



LIVESTOCK FOR LIVELIHOODS PROJECT (UK AID DIRECT)

TERMS OF REFERENCE FOR RAPID ASSESSMENT OF ANIMAL HEALTH SERVICE DELIVERY SYSTEMS IN KARAMOJA

1.0. 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 programs 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

In Karamoja, Uganda, pastoralists experience poverty, poor access to services and social marginalisation. Pastoralist women in Karamoja are affected by a 'double-marginalisation' of social exclusion and low status. Women's lack of control over productive assets contributes to severe malnutrition. However, emerging market economies are stimulating livelihood diversification and trade, presenting opportunities to address poverty and malnutrition through women's economic empowerment. Women play a key role in managing small livestock in pastoralist systems.

Goats provide an essential source of disposable income, particularly during dry seasons because of their adaptable feeding habits. They are also an asset for investment in household nutrition. Goat production is, however, constrained by the effects of climate change, land use changes, livestock diseases, weak and unreliable vet drug supply system, and limited technical skills amongst pastoralists thereby limiting women's ability to translate productivity into economic and nutritional gains.

Farm Africa's Livestock for Livelihoods project (L4L) will add value to past and present programmes in Uganda that have focused on increasing community assets and resilience. L4L will address these challenges and contribute towards increased household incomes and reduction of malnutrition amongst women and children through the following four principal strategies:

1. Strengthened resilient pastoralist systems.
2. Building market systems for livestock services.
3. Women's economic empowerment.
4. Improved nutrition through behavioural change.

L4L project is being implemented in the following four districts of Karamoja: Moroto, Kotido, Napak and Nakapiririt – a list of target sub-counties can be found in annex 1.

2.0. ASSESSMENT OBJECTIVES

This rapid assessment is being commissioned to provide a more detailed understanding of the current situation in four districts of Karamoja with regards to:

- Quality and reach of community animal health worker (CAHW) services.
- Availability of and distribution channels for veterinary drugs and supplies.

Findings from this assessment will support Farm Africa to support the development of an effective and sustainable animal health service delivery system that will help reduce disease-related production losses and increase livestock productivity.

Specific tasks

The assessment will be conducted in two sections:

1. Assessment of CAHW technical capacity, reach and training programmes.
2. Assessment of veterinary drug supply chain.

For the CAHW assessment the consultant is required to:

1. Assess the coverage and geographical reach of existing CAHWs and their effectiveness in the delivery of animal health services, and identify gaps in delivery in the target project locations.
2. Assess CAHW knowledge and ability against their planned role in the project, with regards to their ability to carry out the following duties:
 - A. Delivery of goat animal health services in the project target locations.
 - B. Providing breeding management support to buck keepers and women livestock groups in the project operation areas
 - C. Training women livestock groups and buck keepers in goat husbandry and proper goat breeding practices
 - D. Supporting women's livestock groups (WLGs) and buck keepers to keep proper production and breeding records.

(Full details of the planned role of CAHWs in project delivery can be found in annex 2)

3. Review existing CAHWs universal technical training curriculum and materials (developed by Makerere University and Mercy Corps) in relation to CAHWs roles in the project, identifying any specific curriculum gaps with regards to capacity building CAHWs to deliver the roles outlined in Annex 2, and making recommendations on how they can be addressed.
4. Assess work currently being done with CAHWs by other actors in the project area - identifying areas for collaboration, and areas of potential overlap
5. Assess how many clients on average that CAHWs are actively servicing at the moment, user satisfaction with CAHW services and where they source their drugs and equipment from.
6. Assess, from a CAHW perspective, the main challenges they face in trying to deliver a quality animal health service.

