**Terms of Reference**

**For**

**Midterm Evaluation**

Commercialising Chilli Production project

Contents

[1. Background 3](#_Toc35016060)

[2. Scope of Work 4](#_Toc35016061)

[3. Approach and Methodology 5](#_Toc35016062)

[3.1 Midterm Evaluation Methodology 5](#_Toc35016063)

[4. Expected Deliverables and Timeline 6](#_Toc35016064)

[4.1 Midterm Report 6](#_Toc35016065)

[5. Management and Implementation Responsibilities 7](#_Toc35016066)

[6. Farm Africa Research Principles 8](#_Toc35016067)

[7. Qualifications and Required Competencies 8](#_Toc35016068)

[8. Submission of Proposals 9](#_Toc35016069)

List of Acronyms Used:

|  |  |
| --- | --- |
| Acronym | Full Expansion |
| ABE | African Bird’s Eye Chili |
| aBi | aBi Development Ltd |
| CV | Curriculum Vitae |
| HH | Household |
| LLF | Linear Logframe |
| NECPA | North Eastern Chilli Producers Association |
| MEL | Monitoring, Evaluation and Learning |
| MLP | Monitoring and Learning Plan |
| MS | Microsoft |
| OECD-DAC | Office of Economic Cooperation and Development – Development Assistance Committee |
| PBR | Payment by Results |
| PPR | Project Performance Review |
| ToR | Terms of Reference |
| UGX | Ugandan Shillings |

1. Background

**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.

**About the project**

aBi Development Ltd (formerly aBi Trust) awarded Farm Africa and the North East Chilli Producers Association (NECPA) funding for a three-year project, October 2018 to September 2021 focussed on creating a more competitive and profitable chilli value chain within Lira, northern Uganda to capitalise on growing international demand for varieties of Ugandan African Birds Eye (ABE) dried chillies. The project is aimed at strengthening the technical capacity of NECPA and their extension team to support market orientated chilli production across their entire area of operation. Key project activities include; delivering an enhanced extension package to 3,000 (120 groups of 25) chilli farmers in Aromo, Barr and Amach sub-counties; reforming input supply within Aromo, Barr and Amach sub-counties to ensure there is an adequate flow of high-quality inputs to service growing demand from farmers; supporting NECPA to obtain the proper certification and licencing required in order to begin accessing and selling their farmers’ chillies directly into high-value export markets. At the same time, the project also seeks to promote greater inclusivity within the value chain, encouraging female and youth led production by educating on gender mainstreaming and creating new enterprise opportunities. Challenges exist to production and women’s ability to translate productivity into economic and nutritional gains:

The overall aim of the project is: “***Increased incomes for 3,000 chili farmers (14,100 beneficiaries) through NECPA’s increased capacity and improved value chain.”***

The three objectives to achieve this are:

1. Build NECPA’s capacity to improve supply-chain management and to deliver market-led production and planning for chilli farmers.
2. Improve access to high-quality seeds, other inputs and post-harvest handling technologies required for premium (export) market production
3. Increase access to finance for chilli farmers to boost investment in market-led production.
4. Scope of Work

Farm Africa and aBi Development Ltd. plan to commission an external evaluator to complete the midterm evaluation for the project that captures values for all impact and outcome indicators in the LLF as at mid of the implementation period.

The total available budget (including costs and expenses) for the evaluation is UGX 47,869,998

This midterm evaluation will help establish the midterm values for **all** the impact and outcome indicators as listed below. The midterm evaluation must be completed and fully reported on by September 17, 2020.

Impact Indicators:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Impact Indicator | Indicator definition | Data  Source |
| 1 | % increase in annual farmer income from chilli production. | % increase in average annual income generated from chilli production by supported farmers. | Farmer Survey |
| 2 | Number of jobs created | Additional full time Jobs created at IP/SME level as a result of the intervention (excluding jobs that are inputs into the intervention), per year and cumulatively. Jobs saved or sustained may be reported separately. Additional means jobs created minus jobs lost. Per year=240 working days (UN-ILO) | NECPA Records |

