

TERMS OF REFERENCE

FOR CONDUCTING BASELINE SURVEY FOR THE INCREASE PROJECT

1.0 About SNV

The Netherlands Development Organization (SNV) is an international not-for-profit development organization that believes in contributing to poverty alleviation in Zambia through various programs/projects that it implements. There is great opportunity by all people to pursue their own sustainable development and SNV is working with different groups in pursuant of the same. SNV provides services in Agriculture, Water, Sanitation and Hygiene, and Renewable Energy. The recipients of these services include governmental institutions, non-governmental organizations and private sector organizations, communities and individual households.

2.0 About the project

The INCREASE project (Increased Climate Resilience in Energy & Agriculture Systems and Entrepreneurship) has evolved from both lessons learned and achievements in two earlier Sida-funded projects on climate smart agriculture and renewable energy (biogas).

Sustainable Integrated Land Management Solutions (SILMS) was essentially tasked to promote climate-smart agriculture (CSA) practices in districts of Eastern Province targeting over 20,000 smallholder farmers. Energy for Agriculture (E4A) focussed on securing household energy for cooking and fertiliser needs targeting to install 4575 biodigesters. These two projects under SNV, have individually offered convincing evidence of the various aspects that contribute to resilience. Bringing the achievements of the projects together will expedite the foundations for sustainable farming and value chains. Biogas and bioslurry are more relevant than ever for diversification of sustainable energy options and conservation type farming. They have enormous growth potential in Zambia as hydro-carbons are being phased out, alternatives to wood fuel become more pressing and the agricultural sector is moving away from chemicals and more towards organic farming.

The project is to be implemented for the period of three (3) years starting from January 2020 to 31st December 2022. It will cover Eastern, Central, Copper belt, Lusaka and Southern provinces, initially targeting to reach 11,300 small Holder farmers in cotton, dairy and horticulture value chains. The project aims at increasing the social, economic and environmental resilience and equity in agriculture and energy systems, through strengthening the adaptive capacity of agricultural and energy systems.

3.0 The project's overall objective

To contribute towards increased social, economic and environmental resilience and equity in agricultural and energy systems for 11,300 Small Holder Farmers (SHF).

3.1 Project outcomes;

The Increase project will be implemented under the following three key outcomes;

- The Income, food and energy security for men, women and youth farmers has improved.

- Increased business /VC performance through CS investments in agriculture, water and RE
- The performance of the enabling environment for identifying, developing and scaling of markets for CSA, water and RE practices (including OYE) has improved.

4.0 Purpose of the Baseline Survey

The baseline study is intended to provide social, economic and environmental data at the beginning of the project. The survey acts as an accompaniment to the quantitative and qualitative data that is also recommended when implementing a project for the first time at the beginning of the project. This should help to identify any major issues and provide some insights into the opinions of the community in relation to the cotton, dairy and horticulture value chains. The baseline results will point to how best the project will be rolled out and set priorities of the project at the sometime providing information that acts as a benchmark for measuring project success or failure. The study must clearly produce information that will be used to direct and guide the implementation of the project.

5.0 Approach and Methodology

The baseline survey is to be carried out in Central, Eastern, Lusaka, Northern, North-western and Southern provinces of Zambia by an independent consultant using a combination of qualitative and quantitative methods. The consultant is required to elaborate a detailed baseline design and methodology as part of their Work plan. The baseline design document should include a series of data collection instruments. In addition, the consultant will propose a Covid19 responsive approach to conducting the assignment adhering to the Government of Zambia and SNV's measures to safeguard against contracting and spreading Covid19.

5.1 Data Collection Methodology

The project intends to implement a participatory monitoring system based on an M&E Framework which is been developed during the inception period of the project. The baseline methodology is expected to review the M&E framework, as far as possible, and provide data for the project indicator targets which will allow comparability in the future. The consultant is expected to employ a variety of data collection and analysis techniques for both quantitative and qualitative data to ensure a comprehensive baseline exercise. This will likely include, at a minimum:

Surveys: Application of structured survey questionnaires with a representative, random sample of target population to quantitatively assess outcomes.

Focus Group Discussions: With target groups and other stakeholders to assess implementation experiences and effectiveness, document successes, challenges and lessons learned, and develop recommendations for improvement.

Key Informant Interviews: Consultations with value chain companies, SMEs, BCEs, input and output markets and other key project stakeholders. Guidance on appropriate stakeholders to engage during the exercise will be provided by field and Country Office staff.

5.2 Sampling

The project targets to work with 3 value chains companies, 20 SMEs/BCEs, 10 cooperatives and reaching to 11,300 smallholders across Central, Eastern, Lusaka,

Northern, North-western and Southern province. The consultant is expected to propose a representative sample size for this, which will be agreed upon in the inception phase.

5.3 Data Analysis

Prior to the start of data collection, the evaluation team shall develop and present, for SNV review and approval, a data analysis plan that details how: (1) qualitative data such as key informant, stakeholder, and beneficiary interviews and/or focus group discussions will be transcribed and analysed; (2) quantitative data will be analysed and presented. Whenever possible, data will be disaggregated and analysed by gender.

6.0 Deliverables

All written documents are to be submitted in English using Microsoft Word in both soft and hard copy. The main body of all reports should be written in simple, non-technical language (i.e. plain English), with any technical material to be presented in annexes. All primary data collected and analysis conducted for the purpose of the baseline will remain the property of SNV and must be submitted electronically and in a clear and comprehensible format in Microsoft Excel and Word.