For the veterinary drug supply chain assessment the consultant is required to:

1. Map and characterise existing agrovet SMEs and other suppliers of veterinary drugs and supplies, such as vets and local government veterinary staff, within the project target areas.
2. Assess a range of existing veterinary drug supply businesses in the project area in terms of:
 - A. Stock held: types of products, quantity and quality.
 - B. Where they source supplies and stock from, and where relevant, on what terms.
 - C. Key financial metrics: turnover, sales, costs and profits generated from sales, specifically of veterinary drugs and supplies.
 - D. Shop owners and manager's business management, technical and veterinary knowledge and qualifications.
 - E. Key products and services offered to or used by goat keepers.
 - F. Average number of clients each month.

3. Analyse the veterinary drugs supply chain system, particularly for those relating to the goats including goat vaccines and highlight key weaknesses.
4. Assess work currently being done by other actors to improve the veterinary drug supply network within the project area - identifying areas for collaboration, and areas of potential overlap

3.0. APPROACHES AND METHODOLOGY

The consultant will be expected to develop the overall approach and methodology for the assessment. The consultant is expected to employ a mixed-methods approach to collect qualitative and quantitative data to support desk research findings and existing knowledge. Since this is a rapid assessment, the consultant is expected to devise a methodology and data collection plan that will maximise the amount of primary research/data collection that can be achieved within the available time and budget.

Any future assessments of the technical capacity, reach and training programs of CAHWs will need to estimate the aggregate impact of the project activities and therefore, this assessment will need to standardise both the data collection tools and data collected to enable this. The methodology should disaggregate the data by location and gender as appropriate. The assessment should also give detail of contextual factors which may affect both the assessment of future indicators and project results and approach.

4.0. EXPECTED DELIVERABLES AND TIMELINE

All written documentation is to be submitted in English using Microsoft Word in soft 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 primary data collected and analysis conducted for the purpose of the assessment will remain the property of Farm Africa and must be submitted electronically and in a clear and comprehensible format in Excel, further detail below.

Delivery of the assignment should begin on, or ideally before, 15 October 2018. Since this is a rapid assessment, it is anticipated that the consultant/consultancy team will require **thirty working days** to complete the assignment. This does not include days where the team are awaiting feedback and comments from Farm Africa.

The consultant will provide the following deliverables to the program coordinator within the timeframe stated:

1. **Inception report:** Within **four working days** of the assignment start date, a detailed report on the consultants proposed approach to the assessment will be submitted for approval. This will provide a detailed description of the methodology and tools, assessment questions, expected outputs, 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.
2. **Revised inception report:** Within **two working days** of receiving feedback on the initial inception report, a revised inception report will be submitted incorporating revisions and recommendations from Farm Africa.
3. **Preliminary report and presentation:** Within **twenty working days** of approval of the revised inception report, the consultant will present the preliminary findings for discussion by the Farm Africa team. Following this meeting/discussion, feedback on the preliminary report will be shared in writing with the consultant.
4. **Final report:** Within **four working days** of receiving feedback on the preliminary report and presentation, a detailed report of the overall findings of the assessment will be submitted for approval. This report should incorporate specific, practical and feasible

recommendations for improving project delivery in regards to animal health service delivery and technical and business skills capacity development plans for CAHWs and agrovet SMEs as well as a list and contacts of existing CAHWs and agrovet SMEs operating in the project target locations.

5. A copy of the questionnaires used in the assessment, raw data and a list of all people interviewed should be provided to Farm Africa with the final report.

5.0. FARM AFRICA BID EVALUATION PROCESS

Farm Africa will solicit and score technical and financial proposals from consultants who have had experience of carrying out similar assignments. The evaluation committee will consist of at least three project team staff, who will evaluate based on the following criteria:

The technical proposal will be assessed against the following criteria:

- A covering letter detailing how the consultant(s) meet(s) the required qualifications and competencies detailed in section six below **(30 marks available)**
- A full technical proposal detailing your interpretation of the TOR and how you will approach the task, identify CAHWs and agrovet SMEs to interview, assess their technical and business skills expertise, map out the veterinary drug supply chain etc **(30 marks available)**
- A sample of an assessment report for a similar or related project completed within the last 48 months. This will be treated as confidential and only used for the purposes of quality assurance. **(10 marks available)**

Only bids that score 70% or higher in the technical assessment will proceed to the financial assessment.

