**REQUEST FOR EXPRESSIONS OF INTEREST**

**(Consulting Firms)**

*Ethiopia*

**Participatory Small-scale Irrigation Development Programme-II (PASIDP-II)**

**Assignment Title: Project Completion Report**

**Reference No**. (As per procurement plan) : EOI/PASIDPII.PCR01/2023

The **Ministry of Agriculture** has received financing from the International Fund for Agricultural Development (IFAD) towards the cost of **Participatory Small-scale Irrigation Development Programme-II (PASIDP-II)** and intends to apply part of the proceeds for the recruitment of consulting services.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with **Participatory Small-scale Irrigation Development Programme-II (PASIDP-II)**.

The consulting services (“the services”) includes conducting the project completion survey on PASIDP-II intervention areas. The completion survey is to provide /Identify and assess key lessons learned, challenges and draw recommendation for future programming. This completion survey should answer indicators of output, outcome and impact, based on IFAD Operational Results Measurement System (ORMS). The consulting services implementation period is 4/four/ months.

The Ministry of Agriculture (“the client”) now invites eligible consulting firms (“consultants”) to indicate their interest in providing the services. Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. Interested firms should fill the expressions of interest and send it to the address indicated below.

The attention of interested consultants is drawn to IFAD’s Anti-Money Laundering and Countering the Financing of Terrorism Policy[[1]](#footnote-1) and the Revised IFAD Policy on Preventing Fraud and Corruption its Activities and Operations[[2]](#footnote-2). The latter sets forth IFAD’s provisions on prohibited practices. IFAD further strives to ensure a safe working environment free of harassment, including sexual harassment, and free of sexual exploitation and abuse (SEA) in its activities and operations as detailed in its IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse.[[3]](#footnote-3)

The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the Purchaser’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this REOI, (ii) the shortlisting or selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.

A consultant will be selected in accordance with the QCBS method set out in IFAD’ project procurement handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement).

The EOI is accessible at https://www.[Pasidp-moa.gov.et](http://pasidp-moa.gov.et/)/-moa.gov.et

The shortlisting criteria are:

* The consulting firm's Renewed registration Certificate;
* Tax Clearance of FY 2022/23;
* Must be registered in Value Added Tax (VAT);
* Consultant list Registration Certificate from PPA;
* **Organizational profile and relevant work experience/track record in relevant fields**: The firm has at least 10 years of general experience. Out of which, it should have at least 5 years of experience in conducting surveys: training need assessment, impact in agricultural extension, rural development and has conducted minimum 3 data collection surveys in the past 5 years. Supporting Documents *and testimonials* to prove the qualification shall be submitted along with the EoI;
* Turnover of Firms in the last 3 FYs in the form of audited financial report;
* Joint Venture Agreement in case of applying as a joint venture, with one Consultants identified as the lead Consultants.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

Any request for clarification on this REOI should be sent via e-mail to the address below no later than 02:00pm GMT, 28 May 2023. The client will provide responses to all clarification requests by 02:00pm GMT, 30 May 2023.

Expressions of interest must be delivered in written form using the forms provided for this purpose. EOIs shall be submitted to the address below no later 02:00pm GMT, 03 June 2023.

Ministry of Agriculture, PASIDP-II

Procurement Executive

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**Ministry of Agriculture**

**Federal Democratic Republic of Ethiopia**

**Ministry of Agriculture**

**Participatory Small-scale Irrigation Development Programme-II (PASIDP-II)**

**End-Line Evaluation**

**Terms of Reference (TOR)**

**March 2023**

**Addis Ababa Ethiopia**

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# **BACKGROUND AND CONTEXT**

## **Context**

Ethiopia has a highly diverse population of 125 million people: 49.75 percent are women and girls and 50.25 percent men and boys (<https://worldpopulationreview.com/countries/ethiopia-population>). Annual population growth is 2.63 percent. About 42 percent of Ethiopians are under 15 years of age. Eighty-three percent live in rural areas and depend on rainfed agriculture for their livelihoods.