**Objective 1 Indicators:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Outcome Indicator | Indicator definition | Data  Source |
| 1.A | % increase in NECPA annual revenue from trading | NECPA revenue from trading in the previous financial (calendar year). | NECPA Chilli sales records |
| 1.B | % increase in NECPA annual profit from baseline | NECPA profit from trading in the previous financial (calendar year). | NECPA Chilli sales records |
| 1.C | Volume of chilies sold by NECPA annually (MT) | Volume of chilies (**all varieties**) sold by NECPA in the previous (financial) calendar year. | NECPA Chilli sales records |
| 1.D | Volume of export sales by NECPA | Total volume of chili exported by NECPA in the last 12 months | NECPA records |
|  | % increase in value of chilli sold annually by NECPA from baseline | Total value of all chilies sold by NECPA in the previous financial year | NECPA Chilli sales records |
| 1.E | Chili Yield (Kg/acre/year) | Annual production of chillies by surveyed farmers/Area under chili production of surveyed farmers in the past 12 months | Farmer Survey |
|  | Volume of chilies produced annually by participating farmers (MT) | (Total volume of chillies (all varieties) produced by farmers surveyed/Number of farmers surveyed in the past 12 months) x Number of participating farmers in the project | Farmer Survey |
|  | Volume (MT) of organic chilies produced annually by participating farmers | (Total volume of organic chillies produced by organic chillies farmers surveyed/Number of organic chillies farmers surveyed in the past 12 months) x Number of organic chillies farmers in the project | Farmers survey |
| H2 | Acreage under chilli production | (Total area under production of surveyed farmer/Total Number of farmers surveyed) x Total number of participating farmers | Farmer Survey |
|  | Percentage of farmers applying good agricultural practices of Chili production. | Proportion of surveyed farmers adopting good agricultural practices of Chili production. | Farmer Survey |
| S2 | Annual return of Assets for the Implementing Partner in the reporting period | Net profit from trading divided by total trading assets in the previous financial year. | NECPA Annual Report and Financial statement |
| S4 | Annual return on sales for the implementing partner in the reporting period | Net profit from trading divided by total trading sales in the previous financial year. | NECPA Annual Report and Financial statement |
| S16 | Annual number of new chili buyers established by NECPA | Total number of new chili buyers from NECPA in the previous financial year. | NECPA Business |
| S17 | Annual value of chili directly exported by NECPA (UGX) | Total value of sales of directly exported chilies by NECPA in the previous financial year. i.e. chillies sold by NECPA to buyers outside of Uganda. | NECPA Chilli sales records |

**Objective 2 Indicators:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Outcome Indicator | Indicator definition | Data  Source |
| 2.A | Volume of export varieties sold by NECPA annually (MT) | Volume of ABE export variety chillies sold by NECPA in the previous (financial) calendar year (whether exported or not). | NECPA Chilli Purchase |
| 2.B.1 | % difference in price per kg between price paid for exported chilli purchased by NECPA from famers and the local market price | (Average price paid by NECPA to its farmers for exported chilies - Average local market price)/Average local market price) x 100 | Farmer Survey |
| 2.B.2 | Average annual price per kg for export varieties purchased by NECPA from famers (UGX/Kg) | Total value of exported chillies purchased by NECPA from participating farmers in the previous financial (calendar year)/Total volume of exported chillies purchased by NECPA from participating farmers previous financial (calendar year). | NECPA Chilli Purchase |
| 2.B.3 | Average annual local market price for chili in UGX. (UGX/kg) |  | Farmer Survey |
| 2.C | Cumulative number of solar driers sold by trained youths | Number of solar driers sold to date since project start | Trading records held by youths. Verified by field staff. |

**Objective 3** **Indicators:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Outcome Indicator | Indicator definition | Data  Source |
| 3.A | Annual value of VSLA savings (UGX) | Total cumulative amount that has been saved by VSLA members at a given point in time | VSLA records |
| 3.B. | Annual value of VSLA loans (UGX) | Total cumulative amount of loans that have been issued to VSLA members at a given point in time | VSLA records |
| 3.C | Number of agreements in place between NECPA and financial institutions to provide value chain financing to farmer | Number of formal agreements that state the terms and conditions upon which financial institutions will offer loans or equivalent to NECPA farmers | NECPA/FI Records |
|  | Number of farmers accessing credit services from Financial Institutions as a result of the linkages. | Total number of farmers receiving credit from financial institutions | NECPA/FI Records |

**MEL Approach**

The project MEL plan is to measure project achievement against indicators through simple random sampling. It is expected that the same quantitative data collection tools will be used for each data collection.

