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**TERMS OF REFERENCE: END OF PROJECT EVALUATION**

**NOTICE: ADDENDUM FOR THE EXTENSION OF BID VALIDITY PERIOD FROM 15TH JUNE 2022 TO 20TH JULY 2022**

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| **Organization** | Self Help Africa Malawi |
| **Title of the Action:** | Better Extension Training Transforming Economic Returns (BETTER) |
| **Funding Agency** | European Union |
| **No. of target beneficiaries** | 402,000 smallholder farmer households (13,400 FFS groups) translating to 2,211,000 people |
| **Project sites** | Chitipa, Karonga, Mzimba, Nkhatabay, Nkhotakota, Kasungu, Salima, Mulanje, Chiradzulu and Thyolo |
| **Project Period** | 60 months (January 2018 – December 2022) |
| **Assignment type** | Short-term consultancy |
| **Assignment** | Conduct End of Project Evaluation |
| **Timeline of the assignment** | To be completed by October 30, 2022 |

1. **Background**

This project is a collaboration between Self Help Africa (SHA) as the lead-applicant and three co-applicants namely Action Aid Malawi (AAM), Plan International Malawi (PIM), and Evangelical Association of Malawi (EAM)that has been funded by the European Union (EU) for 5 years. The proposed action majorly draws upon all the partners’ respective and combined experience and expertise in the areas focusing on promoting resilience, food, nutrition and income security through sustainable agriculture growth. It also draws upon the learning gained through a comprehensive and participatory consultation process to inform this action’s design. This included discussions with all district councils in the implementation districts, District Agriculture Development Offices (DADOs), Agriculture Extension Development Coordinators (AEDCs) and Agriculture Extension Development Officers (AEDOs), youth groups, the Coalition of Women Farmers at district level and decentralized structures, Area Development Committee, Village Development Committees, local Non-Governmental Organizations (NGOs), Financial institutions and microfinance institutions.

**The project's overarching objective is *sustainable agricultural growth promoted to increase incomes, employment, food, and nutrition security in Malawi in the context of a changing climate***. The specific objective of the project to increase the absorptive, anticipatory, adaptive and transformative capacities of 402,000 smallholder farmers to adapt to adverse effects of climate change and improve food security in 78 Extension Planning Areas (EPAs) in the 10 KULIMA districts of Chitipa, Karonga, Nkhatabay, Mzimba, Kasungu, Nkhotakota, Salima, Chiradzulu and Mulanje. The BETTER project adopted the Farmer Field School (FFS) approach to deliver its interventions.

The project has the following **outputs**:

* 402,000 smallholder farmers have improved skills and knowledge to increase agriculture productivity through effective, efficient, and inclusive agriculture extension services.
* Improved district-based knowledge management, agriculture extension services and farmer-based experiential learning.
* 402,000 smallholder farmers have access to Early Warning Systems (EWS), savings and loans facilities in all the 78 EPAs in KULIMA Districts.

1. **Purpose of the End of Project Evaluation**

The overall objective of the end of project evaluation is to assess the project’s performance against key objectives and provide key lessons learned and related recommendations in order to improve future Actions. Specifically, this end of project evaluation seeks to:

* Assess the performance of all indicators as outlined in the logframe against the baseline values/figures
* Assess what the BETTER programme has attributed/contributed to increasing incomes, employment, and food & nutrition security in Malawi
* Assess internal and external factors that have positively or negatively influenced the achievement of the project results.
* Assess the added value of the Farmer Field School approach in reaching the programme objectives
* Assess through collection of primary data at household level the adoption of the innovations disseminated through the FFS approach
* Work with the project team to provide an objective overall assessment of the project achievements against target outputs, outcomes and Impact.
* Evaluate the contribution of implementing partners and agencies to the project’s status in terms of relevance, coherence, , efficiency, effectiveness, impact and sustainability.
* Evaluate the synergies between this and other KULIMA Actions and how they influenced the achievement of the results.
* Assess whether the theory of change as formulated at project design still holds at the time of evaluation and where necessary provide recommendations for future project design.
* Assess the extent to which the strategies utilized have optimized resources (human, financial, and material) made available to the project.
* Analyse the quality in the design, planning and timeliness of activities i.e., implementation and quality assurance and how these have contributed to the achievement of results.
* Assess internal and external factors that have positively or negatively influenced the achievement of the project results.
* Assess the added value that this project has specifically brought to beneficiaries, both direct and indirect, in terms of gender empowerment, female leadership, promotion and equity.
* Gather any lessons learnt best practices and recommendations
* Examine the unplanned/unintended positive or negative effects resulting from the project implementation process.

1. **Scope of work**

The end of project evaluation will examine the entire program, including its orientation and strategies, the partnership, its management, the state of implementation and coherence of the project work about the expected results as well as the involvement of different actors. The end of project evaluation will cover the period starting from January 2018 to December 2022.

