Dear Prospective Consultant,

Please use this template below to support you in your application for the end-line evaluation. Text in italics is included to guide you on the information Farm Africa is looking to see in your proposal. Please delete this guidance text when you have responded to it.

Text that is not in italics is likely to be a requirement of Farm Africa for the evaluation. Please ensure you have read this text and included it in your proposal. Feel free to expand upon the non-italicised text, and also to comment on how you will work it into your evaluation work.

Please feel free to add additional sections/ appendices/ tables and figures as you see fit. This template is a guidance and not inflexible. Ultimately, the technical proposal will only be evaluated against the criteria listed in Section 8 of the TOR.

We look forward to receiving your application,

Many thanks,

Farm Africa
END EVALUATIONS TECHNICAL PROPOSAL:
Catalysing CSO-led inclusive green growth in Kanungu district’s coffee value chain project and ‘Empowering women in the coffee value chain in Kanungu District’ project

DATE:
Consultant Name/ Company Name:

Team Members Proposed:
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## Acronyms and Abbreviations

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<th>Acronym</th>
<th>Full Expansion</th>
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1. **Project Background**

1.1. **Project Context**

- Give a brief introduction to the problem(s) that the project is seeking to address.
- Give background information on the areas that the project is working in.
- The project proposal should be a useful source of information this section.

1.2. **Project Overview**

- Give background information on the project including the donor, implementing partners, project duration, etc.
- Describe the goal and intended impact of the project.
- Describe the objectives of the project and how they will contribute to the goal and impact of the project (refer to the LLF for this project, as well as the project proposal).
- List each objective and under each describe the activities that will contribute towards the objective (refer to Linear Logframe - LLF).
- Describe the roles and responsibilities of the different implementing partners.
2. Evaluation Framework

This evaluation seeks to assess the project in accordance with the OECD-DAC Evaluation criteria. The project overall will be assessed in terms of Impact, Effectiveness, Sustainability, Relevance and Efficiency. Each separate project objective will be assessed against the Effectiveness, Sustainability, Relevance and Efficiency criteria, to allow for an overall assessment on project performance, as well as the relative success of the different aspects of the project. Finally, the evaluation will also demonstrate the learning from the project, through highlighting best practices, project failures, and policy recommendations and opportunities to scale up. Below, the OECD-DAC criteria by which the project will be evaluated are outlined. The criteria have been adapted to develop prompting questions that are specific to this evaluation.

2.1. Impact

Impact is the positive and negative changes produced by a development intervention, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental and other development indicators. This evaluation will review both intended and unintended results and must also include the positive and negative impact of external factors, such as climate, weather and financial conditions.

Please review the list below and adapt/add to the questions below to ensure they are relevant to project and evaluation.

The following prompting questions will be used to assess the impact of the project:

- What has happened as a result of the programme or project?
- What real difference has the activity made to the participants?
- What changes that the project has resulted in have been positive and which have been negative?
- How many people have been affected by the change?
- Was the change that was seen what was expected based on the project design?
- What were the unintended results of the project? What happened that was not part of the initial design of the project?

2.2. Effectiveness

Effectiveness is the extent to which the project outcomes and objectives were achieved. It assesses how effective the project was in bringing about change in relation to the resources at its disposal. Effectiveness assess the change at an outcome level. It assesses the contribution of the project towards the project results that are considered within the project’s sphere of influence.

Please review the list below and adapt/add to the questions below to ensure they are relevant to project and evaluation.

The following prompting questions will be used to assess the effectiveness of the project:
2.3. Sustainability

Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Sustainable projects are financially stable in that the activities continue once funding has been withdrawn. They are also environmentally sustainable in that they ensure the environment in which the project operates will continue to be appropriate to project activities, and is not degraded to the detriment of other environmental needs.

Please review the list below and adapt/add to the questions below to ensure they are relevant to project and evaluation.

The following prompting questions will be used to assess the sustainability of the project:

- To what extent will activities continue after donor funding ceased?
- To what extent will the impact and outcomes continue after donor funding ceased?
- To what extent does the intervention reflect on and take into account factors which, by experience, have a major influence on sustainability like e.g. economic, ecological, social and cultural aspects?
- What is the willingness and capability of participants to continue with the project activities after project end?
- What is the willingness and capability of other stakeholders to continue with the project activities after project end?
- Is there any evidence that the activities of the project are being replicated by other actors or communities?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the programme or project?

2.4. Relevance

Relevance is the extent to which the objectives of a development intervention are consistent with participants’ requirements, country needs, global priorities and partner’ and donor’s policies.

Please review the list below and adapt/add to the questions below to ensure they are relevant to project and evaluation.

The following prompting questions will be used to assess the effectiveness of the project:

- To what extent are the objectives of the programme still valid? Has anything changed during the project duration – have certain challenges become more or less relevant – what are the main challenges now? Are they the same as the beginning of the
project? Were the activities that were carried out still relevant to the emerging challenges?

Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives?

Are the activities and outputs of the programme consistent with the intended impacts and effects?

To what extent does the intervention comply with development policy and planning of the recipient country or the partner government?

How important is the intervention for the target group and subgroups (e.g. women), and to what extent does it address their needs and interests?

2.5. Efficiency

Efficiency measures the outputs -- qualitative and quantitative -- in relation to the inputs. It is an economic term which signifies that the project has used the least costly resources possible in order to achieve the desired results. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted.

Please review the list below and adapt/add to the questions below to ensure they are relevant to project and evaluation.

The following prompting questions will be used to assess the effectiveness of the project:

- Were the outputs achieved in line with the project targets?
- Were the outputs achieved on time? If not, why was this the case?
- Was the budget spent in full? If not why? Was it spent on time?
- Were activities for this objective cost-efficient?
- Was the programme or project implemented in the most efficient way compared to alternatives?

2.6. Gender

To examine the project in relation to gender this evaluation applies the above criteria in respect to the different experiences according to gender.

- How was the project more or less impactful for women?
- How was the project more or less effective for women?
- How is the project more or less sustainable for women?
- How was the project more or less relevant for women?
- How was the project more or less efficient for women?
- How was the project more or less inclusive for women?

.7 Lessons

To capture learnings and lessons learnt from the two projects, both in terms of successes and best practices, but also projects' failures to help inform future project designs and/or scaling-up strategies.

.8 Social returns on Investment
To capture in details, the social returns on investments by the two projects respectively.

3. Evaluation Methodology

To assess the performance of the project a wide variety of data sources and methods will be used. Primary data will be collected through an endline farmer survey (of participant farmers), key informant interviews, focus group discussions and collection of documents from different stakeholders. A document review covering documents and data from throughout the project lifetime will also be conducted.

3.1. Indicators and Data Collection Method

Different data collection methods will be used to collect the endline values for the project indicators. Below is a table that states the data source for each indicator.

*Consultants are at liberty to add data collection methodologies for triangulation purposes, as they see fit.*

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Data Collection Method</th>
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<tbody>
<tr>
<td><strong>Impact Indicators</strong></td>
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<td><strong>Objective 2</strong></td>
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Objective 3

<table>
<thead>
<tr>
<th>Table 1: Project Indicators and Corresponding Data Collection Methods</th>
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<tr>
<td>➢ 1 Number of farmers who are generating an increased proportion of income from employment or self-employment opportunities in the coffee value chain. (disaggregated by gender and youth).</td>
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<tr>
<td>➢ 2 Number of voluntary land-use agreements signed with young women &amp; men</td>
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</tbody>
</table>

Objective 4

3.2. Participant (Farmer) Survey

A participant survey will be conducted to collect end line values for indicators;

CCIGG Project

- Impact Indicators
  ➢ 1 Number of farmers who are generating an increased proportion of income from employment or self-employment opportunities in the coffee value chain. (disaggregated by gender and youth).
  ➢ 2 Number of voluntary land-use agreements signed with young women & men
- Outcome Indicators
  ➢ 1.A Number of coffee trees per farmer (disaggregated by coffee type),
  ➢ 1.B Yield per tree per year (established coffee gardens),
  ➢ 1.C Average annual coffee production per farmer,
  ➢ 1.D Percentage of farmers using techniques taught,
  ➢ 2.A Number of young farmers’ groups registered with KDYFA (disaggregated by gender and youth),
  ➢ 2.B Number of young women and men participating in communications and advocacy activities (broken down by gender and local/national),
  ➢ 2.C KDSC is financially self-sufficient,
  ➢ 3.A Number of CGCs operating as profitable coffee marketing businesses,
  ➢ 3.B Price per Kg achieved by farmers (disaggregated by coffee type),
  ➢ 3.C Volumes of coffee sold by the 4 CGCs (disaggregated by coffee type and buyer type),
  ➢ 3.D Average OCAT Score of CGCs (disaggregated by CGC and business area)

EWCVC Project

- Impact Indicators
➢ 1 Average Women’s Economic Empowerment in Agriculture score of female coffee producers in Kanungu

- Outcome Indicators
  ➢ 1.A Number of women with control over land for coffee production,
  ➢ 1.B Average WEEIA Income scores of female coffee producers,
  ➢ 1.C Average WEEIA Resource scores for female coffee producers,
  ➢ 1.D Average WEEIA Productive decision making scores of female coffee producers,
  ➢ 1.E Number of female coffee producers aggregating and selling coffee through target coffee cooperatives,

Farm Africa will provide the Microsoft word version of the survey. Consultants may improve this, but not change fundamental questions which must remain consistent to allow for comparison with previous data collection. Consultants are responsible for transferring the word tool into ODK or KOBO Toolbox.