Farm Africa has a robust monitoring system that uses the Linear Log Frame (LLF) approach. The consultant will be expected to review the projects LLFs as it depicts how the project will attain its objectives.

**Contracting**

The contract between Farm Africa and aBi Development Ltd. on one side, and the selected consultant on the other, will cover all outputs listed in this ToR.

**Midterm Evaluation**

The main objective of the evaluation is to assess the progress of the project against the objectives, milestones, outputs and outcomes. This will allow the project to measure the progress and achievement of the activities during the implementation phase.

The midterm evaluation will also be used to review and identify gaps on the proposed project activities and project implementation strategy as well as give concrete recommendations that need to be addressed in order to achieve the desired project objectives

The specific midterm evaluation objectives are:

* To establish intervention status against key indicators for comparison with subsequent reviews/assessments/ studies including the end of project evaluation.
* Assess the business performance of NECPA, particularly the contribution of the project towards NECPA’s strategic objectives and indications of sustainability
* Assess the extent to which the project has (is) strengthened the business capacity of NECPA
* Summarize the status of the project, document key lessons learned, and recommendations for improving the project design, and ensuring sustainability of the results
* To review the proposed project activities against each expected result and advise the management on the best implementation approaches that will produce maximum results. In so doing the midterm evaluation may identify any missing links/gaps.
* To generate information and provide concrete recommendations on the status of the projects implementation
* To provide suggestions on the way forward as far as addressing the cross-cutting issues are concerned (e.g. gender mainstreaming)

1. Approach and Methodology

The project implements a routine monitoring system based on a Linear Log Frame (LLF) approach and corresponding monitoring and learning plan (MLP) to collect data against impact and outcome indicators for the project. Whereas the midterm evaluation will help establish the midterm values for **all** the impact and outcome indicators in the LLF, special attention will be given to the seven, key, ‘payment by result’ indicators described above. The proposed approach and methodology should clearly address the aspects of attribution, and likelihood of systemic change.

* 1. Midterm Evaluation Methodology

The consultant should suggest a methodology based on best practice of research that will be employed in undertaking the study on all project indicators as stated in the LLF, PBR, project results chains and measurement plans. The proposed methods should be able to clearly provide mid-term values against all the key performance indicators. This should include, at a minimum but not limited to:

* **Document Review:** Review of existing project documentation such as the project proposal, results chain and relevant literature such as national policies, government reports, academic papers, etc.
* **Farmer evaluation**: It is expected that a household structured evaluation questionnaire to determine indicator values as at midterm for farmer income and production will be deployed among a representative sample of the target population. The project works with a population of 3,000 chili farmers who are producing for NECPA. The consultant should suggest a clear and scientific sampling methodology for sample size selection clearly stating the confidence level and margin of error that they shall employ to arrive at this sample size. It is further recommended that a digital data collection app such as ODK Collect or Kobo Toolbox is used and the consultant should clearly state which tool they shall use.
* **NECPA Records Review**: The consultant will review NECPA’s financial and other records to identify any key trends and establish midterm values for relevant indicators.
* **Key Informant Interviews**: Consultations with key project stakeholders including field staff and partners. Guidance on appropriate stakeholders will be provided by field and Country Office staff.
* **Focus Group Discussions**: With target groups and other stakeholders to understand the project context at midterm.

To achieve consistency with the data collected at baseline, Farm Africa will provide its standard evaluation tool in MS Word format for capturing farmer level income and production for review and adaptation by the consultant if appropriate. All other tools used during baseline will be shared with the selected consultant/consultancy team, for adaptation and re-use to ensure consistency. The final tools used will be subject to approval by Midterm Management Team (MMT) comprising technical teams from Farm Africa and aBi Development Ltd. The methodology should disaggregate the data by location, age category and gender as appropriate, and build gender analysis into the evaluation.

1. Expected Deliverables and Timeline

All written documentation is to be submitted in English using MS Word in both soft and hard copy. The main body of all reports should be written in simple, non-technical language, with any technical material to be presented in annexes. All reports should be in line with Farm Africa’s ‘Style Guidelines’. All primary data collected and analysis conducted for the purpose of the evaluation will remain the property of Farm Africa and must be submitted electronically and in a clear and comprehensible format, preferably in Excel; further detail below.

