



TERMS OF REFERENCE TO CONDUCT AN END OF PROJECT REVIEW FOR THE AGRO-DEALER DEVELOPMENT PROJECT FUNDED BY AGRA IN TANZANIA - MOROGORO

1.0 Background and context:

The Alliance for a Green Revolution in Africa (AGRA) is a dynamic African-led organization that works in partnerships to help raise agricultural productivity and incomes of millions of smallholder farmers. Through the Soil Health Program (SHP), CNFA was provided with a two-year grant (2009-SHP 008) amounting to US\$1,498,772 to implement an agro-dealer development project in Tanzania by linking rural smallholder farmers to a commercial network of over 1,200 rural, certified agro-dealers. The project's main objective was to strengthen agro-dealer network and to facilitate their access to agricultural inputs (fertilizer and improved seeds), better extension services, soil management practices, financing and linkages to cash markets. The project ended in June 2011. AGRA, would therefore like to recruit a consultant/team of consultants to undertake an end-of-project review for this project in Tanzania.

2.0 Objectives of the assignment

The overall objective of this end of project review is to provide AGRA /Soil Health Program and partners with sufficient and accurate information to make an informed judgment about the past performance of the project – its efficiency, effectiveness and impact and to document lessons learnt. It will also seek to establish whether the critical assumptions upon which the project was conceived still hold.

2.1 *The specific objectives of the assignment are:*

- (i) Establish the extent to which the project has achieved its stated objectives (i.e. the level of achievement of activities, outputs, outcomes and the overall objectives as stated in the project document), taking into account its target stakeholder needs and how they fit in the national priorities and policies.
- (ii) Evaluate the project implementation strategies and processes/structures, including assessment of the institutional and operational set-up with the view to make recommendations on whether they were the best to achieve the project objectives;
- (iii) Help AGRA/SHP understand the success or not of the agro-dealer model, through identifying what has worked, has not worked well, and why, the likelihood of achieving the expected impacts and the sustainability of the achievements from the investment.

- (iv) Identify key lessons and propose practical recommendations for follow-up actions (i.e. key recommendations for consideration to be taken into account in future similar agro-dealer development projects in Tanzania or other AGRA Countries.
- (v) Assess the progress in developing a functional national agro-dealer network (TAGMARK).

3.0 Scope of the review and proposed methodology:

The assignment will cover all aspects of the project as set in the project proposal to establish whether the planned activities and anticipated outputs have been attained, and whether there are outcomes to document emanating from the project's interventions. While maintaining independence/neutrality, the review shall adopt a participatory approach. Therefore, the proposed methodology will entail consultations and Focus group discussions with key stakeholders, in addition to both desk review and field visits to the project implementation areas. Both qualitative and quantitative methods of data collection may be adopted to obtain primary data from the project beneficiaries, implementers and stakeholders in the project zones.

The consultant will be expected to provide a detailed evaluation design that includes key evaluation/research questions, key indicators, sources of data/information, and data collection methods and instruments, and a detailed evaluation implementation plan, including key tasks, activities and timelines.

Furthermore, the review shall be structured in respect to the five evaluation criteria relevance, efficiency, effectiveness, impact and sustainability against original project objectives, taking into account of the realities on the ground; and the extent to which the project addressed the needs of its stakeholders.

4.0 Expected deliverables:

- (i) Inception Report – This shall be prepared and submitted within 7 days after signing the contract. The Inception report shall include the proposed evaluation design, implementation plan and timelines.
- (ii) Draft Report – This shall be submitted three weeks after commencing the assignment. Consultants may be requested to come and present the Draft Report to AGRA management and staff to obtain their comments and suggestions to improve the quality of the work.
- (iii) Final Report – This shall be submitted to AGRA in two weeks' time after presenting the draft report. The Final Report shall have incorporated comments and suggestions from AGRA and CNFA, as well as any other data not fully captured at the time of writing the draft report. The report should be precise and should have a

maximum of 25 pages, excluding annexes. The format shall be agreed with AGRA after signing the contract.

5.0 Time Frame

The Project Review assignment shall take a maximum of 30 calendar days effective from the date a contract is signed.

