Terms of Reference for External Evaluator of Farm Africa’s Increasing Market-Orientated Production of Arabica Coffee Together (IMPACT) Project in Western Uganda region.

List of Acronyms Used:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Expansion</th>
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</thead>
<tbody>
<tr>
<td>IMPACT</td>
<td>Increasing Market-Orientated Production of Arabica Coffee Together</td>
</tr>
<tr>
<td>VC</td>
<td>Value Chain</td>
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<tr>
<td>SHF</td>
<td>Smallholder Farmer</td>
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<tr>
<td>CFH</td>
<td>Coffee Farming Household</td>
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<tr>
<td>GAPs</td>
<td>Good Agricultural Practices</td>
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<tr>
<td>CSA</td>
<td>Climate Smart Agriculture</td>
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<tr>
<td>ACP market</td>
<td>Africa, Caribbean and Pacific market</td>
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<tr>
<td>EU</td>
<td>European Union</td>
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<tr>
<td>HPH</td>
<td>Harvest and Post-Harvest</td>
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<tr>
<td>MT</td>
<td>Metric Tons</td>
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<tr>
<td>DRUGAR</td>
<td>Dried Uganda Arabica</td>
</tr>
<tr>
<td>LLF</td>
<td>Linear Log Frame</td>
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<tr>
<td>MEL</td>
<td>Monitoring, Evaluation and Learning</td>
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<tr>
<td>MLP</td>
<td>Monitoring and Learning Plan</td>
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<tr>
<td>PM</td>
<td>Programme Manager</td>
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<td>PC</td>
<td>Project Coordinator</td>
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<tr>
<td>CD</td>
<td>Country Director</td>
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<tr>
<td>PPR</td>
<td>Project Performance Review</td>
</tr>
<tr>
<td>ToR</td>
<td>Terms of Reference</td>
</tr>
<tr>
<td>UGX</td>
<td>Ugandan Shillings</td>
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NB: Sustainably produced coffee (following certification standards and routinely verified/inspected)
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
UGACOF Ltd in partnership with Farm Africa secured a two- and half-year project, funded by the European Union, to support coffee farmers in Western Uganda.

The project is dedicated towards empowering coffee farmers, boosting farm productivity, reducing post-harvest handling losses and expanding market opportunities for over 40,000 beneficiaries across the Rwenzori and Kigezi regions. In addition, the IMPACT project will further accelerate Uganda’s ambitions to upgrade its coffee value-chain, focusing on delivering quality coffee for export and including smallholder farmers within the value-chain.

This will be achieved by:

1. Capacity building and supporting coffee farming households through training on GAPs, financial literacy and climate smart practices to reduce harvest and post-harvest losses, enable farmers to meet sustainability, traceability and certification standards, and generate a higher revenue from their harvest as a result.

2. Investing in constructing Coffee Washing Stations to bring facilities closer to the targeted coffee farming households and ensure quality and consistency are maintained throughout the supply-chain.

2. Objectives and baseline questions

Farm Africa will commission an external evaluator to complete two baseline surveys as indicated below. The indicative budget for the entire work is **UGX 30,000,000** inclusive of all associated costs.

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget (UGX)</th>
<th>Schedule</th>
</tr>
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<tbody>
<tr>
<td>Phase one (Rukungiri and Rubirizi districts)</td>
<td>15,000,000</td>
<td>July – Aug 2021</td>
</tr>
<tr>
<td>Phase two (Districts to be announced)</td>
<td>15,000,000</td>
<td>Oct – Nov 2021</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>30,000,000</strong></td>
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Please note that these surveys have strict deadlines that are non-negotiable. Applicants should provide a detailed budget showing how they will deliver both surveys.

The assessment will have four main objectives:

1. To gather baseline values for the project indicators to feed Farm Africa’s Monitoring and Learning Plan for the IMPACT project.

2. To collect data on household demographics, farm productivity, access to quality inputs, soil fertility, and adopted (regenerative) farming methods.

