Terms of Reference for End Evaluations of Farm Africa’s ‘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

List of Acronyms Used:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Expansion</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCIGG</td>
<td>Catalysing CSO-led inclusive green growth in Kanungu district’s coffee value chain</td>
</tr>
<tr>
<td>CSOs</td>
<td>Civil Society Organisations</td>
</tr>
<tr>
<td>CGC</td>
<td>Coffee Growing Cooperative</td>
</tr>
<tr>
<td>EWCVC</td>
<td>Empowering Women in the Coffee Value Chain</td>
</tr>
<tr>
<td>KDCSC</td>
<td>Kanungu District Coffee Steering Committee</td>
</tr>
<tr>
<td>KDYFA</td>
<td>Kanungu District Young Farmers Association</td>
</tr>
<tr>
<td>LLF</td>
<td>Linear Log frame</td>
</tr>
<tr>
<td>MEL</td>
<td>Monitoring, Evaluation and Learning</td>
</tr>
<tr>
<td>MLP</td>
<td>Monitoring and Learning Plan</td>
</tr>
<tr>
<td>PM</td>
<td>Programme Manager</td>
</tr>
<tr>
<td>PC</td>
<td>Project Coordinator</td>
</tr>
<tr>
<td>PPR</td>
<td>Project Performance Review</td>
</tr>
<tr>
<td>SME</td>
<td>Small and Medium Sized Enterprise</td>
</tr>
<tr>
<td>ToR</td>
<td>Terms of Reference</td>
</tr>
<tr>
<td>UGX</td>
<td>Ugandan Shillings</td>
</tr>
<tr>
<td>WEEIA</td>
<td>Women’s Economic Empowerment in Agriculture</td>
</tr>
</tbody>
</table>
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 projects

About ‘Catalysing CSO-led inclusive green growth in Kanungu district’s coffee value chain’ project.

‘Catalysing CSO-led inclusive green growth in Kanungu district’s coffee value chain’ (CCIGG) started in March 2018 and is a three-year 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 is building 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 are being supported to grow their membership, deliver extension services, and link coffee farmers to markets. Extension services focuses 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:

i. Increased yields and opportunities for the employment and self-employment of young women and men in the sustainable production of coffee

ii. Strengthened sector networks that will be empowered to promote the economic potential that the sustainable coffee value chain offers to young women and men

iii. A strengthened sustainable supply chain for coffee in Kanungu district and improved access to end markets
About ‘Empowering women in the coffee value chain in Kanungu District’

EWCVC is a ‘bolt-on’ to this project which is working with 2,640 women coffee producers (of the 4,800 under CCIGG Project) and their households (HHs) to promote women’s economic empowerment within the value chain. The project started in September 2019, running for 18 months, also ending in June 2021. The overall impact objective of the action is ‘Improved women’s economic empowerment within the Ugandan coffee value chain through 2,640 households in Kanungu benefitting from women coffee producers having improved incomes, strengthened household level decision-making power, and increased access to resources’.

There are three main outcomes that this project will seek to achieve towards the overall objective:

i. Households are supported to enable women coffee producers to better access resources and participate in decision making over resources and expenditures at household level

ii. The gender-sensitivity of growing cooperatives is enhanced and female leadership is promoted

iii. Local stakeholders are engaged with the benefits of recognising and rewarding female participation within the coffee value chain

2. Objectives and End Evaluations questions

Farm Africa is commissioning End Evaluations in order to provide detailed assessments of the situation in the two projects implemented in Kanungu district. The indicative budget for the for all the work is UGX. 65,000,000 and is scheduled for May 2021 – June 2021. This amount includes the consultants’ fees and expenses (paid to the consultant) as well as other expenses and or facilitations for data collectors which will be directly covered by Farm Africa.