There are 7 key evaluation questions (EQs) to which this assignment must provide answers based on the following program aspects:

1. **Effectiveness**

* Examine the extent to which the programme's objectives, outcomes and expected results have been achieved and the major internal and external factors that have influenced their achievement/non-achievement
* The extent to which the project activities/outputs reached intended beneficiaries.
* How well did the project implement the FFS approach?
* How well the FFS approach improved the CSA adoption and the productivity at the members farms’ level
* The extent to which the FFS approach enhanced provision of extension services to smallholder farmers.
* The extent to which the FFS approach has been embraced by the Ministry of Agriculture in the delivery of extension services.
* Assess whether the strategy of this project is innovative and if there is added value compared to other similar initiatives in terms of effectiveness.

1. **Relevance**

* Alignment of the BETTER project to the organization’s strategic plan, national policies, sustainable development goals and other relevant international policies.
* The appropriateness of the implemented activities in relation to the problems to be resolved and the extent to which the BETTER project met and addressed the needs of the beneficiaries.
* Were Farmer Field Schools the right approach for delivering the objectives of the project?
* Was the consortium the right model for delivering FFSs?

1. **Efficiency**

* Cost-effectiveness of project implementation using standard metrics: Alpha ratio, cost per beneficiary, etc.
* Timeliness of implementation of BETTER project activities
* Assess the factors which influenced positively or negatively the efficiency of this action and if possible compared to similar initiatives.
* Assess to what extent the costs of the programme have been justified by the benefits that have been generated
* Level of coordination among the NGO consortium members
* Level of efficiency and adequacy of the management structure and coordination among the NGO consortium partners

1. **Sustainability**

* Level of community and GoM/local authorities’ ownership of the BETTER project
* Level of stakeholders’ participation and public awareness
* The viability and sustainability of the established community structures and interventions.
* Cost comparison of the FFS approach with other agricultural extension approaches.
* To what extent are the project’s impacts likely to be sustained without further interventions.

1. **e) Coherence and synergies** 
   * The level of coordination and linkages between the NGO consortium and other implementing agencies-FAO, GIZ and government including local district councils

* Complementarity and coherence with other programmes funded by EU or other Development Partners in the sector
* Coherence and collaboration with the wider FFS community.

1. **Impact**

* The magnitude of the impact of the project on the beneficiaries and their communities.
* What impacts can be attributed to the project at household level and what contribution the project has made to changes at community, districts, and national levels.
* Identify any unintended consequences.

1. **Learning and Policy recommendations**

* Highlight key learning that can be applied to future FFS-based approaches**.**
* Identify opportunities to use learning from BETTER to influence national agriculture extension policy and EU policy.

The above EQs are indicative; where relevant the consultant will revise and integrate them in consultation with the client (NGO consortium). The final EQs will be presented in the Evaluation Matrix in the inception report.

The consultant is also required to undertake a collection of data through a structured questionnaire for a representative sample of beneficiaries to assess the indicator 7 of output 1 “ # of smallholder farmers practicing climate smart agriculture (disaggregated by Gender)”. The assessment should provide information on the number of beneficiaries that at the household level (rather than the FFS level) adopted the innovations promoted by the project. The assessment will inform on the type and number of innovations adopted, provide a ranking of the most widespread ones and assess the consistency of adoption in the last 3 years. The consultant will analyse the data with a major focus on the most impactful technologies in terms of sustainable management of the soil, improved yields, climate change adaptation and pest management. Where possible the consultant will visit the beneficiaries’ farms to verify the level and quality of adoption on the field.

**Note** – the consultants must clearly demonstrate how they show attribution and/or contribution of the project

1. **Methodology**

The consultant(s) will be required to provide a detailed evaluation methodology that best addresses the scope of the assignment in the Technical Proposal. The detailed methodology design must include:

* Sampling strategies and procedures
* Data collection instruments, protocols, and procedures
* Procedures for data collection, cleaning, and analysis
* Data presentation/dissemination methods
* A community-based evaluation process that can capture the benefits and unintended consequences of the project from the community.
* Draft of the work plan for the overall evaluation process

The consultant(s) will be required to collect data on log frame indicators as detailed under the scope of work section and compare that with the baseline.

For the other aspects of the evaluation as detailed under scope of work section, the consultant should explain in the methodology section how they will be addressed.

1. **Expected outputs & deliverables**

The consultant(s) will be expected to produce the following deliverables while strictly adhering to the timeliness.

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| **Output** | **Timeline and description** |
| 1. Inception Report | The inception report should be produced 15 days after official signing of contract. The report should be a maximum of 15 pages, detailing the methodology; findings of the desk review, the schedule of activities, the tools for data collection and analysis, the Evaluation Matrix and the final workplan for the following phases. The report will be presented and discussed in a meeting with the NGO consortium and if necessary, amended and resubmitted. |
| 1. Field work (data collection) | To be completed 20 days after submitting the final inception report |
| 1. First draft report | 14 days after data collection (field work)- all quantitative/ qualitative data shall be processed and robustly analysed in appropriate statistical/ analysis package. All raw and clean data including field notes and reports, audio recordings and transcripts for qualitative work and any other data will be required as part of submission. |
| 1. Dissemination workshop to stakeholders in Lilongwe | Within 15 days after receiving the comments to the first draft report from all our stakeholders |
| 1. Final report | submit a concise but comprehensive report 12 days after conducting dissemination workshop in electronic and printed format  The final report will not exceed 30 pages (annexes excluded) |