The country economy dependents on agriculture which contributes 37.6 percent of the GDP (the World Bank database, 2022) and employing more than 67 percent of the working population (ILO database, 2021). More than 95% of the country's agricultural output is generated by subsistence farmers who, on average, own less than 1 ha of cultivated land with poor soil fertility as a result of continuous cropping and little input of nutrients to replace removal with harvest (Dr. K. Tesfaye Fantaye). However, only less than 5% of land is irrigated. In addition to this market linkages are weak, the use of improved seeds, fertilizers and pesticides are limited. Despite these challenges agriculture led economic growth that is linked to improve livelihoods and nutrition can become a long-lasting solution to Ethiopia’s chronic poverty and food insecurity. The Government of Ethiopia gives considerable emphasis to the development of the agricultural sector due to the significant role it plays in the national economic growth and in the lives of the Ethiopians in general and those in rural areas in particular. It is essential in ensuring the country’s overall food security, provision of adequate product supply to the industry, contribution to the reduction of inflation and increasing foreign currency reserves.

The Ten Year Agriculture Sector Development Plan aims at addressing strategic issues pertaining to improving irrigation capacity through overcoming dependency on rain-fed agriculture, expanding mechanization services, supporting smallholder farmers to enable them transform to investors, improving the development of livestock and feed resources and keeping the health of the animals, expanding horticulture development, increasing the participation of private investors in agriculture, improving implementation capacities of institutions, creating jobs and ensuring climate-resilient sustainable development.

Hence, the agriculture sector’s goal is generally to contribute to the national economy and furthermore to increase income of farmers and pastoralists, ensure food and nutrition security and contribute to structural and economic transformation. The strategic objectives (SOs) as articulated in the Ten-Year Agriculture Perspective Plan are grouped into three major strategic objectives and cross-cutting themes; SO1 - Increased Market-Oriented Crop Production and Productivity; SO2- Increased Market-Oriented Livestock and fisheries production and productivity; SO3- Sustainable Management and Utilization of Natural Resources; and Cross cutting themes addressing ensuring of food and nutrition security, gender environment and climate change interventions and job creation particularly in the rural areas

The overall goal and objective of PASIDP II are derived from compatible to strategic objectives. The principal aim of the program is to support the government's strategy for agricultural growth, as articulated in its the Ten-Year Agriculture Sector Development Plan (2021-2030). This requires both increases in productivity and creating access to market. The program follows inclusive and participatory women and youth approach and would contribute to the higher-level objectives of poverty reduction, improved nutritional outcomes by diversifying and improving dietary consumption and climate change mitigation and adaptation through supported climate smart agriculture initiatives.

PASIDP II is financed by different financers, GOE and Beneficiaries with the total cost of US$ 152.325 million. From the total project cost, IFAD, ASAP, RPSF, SSTC, Crisis Response Initiative, the Government of Ethiopia and programme beneficiaries contributed 67.95%, 7.22%, 1.47%, 0.33%, 2.17%, 12.29% and 7.93% respectively.

The program had entry into force on 13 February 2017 and is scheduled for completion in March 2024. The programme is implemented by the Ministry of Agriculture (MoA) to contribute to the sustainable improvement of the life conditions of food insecure woredas (districts) in the six program regions of Amhara, Oromia, Southern Nations, Nationalities and Peoples (SNNP), Sidama, South Western Ethiopia and Tigray.

## **Institutional Framework**

The Ministry of Agriculture is the lead executing agency (but include key agencies and private sector partners in innovative areas of the Programme). Ministry of Agriculture (MoA) is responsible for overseeing the overall implementation of the Programme. The MoA State Ministers are responsible for overseeing the overall PASIDP coordination with support from the lead Executive of Small-Scale Irrigation. The programme is coordinated following a decentralised government structure. Thus, the Programme’s institutional arrangements for coordination are specified at four levels−Federal, Regional, Woreda and kebele. MoA delegates the role of the lead executing agency to a Federal Programme Coordination Unit (FPCU) that established at each level.

Federal Steering and Technical Committee

Zone Technical committee

Woreda Steering and Technical Committee

Regional Steering and Technical Committee /Technical committee

Kebele Level Beneficiaries

Ministry of Agriculture

Regional Bureau of Agriculture

Zone Agriculture Offices

Woreda Agriculture Offices

Kebele Offices

FPMCU

RPMCU

Zonal Focal Person

Woreda Focal Person

Kebele Focal Person/DA

The regional Bureau of Agriculture was executing agencies and responsible for planning, formulation, designing of activities as well as monitoring and evaluation. Activities selection, initiation, planning, formulation and identification was the responsibility of the concerned Zone administration, Woreda administration, and at the grassroots level the kebele administration; and the respective farmers organization (Association). Farmers associations are the ultimate owners and operators of the activities. The associations receive technical support from the Bureaus of Water/Agriculture/Irrigation for extension.