The End Evaluations will have four main purposes:

- To gather Endline values for project indicators to ensure the completion of Farm Africa’s Monitoring and Learning Plan for the two projects.
- To review the performance of the two projects, both overall, and by each objective, in relation to the OECD-DAC criteria, namely (for each project):
  a) Relevance: To what extent did the project meet the needs of the targeted beneficiaries?
  b) Efficiency: Were the financial resources and other inputs used efficiently to achieve outputs?
  c) Effectiveness: Have the planned objectives been achieved and to what extent can this be attributed to the project? Do the outcomes demonstrate return on investment? By taking into account the grant size and corresponding outcomes?
  d) Impact: What has happened among the beneficiary community as a result of the project, including both intended and unintended effects?
  e) Sustainability: To what extent will the project continue to have an impact beyond project close?
- 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.
- To capture in details, the social returns on investments by the two projects respectively.
3.0 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 key impact and outcome indicators. The external evaluator will be expected to capture primary data against the following indicator values for each project respectively:

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,

The consultant will also be given access to secondary data against all other indicators to ensure comprehensive Evaluations. The consultant will gather qualitative and quantitative data on farm productivity, adoption, sales, price, income, Women's Economic Empowerment in Agriculture scores, and employment to update the values for farmer level outcome and impact indicators to support Farm Africa’s internal monitoring and external reporting.
3.1 CCIGG and EWCVC End Evaluations Methodology

Farm Africa will provide its standard survey tool in MS Word format for capturing farmer level income and production and the Women’s Economic Empowerment in Agriculture (WEEIA) Tool for adaptation by the consultant. All other data collection tools will be provided by the consultant. The methodology should disaggregate the data by location, age category and gender as appropriate, and build gender analysis into the study.

- **Farmer Survey:** Household structured survey questionnaires with a representative, random sample of the target population (4,800 farmers). The consultant will be responsible for designing an appropriate sampling technique. The methodology should disaggregate the data by location, age category and gender as appropriate, and build gender analysis into the study. It is a requirement to use ODK/Kobo as CAPI.
- **Document Review:** Review of existing project documentation such as the project proposal, previous research/survey reports and relevant literature such as national policies, government reports, academic papers etc.
- **CGCs, KDYFA, KDSC and SME Records Review:** The consultants will review the financial and sales records of the CGCs and SMEs as appropriate.
- **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 as appropriate.
- **Focus Group Discussions:** With target groups and other stakeholders to assess current challenges faced.

4.0 Expected Deliverables and Timeline for End Evaluations

We anticipate the End Evaluations’ data collection will take up to **10 working days**, however the consultant must submit the following deliverables outlined below.

The consultant will provide the following deliverables to the Programme Manager:

1. **Inception Report:** Brief reports outlining the methodology of the end Evaluations for the two projects (i.e. CCIGG project & EWCVC project). Revised budgets with a breakdown of costs and detailed work plans for the entire exercise should also be submitted. Data collection tools for each project will also be submitted for review at this stage. Reporting template will be provided by Farm Africa.
2. **Revised Inception report:** Farm Africa’s feedback must be incorporated into a revised inception reports that will be submitted to Farm Africa for approval.
3. **Cleaned data set:** Raw and cleaned data must be submitted in Microsoft Excel format. 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. Farm Africa will quality control the data analysis and provide feedback should any indicator values need to be revised. Any revisions to data sets and analysis etc. must be re-submitted. Once indicator values have been finalised the consultant will be expected to enter these into the Farm Africa Monitoring and Learning Plan document. Final data collection tools and sampling frames used should also be submitted to Farm Africa.
4. **Draft reports:** The draft reports must be presented within 14 days after data collection by the consultant to the PC/PM/CD and the MEL team for reviews for at least three days. The consolidated comments will then be reverted to the consultant to address.
5. **Final Reports**: Upon addressing all comments from FA teams, the PC/PM will liaise with the consultant to sign-off the comprehensive reports with twenty days after data collection.

6. **Draft and or Final reports’ presentations**: the consultant will conduct an online presentation of the final report to the Farm Africa team and afterwards submit the final copies.

7. **Validation workshop**: The consultant will share findings/reports with all stakeholders as organized by Farm Africa

