

Terms of Reference (ToR)

for

RIMS Survey

Kisankalagi Unnat Biu-Bijan Karyakram (KUBK-ISFP)

Tilottama-3 Janakinagar, Rupendehi

Title Assignment	RIMS Survey
Assignment duration	Months: 3
Contract period	From : 2016 to 2016
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...../2016

1. Background and Rationale

Kisankalagi 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 Labeled 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 programme districts are; Gulmi, Arghankhanchi, Pyuthan, Rolpa, Rukum and Salyan.

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).

The Results and Impact Management System (RIMS) is the framework adopted by IFAD for measuring and reporting the results and impact of the projects it finances. In February 2003, IFAD's Governing Council called upon the Fund to establish a comprehensive system for measuring and reporting on the results and impact of IFAD-supported country programs. Systems for reporting on the first- and second-level results of IFAD-supported projects are already in place in most IFAD projects. IFAD and its partners are seeking to understand how the Fund's projects contribute to improvements in the livelihoods of the rural poor. In order to assess the project's contribution to changes in circumstances or livelihoods, the findings from impact surveys should be augmented by qualitative data collection methods, such as focus group interviews, participatory rural appraisals, etc. As part of its results and impact management system (RIMS), IFAD selected two mandatory indicators to measure project impact: a household asset index (as a proxy for poverty) and malnutrition among children under 5 years of age. Other project impact indicators may include female/male literacy and access to safe water and adequate sanitation.

As of July 2016,, the programme has directly supported a total of 262 producer groups/cooperatives/entrepreneurs , through matching grant scheme benefitting around 11478 households under Component 1 and 2 (3 value chains) in six programme districts. In addition, there are 10416 HHs under FFS, 12842 HHs under SFACLs and several HHs under Boer breeder herd and Multiplier herd, supported from the project. KUBK-ISFP has considered outcome monitoring, as one of the important Monitoring and Evaluation (M&E) activities to assess the outcomes of the project and review the approaches both quantitatively and qualitatively. Thus, the project has planned to carry out the outcome survey on annual basis in all value chains (Seed, Meat, Dairy) with the aim to assess the progress at outputs and outcomes against the project interventions during the project period. The programme also foresees that the RIMS survey results will guide the project to review the implementation strategy and revisit if needed to achieve the expected results. Hence, this TOR has been developed to facilitate interested consultant (s) or firms to submit the Expression of Interests (EOI) and the proposals to carry out the RIMS survey (RIMS) in the project districts. The study is expected to review the progress achieved so far, as against the established baseline for component specific and socio-economic indicators.

2. Objectives of the RIMS Survey

The overall purpose of this study is to assess the progress achieved in respective three value chains against the project interventions and provide quantitative and qualitative interpretations on specific indicators as reflected in the programme M & E matrix, log frame and RIMS second and third level indicators and provide suggestions to the project to improve project's supports to

get the targeted outcomes during the project implementation. More specifically, the study strives to achieve the following objectives:

- To measure the positive and/or negative changes/outcomes taking place on relevant indicators (RIMS indicators) at the household/group/cooperative level;
- To measure RIMS 2nd and 3rd level results at group/cooperative and household level;
- To provide timely performance information so that corrective actions may be taken to implement the programme activities, if required;
- To provide early evidence of programme based on RIMS indicator.

Note: The project indicators (M&E Matrix)/ log frame can be reviewed from M & E section/components of PMO. Also, RIMS 2nd and 3rd level indicators will be provided by M&E section, PMO during the review of programs activities.

3. Expected Output

The consultant (s) is expected to furnish a comprehensive and analytical RIMS survey report that is sufficiently disaggregated on caste, ethnicity, gender, and economic status of the anticipated beneficiaries and specific value chains. The survey report should be able to report on the RIMS indicators as set out into the project M & E matrix, revised log frame indicators after MTR and RIMS second and third level indicators and **other additional indicators given by M & E section**. In addition to electronic and hard copies of final report, consultant (s) is expected to submit with clean data electronically. The consultant (s) will work with close consultation of M & E team of the KUBK-ISFP.

4. Survey Methodology

The study will make use of qualitative and quantitative methods to obtain required information to review the progress and implementation of the project. A combination of but not limiting to (sample) household surveys, key informant interviews, and focus group discussion is required. The survey will cover all the information based on the RIMS indicators of the project which are already designed in programme M&E matrix, log frame , RIMS reporting format and other relevant indicators given by PMO . The study will make use of following steps:

4.1. Research Design

The design team has to develop ready-to-use survey instruments capturing progress against the specific indicators of RIMS . The pre-test also need to carry out during the orientation program to enumerators. Appropriate Random Sampling Technique will be used from the lists of the total Groups / Cooperatives /HHs covered by the programme. The survey is designed to cover a small sample of around 10 % households that will select randomly in District /Groups/ coops/villages/

targeted by the programme or receiving project interventions (the treatment group), and same number of households will be selected from same District /Groups/villages/ , which are not project beneficiaries (the control group). The list of the groups and cooperative can be taken from PMO.

