

**TERMS OF REFERENCE FOR UPDATING BASELINE OF MTR PROGRAM IMPACT EVALUATION
INCLUDING RIMS SURVEY**

Title Assignment	Updating Baseline Information including Rims Survey
Assignment duration Contract period	Months: 4 From : 2015 to 2015
Primary assignment location	KUBK-ISFP Butwal
Mode of the Contract	Through Consulting Firm
Funding source(s)	Kisankalagi Unnat Biubijan Karyakram (KUBK-ISFP)
Contracting entity	KUBK-ISFP...../2015

1. The KUBK-ISFP Project

Kisanka lagi Unnat Biu-Bijan Karyakram (KUBK)-Improved Seeds for Farmers Programme (ISFP) is implemented by the Ministry of Agriculture (MoAD) with the joint financial assistance of Government of Nepal (GoN) and both loan and grant support of International Fund for Agricultural Development (IFAD). The overall objective of the programme is to promote inclusive, competitive and sustainable agricultural growth within the target area so that it will contribute to overall economic growth. The core objectives of the programme are: (i) to increase the production of Truthfully Labelled improved seeds, that are marketed within and beyond the target area for increasing the productivity of crops;(ii) to improve productivity of livestock systems, which are more closely linked to markets; and (iii) to strengthen capacity of a broad range of rural institutions to provide sustainable services to smallholder farmers. The Programme has been initiated from December, 2012 and will continue for seven years in two phases. Ministry of Agriculture Development (MoAD) is the executing and implementing agency of the programme. The other implementing partners of programme are Heifer International (co-financer), Agro Enterprise Centre (AEC) and Small Farmer Development Bank (SFDB).

The development objective of the Programme is to improve household incomes through sustainable, market-driven productivity improvements, with the aim of scaling-up an agriculture-led growth model. The Programme is designed to support two key constraints of agriculture sector hampering productivity, namely, the improvement of formal seed sector (cereals and vegetables) and improvement of smallholders' livestock (goats and dairy) in order to increase income of the poor rural households. The programme intervention strategies comprise four components: (i) Support to the Extension of the Formal Seed Sector; (ii) Smallholder Livestock Development, and; (iii) Local Entrepreneurship and Institutional Development, and (iv) Programme Coordination and Management (PCM).

2. Purpose of the Survey

The study is expected to provide adequate and sufficient updated quantitative and qualitative base information against Programme log frame and the current status and gaps of the programme. The survey report is intended to assess and document pre-intervention situation against the pre-determined impact and outcome indicators: (i) generate relevant statistics on demographic and socio-economic features, production, employment, income, expenses, source of income, food sufficiency and physical & social asset (membership to social groupings/networks) of targeted beneficiaries and (ii) both quantitative and qualitative data shall be recorded by developing a survey instrument including questionnaires, sampling methodology & techniques to collect baseline information to enable the Programme to measure progress, outcomes and impacts.

3. Objective(s) of the Assignment

The KUBK-ISFP Programme has an established Log frame with performance indicators (ref. Design Completion Report, 2012). The KUBK-ISFP has already accomplished baseline survey in 2013/2014 and the report is available. Following completion of the first baseline survey, now the Programme intends to carry out the second baseline survey covering those sub-projects for which the project signed contract to provide matching grant. Therefore, the main objective of the assignment is to update baseline information through survey and provide baseline information on programme related indicators that are not included in the previous baseline survey.

In this ground, the consultants need to update and assess/establish a pre-intervention snap shot against key programme indicators for monitoring, evaluation and impact assessment in the future. The primary objective of the assignment is to prepare an updated baseline report through collection of primary and secondary (if necessary) data on the pre-intervention situation that can inform programme planning and establish Rural benchmarks in line with these Programme's performance indicators including RIMS indicators. These in turn will be used to assess the impact and outcomes of the KUBK-ISFP programme during project monitoring and evaluation for Performance Monitoring Indicators as well as RIMS indicators. A secondary objective is to collect some contextual data to inform the setting of programme priorities and targets as per the performance indicators and RIMS indicators through conducting survey in a 300 to 500 selected HHs in the six programme districts.

4. Scope of the Assignment

The successful consulting firm will take the overall responsibility of the survey for update previous information, collection of required primary and secondary information as per the Programme's performance indicators, information analysis and reporting. The final report should be submitted within three months after signing of the contract. The district wise details of the subprojects and the previous survey reports are available upon request during inception. The survey will focus on collecting the data related to the key performance indicators which are set out in the results framework. The survey is expected to:

- i. Provide updated baseline information on performance indicators for measuring project effectiveness and project impact after the completion of the project
- ii. Provide demographic, socio-economic features, nature and extent of participation in TL seed production and smallholders' livestock commercialization processes and activities of participants (KUBK's current grant recipients)
- iii. Update indicators at the district aggregate level for the KUBK-ISFP identified commodities (Seed, Goat and Dairy)
- iv. Provide reliable information on productivity, volume, and sales of key agricultural commodities and corresponding major value chain participants with their competence, linkages with other value chain participants, comparative advantages, strengths and constraints
- v. Provide basic data and information for developing Value Chain Development Plans for selected commodities (Seed, Goat and Dairy) at regional and national level in the future.
- vi. The survey should include RIMS indicators

- vii. Suggest necessary changes/amendments in project result framework, if necessary. The performance indicator as per the log frame. The design completion report is provided during inception.
- viii. The consultant should work with close coordination of PMO. The component coordinators will guide for survey. The selected consultants shall be responsible for:
 - o Review the Design Completion document of programme and monitoring requirement of the KUBK-ISFP taking account of the Programme log frame.
 - o Carry out broad discussion with KUBK-ISFP team and implementing partners and prepare and validate the data formats, and operational documentations of field survey with close coordination with component Coordinators; planning section of the Programme Management and implementing partners.