# **DESCRIPTION OF THE PROJECT**

## 2.1. Objectives

The principal aim of the program is to support the government's strategy for agricultural growth. This requires both increases in productivity and creating access to market. The program also emphasizes that growth should be inclusive and therefore would stress the participation of women and youth. Sustainable growth requires that due attention is given to natural resource management (land and water) to end the challenges of alarmingly diminishing natural resources in such areas in response to the national and global issue of climatic change.

The Project Development Objective (PDO) is ***to provide improved income and food security for rural households on a sustainable basis targeted by the project***. The project would also contribute to the higher-level objectives of poverty reduction, improved nutritional outcomes by diversifying and improving dietary consumption and climate change mitigation and adaptation through supported climate smart agriculture initiatives.

## Project Area

The Programme is implemented in 6 regional states (Amhara, Oromia, Southern Nations, Nationalities Peoples Region (SNNPR), Tigray, Sidama, and South West Ethiopia (SWE)). During the commencement of the programme the number of regions were 4, but due to rearrangement of regions in SNNP split in to three regions. See detail information of selected areas in the Appendix 10.1 and 10.2. The woredas and kebele schemes were selected, based on: A high level of poverty and food insecurity; Potential for small-scale irrigation; Not covered by the Agriculture Growth Programme, phase 2 (AGP 2); and Rural Woredas.

## Target Group

The targeted beneficiaries of the program were 108,750 beneficiary households, of which (i) 46,250 households in small-scale irrigation schemes and some fields in the adjacent watersheds; (ii) 37,500 households in the adjacent watersheds; (iii) 15,000 employment opportunities created due to the growing labour need requirements on farms and in the marketing chains; (iv) 10,000 households that benefitted from irrigation support under PASIDP I and that will benefit from the agronomic support and market linkages support under PASIDP II. Within the selected irrigation schemes and adjacent watersheds. The program uses a self-targeting approach together with mechanisms to promote inclusion of women, youth and vulnerable groups.

## Duration of the Project

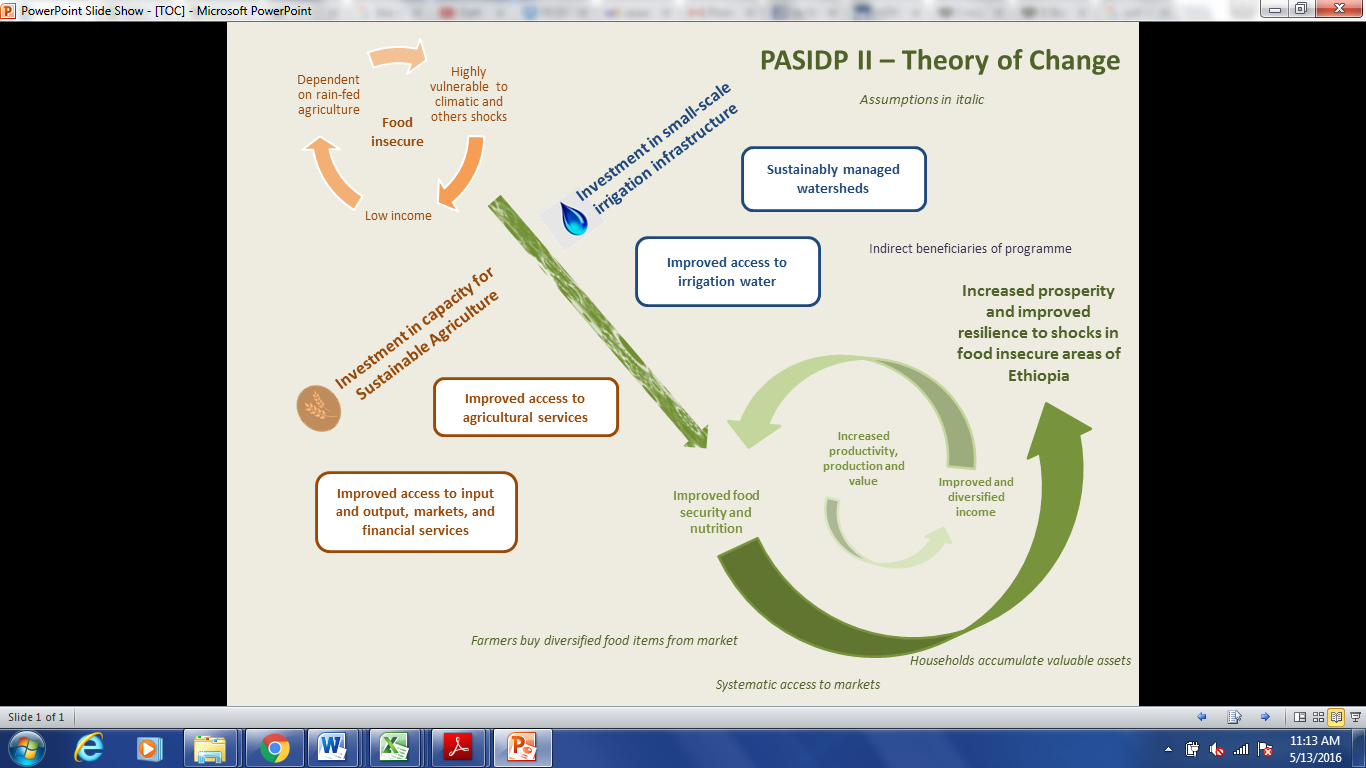
The Programme was implemented over a seven-year period. Starting from February, 2017 to March 31, 2024

