**TERMS OF REFERENCE (TOR) FOR CONDUCTING ENDLINE SURVEY FOR**

**Market Oriented Rural Enterprise for Milk (MORE Milk) project**

**In Abichuna Gne’a District of North Shewa Zone, Oromia Region, Ethiopia**

1. **Background**

Self Help Africa (SHA) is a dynamic international civil society organization with its headquarters in Dublin, Ireland, having operations in 8 African countries across East, Southern and West Africa. In Ethiopia, SHA’s track record working with smallholder farmers, farmer associations, cooperatives, SACCOs, and small and medium sized enterprises in the agricultural sector with an aim to help them increase production, diversify diets, income, and agricultural activities by attracting better prices for their products through value addition and improved access to markets.

1. **Overview of MORE MILK Project**

More Milk Project is a three years project with the overall goal to improve the income and nutrition amongst 602 smallholder farmer households from dairy production in Abichu Gna’a woreda, Oromia region, Ethiopia. The project was funded by JOAC and implementing by Self Help Africa and with a strong collaboration with local government coordination structures. The project ended partially on 30th of May 2021.

**Project specific objectives**

1. Increase the productivity of smallholder milk production
2. Improve the nutrition status of women, children and the wider community through the consumption of dairy products
3. **Scope of Work**

**Objectives of consultancy**

Assessing the extent to which the intervention has effected change in the lives of the community in relation to income and nutrition security, facilitate a participatory session among a representative sample of beneficiaries of the most significant change at a community level that the project has affected. Ensure that the perspectives of different stakeholders are compared and analysed in establishing if and how change has occurred.

**Specific objectives**

* Summarise the impact of the project with reference to baseline and indicators;
* Come with an explanation how the intervention contributes to change;
* Unintended and unexpected changes if existed will be explored and explained;
* Use different data collection methodologies where possible and make reference to examples of good practice in order to benchmark;
* Verify the relevance of each project component to the needs, priorities and perspectives of the target group and the most excluded and marginalised groups;
* Assess the level and extent of community participation in planning and managing project inputs and initiatives;
* Assess the extent to which the intervention has affected change in the lives of the community in relation to income and nutrition security, facilitate a participatory session among a representative sample of beneficiaries of the most significant change at a community level that the project has affected.

**Methodology**

The consultant is required to propose a methodology for this End of Project Evaluation. The proposal should include:

1. A detailed explanation of how qualitative and quantitative methods will be used.
2. An indication of the sampling method used and
3. A description of how the approach is going to ensure that the expected attribution/contribution of the project towards the outcome and the goal will be shown.

**Main Evaluation Questions**

The purpose of this evaluation is to assess the progress against the goal and to provide a body of evidence for the donor about the impact of the project. The following questions should guide the evaluation:

*Relevance:*

* To what extent did the project respond to the needs of participants/beneficiaries and partners?
* To what extend where the activities, outputs, and strategies relevant to achieving the intended effects?

*Efficiency*

* To what extend was the project cost-effective? Consider if the project was implemented in the most efficient way.

*Effectiveness*

* Is there evidence that anticipated results are being achieved?
* To what extend can the emerging results be attributed to the project intervention? Assess if the project partners added value and delivered value for money.

*Impact*

* Provide evidence that the project made a difference to the livelihoods of the target groups.
* Provide evidence that the project made a difference to the land and water management in the Ziway-Shale Basin.

*Sustainability*

* Explore the likelihood that the intervention and/or it’s benefits will continue after the donor funding ceases. Particular attention should be given to the environmental dimension of the project and the role which local government has to fulfil to ensure the sustainability of the project.

**Deliverables**

The scope of the end line survey will involve reviewing SHA’s MERL system, project proposal; existing literature, developing qualitative and quantitative data collection instruments, conduct training for enumerators on data collection tools and methodologies, and managing and overseeing data collection in the field. Analyzing qualitative and quantitative data and summarizing findings in a final report. Specifically, the consultant’s scope of work and deliverables include, but not limited to, the following:

1. Deliver inception report
	* Critical review of the ToR and develop recommendations for improvement
	* Prepare a detailed methodology and analytical tools/instruments to be employed in the study. This should include questionnaires for household survey and checklist, and tools for group interaction including focus group discussion and key informants’ interview.
	* List of stakeholders/key informants to be contacted
	* Determine sample size (number of households) for the baseline survey; etc.
	* Prepare a detailed plan of action/schedule covering orientation to enumerators, field work, data collection, analysis, interpretation, draft, and final report preparation with concerned project staff
	* Collect feedback, amend the design of the methods, and submit final Inception Report
2. Selection of enumerators and training
3. Collection of relevant data from relevant sources
4. Analysis of the data/information gathered,
5. Preparation of draft report (the report should not be longer than 30 pages, annexes can be additional), submission to Client for review and presentation of findings to relevant stakeholders for feedback
6. The final draft evaluation report and final report need to be structured according to the OECD/DAC criteria and the evaluation questions.
7. The main body of the evaluation (draft and final version) must be limited to 30 pages, excluding annexes. One of the annexes should consist of a table that summaries the findings and recommendations.
8. Obtain comments and suggestions on the report from SHA and partners, and incorporate into the final consolidated report
9. Submit final report which incorporates feedback (hard copy and electronic version)
10. **Proposed Timeline**