The baseline coincides with the agricultural marketing season and should begin no later than the 29th June 2020, and completed not later than 14th August 2020

The consultant will provide the following deliverables to the SNV within the timeframe stated:

1. Inception Report: by **3rd July 2020** which is 5 working days after signing the contract, a detailed report on the consultant's proposed final baseline design and methodology will be submitted to SNV for approval. This will provide preliminary understandings based on document review, rationale and a detailed description of the methodology and tools, analytical methods, budget with a breakdown of costs and detailed work plan for the entire exercise. Any draft questionnaires or interview forms will also be submitted for review at this stage.

2. Interview Notes and List of Resource Documents: The Consultant shall provide SNV summaries of all key meetings, and discussions conducted during the course of the baseline and copies of any relevant documents and reports gathered during the baseline by **14th August 2020**

3. Summary Presentation of Findings to SNV and Stakeholders: The Consultant shall present initial findings to SNV for review, comment and feedback by **11th August 2020**. A PowerPoint presentation and handout (maximum of two pages) shall be prepared for the presentation through a workshop to the project stakeholders preferably via online platform. The Consultant shall consider SNV and stakeholder comments and revise the draft report as appropriate.

4. Baseline Report: A draft baseline report is due by **7th August 2020**. Within three business days of receiving SNV's feedback to the draft report, one electronic (MS Word) copy of the **final baseline report** are due to SNV by **14th August 2020**. The final baseline report should not exceed 45 pages excluding annexes

The baseline report shall include the following:

- a. Executive Summary (3 pages)
- b. Background;
- c. Introduction;
- d. Methodology;
- e. Findings;
- f. Conclusions (1 -2 pages)

- g. Annexes, including:
- h. Scope of Work
- i. Data collection tools
- j. Key data sets, including interview transcripts
- k. List of key informants

7.0 Illustrative activity and Level of Effort (LOE) Matrix

The assignment is expected to be completed over a period of 41 calendar days - this period includes provision of all deliverables and travel time. The assignment should start on 29th June 2020 and be completed no later than 14th August 2020

Description	Lead Consultant	Associate Consultants	Total	Period
	No. of days	No. of days	No. days	During
Preparatory phase: Review of project documents and understanding the project contextual frame work, designing of baseline tools and data collection and analysis methodology. Submission of the Inception Report, including sample size and data collection tools	3	2	5	week 1
Field Work: Training of enumerators in the questionnaires and data collection including travel days	2	19	21	Week 2-4
Analysis, report writing and submission of first draft report	6	4	10	week 5-6
Baseline validation workshops (Preferably online) with SNV, SIDA and Stakeholders	1	1	2	Week 7
Compilation and submission of Final report	2	1	3	Week 7
Total	14	27	41	

6.0 Criteria for selection

A two-stage procedure shall be adopted in evaluating the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation. The technical evaluation has 70% and financial proposal 30% weights. The evaluation items expectation and maximum score are presented in the table below.

Evaluation Item	Expectation	Max Score
Organizations/Consultant Experience	A brief of past relevant assignments (in similar regions) indicating scope, geographic coverage, staff involved, budget, and client (name and contacts).	30
Understanding of TOR and Proposed Approach and Methodology/Work Plan	Organizations perspective of what the assignment entails and the key considerations that should be made to implement it successfully.	20
Qualification & Experience of Staff	CV's for nominated staff indicating their academic qualification and clear relevant experience summary	20
Financial Costs	A breakdown of costs detailing proposed staff days, daily rates, taxes and other direct costs related to the assignment in Zambia Kwacha using the attached template. The consultant is also expected to use their own transports and should include this in the direct costs as hired vehicles together with fuel.	Cost

7.0 Requirements of the consultant

The evaluation is to be done by a local consultant/firm with a team composition of 2-3 individuals with a mix of expertise in Agriculture, Natural resources, Agribusiness, Climate change, Renewable Energy and Integrated Water Resources Management.

Lead Consultant (14 days). Preferably at PhD level. He/she should have strong experience in evaluation of agriculture, climate change and market support programmes as well as excellent analytical, communication, team management and communication skills (verbal and written). He/she should have 7 years of demonstrated experience in impact evaluations and practical experience in qualitative and quantitative research methodology, evaluation design and implementation.

Associate Consultants: (27 days). Minimum of a Master's degree in the relevant field. They should collectively have strong expertise in Agriculture, Climate Change, Renewable energy, Demography, Information technology. They should have good interpersonal skills, ability to work effectively as part of a team, good analytical and experience in the appropriate range of methodologies needed for the study.

9.0 Payment Terms

Payment plan shall be based on deliverables outlined upon successful and satisfactory completion of activities. Therefore, the payment terms shall be as follows

- 50% initial payment – upon submission of inception report and its accompanying survey tools.
- 50% - final payment – Upon submission of final and accepted Baseline report

9.1 Invoices

Payment to the consultant will be based on the invoice submitted to SNV for the attention of Email: zambiatreasury@snv.org Invoices will contain an itemized statement of the services performed and any expenses incurred. The invoice shall be submitted in accordance with the current Scope of Work for this Agreement.

9.2 Manner

Payment under this Agreement will be made by bank transfer to the consultant.

10.0 Submission of proposal:

Interested Consultants or firms are requested to submit:

1. A technical proposal detailing their interpretation of the TOR, proposed methodology including sampling framework, work schedule and proposed budget;
2. A capability statement demonstrating how they meet the required qualifications and competencies;
3. Copies of all relevant Curriculum Vitae (CVs). Only CVs for the specific individuals that will form the proposed survey team should be included; two references (including one from your last client/employer).

Submissions are to be made available to SNV no later than 25th June 2020.