The financial proposals will be assessed against the following criteria:

- Correlation between the technical and financial proposal
- Appropriateness of unit costs, and the number of units (time, travel etc) allocated to different activities
- The variance of submitted budget from the available budget for the assignment.

Once the financial proposals have been assessed the technical and financial scores will be combined into a final score in accordance with the following weights:

- a. Technical score (70%)
- b. Financial score (30%)

6.0. QUALIFICATIONS AND REQUIRED COMPETENCIES

We are looking for a consultant/consultancy team based in Uganda or with the right to work in Uganda to be based in Karamoja for the majority of the assessment period.

Consultants/consultancy teams for this assessment will be assessed on their ability to demonstrate the following qualifications and competencies:

Essential

- A postgraduate qualification in a relevant field – ideally with an animal health focus.
- Extensive experience of working with CAHWs and agrovet shops, ideally in a pastoralist context.

- Experience of carrying out livestock health assessments in pastoral areas.
- Demonstrable 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.
- Experience conducting assessments in the livestock sector in Karamoja.
- Experience conducting data analysis in Microsoft Excel.

Desirable

- A degree or post graduate qualification in veterinary science or veterinary pharmaceuticals.

7. SUBMISSION OF PROPOSALS

Interested and qualified persons are requested to submit:

- A covering letter detailing how the consultant/consultancy team meets the required qualifications and competencies outlined in section six, above
- A full technical proposal detailing their interpretation of the TOR and how they will approach the task including, amongst other things, the methodology that will be used to:
 - A. Identify CAHWs and agrovet SMEs to interview
 - B. Assess the technical and business skills expertise of CAHWs and agrovets
 - C. Map out the veterinary drug supply chain
- Copies of all relevant curriculum vitae (CVs)
- A sample of an assessment report for a similar or related project completed within the last 48 months. This will be treated as confidential and only used for the purposes of quality assurance.
- Contact details for two references including one from your last client/employer.
- A full financial proposal, providing a detailed budget breakdown for the assessment

All documents must be submitted by email to our 'sealed' email address tenders@farmafrika.org by **Monday 1 October 2018 at 5.00pm (EAT)**. The email subject line should clearly indicate "**Bid for the animal health service delivery system assessment**". Failure to include any of the above documents may, at Farm Africa's discretion, result in disqualification from the selection process.

ANNEX 1: TARGET DISTRICTS AND SUB COUNTIES

- Kotido: Nakapelimoru, Panyangara, Rengen and Kotido sub-county.
- Napak: Ngoleriet, Lokopo, Lotome and Lopeei.
- Moroto: Tapac, Rupa, Nadunget and Katikekile.
- Nakapiripirit: Namalu and Moruita

ANNEX 2 – THE ROLE OF CAHWs IN THE LIVESTOCK FOR LIVELIHOODS PROJECT

- Conducting regular home visits to project beneficiaries to check on health of the goats and provide basic preventative animal health care services to project beneficiaries
- Reporting of any complicated animal health cases to the animal health technicians and or vets for immediate attention
- Raising awareness amongst project beneficiaries of the importance of regular vaccination and tick control and deworming
- Mobilising project beneficiaries to participate in vaccination, deworming and tick control campaigns
- Encouraging strategic deworming of goats according to seasonal factors and prevailing environmental conditions
- Assisting community members with selecting and purchasing good-quality goats
- Training of project participants on routine animal management practices (goat housing, kid management, deworming, spraying, hoof trimming, castration)
- Training buck keepers on proper buck management and breeding practices
- Encouraging beneficiaries and the wider community to participate in the breed improvement activities promoted by the project
- Maintaining case record files for community animals
- Assisting buck keepers and beneficiaries to keep proper breeding, herd health and production records
- Attending regular project and animal health management meetings organised by the project team and government veterinary department
- Acting as a bridge between farmers and agrovets shop owners and vets