**Terms of Reference**

**For**

**End line Evaluation**

Commercialising Chilli Production Project

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List of Acronyms Used:

|  |  |
| --- | --- |
| Acronym | Full Expansion |
| ABE | African Bird’s Eye Chilli |
| 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.

**1.1 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 “Commercialising chilli production in Northern Uganda” running from October 2018 to November 2021 (with No Cost Extension till January 31st 2022) 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 its 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 chilli farmers (14,100 beneficiaries) through NECPA’s increased capacity and improved value chain.”***

The three objectives to achieve this are:

1. To increase production of organic ABE chili varieties demanded by the market through a network of 3,000 farmers.
2. To improve farmers’ access to high-quality seeds, other inputs and PHH technologies required for premium (export) market production
3. To increase farmer access to finance to boost investment in market-led production.
4. End line Study Objectives

The objective of the study is to carry out an end line evaluation of “Commercialising chilli production in Northern Uganda” project implemented by Farm Africa and NECPA in Lira district and provide a detailed assessment of its results and impact attributed to aBi support.

The specific objectives are:

1. To assess the project relevance to the target communities and implementing partners in realization of their objectives
2. To assess the business performance of NECPA as a partner, particularly the contribution of the project towards the strategic objectives as laid out in the project document, and indications of sustainability
3. To assess the extent to which the project was effective particularly in strengthening the business capacity of NECPA and individual beneficiary farmers
4. To assess the project efficiency and whether there was value for money comparing the investment and the results (earned value)
5. To assess the extent of impact/results attributable to aBi supported intervention based on key international evaluation frameworks like OECD/DAC criteria and the DCED standard
6. To identify and document key lessons learned and success stories focusing on the approaches, implementation methodologies, sustainability and replicability of the interventions
7. To provide recommendations for the future design of interventions as well as to other programme planners within the same sector in Uganda and elsewhere
8. Scope of Work

Farm Africa and aBi Development Ltd plan to commission an external evaluator to conduct an End line project evaluation in order to assess its results and potential in line with the project indicators as set in the LLF.

The evaluation will use a mixed-methods approach that are appropriate to collect adequate and quality data for each of the specific objectives in section 1.1 above. Relatedly, methods of analysing quantitative and qualitative data that are technically appropriate in evaluation studies will be used.

The scope of the entire assignment involves:

(a) Reviewing literature and existing projects documents relevant to the objectives of the evaluation

(b) Designing appropriate methodology including sampling and sample size that will collect adequate data, and defining methods of data analysis that will address the above stated objectives of the study

(c) Interpreting the analysed data in context to respective sub-sectoral and Project performance and presenting it in a report of findings and recommendations which will be verified by aBi management in a workshop.

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 end line evaluation will help establish the end line/final values for **all** the impact and outcome indicators in the LLF, special attention will be given to the seven, key, ‘payment by result’ indicators as described in the LLF. The proposed approach and methodology should clearly address the aspects of attribution, and likelihood of systemic change.

4.1 Endline 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 end line 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 end line 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/Farm Africa Records Review**: The consultant will review NECPA’s financial and other records alongside other project records at farm Africa to identify any key trends and establish end line 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 Farm Africa field and Country Office staff.
* **Focus Group Discussions**: With target groups and other stakeholders to understand the project context at end line.

To achieve consistency with the data collected at baseline and midterm, 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 and midterm 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 End line Management Team (EMT) 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

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

1. **Inception Report**: A detailed report for the consultants proposed approach will be submitted for approval by the Endline Management Team (EMT). 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**: Endline Management Team (EMT) 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 review by Endline Management Team (EMT). A report template will be provided by the (EMT) 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 signing, 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 draft report findings on achievements, key learnings and recommendations. 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 EMT leader which must be incorporated into the final report. This process will continue until the EMT is satisfied with the final report. Any revisions to data sets and analysis etc. must be re-submitted. Once endline values have been finalised the consultant will be expected to enter these into the Monitoring and Learning Plan (MLP) document provided by Farm Africa. Any data collection tools and sampling frames used should be included as Annexes.

Timeframe

We anticipate that the contracted work will take up to 30 working days and will be completed by January 15, 2022, during which time the consultant must submit all the deliverables outlined above. 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.

1. Management and Implementation Responsibilities

The consultant will report directly to the Program Manager (PM) at Farm Africa. However, s/he will also be expected work closely with the Project Coordinator (PC) and MEL Coordinator.

Farm Africa will be responsible for;:

* 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 and midterm for the consultant to customise and use
* Introductory meetings with key government staff;
* Field staff time to support in data collection processes;
* 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 (with support from Farm Africa field team), 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 EMT, including responding to any comments or technical inputs wherever reasonable;
* Presenting the draft findings for the end line report to receive feedback at a (remote) stakeholders workshop;
* Presenting the final end line 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 EMT in sufficient time to discuss and incorporate these into the final report;
* Production of the end line 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 use.
* 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 end line evaluation process. These are:

1. **Confidentiality and informed consent** – all data collected during the end line evaluation 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 evaluation of our projects. All end line evaluation 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 evaluation depends on the professional expertise and independence of researchers and full transparency in the methods and process followed. Evaluations 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 end line evaluation.
5. **Openness** – To maximise the learning potential of the end line evaluation process, Farm Africa may publish full end line evaluation 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 require 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 end line evaluation report for a similar or related project completed within the last 3 years (this will be treated as confidential and only used for the purposes of quality assemment);
5. Contact details for two references from previous client/employer.

All documents must be submitted by email to [tenders@farmafrica.org](mailto:tenders@farmafrica.org) by Friday 12th November 2021 - 6pm East Africa Time. The email subject line should clearly indicate ‘Bid for the CCP End line Evaluation Consultancy’.

**Technical Assessment of (Scoring) of 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 endline evaluation 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. |

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 Monday 19th November 2021, and will be available to start work immediately.

**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