**Plagiarism**

SHA is committed to promoting ethical standards in research. The consultants must acknowledge the sources of data and references in the report and ensure that the sources are correctly cited, including material from the consultants’ previous work. The draft report will be subject to an online plagiarism check**.**

1. **Qualifications for the consultant**

Prospective consultants are free to apply as a team or individuals. The Consultant(s) should, however, have the following minimum requirements:

* Advanced university degree in social sciences, agribusiness, agricultural economics, or other related fields. PhD will be an added advantage.
* Excellent research and evaluation skills and at least one of the proposed team members proven experience in development of data collection tools or data analysis and reporting (using appropriate computer packages)
* . The must have at least 2 cumulative assignments in supporting operational research on agriculture production and diversification using farmer school /or farmer business school approach (including linking research to extension) in the last 2 years. The team leader must have at least 5 years of demonstrated experience evaluating projects of similar nature
* At least one of the proposed team members must have detailed technical knowledge and field experience on climate smart agriculture technologies and the Farmer Field School Approach in the last five years
* The Team Leader MUST have at least 7 years of cumulative experience in evaluating projects of similar nature
* The team must be familiar with nutrition, resilience, and gender issues and with international and national policies related to agriculture
* Excellent writing and communication skills
* Ability to meet deadlines

1. **Administration and logistical arrangements**

The consultant(s) will be supervised directly by the in-country M&E Manager as well as the M&E Advisor based at headquarters in Ireland. Consultants are required to budget for all logistical arrangements to the field including transportation, accommodation and recruitment of enumerators, insurance, and tax as part of their financial proposal.

1. **OTHERS**
   1. **Confidentiality and conflict of interest**

The applicant undertakes that they will not at any time, either before or after the termination of this service, use or disclose or communicate to any person confidential information relating to the affairs of SHA. This restriction shall continue to apply after the termination of the service without limit in point of time. To ensure the independence of terms of their contract, the winning applicant will sign a declaration certifying that they have no conflict of interests in relation to the tasks to be undertaken and to inform SHA should this status change.

* 1. **Terrorism and sanctions**

Terrorism and Sanctions: Self Help Africa (SHA) does not engage in transactions with any terrorist group/individual/entity involved with or associated with terrorism or individuals/entities that have active exclusion orders and/or sanctions against them. SHA will not knowingly purchase supplies or services from companies that are associated in any way with terrorism and/or are the subject of any relevant international exclusion orders and/or sanctions. If you submit a bid based on this request, it shall constitute a guarantee that neither you/your company nor any affiliate or a subsidiary controlled by you/your company are associated with any known terrorist group or is/are the subject of any relevant international exclusion order and/or sanctions. SHA will perform checks of suppliers against international lists including but not limited to those generated by the European Union (List of person, groups and entities to which Regulation EC.No.2580/2001 applies, the US Government (Office of Foreign Assets Control list of specially designated Nationals and blocked persons and the United Nations (Consolidated List).

* 1. **Exclusion criteria**

Candidates or tenderers shall be excluded from participation in this procurement procedure if:

1. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
2. they have been convicted of an offense concerning their professional conduct by a judgment which has the force of res judicata.
3. they have been guilty of grave professional misconduct proven by any means which SHA can justify.
4. they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of SHA or those of the country where the contract is to be performed.
5. they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Union’s financial interests.
6. following another procurement procedure or grant award procedure financed by the Union’s budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Self Help Africa is completely against fraud, bribery, and corruption. Self Help Africa does not ask for money for bids. If approached for money or other favours, or if you have any suspicions of attempted fraud, bribery or corruption please report this immediately by email to [selfhelpafrica@expolink.co.uk](mailto:selfhelpafrica@expolink.co.uk). Please provide as much detail as possible with any reports.

1. **Presentation of consultancy proposals and selection criteria**

The Consultant is therefore required to respond to the TOR with:

* both technical and financial proposal not more than ten (10) pages detailing how he/she will carry out the activity.
* Two referees from previous assignments
* He/she should attach his/her CV including previous relevant experience in the specified field especially with international non-governmental organizations.
* The Consultant will quote his/her daily professional fees taking into consideration the applicable tax implications. He/she should also include a daily rate and price for each element as the service required could be tailored subject to budget.
* The schedule of the activities should also be outlined in the technical proposal. The applications should be e-mailed to [tenders.malawi@selfhelpafrica.org](mailto:tenders.malawi@selfhelpafrica.org).
* Signed SHA Policies – Code of Conduct, Safeguarding policy

Proposals will be assessed using the criteria below:

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| **Criteria** | **Max Percentage** |
| Qualification of TEAM | 50 |
| Overall evaluation methodology | 40% |
| Budget | 10% |
| **Total** | **100%** |

**For those who had applied to the prior bid announcement, do not need to reapply.**

The closing date for receiving applications is July 20, 2022, at 1700 hrs.