## Theory of Change

Most farmers in Ethiopia are still primarily dependent on rain-fed agriculture. The current practices in rain-fed agriculture contribute to major landscape degradation, and are themselves barely viable, producing only sufficient basic food for households in good seasons and deficits in poor years. There is little or no rural employment generated beyond that provided by farming households.

PASIDP II is based on the assumption that poor farmers, who are provided with access to a secure irrigation production base as well as access to markets and services, will be able to produce and market greater volumes of produce in a profitable scenario. The watersheds contiguous with the irrigation schemes, which exhibit varying levels of degradation, will also receive investment to stabilise and improve their productive capacity. This will improve the prosperity, food security and nutrition of farmers, thereby improving their resilience against external shocks, including those induced by adverse weather and climate change.

In order to achieve these goals, the interventions should enable increased profitable production and productivity of the targeted farmers in food insecure Woredas. Support would be needed to ensure proper linkages to markets and value addition opportunities for surplus produce. This will enable the Programme investments to generate increased revenues for the target group emanating from integrated prioritized market linkages, development of irrigation infrastructure, climate resilience crop agronomy and institutional development. There will also be substantial incremental employment derived from the additional labour and services inputs required for successful irrigated agriculture.

Small-scale irrigation development is an important pathway not only for improving food security and income of drought prone communities, but also for protecting upstream forests and bio-reserves. Unless farmers are supported to produce enough food and income from their current small landholdings, they will keep encroaching the surrounding forests, wetlands and bio-spheres, which are commonly water towers for the wider region.

## Components and Main Activities

The programme has three main components and seven subcomponents**.** These are: - **Component A: Investment in Small-scale Irrigation Infrastructure**: The expected outcome of Component A is “farmers have access to sustainable irrigation schemes “. The proposed Programme aims to develop 18,400 ha of small-scale irrigation schemes that benefit 108,750 households. **Subcomponent A.1** supports (a) the identification and selection of 22,000 ha of schemes, (b) the feasibility studies and detailed designs following improved quality guidelines, (c) the establishment and strengthening of Irrigation Water Users Associations, (d) the required environmental and social impact studies and environmental and social management plans. **Subcomponent A.2** supports the development of the selected irrigation schemes, including multiple user systems alongside irrigation.

**Component B: Investment in Capacity for Sustainable Agriculture**: The expected outcome of Component B would be “farmers have increased marked-oriented skills and capacity for sustainable agriculture”. Component B supports a range of activities designed to ensure that the beneficiaries operate in an environment that is more conducive to rural commercial development. **Subcomponent B.1** finances the strengthening of farmers’ cooperatives, the development of agribusiness linkages and access to financial services. **Subcomponent B.2** supports the improvement of crop husbandry practices mainly through farmers’ research groups, extension support and the availability of improved seed. The Subcomponent also make provision for gender-activities and promotion of nutrition-sensitive agriculture. **Subcomponent B.3** supports improved watershed management on 73,600 ha of adjacent watersheds and promotion of conservation farming.

**Component C: Programme Management, M&E, and Knowledge Management**: Component C focuses on **(a**) Learning and Knowledge Management**, (b)** Programme Management, Monitoring and Evaluation.

## Budget

The Programme costs are set about US $ 152 million over the seven-year implementation period. A summary of the PASIDP-II costs by financers is shown in the table below.