6.0 Budget and Proposed Payment Schedule:

Consultant will submit a budget breakdown. The budget presented should include fees, travel and subsistence, reproduction charges, courier costs (if applicable) and unit costs should be calculated as a per day tariff (e.g. fees).

Payments will be made as per the following schedule:

1. 40% of total payment upon signing the contract
2. 20% of total payment upon 2nd draft report
3. 40% of total payment upon submission of the final report (as specified in this TOR)

7.0 Specifications of the Consultant:

The consultant (s) will be selected on the basis of their proven experience, qualifications and ability to deliver a quality product in a timely and efficient manner. Minimum qualifications and experience of the team members will include:

- Experience of at least 10 years in conducting project/program evaluations, particularly in the area of agricultural programming, project cycle management, value-chain and development, Agro-dealer development, farmer cooperatives and produce marketing.
- PhD or Masters in Agricultural Sciences, Social Sciences, or related field and at least 10 years of relevant experience (leader);
- 10 years' experience in survey fieldwork (data collection, validation, entry and analysis)
- Proven track record in conducting agriculture related studies;
- Excellent analytical and writing skills.
- Past related experience in sub-Saharan Africa; and

8.0 Management Arrangements

The consultant will report directly to the Director, Monitoring and Evaluation Unit. The focal point Monitoring and Evaluation Program Officer for SHP will facilitate the

assignment. An application to undertake the assignment and a detailed budget should be submitted to AGRA on or before the 30th November, 2011.

9.0 To apply:

Refer to the Annex A and submit to the following address:

To: The Director,
Monitoring and Evaluation Unit
Alliance for a Green Revolution in Africa
P.O. Box 66773
Westlands 00800 Nairobi
Email: mande@agra-alliance.org

Annex A:

1. GUIDELINES FOR PROPOSAL DEVELOPMENT

The proposal should be in two parts: Part A – Technical; Part B – Financial, on A-4 sized pages (Font – Times New Roman; Font Size 11 with margins set at least 2.5cm all round) should include the following:

Part A: Technical:

1. Background information that includes an interpretation and understanding of the terms of reference;
2. Methodology and approach outlining a clear conceptual and analytical framework for the study;
3. Proposed work plan outlining clear timeframe and logical steps in conducting the assignment;
4. Profile of the consultant (s) and detailed CV;
5. Expectations from AGRA in terms of logistical, technical, and other forms of support for the proposed assignment;
6. Name and brief background of the consultants, including existing experience and expertise that will be of benefit to the proposed study;
7. Names and contact information of referees for the three most recent and relevant projects.

Part B: Financial

8. An itemized budget divided into professional fees and direct cost of activities in United States Dollars;

2. EVALUATION CRITERIA FOR REVIEW OF PROPOSAL

The technical proposal will be assessed based on the following criteria:

a) Assessment Technical Proposals

Criteria of Assessment	Sub Total Score
1. Background information that includes deep interpretation and proper understanding of the ToR	5
2. Proposed methodology and approach outlining a clear presentation and strong conceptual and analytical skills	10
3. Experience in qualitative and quantitative research in agriculture in sub Saharan Africa	10
4. Relevant background of the consultant/firm, including existing expertise and experiences in conducting agriculture analysis that will be of benefit to the proposed study;	15
5. Relevant Profile of the consultant(s) and detailed CV;	10
6. Familiarity with the assignment specific setting, including partners and operating environment	10
7. Proposed work plan outlining clear timeframe and logical/feasible steps in conducting the assignment	10
8. Proposed scope of work and valuable additions to the TOR	5
9. Clear expectations from AGRA in terms of logistical, technical, and other forms of support for the proposed assignment	5
Total Technical Proposal Score	80

b) Assessment of Financial Proposals

Criteria of Assessment	Sub Total Score
1. Clarity of costing items	5
2. Reasonable estimations of costing items	5
3. Logic (necessity/rationale) of costing items	5
4. Feasibility (affordability) of costing items	5
Total Financial Proposal Score	20

Proposals submitted in the bid will be evaluated according to the following rating:

TOTAL EVALUATION POINTS	=	100
Technical proposal	=	80
Financial proposal	=	20