may otherwise share them with interested parties.