**5.0 Management and Implementation Responsibilities**

The consultant will report directly to the Programme Manager (PM). However, s/he will also be expected work closely with the Project Coordinator (PC) and MEL Advisor. 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 research;
- Copies of all key background resources identified;
- Lists of all farmers participating in the projects (4,800 farmers)
- A template of Farm Africa’s farmer production and income tool in MS Word format;
- Introductory meetings with key government staff;
- Organisation (including logistics costs) of stakeholders workshops
- Data collection templates in MS Word for adaptation
- 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 in English;
- Digitisation of all data collection tools;
- Conducting all data collection, including recruitment, training and payment of enumerators as well as all field logistics not included above. The consultant is also expected to secure tablets for data collection.
- The consultant is to hire a minimum of 2 vehicles and recruit at least 24 enumerators to complete the tasks as planned
- Analysis of data and reporting in a clear and accessible format;
- Providing clean raw dataset and final report through to the PC/PM/CD and MEL team
- Conduct a validation workshop with all relevant stakeholders and Farm Africa team to present End Evaluations’ findings/report.
- Production of deliverables within agreed timeline and in accordance with Farm Africa’s style guidelines;
- Seeking comments and feedback from Farm Africa, through the programme Manager, in sufficient time to discuss and incorporate these into the final report;
- Entering End Evaluations’ values into the monitoring and learning plan;
- Own work permit or visa (if required) to conduct the work;
6.0 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 End Evaluations 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 End Evaluations of our projects. All Evaluations' 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 Evaluations 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 Evaluations

5. **Openness** – To maximise the learning potential of the Evaluations’ process, Farm Africa may publish full Evaluations’ reports or excerpts from them or may otherwise share them with interested parties.

7.0 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. Due to the short duration of the End Evaluations, international consultants may wish to consider working with a Ugandan-based consultant to lead the data collection activities, and only travelling to Uganda personally for final Evaluations’ work (i.e. presentations and validation workshop):

**Essential**
- Extensive experience in carrying out case studies and Evaluations, with a focus on livelihood and gender related interventions
- Experience of conducting crop surveys
- Experience of conducting 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 and Rukiga
- A Master’s degree in Agriculture, Economics, Gender Studies, Sustainable Development, or related subject
8.0 Submission of Proposals

Interested consultants or firms are requested to submit:

1. A full technical and financial proposal (template for adaptation attached in Annex A). Please provide as much detail as possible, however at a minimum 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 Survey 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 and Certificates of completed and signed off surveys from previous clients.

All documents must be submitted by email to our ‘sealed’ email address tenders@farmafrica.org by 2nd - 04 - 2021 5pm East Africa Time. The email subject line should clearly indicate ‘Bid for the CCIGG External Evaluator Consultancy’.

Scoring of the Proposals

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

<table>
<thead>
<tr>
<th>Weighting</th>
<th>Technical Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>Understanding of the TOR, including project scope and expected scope of the End Evaluations</td>
</tr>
<tr>
<td>10%</td>
<td>Understanding of the project</td>
</tr>
<tr>
<td>10%</td>
<td>Understanding of the Evaluations’ objectives</td>
</tr>
<tr>
<td>10%</td>
<td>Quality of the research questions</td>
</tr>
<tr>
<td>10%</td>
<td>Quality of the Evaluations’ framework</td>
</tr>
<tr>
<td>20%</td>
<td>Methodology</td>
</tr>
<tr>
<td>20%</td>
<td>Appropriateness of methodologies (the farmer survey, techniques, sampling (if appropriate), analysis methodologies outlined, and justification for each)</td>
</tr>
<tr>
<td>20%</td>
<td>Experience of the consultants involved (in particular with regards to the required qualifications and competencies outlined in the ToR)</td>
</tr>
<tr>
<td>20%</td>
<td>Quality of sample report submitted</td>
</tr>
</tbody>
</table>

Only proposals where the technical elements scores of 70% or more will proceed to the financial Evaluations stage. The financial element of the proposal will be scored out of 100%. We ask you to please quote in Uganda shillings in today’s prices. Inflation can be accounted for in subsequent purchase orders. The financial proposals will be scored as follows:
<table>
<thead>
<tr>
<th>Weighting</th>
<th>Financial Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Does the budget match the technical proposal?</td>
</tr>
</tbody>
</table>
| 10%       | Are the **Total number of days** and the **Total number of units for each item** appropriate to the work outlined in the proposal?  
*This is column E in the financial proposal* |
| 15%       | Are the consultants’ daily rates sensible?  
*This is column F in the financial proposal template.* |
| 15%       | Are the unit prices for consultant expenses sensible?  
*This is column F in the financial proposal template.* |
| 40%       | **Total Costs:** Financial Proposals will be assessed for their financial competitiveness, with lower priced bids scoring more favourably. Our indicative budget for all the work is UGX. 72,000,000 |

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

a. Technical Score (75%)
b. Financial Score (25%)

It is anticipated that the successful applicant will be notified by **23rd – 04 - 2021**