3. To research household income streams to determine living income.

4. To determine the level of financial literacy.

5. To map key intervention areas to further support targeted beneficiaries.

Baseline driving questions:

1. What is the current seasonal farm productivity for coffee and non-coffee crops?

2. What are the current farming practices adopted in targeted areas and why are they adopted?

3. What are key intervention areas to further promote regenerative climate-smart practices in the targeted areas?

4. What are the current household and farm needs and which quality services and inputs are available to the targeted beneficiaries?

5. What is the current average living income of the targeted beneficiaries?

6. What is the current level of financial literacy and what kind of (agronomy) information is available to the targeted beneficiaries?

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. The consultant will also be given access to secondary data against all other indicators to ensure comprehensive surveys. The consultant will also gather qualitative and quantitative data on the baseline to support Farm Africa’s internal monitoring and external reporting.
3.1 Baseline survey Methodology

Farm Africa shall provide the standard tools to be adopted by the consultant in the baseline. The methodology should disaggregate the data by location, age category and gender as appropriate, and clear portraying the current situations in terms of practices, trainings and or facilities. The consultant will produce a separate report for each phase accordingly.

- **Farmer Survey:** Household structured survey questionnaires with a representative, random sample of the target population (from approximately 200 farmers per district of project operation). The methodology should disaggregate the data by location, age category and gender as appropriate, and clear portraying the current situations in terms of practices, trainings and or facilities. 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.

- **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 situations; Non-coffee young women, Agro-input dealers and LG. This will help trace the project impact over time.

3. Expected Deliverables and Timeline for the baseline

We anticipate the baseline data collection will take up to **10 working days** and the consultant must submit the following deliverables outlined below.

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

1. **Inception Report:** Brief report outlining the methodology of the baseline for the project. A revised budget with a breakdown of costs and detailed work plan for the entire exercise should also be submitted. Data collection tools or questionnaire 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 Farm Africa teams, the PC/PM will liaise with the consultant to sign-off the comprehensive reports within **20 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.

4. **Management and Implementation Responsibilities**

The consultant will report directly to the Programme Manager. However, s/he will also be expected to 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;
- A template of Farm Africa’s farmer production and income tool in MS Word format;
- Introductory meetings with key stakeholders;
- 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/questionnaire 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 responsible for the transportation and remuneration of data collectors 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
- 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 baseline values into the monitoring and learning plan;
- Own work permit or visa (if required) to conduct the work;
5. **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 baseline 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 baseline of the project. The baseline 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 baseline depends on the professional expertise and independence of researchers and full transparency in the methods and process followed. Baseline 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 the baseline

5. **Openness** – To maximise the learning potential of the baseline process, Farm Africa may publish full baseline reports 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. Due to the short duration of the baseline, 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 baseline work (i.e. presentations):

**Essential**

- Extensive experience in carrying out case studies and surveys, with a focus on livelihood and gender related interventions
- Experience of conducting crop surveys, preferably in the coffee value chain
- Precise understanding of coffee sustainability and certification
- 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, Rukiga and Runyankole
• A Master’s degree in Agriculture, Economics, Gender Studies, Sustainable Development, or related subject

7. 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 baseline survey 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 July 16th 2021 5pm East Africa Time. The email subject line should clearly indicate ‘Bid for the IMPACT 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>
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<tbody>
<tr>
<td>40%</td>
<td>Understanding of the TOR, including project scope and expected scope of the baseline</td>
</tr>
<tr>
<td>10%</td>
<td>Understanding of the project</td>
</tr>
<tr>
<td>10%</td>
<td>Understanding of the baseline objectives</td>
</tr>
<tr>
<td>10%</td>
<td>Quality of the research questions</td>
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<tr>
<td>10%</td>
<td>Quality of the baseline’ framework</td>
</tr>
<tr>
<td>20%</td>
<td>Methodology</td>
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<td>20%</td>
<td>Appropriateness of methodologies (the farmer survey, techniques, sampling (if appropriate), analysis methodologies outlined, and justification for each)</td>
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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>
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<tr>
<td>20%</td>
<td>Does the budget match the technical proposal?</td>
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</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. 30,000,000** |

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

a. Technical Score (70%)

b. Financial Score (30%)

It is anticipated that the successful applicant will be notified by **Wednesday July 21st 2021**