* 1. Midterm Evaluation Report

We anticipate that the contracted work will take up to **30 working days and will be completed by September 17, 2020,** during which time the consultant must submit the following deliverables outlined below. Submitted proposals should outline expected days allocated and for each stage of the process. Deadlines will be mutually agreed and incorporated into the final contract.

The consultant will provide the following deliverables to the midterm manager within the timeframe stated:

1. **Inception Report**: A detailed report for the consultants proposed approach will be submitted for approval by the Midterm Management Team (MMT). 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**: Midterm Management Team (MMT) will provide consolidated feedback which must be incorporated into a revised inception report that will be submitted to Farm Africa and aBi Development Ltd for approval.
3. **Draft Report and Presentation**: A draft report will be submitted by the consultant for the approval of Midterm Management Team (MMT). A report template will be provided by the Midterm Management Team (MMT) covering the evaluation approach, evaluation methodology, and analysis methodology, main findings, and project recommendations, and recommendations sector-wide contextual issues that aBi Development Ltd may wish to address at a policy level. Any data collection tools should be included as Annexes. **Raw data sets, cleaned data sets, syntax files, and data analysis outputs** should also be submitted. Raw and cleaned data must be submitted in MS Excel format. In addition, the consultant will as well submit a list of all persons interviewed with their contacts. Other data can be submitted in other software formats; however clear workings must be supplied; please confirm with Farm Africa prior to contract signature the format you intend to supply the data in.
4. **Findings Workshop:** The consultant will lead a 0.5 day (remote) workshop with Farm Africa and aBi Development Ltd to present the final report and to facilitate discussion about how Farm Africa can incorporate the recommendations into the project. Farm Africa and aBi Development Ltd will provide guidance on the workshop format.
5. **Final Report**: Consolidated feedback on the draft report will be provided by the Midterm Management Team (MMT) which must be incorporated into the final report. This process will continue until the Midterm Management Team (MMT) is satisfied with the final report. Any revisions to data sets and analysis etc. must be re-submitted. Once midterm values have been finalised the consultant will be expected to enter these into the Monitoring and Learning Plan document provided by Farm Africa. Any data collection tools and sampling frames used should be included as Annexes.
6. Management and Implementation Responsibilities

The consultant will report directly to the Midterm Management Team (MMT) comprised of representatives from Farm Africa and aBi Development Ltd. On a day to day basis the consultant shall report to the Programme Manager (PM). However, s/he will also be expected work closely with the Project Coordinator (PC) and an HQ MEL Officer. S/he will also be expected to liaise closely with aBi Development Ltd.’s Impact Team. Any proposed changes to the personnel listed in the application must be approved by Farm Africa and aBi Development Ltd.

The MMT will provide:

* Guidance and technical support as required throughout the research;
* Copies of all key background resources identified
* A template of Farm Africa’s farmer production and income tool in MS Word format and all other tools used during baseline for the consultant to customise and use
* Introductory meetings with key government staff;
* Field staff time to facilitate data collection;
* Tablets for data collection – please indicate numbers of tablets required, and number of days they are required for (including travel, upload of tools, training etc) in the financial proposal
* Organisation (including logistics costs) of stakeholders workshops;
* Comments and feedback on, and approval of, all deliverables within agreed timeline.

The consultant will be responsible for:

* Developing the detailed methodology and data collection tools;
* Digitisation of all data collection tools
* Conducting all data collection, including recruitment, training and payment of enumerators as well as all field logistics involved;
* Analysis of data and reporting in a clear and accessible format;
* Regular progress reporting to the MMT, including responding to any comments or technical inputs wherever reasonable;
* Presenting the draft findings for the midterm report to receive feedback at a (remote) stakeholders workshop;
* Presenting the final midterm report and leading the discussion of the (remote) findings workshop
* Production of deliverables within agreed timeline and in accordance with Farm Africa’s style guidelines;
* Seeking comments and feedback from the MMT in sufficient time to discuss and incorporate these into the final report;
* Production of the midterm report containing data against all indicators in the project log frame/monitoring and learning plan, evidence-based responses to the key questions, summary of lessons learnt and recommendations for future implementation of the project;
* Entering the data/values into the monitoring and learning plan
* Their own work permit or visa (if required) to conduct the work;
* Obtaining the relevant permissions for conducting the research (if required)