The tasks in this bid have to be accomplished by 30th of July. A maximum of 30 calendar days are allotted to the study. This includes feedback time as well as resubmission of amended report. Indicative timeframe for activities are shown below

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| --- | --- |
| **Activity** | **No. of Days** |
| Inception report | 3 Days |
| Enumerator training | 2 Days |
| Travel to district for field work | 1 Day |
| Data collection in Abichu Woreda 3 rural kebele | 7 Days |
| Analysis and Report Writing | 7 Days |
| Review of report and sharing of feedback by client | 5 days |
| Incorporation of feedback received and production of final report | 5 Days |
| **Total number of Days** | 1. **Days**
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1. **Deliverables**

The consultancy firm shall submit Technical and Financial proposal.

1. **Technical Proposal**

The consultant shall submit as part of the technical proposal the following:

* 1. Documents which certify that the consultant is eligible to compete in the bid. These documents include: renewed trade license; TIN and VAT registration certificates,
	2. Technical proposal, which is to include, among others, how the survey is going to be carried out depicting the time required for the whole evaluation reflecting the time allocated (to be discussed and finalized at inception phase); and end line survey process. methodology (approaches, techniques and tools) to be employed during data collection and analysis including sampling framework, work schedule etc.
	3. A capability statement demonstrating how they meet the required qualifications and competencies.
	4. **Staff requirements:** A survey team consisting of at least 3 core members are required, specifically, Livestock expert, Livelihood Specialist (Economist), and Agriculture. Necessary support staff, particularly **experienced statistician**, should be considered for sample design and data quality assurance. The team members are expected to have the following qualification and experiences:
* A minimum of 7 years’ experience in carrying out baseline surveys/ impact evaluations, with a focus on agriculture and livelihoods related interventions.
* Demonstrable academic and practical experience in qualitative and quantitative research methodology, survey/evaluation design and implementation.
* Strong analytical, facilitation and communication skills.
* Good understanding of agriculture-based enterprises.
* Strong analytical and report writing skills.
* Data collectors should be fluent in local language.
* The lead consultant (team leader) should possess at least a Masters’ degree in Agricultural Economics, Sustainable Development, Rural Development, Economics, development studies or related subject.
	1. At least three references (including one from your last client/employer). Submission of sample baseline or end line survey report completed in the last 24 months will be beneficial to secure maximum points for experience of consultant.
1. **Financial Proposal**

The consultant shall submit a financial proposal indicating major cost breakdowns. More specifically, the financial proposal shall indicate:

* Staff level of effort and pay rate
* Other related costs such as equipment, stationery,
* Transport cost to and from the field
* Per diem and accommodation while on field work

Self Help Africa reserves the right to choose to pay per diem and accommodation AND provide transport service to and from the study area and deduct an equal amount from the consultancy service fee. SHA will provide staff to facilitate introduction to local administration officials; however, the SHA staff is not part of the survey team. SHA will cover cost of hall rent and per diem cost of stakeholders who participate in workshops for the review of inception and draft reports.

# Eligibility

See Section 5. Deliverables ‘Technical Proposal’ for requirements around staffing experience and licenses.

# Proposal Evaluation

Proposals will be evaluated based on the following criteria

**Technical proposal 70%**

* Appreciation of the TOR and understanding of the assignment
* Company profile which clearly shows experience in similar studies
* Proposed methodology and work plan
* Qualification and technical competency of proposed staff

**Financial proposal 30%**

* Level of effort of staff and cost breakdown as required in Section 5 above. The least bidder will be given 30 points; others will get points as follows: Point = Least bidder’s offer x 30

Bid offer under consideration

The points secured in the technical proposal and financial offers will be added together to determine the least evaluated bidder. The most responsive consultant will be invited for negotiation of contract terms.

# Application Procedure

# Please submit the following documentation to the Email: procurementet@selfhelpafrica.org by the deadline of 28 June 2021. In the subject line of the email, please use “you name” + “MORE MILK Endline” .The following documents shall be submitted as part of the bid proposal:

# Letter of Intent

# A company CV outlining previous similar experience with names and contact details of references and short summary of study/research undertaken. Please limit experiences to works done within the last five years only

# The CVs of the team members proposed for this contract and the name of the designated Lead Person for this contract.

# An example of a previous report on similar assignment. It is the contractor’s responsibility to ensure that the report is either in the public domain or that they have permission to share the report.

# A technical proposal (not more than 5 pages)

# A financial proposal (not more than 2 pages)

# Self Help Africa reserves the right to cancel the bid partially or fully.