Table Program budget by financer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SN | Financiers | Loan in USD (000) | Grant in USD (000) | Contribution in USD (000) | Total in USD (000) |
| 1 | IFAD | 102,000.00 | 1,500.00 |  | 103,500.00 |
| 2 | ASAP |  | 11,000.00 |  | 11,000.00 |
| 3 | South-South Triangular Cooperation (SSTC) |  | 499.91 |  | 499.91 |
| 4 | Crisis Response Initiative |  | 3,299.85 |  | 3,299.85 |
| 5 | Rural Poor Stimulus Facility (RPSF) |  | 2,240.69 |  | 2,240.69 |
| 6 | Alliance for a Green Revolution in Africa (AGRA) |  | 989.69 |  | 989.69 |
| 7 | National Government |  |  | 18,722.00 | 18,722.00 |
| 8 | Beneficiaries |  |  | 12,073.00 | 12,073.00 |
|  | **PROJECT TOTAL AMOUNT** | **102,000.00** | **19,530.13** | **30,795.00** | **152,325.13** |

# **PURPOSE AND OBJECTIVES OF THE CONSULTANCY**

## Purpose

The planned study aims at carrying out a project completion survey which will consist of quantitative and qualitative information. It will examine the existing situation of the PASID-II intervention area on Agricultural production (crop and livestock), Employment, Nutrition, agricultural marketing, financial services, Producers Organizations, Rural enterprises, Climate and watershed and gender issues will be included in the questionnaire and will analyse and interpret the existing situation on the ground. And finally fill the project log frame indicators accordingly.

Hence the purpose of this Terms of Reference is to enter into a contractual agreement with a successful bidder and select a Pertinent Consultant that will undertake the impact survey.

## Objectives

The objective of this impact assessment is to addresses the extent to which the implementation of activities, realization of outputs and achievement of objectives are likely to contribute to the achievement of the stated goal.

The main objective of the study is to conduct the project completion survey on PASIDP-II intervention areas. The completion survey is to provide /Identify and assess key lessons learned, challenges and draw recommendation for future programming. This completion survey should answer indicators of output, outcome and impact, based on IFAD Operational Results Measurement System (ORMS).

The survey will measure the project completion values of project outcomes and impact indicators and individual/household characteristics at project termination. The project completion survey will be conducted on a sample of beneficiaries. Project completion data provide information on beneficiaries and comparison groups before the programme is implemented and are important for measuring intervention outcomes and establish information for selected indicators. The analysis of Project completion data will also be used to assess effectiveness, that is, whether or not the PASIDP-II reached its intended beneficiaries.

## **METHODOLOGICAL REQUIREMENTS FOR QUALITATIVE SURVEY**

The Programme intends to conduct a project completion survey to obtain quantitative data that will enable to monitor and evaluate the Programme's results. The scope of the services required under this Terms of Reference include the collection of data at Household, Farmers Organization, and Rural Micro finances. The set of indicators to be collected will be based on Programme's indicators (see the detail indicators on Appendices 10.3 and 10.4). The study will follow a quasi-experimental approach (with both a treatment and control group).

## Questionnaire and variables

The survey questionnaire to be developed by the firm should consider the core outcome indicators (COI) questionnaire already developed by IFAD. By doing this, the firm should work to adapt these questionnaires to the program indicators (See the detail on Appendix 10.5 about COI template). The outcome related-questions from the template questionnaire should remain the same when relevant to this survey (completion survey) and should not be rephrased.

## Sample frame

The sample frame is the list of all the units in the desired population, from which random samples of units are selected to build the project completion samples. Hence, the firm should understand the nature of the program and group of beneficiaries to develop the sample frame which is pertinent to the programme. To get reliable result which clearly shows the impact of the program the survey will comprise 148 schemes supported by the program including 32 phase one schemes (supported on irrigation agronomy and market linkages). However, from these schemes only those served three years for respective beneficiaries will be the sample frame (desired population). The programme team will provide a listing of potential beneficiaries in order to facilitate the drawing of the sample within the eligible population.

## 4.3. Sampling method

The treatment and comparison groups are the units selected to be surveyed and they are a subset of the beneficiaries and non-beneficiaries’ population respectively. The comparison group is mandatory for this survey. IFAD COI measurement guidelines recommend the panel data structure sample design for COIs survey; however there are three basic reasons to shift the design: - (1) some indicators were added after the baseline survey; hence some key questionnaires had not been included in baseline survey; (2) This survey will consider irrigation schemes at least that had served three years to respective beneficiaries; However, there are some Irrigation schemes construction delay due to internal conflict and COVID-19; (3) shift of command area as well as beneficiaries after the detail irrigation scheme design approval. These and other not mentioned reasons push to use Cross-sectional data structure. The firm should organize and submit sampling method by considering the programme preference methods.

