

Terms of Reference

Final Project Evaluation - Consultancy Assignment

SEFFA Project – SNV Kenya

Request for Applications - Consultancy services to undertake final project evaluation under the SEFFA project in Kenya

Location: Kenya

Contract type: Short-term consultant (Firm/Company)

1. Company Description

SNV is a mission-driven global development partner rooted in the contexts and societies where we work. We contribute to the Sustainable Development Goals (SDGs) through effective programme delivery and influencing, with a central focus on transforming agri-food, energy and water systems to enable sustainable and more equitable lives for all. We are one team of over 1,600 people, the vast majority coming from more than 20 countries in Africa and Asia where we work.

Our ability to deliver results rests on our robust foundation of experience, knowledge, evidence and learning; our commitment to strengthening capacities and catalysing partnerships; and the relationships and trust of those we work alongside. Our core values of people-centeredness and respect, equity and equality, and diversity and inclusion, are fundamental to who we are, and what we do. This is reflected in our vision, mission, and strategy, which sets out our aspirations and commitments as our compass towards 2030.

For more information on our operations in Kenya and SNV generally visit our website: www.snv.org

2. Project Brief

The project Sustainable Energy for Smallholder Farmers (SEFFA) in Ethiopia, Kenya, and Uganda supports smallholder farmers in accessing and using renewable energy to improve their livelihoods and increase their resilience to climate change. In the agricultural sector, the project focuses on the dairy and horticulture value chains, to increase production, reduce post-harvest losses and improve processing, while also contributing to GHG emissions reduction. The project therefore promotes productive use of energy (PUE) through interventions to enhance the distribution and use of solar-powered technologies and energy services for irrigation, cooling, and drying. The project is supported by the IKEA Foundation's partnership with Energising Development (EnDev) and implemented by SNV and GIZ.

In Kenya, SNV employs a market-based approach to intervene on both the supply and demand side and provide support to the private sector to enhance the distribution and use of solar-powered pumping and cooling technologies in Kenya. The project has been providing support to (i) strengthen the distribution and uptake of solar-powered pumping through a results-based financing (RBF) facility. (ii) To pilot solar-powered cooling and irrigation through an Innovation Fund. These efforts aim to promote business models using solar energy, ultimately providing sustainable and affordable energy solutions for smallholder farming households and related agri-businesses, with special focus given to women and young people in rural areas.

The project seeks to achieve the following specific objectives:

- 1) Increased access to PUE technologies for smallholder farmers through viable business cases
- 2) Capacitated local actors ensure the operation of PUE technologies
- 3) Businesses mainstreaming PUE technology provide sustainable energy services to smallholder farmers and their livelihoods.

3. Scope of Work

The evaluation will only focus on SNV's SEFFA project implementation in Kenya and cover the entire project duration from its inception in April 2021 to its planned completion in June 2024. To enhance the engagement with the relevant project stakeholders, the evaluation has been planned to coincide with the project completion period.

The main objective of the final evaluation process is to assess the extent to which the project has achieved its purpose and objectives. The evaluation will focus on the relevance, effectiveness, efficiency, impact, and sustainability of the project's interventions in addition to the measures mainstreamed in the project to enhance gender equality. Based on the evidence generated the evaluation will also involve the assessment and validation of the following business cases. This analysis will assess the viability, impact, and sustainability of the business cases, extracting key insights and recommendations for future projects.

Case 1: Replacing Diesel Pumps with solar water pumps (SWP).

Case 2: Mechanisation of smallholder irrigation using SWPs.

Case 3: Flexible financing models to enhance adoption of SWPs (with a focus on PAYG).

Case 4: Cooling as a service (pay as you store) using solar-powered cold rooms.

The evaluation will involve all the relevant stakeholders including those at the local level, in the regions where the project is being implemented in Kenya. The consultant will be responsible for scheduling all meetings with stakeholders.

The evaluation will involve methods, approaches, and tools that will provide evidence-based information. Therefore, the methodology will include a mix of desk and field work including key informant interviews, user surveys, focus group discussions, visits to project partners and project demonstration sites.

4. Methodology

As part of the application process, the consultant will propose a methodological approach that ensures a comprehensive assessment of the project's outcomes and the viability of its business cases. The consultant's proposal will outline detailed evaluation criteria, including key issues and questions for assessment. However, these criteria and questions are subject to discussion and refinement during the inception phase, with the final agreed-upon version included in the inception report.

The proposed methodology must include both qualitative and quantitative methods, incorporating the following key elements:

1. **Desk Study:** Review of key project documents, reports, and relevant literature to understand the project context, objectives, and implementation approach. This will also include a review of the business cases' documentation, market studies, and external verification reports.
2. **Stakeholder Engagement:** Conduct interviews, focus group discussions, and surveys with key stakeholders including project staff, private sector partners, technology users and relevant development partners. This will ensure a thorough understanding of the project's impact and the viability of the business cases.
3. **Field Visits:** Visit project demonstration sites, farmers groups and private sector partners to observe the implementation of the business cases and gather first-hand information on their viability and impact. This will only be limited to the following project counties covering Nairobi, Kiambu, Machakos, Makueni, Kajiado, Muranga, Kirinyaga and Meru.
4. **Data Collection and Analysis:** Collect both qualitative and quantitative data using participatory and consultative approaches. Analysis of data to assess the project's performance against its objectives and the viability of the business cases.
5. **Business Case Analysis:** Evaluate the viability, impact, and sustainability of the business cases using economic, commercial, financial, and management criteria both at the user and private sector partner levels. This analysis will provide key insights and recommendations for future projects. The analysis will be guided by the following key elements:
 - **Economic Case:** Evaluate the investment options and identify the preferred option to optimize value for money. This will include a cost-benefit analysis and assessment of competitiveness with other options.
 - **Commercial Case:** Demonstrate if the solution is commercially attractive and viable. This will include an assessment of market potential, interest, and barriers to uptake.
 - **Finance Case:** Demonstrate that the solution is affordable and can be funded. This will include an assessment of financial resource requirements, affordability from the target group's perspective, and access to finance.
 - **Management Case:** Demonstrate requirements to sustain the adoption, use, and benefits of the solution. This will include an assessment of drivers/enablers & barriers to adoption, target group's capabilities to sustain operation and maintenance, and investment risks.

The proposed methodology will be refined during the inception phase based on discussions with the project team. The final methodology will be included in the inception report for approval by SNV.

5. Deliverables

- Inception report: The inception phase will involve a review of core project documents and initial meetings with the project staff to inform the final design and implementation plan. The deliverable will be an inception report which will include the final detailed scope of the work, methodology, milestones and deliverables, team composition and roles, work plan, budget, and the tools for data collection, analysis, and reporting. Additionally, it will include the criteria for assessing the business cases. The final inception report will be subject to formal approval by SNV.
- Evaluation Report: Prepare draft and final evaluation presenting the final findings, lessons, and recommendations. It will also include a summary of the business cases' viability, impact, and sustainability. The consultant will propose an outline of the report's structure in the proposal and the final structure will be agreed upon during the inception phase. The final report will incorporate all review comments from SNV and partners and will be subject to formal approval by SNV.
- Business Case Analysis: A detailed analysis of the business cases' viability, impact, and sustainability. The detailed analysis will be presented as a standalone document.
- PowerPoint presentation on key findings.
- Working papers: including a list of actors consulted, meeting minutes, field reports, list and sources of documents/literature reviewed, and final version of quantitative data sets (raw and clean datasets).

6. Assignment Duration

This assignment is expected to take 6 weeks from. All deliverables including the final invoice must be delivered by 30th May 2024.

7. Application Requirements and Assessment Criteria

Technical evaluation will precede financial considerations. Interested consultants are requested to submit their proposals which should contain the following:

A. Technical Evaluation (70%)

- Interpretation and understanding of the terms of reference,
- Capability statement demonstrating qualifications (academic and professional) and relevant experience including profile/s of the consultant/team members that will be involved (CVs to be provided as an attachment to the proposal),
- The proposed methodology and approach to this assignment, including the sampling strategy, evaluation matrix (criteria, questions, and data sources), data collection, analysis and reporting methods and tools, and quality control practices.
- At least three references of other clients for which similar review assignments were undertaken with contact information for each.
- Workplan outlining the major activities, key milestones, and time schedule,
- Proposed outline of the final report.

B. Financial proposal (30%)

Must include all costs and applicable taxes. The proposed budget should be in Kenya Shillings and should have sufficient detail to allow a detailed review of the proposed costs. Therefore, the financial proposal should at least contain:

- Professional fees - Budget lines for each proposed expert with the estimated time input and daily rates.
- Indirect activity costs - Line items and unit rates for meetings, field travel transport, and accommodation, etc.
- Proposed milestone-based schedule of payments.

8. Requirements for Consultant(s)

A single or a team of consultants can apply for this consultancy. The consultant/s will have the responsibility for conducting the evaluation and writing the reports (evaluation and business case assessments). Therefore, the consultant(s) must meet the following conditions:

- Applicants must be able to legally operate in Kenya. The selected consultant(s) will be subject to a brief due diligence process including tax compliance.
- This assignment is to be executed by a team of qualified experts (at least MSc level) with the requisite knowledge, skills, and experience including the use of quantitative and qualitative methods and participatory tools.
- Proven track record and experience in similar assignments (minimum 5 years of experience)
- Knowledge and/or experience in the energy and/or agriculture sectors will be an added advantage.
- Experience working with development projects and programmes including a track record of assignments undertaken in Kenya.
- Good knowledge of gender mainstreaming approaches/methodologies/tools.
- Excellent analytical and report-writing skills.
- A demonstrated high level of professionalism and ability to work independently and in compliance with deadlines.
- Strong interpersonal and communication skills.
- Excellent spoken and written English.

In addition, the consultant(s) will agree to (a) comply with SNV's Code of Conduct, (b) comply with data protection policies, (c) declare availability during the entire implementation period, (d) ensure the overall quality and timely delivery of the assignment, and (e.) declare any links to the project team or management or any other conflict of interest that would interfere with the independence of the evaluation.

9. How to apply

Interested consultants (firm/individual) are required to submit the above-mentioned proposals ([separate technical and financial proposals](#)) no later than 5th April 2024, with the subject line "[Consultancy to undertake the evaluation of the SEFFA Project in Kenya](#)". Late submissions will not be considered. Only shortlisted consultants will be contacted for further consideration.