**Sampling**

Currently, there are 4,800 farmers registered in the project.

*The consultant will be responsible for designing an appropriate sampling technique. Please use this space to outline your proposed sampling framework, justifying why you have designed it as such. It is recommended that a digital data collection app such as ODK Collect or Kobo Toolbox is used. From past surveys, each enumerator can effectively collect data from six farmers in a day. Data collection is expected to be done within approximately 10 working days.*

**Data Collection**

Explain the practicalities of the data collection.

- What platforms will be used?
- How will enumerators be trained?
- How will you assure the quality of the data?
- What testing of the survey will be done before data collection?

**Data Cleaning**

How will you do the data cleaning?

- What criteria will you use for data cleaning – what errors are you anticipating?
- What problems might you find in the data?
Data Analysis

- Explain what platform will be used to carry out the data analysis on the cleaned data
- Explain what methods you will use to analyse the data
- How will you calculate the different values?
- How will you assess if the results were significant or not?
- Explain how you will measure change in the project

Data Limitations

- Explain the limitations of the data
- Refer to the sampling and non-sampling errors that might occur
- State in the data analysis what confidence level you anticipate using for different variables what this means for the results
- Comment on the anticipated overall reliability and validity of the data

3.3. Document Review

A range of different documents will be reviewed as part of the final evaluation. The purpose of these ranges from collecting additional documents from different stakeholders, to reviewing internal Farm Africa documents.

Below is a table of the different documents to be collected and reviewed.

List below the relevant documents.

<table>
<thead>
<tr>
<th>Document</th>
<th>Purpose</th>
<th>Document Date</th>
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<tbody>
<tr>
<td>LLF (Linear logframe)</td>
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<tr>
<td>MLP (Monitoring and learning plan)</td>
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<td>Updated continuously</td>
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Table 2: Documents to Review

3.4. Focus Group Discussions

- State what the focus groups will be used for – what questions are they trying to answer – what are you trying to find out
- State how why you have chosen the groups to conduct FGDs with, and how you will select the participants
State what techniques will be used in focus groups to answer the research questions
State any limitations anticipate in terms of limited access to participants, or challenges you might face within the focus groups

Below is a summary table of the FGDs that will be carried out as part of the final evaluation

<table>
<thead>
<tr>
<th>Topic</th>
<th>Participant Selection Criteria</th>
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<td>e.g. 5 women farmers, 5 men farmers, 5 youth farmers (male or female)</td>
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Table 3: Planned Focus Group Discussions

3.5. Key Informant Interviews

State what interviews are planned – what questions are they trying to answer – what are they trying to find out
State how you will choose which informants to carry out the interviews with, and how you will the participants
State what techniques will be used in the KIIs to answer the research questions
State any limitations you anticipate in terms of informants you might not be able to access, or potential challenges within the interviews

Below is a summary table of the planned KIIs

<table>
<thead>
<tr>
<th>Topic</th>
<th>Key Informant (name/title/organisation/gender)</th>
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Table 4: Planned Key Informant Interview Details
4. Timings and Workplan

Please detail below your planned schedule for completing the work; please be as detailed as possible, adding more rows as you see fit. Please include enumerators (names of individuals not required, simply use Enumerator 1, Enumerator 2, etc.) and their deliverables in both tables, if necessary. Please ensure that you indicate days/ staff allocated to each task/deliverable listed.

<table>
<thead>
<tr>
<th>Deliverable/ specific task</th>
<th>Individual Responsible</th>
<th>Number of days per person</th>
<th>Dates of start/ finish</th>
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Table 5: Proposed Workplan

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Table 6: Consultancy Days per person

Team Logistics

Please use this space to outline who will need to move where, and at which stage of the process. Farm Africa will use this information to assess if the application has budgeted correctly, and if the work plan is feasible. Please detail the mode of transport. Please remember to include enumerators, if necessary. Table format is acceptable.

5. Team Members and Person Specification

Please clearly summarise how your team members meet the essential criteria listed in section 7 of the ToR. Where applicants fail to meet any of the criteria in the TOR, the
proposal should state here how they expect to overcome this e.g. additional team members, translation services, etc.

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Demonstrable Skills</th>
<th>CV highlights (70 words max)</th>
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Table 7: Team Members’ Details

Annex A: References

Please include any references in this section that you have used in the proposal. Thank you. Strong referencing skills/ expertise are required when creating the final report for this task.

Annex B

Please include any other Annexes that you deem relevant.

Name the Annexes in alphabetical headings and assign the ‘Headings’ style to ensure that all Annexes are included in the table of contents.

Relevant Annexes may include:

- Any tools planned to be used in the data collection, including Participant Surveys, KAP surveys, KII Guides, FGD guides, etc.
- Sample populations for the selection of districts/villages/groups/individuals in surveys
- Lists of KIIs and FGDs including participants, date, location etc.