## 4.4. Sample size

The sample size calculation aims at determining how many observations are enough for the analysis. Power calculations have to be carried out in the preparation phase of a survey and allows building a sample to credibly detect a given effect size (size of the impact that you expect to have from a project). The program recommends the use of the World Bank power formula (World Bank. 2007). If the firm selects different formula should come with justification.

## 4.5. Probability sampling

The probability sampling refers to the sampling method in which all the members of the population have an equal chance to be a part of the sample and it uses random selection to select the sample within the desired population. The firm should use the probability sampling method to give equal chance for all beneficiaries or HHs. This program will work on regions that have different geographical locations and culture. Hence the firm will propose desirable probability methods for this assignment.

## 4.6. Data quality control

As data is collected and entered into a storage mechanism, checking for errors and data quality is an important step and sufficient time should be allocated to review the data and assure its quality.

The following strategies should be used:

* Double data entry.
* Spot checking.
* Sort data to find missing data, outliers, high, or low values.
* Use automation.
* Format a database to accept only numbers.
* Review data for anomalies.
* Discuss data discrepancies and/or findings with implementers.
* Collecting GPS points
* Re-interview people by phone (to check that they were interviewed as reported).
* Photo evidence

Data-quality checks should be implemented while collecting the data rather than ex-post as in the case of paper-based surveys by using electronic devices for the data collection. Hence the firm should use data collection electronic tool for instance kobo tool to enable on spot data quality check. The data quality control will be done by the consulting firm and the program staff starting from questionnaire development or adapting to final reporting. The firm and the PCMU jointly will discuss and agree on the quality control system.

## 4.7. Computer entry

The data will be collected using kobo tools. This helps to remotely control the data entry process as the same time the quality of the data or control common sources of errors (example to handle skip questions properly, to limit in the possible ranges), location of the source, picture of required basic data and to access the data on the computer without any additional effort to enter it to the computer. By using this software, we can reduce cost of data collection and avoid error during data entry.

## 4.8. Analysis and report

### 4.8.1. **Analysis**

The analysis method/tool is vital to find the intended results. The firm will present the type of analysis expected appropriate for this assignment. The firm also explain how the estimation, interpretation and presentation of the results should be done.

### 4.8.2. Report

While writing the report, the firm will work in close collaboration with the Project team and other implementing partners, to enable a learning process and to maximise transparency and accountability. Once the surveys have been conducted and their quality controlled, the analysis of the results should be presented in a report. The report summarizes the conclusions emerging from the analysis and includes the following elements:

* the description of the methodology used
* the questionnaire
* the list of villages/communities surveyed
* the results of the survey
* the updated log-frame (at least CIs at outcome levels) and project specific COIs
* the ToC and its description based on the results of the survey
* the analysis and interpretation of the results (detailed analysis with statistical significance and summarized tables for each indicator)

The survey database should be provided to PCMU. The qualitative data will be presented in a separate chapter.

# **DETAILED LIST OF ACTIVITIES AND DELIVERABLES**

The firm will work in close collaboration with the concerned experts of the implementing agency and under the supervision of the PCMU in the development and supervision of all phases of data collection and following analysis of the dataset.

## 5.1. List of activities

**Phase 1 - Inception phase**

* Review the relevant project documents to familiarize with the project's TOC, logical framework, strategies, activities and status and determine the appropriate indicators that will meet both project objectives.
* Develop the plan to conduct the project completion study to gather information from the relevant stakeholders at the national, regional, woreda, and kebele levels
* Review documents to get the project completion data for the input of final report.
* Develop the survey questionnaire based on the draft provided by the project.
* Develop the sampling design and data analysis tools.
* Develop interview manuals and instructions for field staff.
* Clearance by PCMU of pilot sampling design and the questionnaire.

