

## Terms of Reference for end of programme evaluation

### Farm Enterprise Development for Food and Economic Security Projects in Chitipa and Lilongwe, and Plant Health Systems Support Project

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#### Background

Self Help Africa (SHA) has been implementing two **Farm Enterprise Development for Food and Economic Security (FEDFES) projects** in Chitipa and Lilongwe under TA Mwabulambya and TA Masumbankhunda respectively. These projects have been implemented since 2011. The project in Chitipa was implemented in partnership with Foundation for Community Support Services (FOCUS), while the one in Lilongwe was implemented directly by SHA. The overall objective of the two projects is to contribute towards improving productivity and food and economic security of farming communities through increased access to quality certified seed among targeted smallholder farming households. Specifically, the projects have the following objectives:

- Increased smallholder farmers' skills and knowledge to benefit economically from production and distribution (availability and accessibility) of improved/quality certified seed varieties.
- Increased smallholder farmers' skills, knowledge and organisational capacity to manage commercial crop production and enterprise development.
- Improved market access for commercially oriented farmers to integrate into agricultural value chains.
- Increased organisational monitoring and evaluation capacity to support enterprise development.

SHA has also been implementing a **Plant Health Systems Support Project** in Balaka and Lilongwe since 2014. The overall objective of the project is to improve food security and contribute towards poverty reduction. Specifically, the project sought to:

- Strengthen national plant health systems
- Support farmers through establishment of plant clinics
- Promote vigilance of emerging threats
- Promote adaptation to climate change

As these three projects are coming to an end, SHA intends to conduct an end of project evaluation.

#### Objectives of the Evaluation

The objective of the evaluation is to assess performance of the three projects in contributing towards their of stated objectives. The evaluation will review the implementation of planned project activities and outputs against actual results to date, and to the extent possible, establish initial project impact. The lessons drawn from the evaluation will be used to inform future designs of similar projects.

#### Scope of the Evaluation

The evaluation will assess the following, among other things:

Effectiveness of the project

- The extent to which stated objectives (including outputs and outcomes) have been achieved
- The extent to which the programme activities reached intended beneficiaries

#### Relevance

- Alignment of the project to the organisation's strategic plan and national policies
- The extent to which project met and addressed the needs of the beneficiaries

#### Efficiency

- Cost-effectiveness of project implementation
- Timeliness of implementation

#### Sustainability

- Level of community ownership of the project
- Level of stakeholders participation and public awareness
- Degree of capacity, accountability, and knowhow of different stakeholders at the end of the project
- The viability and sustainability of the established community structures - cooperatives, village savings and loan groups, and community agents (lead farmers, para-seed inspectors, nutrition promoters)
- Examination of the management structures established for the cooperatives and other community

#### Impact

- The magnitude of the impact of the projects on the beneficiaries and their communities

#### Strategy and approach

- Whether the projects were properly designed to achieve stated objectives
- The different partnership arrangements in implementing the projects
- The organization and management of the projects including budgeting, planning and flexibility to respond to changing context in the districts and country
- The comparative advantage of SHA and partners in implementing the projects
- The engagement of collaborating stakeholders
- Monitoring and evaluation of the projects

### Methodology

It is envisaged that the evaluation will broadly consist of the following phases:

Inception Phase: This will involve a review of secondary data/information contained in project documents (modified annually through implementation) which will include; progress reports, audit reports, workshop reports, baseline study report, policy documents and other documents necessary for the assignment. The key output to be produced is the inception report which will include a detailed approach to the evaluation, including the data collection tools.

Data Collection: Besides secondary data collection, the assessment team will collect quantitative and qualitative data relevant for the evaluation. This will include surveys of beneficiaries in the three districts, key informant interviews and other participatory data collection methodologies. It is expected that government officers, district assemblies and other relevant stakeholders will be part of the key informant interviewees.

Data analysis/reporting; based on primary and secondary data collection, the consultants will analyse the data and come up with a draft report to be presented to the evaluation team. After presentation of the draft report, comments will have to be consolidated in order to come up with a final draft that can be disseminated to other stakeholders.

Presentation of evaluation report findings: Presentation of the key findings to SHA.

## Deliverables

The main deliverable will be a final evaluation report, with a maximum size of 25-30 pages (not including annexes) addressing the key research questions in the ToRs. Additional deliverables during the the evaluation will be:

- Submission of inception report including a list of planned consultations, and a work plan for the evaluation
- Meeting with SHA to agree and finalise inception report
- A well-developed questionnaire for household surveys
- Conduct individual interviews and focus groups with key stakeholders
- Meeting with SHA to present and discuss draft report
- Final report of study

## Coverage & time frame

The evaluation will cover all the activities undertaken by SHA and FOCUS and its implementing partners across the three projects. It is envisaged that the assignment should take approximately 30 working days, to be completed during the period December 2016 - February, 2017.

## Expertise Required

The Consultants are required to have the following expertise:

- Demonstrable capacity and experience in development strategic thinking, use of OECD/DAC Evaluation criteria and able to manage complex evaluations, particularly in agro-enterprise, seed systems and food security area.
- Good knowledge of conservation agriculture, co-operatives, agronomy and food security issues in Malawi and in the region.
- Exceptional skills in understanding and diagnosing complex environmental or social issues and able to work in a culturally diverse environment and with local people.
- Experience in mainstreaming cross cutting issues (gender, HIV/AIDS, environment and governance).
- Experience in data collection, designing surveys and analyzing data.
- Good oral and writing skills, with good command of written and spoken English.

## Application process

Potential interested and qualified individuals, consultants, or companies, are requested to submit a proposal for this evaluation, which must include all of the following, by Wednesday 23<sup>rd</sup> November 2016:

1. **Evaluation proposal:** a plan for conducting the evaluation which includes a clear description of the proposed methodologies, a schedule of work, and the names of the evaluation team members and a description of each person's role in the evaluation.
2. **Financial proposal:** including all cost breakdowns in detail.
3. **Capacity statement:** including a description of previous evaluation experience, and demonstrated ability to conduct this evaluation.
4. **Updated CVs:** for the team leader and all individuals that would be working on the evaluation.
5. **Examples of previous evaluations conducted:** Electronic copies of two recent, similar assignments.
6. **Referee details:** contact details for two organisations that have previously commissioned work from the consultant individual.

Completed proposals should be submitted by 23 November 2016 by email to the following three addresses:

- Lawrence Munthali [Lawrence.Munthali@selfhelpafrica.org](mailto:Lawrence.Munthali@selfhelpafrica.org)
- Erin Thomas [Erin.Thomas@selfhelpafrica.org](mailto:Erin.Thomas@selfhelpafrica.org)
- George Bwanali [George.Bwanali@selfhelpafrica.org](mailto:George.Bwanali@selfhelpafrica.org)

#### **Selection Criteria**

Consultants will be selected based on the following criteria:

- Understanding of the TORs and proposed evaluation methodology (20%)
- Experience of consultants in relation to evaluation of agricultural projects (20%)
- Experience with similar type of evaluation or work in the past (15%)
- Overall balance and complementarity of the team (15%)
- Cost and implementation plan (30%)