5. Methodologies

The study will use a mix method approach comprised of both quantitative and qualitative data collection methods and finalize the survey tools in consultation with Project Management Team including the Technical Coordinators. Members of the core team including team leader are required to participate in the field work. Study methodology should cover all project districts, key value chains/commodities, all sub-projects financed through matching grant. The technical proposal should include the following methodology in detail:

- a. Baseline methodology and survey design in detail including sampling plan
- b. Nature and types of data collection instruments and tools which will be used in the survey
- c. Work plan for the survey
- d. Roles and responsibilities of each team members including team leader
- e. Number and person-days of the field supervisors and enumerators including their roles and responsibilities.
- f. Basis for developing baseline survey Questionnaires (sample only): (i) Impact Indicators, (ii) outcome Indicators, (iii) Access to non financial services to the stakeholders and involvement of private sector on selected value chains,(iv) Capacity of local organization to implement selected value chain under KUBK-ISFP, (v) Capacity of local organizations to lead and steer the sustainable commercialization of the value chain under KUBK-ISFP, (vi) Outreach of microfinance and (vi) Social inclusion-participation of women and socially excluded people

6. Location of assignment

In general, the survey should prepare with close coordination with the Programme Management. The KUBK-ISFP area encompasses four Districts of the Mid-Western Development Region (Rukum, Salyan, Rolpa and Pyuthan) and two Districts of the Western Development Region (Gulmi and Arghakhanchi). Therefore, the main working station for the firm is Kathmandu/Butwal as appropriate with frequent travel to the subproject sites (if necessary)

7. Consultant qualifications and expertise required

The core team should comprise of the following experts whose CV and experience will be evaluated.

1. **The Team Leader/Socio-economist:** Master or higher Degree in Economics /social science, rural development or in other relevant field with proven track record of carrying out similar assignments in the rural context of Nepal. S/he should have at least 10 years in related work experiences in conducting social research in rural areas, particularly related to Agriculture based livelihood improvement programme with adequate experiences in monitoring and evaluation, specifically in agricultural sector. The candidate should have either led or carried out baseline studies and evaluation/impact study and experienced in team leadership and coordination.
2. **Agricultural specialists-1** (Agricultural Specialist and Livestock Specialist): Masters' of higher degree in related subject and at least 5 years working experience in baseline studies/ evaluation / impact studies
3. **Data Analyst- 1:** Masters' of Higher Degree in Economics, statistics and relevant field with at least 5 years of work experiences in the related assignment. The consultant should have adequate experiences in socioeconomic data analysis.
4. Data collection supervisors, Enumerators, Data entry staff and Other support staff (as many as required to cover sample size)- please identify

The inputs (person days) of each of the above experts should be proposed by the bidder based on the methodology proposed. During the inception period, the consulting firm will prepare survey instruments, questionnaires and checklists based on agreed methodologies and instruments used in first baseline survey by working closely with the PMO.

7. Deliverables

The consulting firm must submit monthly work plan of each key professional in line with the inception report and agreement. The following Table summarizes the reports that the consulting firm will be required to submit to the Programme Management in English language. The consultant shall take the overall responsibility for the quality of the assignment. The team shall complete the activities within three months after the signing of the contract. Summary table depicting key tasks, expected outputs and deliverables.

Tasks	Deliverables
Task 1: Detailed work plan and methodology	Inception Report (5 copies)
Task 2: Report that includes operation formats and survey questionnaire	
Task 3: Workshops on field finding	before draft Report (1 event)
Task 4: Draft report	5 Copies
Task 5 Validation workshops	Final Draft Report (5 copies)
Task 6: Final Report	10 copies

Note: Each report should be delivered in digital media (CD) in addition to hard (if applicable)

9. Supervision Arrangements

Overall supervision of the consultant's work will be done by the project Manager himself as well as Cross Component Coordinator/Component Coordinators. Specific supervision of routine job will be carryout by the M&E/Planning officer. Technical coordinators of the programme will also guide for the quality assurance of the produced M&E system.

10. Responsibilities of the contracting party

- (a) The consulting firm should arrange all logistic support such as remuneration, allowances, and support staff cost renting of equipment, transport, stationeries other inputs required for the carrying out the consultancy services work as per the requirement of the terms of Reference.
- (b) The consultant should propose the budget based on the nature of output deliverables

11. Copyright

The copyright for the all the information will remain solely with KUBK-ISFP. This includes the right to distribute the material or parts of it to KUBK-ISFP partners in Nepal. Collected data (both raw and processed) during survey will not be disclosed/shared to the any other institutions or individual who is not associated with KUBK-ISFP without prior approval.