**Phase 2- Survey instrument development**

* Training of interviewers for the pilot study.
* Pilot study fieldwork. Pilot the survey questionnaire in the field with at least 10 households in at least two communities before the project Completion data collection begins to revise and fine tune the survey tools.
* Revision of the pilot study questionnaires.
* Analysis of pilot study results, introducing adjustments to the draft questionnaire.
* Development of the Final Questionnaire.
* Development of an appropriate data management system with adequate quality controls.
* Organize an inception workshop to discuss the findings of the survey instrument.
* Clearance of the final questionnaire and sampling design by PCMU.

*The PCMU shall be responsible for providing key background documentation to the firm (PDR, Logframe, ToC, startup reports, preliminary listing of potential beneficiaries, secondary data etc). In particular, existing and previous data to be provided by the project.*

**Phase 3 – Fieldwork Activities**

* Hire staffs and survey enumerators with the necessary skills of local languages/dialects spoken in the study area and train them for at least three or four days to familiarize them with the project details, the relevant information required to be collected, and the survey questionnaire to collect data from primary sources.
* Administrative approval from necessary authorities.
* Conduct the quantitative and qualitative data collection at the appropriate level of analysis at households, producers’ organization, rural enterprises and community level with geo-referencing locations of the intervention areas.
* Supervise data entry, verification of data quality for analysis and data cleaning should also be performed on a regular basis.
* Grant view permission to PCMU during the course of the data collection process to check the quality of data entry.

**Phase 4 - Data Processing, Analysis and Final Report Preparation**

* Prepare and submit brief project Completion survey field report to PCMU after field work.
* Clean the data, analyse and submit the first draft report and database to PCMU.
* Submit the final project Completion survey report after receiving comments and suggestions from PCMU.
* Prepare a workshop to familiarise the findings to the PCMU and partners.
* Submit the final and refined version of the project Completion survey report PCMU.

## 5.2. Deliverables

The expected tasks for the firm should be performed in accordance with a mutually agreed schedule. Final deliverables should be submitted according to this schedule and within the limits of the contract duration. Deliverables are subject to agreement by the PCMU and preliminary versions should therefore be submitted by the firm in time allowing for comments to be shared and if required changes to be introduced by the firm.

The firm will produce the following deliverables for this project:

1. Updated working calendar and delivery schedule
2. Survey design describing the sampling strategy, data collection instruments, data entry and data analysis methodology.
3. Final questionnaire including electronic format.
4. List of households to be interviewed and list of communities/villages surveyed.
5. Training manual for field staff and enumerators.
6. Training of field staff and enumerators.
7. Final Survey Report Analysis and Reporting.
8. Clean dataset

The firm should deliver **all the material in electronic format.**

# **SCHEDULE OF DELIVERABLES**

*The timing and duration for the assignment will* be approximately **Four months** effective from the date of signing of the contract. The timetable for the evaluation, including when different deliverables or products – such as inception report, briefs, draft report, final report is provided in the Table below.

Table Deliverables of Outputs in the Completion Study

|  |
| --- |
| **Output** |
| 1. Submit and present Inception report |
| 1. Inception workshop |
| 1. Field work (Data collection) |
| 1. Brief Field Report immediately after data collection |
| 1. Data analysis and submission of first draft report to FPCMU |
| 1. Report and conduct stakeholders’ workshop |
| 1. Submit the final and refined version of the project completion study report and verified, cleaned, and quality checked data sets to FPCMU. |

# **COMPETENCIES REQUIRED**

## Firm expertise and required qualifications

The selected firm shall possess the following qualifications:

* + - Previous experience in carrying out evaluation surveys is a compulsory requirement, including demonstrated experience in designing and conducting evaluations and of organizing surveys on the scale of this project (including survey and sampling design)
    - Strong capacity and experience in planning and organizing survey logistics
    - Good network of experienced enumerators, supervisors and team leader
    - Strong capacity in data management and statistics
    - Strong capacity in survey analysis and reporting of results
    - Strong interpersonal skills and a team-oriented spirit
    - Experience doing household survey work and carrying out evaluations in Ethiopia.
    - Strong background in statistics and econometrics.

## Key staff/ required staff

The proposed team should consist of reasonable number of qualified and experienced professionals having proven track record in designing and implementing socio-economic and project completion studies and/ or evaluation studies and having good depth of understanding of rural development as well as gender and social inclusion. The Consulting firm are expected to propose a study coordinator/Team Leader and appropriate number of experts, field supervisors, enumerators and support staff.