1. 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 midterm process. These are:

1. **Confidentiality and informed consent** – all data collected during the midterm will be treated as confidential and cannot be shared outside of Farm Africa and aBi Development Ltd. 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 evaluation should also be clearly explained before commencing any interviews.
2. **Independence and impartiality** – Farm Africa is committed to impartial and objective midterm of our projects. All midterm 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 midterms depends on the professional expertise and independence of researchers and full transparency in the methods and process followed. Midterms 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 midterms.
5. **Openness** – To maximise the learning potential of the midterm process, Farm Africa may publish full midterm reports or excerpts from them or may otherwise share them with interested parties.
6. Qualifications and Required Competencies

Applications from individuals or teams are welcome and will be assessed on their ability to demonstrate the following qualifications and competencies:

**Essential**

* Extensive experience in carrying out similar studies and evaluations, ideally with a focus on business development related interventions
* Experience of conducting similar studies in Uganda
* Demonstrable academic and practical experience in qualitative and quantitative research methodology
* Strong analytical, facilitation and communication skills
* Excellent reporting and presentation skills
* Fluency in spoken and written English
* A Master’s degree in Agriculture, Economics, Sustainable Development, or relevant subject such as one with a statistical bias.

1. Submission of Proposals

Interested consultants or firms are requested to submit:

1. A full technical and financial proposal (templates attached in Annex A & B).
2. Please provide as much detail as possible in your financial proposal. And please ensure that you complete the final section indicating any items that you required Farm Africa to pay for directly – this forms part of your overall bid price.
3. Copies of all relevant Curriculum Vitae (CVs). Only CVs for the specific individuals that will form the proposed evaluation team should be included;
4. A sample of a midterm 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);
5. Contact details for two references (including one from your last client/employer).

All documents must be submitted by email to our ‘sealed’ email address [tenders@farmafrica.org](mailto:tenders@farmafrica.org) by Sunday 5th July 2020 - 6pm East Africa Time **.** The email subject line should clearly indicate ‘Bid for the CCP Midterm Consultancy’.

**Scoring of the Proposals**

The technical element of the proposal will be scored out of 100% and will be scored as follows.

|  |  |
| --- | --- |
| Weighting | Criteria |
| **20%** | **Understanding of the TOR, including project scope and expected scope of the midterm evaluation** |
| 5% | Understanding of the project |
| 5% | Understanding of the scope of the research |
| 5% | Quality of the midterm research questions and framework |
| 5% | Quality of the evaluation framework |
| **40%** | **Technical Proposal** |
| 20% | Farmer Evaluation methodology and sampling approach |
| 10% | Qualitative methodology and sampling approach |
| 10% | Comprehensive workplan and outline of consultant responsibilities |
| **30%** | **Qualifications and experience of the consultants involved** |
| **10%** | **Quality of sample report submitted** |

Only proposals where the technical elements scores of 70% or more will proceed to the financial evaluation stage.

The financial element of the proposal will be scored out of 100%. Payment will be made in UGX, so please quote in UGX. The financial proposals will be scored as follows:

|  |  |
| --- | --- |
| Weighting | Criteria |
| **100%** | **Financial Proposal** |
| 15% | Does the budget match the technical proposal? |
| 15% | Are the number of units (e.g. days allocated to planning, delivering training and reporting) budgeted sensibly in relation to the services required/offered? |
| 15% | Are the staff time unit costs sensible? |
| 15% | Are the transport and per diem unit costs sensible? |
| 40% | Total Costs - Financial Proposals will be assessed for their financial competitiveness, with lower priced bids scoring more favourably. Our maximum budget for the midterm evaluation is 47,869,998UGX. |

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

* + - * 1. Technical Score (75%)
        2. Financial Score (25%)

It is anticipated that the successful applicant will be notified on or before Tuesday 21st July 2020, and will be available to start work within two weeks.

**Annexes**

Annex A: Technical Proposal Template



Annex B: Financial Proposal Template



Annex C: Farm Africa’s Style Guidelines



Annex D: CCP Linear Logframe



Annex E: Results Chain