The project has to conduct a number of in-depth interviews and group discussions to supplement the quantitative survey and to obtain insights in the development and implementation of the programme. The consultant (s) has to follow the following study methods:

1. Desk Study: Information on broader socio-economic, market, and livelihoods indicators be established through the desk study of M&E Matrix, Log frame indicators, RIMS indicators, Value chain analysis reports, baseline study reports, gender and social inclusion strategies, list of group and cooperatives and other related project documents.
2. Households Survey: At least 10 % households' from project groups and 10 % households' survey from control groups should be surveyed.
3. Focus Group Discussion: At least one focus group discussion per village/group and cooperative is advised. The focus group discussion should be able to verify the information collected through the HH surveys and report on indicators that can't be done through household surveys.
4. Group/Cooperative/Entrepreneur Interview: At least one cooperative/group/entrepreneur should be interviewed in each village/ group/ cooperatives that will help report on institutional aspects of agriculture production and marketing in the districts.
5. Traders Survey (Agrovet / seed company): Using the traders' survey interview schedule, key traders involved in value chains should be interviewed.
6. Service Provider Mapping and Interview: Key private and public service providers to be mapped and interviewed. The study should be able to describe performance of service providers, service offered and their outreach.
7. Key Informants: Key informants should be used to collect the information from the key person (FNCCI, DCCI, RDs, MoAD MoLD, DADO, DLSO Line agencies etc.) who knows the project.
8. Data Analysis and Reporting: At the end, an *analytical* report is expected. Hence, the study should make use of proven data collection and analysis tools and techniques to obtain during the survey and analysis.

The report should make use of pictures, graphs, diagrams, narrative analysis, and other inferential statements that sufficiently extrapolate the prevailing performance of selected indicators against the baseline.

4.2. Sampling method:

As discussed above, the survey team needs to draw a sample that consists of 5 to 10% beneficiary households in project area. The survey team may use the appropriate random sampling to select the sample. Sampling procedure for beneficiary and controlled HHs will be finalized with the interaction with PMO.

5. Survey Team

The proposed team should comprise of reasonable number of experts having proven track record in designing and implementing socio-economic research, baseline studies and/ or evaluation studies and having good depth of understanding of selected value chains, inclusive business and gender and social inclusion. It is advised that following experts be made available for the study.

Team Leader (Socio-economist/ Economists and/or Value Chain Expert-1): The team leader is responsible for ensuring that the study is rightly designed, implemented, and reported. S/he is expected to have a minimum Master's Degree in relevant discipline with proven track record in designing and implementing socio-economic research, baseline studies, impact studies and project evaluation. It is the responsibility of the team leader to ensure that Gender and Social Inclusion (GSI) perspectives are also adequately captured in the study.

Team members-Technical Experts (Agronomist-1, Livestock-1): Minimum Master's Degree in agriculture, livestock/animal science and or related fields with proven experience in market led agriculture development for the seed, livestock and experts respectively. A substantial experience in baseline studies, feasibility assessment, and/or impact studies is required. The technical expert will be used on proportionate basis as per value chain (cereal seed, vegetable seed , goat, dairy).

Team member (Value Chain Expert-1): Minimum Master's Degree in agriculture or livestock/animal science or related fields with proven experience in value chain of agriculture and livestock. A substantial experience in baseline studies, feasibility assessment, and/or impact studies is required.

Team member (Business Expert-1): Minimum Masters' Degree in business studies with demonstrated experience in agri-business, inclusive business, business policies, national policies on agribusiness etc.

Team member (Data Analyst-1): Master's Degree in Statistics or relevant fields with demonstrated experience in socio-economic data analysis using credible tools, techniques and software.

Team members (Enumerators- as per requirement): Preferably local inhabitants having experience in PRA tools and household survey enumerations. Fluency in local language and dialects is required.

6. Service Provider's reporting obligations and deliverables

The selected consultant (s) or firms are required to produce following deliverables during the contract period.

- a. Inception Report along with survey instruments (English and Nepali language), study methodology (including data analysis design), and report structure;
- b. Short pre-test report and finalized interview schedules (in Nepali);
- c. Draft RIMS survey report;
- d. Conduct workshop to present the findings of the study including validation workshop.
- e. Final report (digital and hard copies) along with Clean Data

7. Survey Timeframe

The RIMS survey report and findings will be expected to come within **three** months from the date of agreement. The tentative activities of the study are given as follows.

1 Developing Survey Tools

2 Finalizing Survey Tools

3 Training to Enumerators

4 Data Collection

5 Data Analysis

6 Draft Report Submissions

7. Report Presentation in workshop, Final Report Preparation and Submission

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

Tasks	Deliverables
Task 5 Validation workshops	Final Draft Report (10 copies)
Task 6: Final Report (In published book form)	100 copies

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

8. Budget

Budget should cover costs for remuneration to expert/staff, travel, meeting, workshop and stationeries.

The consultant should propose the budget based on the nature of output deliverables. Prevailing GoN rules will be applied for tax purpose.

Mode of payment: payments will be made in the following three installments -

- _ 30% of the agreed budget as an advance upon signing of the agreement
- _ 50 % of the agreed amount one week after the submission of the 1st draft report.
- _ Remaining 20 % after submitting the final report after incorporating the feedback and comments received from the project.

9. 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.

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