Table Suggested List of the Consultancy Team

| No | **Role** | **Specialization** | **Minimum Qualification** | **Experience** |
| --- | --- | --- | --- | --- |
| 1 | Team Leader/ Study Coordinator team leader | Advanced degree in economics, statistics, agricultural economics or related field. | MA/M.Sc. but Ph.D. preferred | * At least 15 years relevant experiences in conducting impact evaluations, large quantitative survey implementation and analysis, experience in household and agricultural data collection and analysis required, ability to coordinate teams and ensure timely reporting. * The study coordinator/Team Leader will be in charge of coordinating the planning, implementation of the studies and ensuring that the work is conducted following the highest professional standards. The individual will be in charge of ensuring that the quality control and supervision mechanism in place for the survey is effective, manage the data collection team and ensure that each member performs their specific scope of work. |
| 2 | Senior Irrigation Agronomist | Irrigation agronomy or related fields | M.Sc | * At least 10 years of experience in irrigation agronomy, agronomic practices, etc. in agriculture and natural resource management is desirable. Good command of English and knowledge of the Ethiopian condition is an advantage. |
| 3 | Socio-economic expert | Advanced degree in economics, agricultural economics or related fields | M.Sc | At least 10 years' experience in collecting and analysing survey data using kobo tool box, SPSS or equivalent software. Good command of English and knowledge of the Ethiopian condition is an advantage. |
| 4 | Senior Irrigation Engineer | Agricultural engineer, irrigation engineer, hydraulic engineer or related fields | M.Sc. | At least 10 years of direct field level experience in undertaking and managing irrigation interventions. Extensive experience in watershed development of technical support, monitoring and evaluation of implementation progress of \ irrigation interventions.  Good command of English and knowledge of the Ethiopian condition is an advantage. |
| 5 | Senior Soil and Water Conservation Expert | Soil and water conservation engineers, natural resource management or related fields | M.Sc. | At least 10 years of direct field level experience in undertaking and managing soil and water conservation interventions. Extensive experience in watershed development of technical support, monitoring and evaluation of implementation progress of physical and biological soil and water conservation interventions. Good command of English and knowledge of the Ethiopian condition is an advantage. |
| 6 | Senior Cooperative Expert | Economics, agricultural economics, development economics, Cooperative marketing or related fields | MA/M.Sc | At least 10 years of experience in basic cooperative and unions, marketing of agricultural products, market structure, channel, value chain and market linkages etc. Good command of English and knowledge of the Ethiopian condition is an advantage. |
| 7 | Livestock specialist | Rangeland management, poultry production, dairy production, and other related fields. | M.Sc | At least 10 years of experience in managing data collection of micro-level household surveys. Good command of English and knowledge of local languages/dialects in Ethiopia. Experience in the region and/or Ethiopia is an advantage. Must be based in-country for the entire duration of the project. |
| 8 | Senior Gender Specialist | Gender, Sociology, or related fields | MA/M.Sc | At least 10 years of experience in gender mainstreaming in to development programs is a requirement. Good command of English and knowledge of the Ethiopian condition is an advantage. |
| 9 | Specialist in data entry and data bases | Computer science, statistics and related fields | BA/BSC | * Minimum experience of 5 years with large survey data sets and data entry software required. * The data specialist will develop appropriate data management system with adequate quality controls, and finalize the data management system before the data collection team moves to the field. The data management system would also be organized in such a way as to deliver partial datasets on a regular basis to the Project Team. |
| 10 | survey implementation and field supervision | Advanced degree in economics, agricultural economics or related fields, | MA/M.Sc | * Minimum 5 years’ experience with large survey implementation, experience in implementing household and agricultural surveys required. Preferably with previous experiences in conducting surveys in Ethiopia. |
| 11 | **Survey enumerators** |  | B.Sc | * Minimum qualifications include knowledge of local language. Preference should be given to candidates with experience in quantitative data collection in rural Ethiopia, namely, on the themes of the questionnaire. |

# **CONTACT DETAILS**

All queries regarding the details in this TOR must be submitted in writing to the following address:

**Ministry of Agriculture, (MoA)**

Procurement Executive

Block. A – Second Floor

Bole Sub-City, Around Gurd Shola, near to EIAR or Behind Ministry of Trade and Regional Integration.

Addis Abeba, Ethiopia

MoA reserves the right to amend or cancel all or part of this bid consultancy service at any time.

1. The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>. [↑](#footnote-ref-1)
2. The policy is accessible at [www.ifad.org/anticorruption\_policy](http://www.ifad.org/anticorruption_policy). [↑](#footnote-ref-2)
3. The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>. [↑](#footnote-ref-3)