

## TERMS OF REFERENCE

### **Contracting a Consultant / Consultancy firm to conduct Baseline surveys for projects to be implemented under the National Agribusiness Development Programme (NADeP) and for the development of a Results and Impact Management System (RIMS) for NADeP Presidential Secretariat**

#### **1. Programme Background**

NADeP is a five-year programme, jointly financed by the Government of Sri Lanka and the International Fund for Agricultural Development (IFAD).

#### **Programme Goal**

The Programme's goal is to contribute to poverty reduction and sustainable livelihood improvement of women and men in poor rural households in the programme area.

#### **Programme Objectives**

The immediate objectives of the programme are to assist smallholder farmers and the landless, especially the youth by:

- (a) Increasing the incomes of the beneficiaries participating in the marketing chain development component by 20%-30% through a combination of improved farm gate prices, improved on-farm productivity and participation in upstream value adding processing, and
- (b) Providing financing and training for employment to the landless and the near landless, especially the youth to improve their incomes.

#### **Programme Components**

To achieve programme objectives, NADeP has 3 main program components; the components 1 and 2 have two subcomponents each. The main components are listed below.

- (a) Marketing chain development and linkages
- (b) Microfinance promotion and training of youth
- (c) Programme management and policy support

The present consultancy is sought for the Component 1 only.

The assignment will focus on the private sector led Contract farming/ outgrower projects.

**Programme Target group:** The target group will comprise of smallholder farmers that at least 80% of them have holdings below 1 ha of land and have at least 50% of their income from agricultural activities. High attention will be paid on women and landless, especially the youth.

**Programme Geographical area:** Islandwide

## **2. Objectives and the scope of the assignment**

The main purpose of the study is to gather baseline information which is needed to analyze and evaluate the NADeP impact, which'll be evaluated through result indicators. Specifically, the baseline study will

- a) Establish the baseline data/information on the Project impact indicators and other relevant indicators as stated in the NADeP log frame, NADeP M&E Frame and RIMS baseline survey questionnaire (which will be provided).
- b) Provide a comprehensive analysis of the baseline information establishing the current situation and identifying the needs, problems and potentials that can be addressed within the scope of project.

*Specifically the consultancy will aim at achieving the following objectives:*

1. To conduct a thorough study on potential of the proposed projects.
2. To provide information on the socioeconomic status of the beneficiary communities.
3. To collect and analyse primary data on proposed agri product cultivation, processing and finished goods.
4. To collect and analyse data on proposed agri product marketing channels and volumes flowing through each channels.
5. Compile information related to proposed agri product value addition constraints and opportunities along the entire value chain.
6. To identify suitable indicators that can be used for monitoring and evaluation of the proposed agri product value chain development.

## **3. Tasks**

This assignment will be carried out by an experienced consultant/consultancy firm under the supervision of the NADeP and will be responsible to undertake the following tasks:

- 3.1 Design a project specific questionnaire & adapt the standard IFAD RIMS (Result and Impact Management System) questionnaire.
- 3.2 Identify and include key outcome indicators for project monitoring and evaluation purposes
- 3.3 Training of enumerators
- 3.4 Development of survey tools
- 3.5 Identification of sampled HH in full compliance with project requirements and the IFAD's RIMS guidelines
- 3.6 Conduct field visits and Collection of data in the field;
- 3.7 Analyze and report data generated through the survey in full compliance with NADeP Log frame & M&E matrix and the IFAD's RIMS guidelines
- 3.8 Cross-check findings with any available secondary sources (e.g. UNICEF, UNDP, FAO, World Bank data or national datasets).
- 3.9 Produce a final report, which documents the findings of the baseline survey and the RIMS survey.
- 3.10The baseline study will cover the projects that are already started or mobilized. (please see Annex 1 for project details)
- 3.11Undertake digital mapping of all the households visited during the survey. (not mandatory)
- 3.12Any other tasks requested by the NADeP team in relation to completing the survey analysis and reporting.

#### **4. Expected Outputs**

- 4.1 A draft baseline report to be submitted for inputs and comments two weeks before the lapse of the contract
- 4.2 A final report containing the main findings of the survey and recommendations. The report must incorporate the following:

Well referenced literature about proposed agri product manufacturing, processing and marketing in the respective location.

- 4.2.1 Well analyzed and presented data.
- 4.2.2 Present status, gaps and recommendations for future interventions, including suitable implementation methodology, appropriate structures for the project success, and possible sustainability challenges & mitigation strategies.
- 4.2.3 Use of Good Agricultural Practices and assurance for project sustainability.
- 4.2.4 Incorporate the findings in the project monitoring and evaluation framework with clear performance indicators.
- 4.2.5 The data collection tools used, raw data and analyzed data

#### **5. Sampling Strategy**

A stratified random sampling should be used for this study. The sample size should be minimum 10% of the each project beneficiaries and the sample should represent all the geographical locations of the project.

Household respondents should be randomly selected from the list of beneficiaries provided by the proponent organization.

#### **6. Qualifications**

- 6.1 The survey team should consist of 4 consultants, namely, Team Leader, Statistician, Sociologist and Economist.
- 6.2 The lead consultant should possess minimum Master's degree in Agriculture, Agricultural Economics or any other related field. Possession of Master's degree in the same discipline by the other team members will be having an added advantage.
- 6.3 Diverse understanding and clear knowledge of agricultural production and challenges in the local context.
- 6.4 Extensive experience in carrying out complex agricultural field based surveys.
- 6.5 Experience in qualitative and quantitative data collection analysis using statistical software.
- 6.6 Capacity to use GIS for mapping purposes.
- 6.7 High degree of independence, flexibility and ability to meet strict deadlines.
- 6.8 Excellent communication and writing skills.

#### **7. Selection criteria**

The contract will be awarded based on 'Consultants Qualifications – (CQ)' method. Marks will be allocated as follows.

- 7.1 Experience of the Institute/Firm – Allocated 05 marks
- 7.2 Similar experience of the Institute/Firm – Allocated 15 marks
- 7.3 Methodology, technical approach, work plan - Allocated 30 marks
- 7.4 Consultants qualifications - Allocated 50 marks, which will be comprise of ;
  - (a) Team Leader - Allocated 15 marks
  - (b) Statistician - Allocated 15 marks



logistics									
Progress briefing meeting with NADeP									
Field survey data gathering									
Data processing, encoding and consolidation									
Analysing and writing the report									
Present the draft report to NADeP and circulation of draft report for comments									
Finalisation of draft report									
Submission of the final report including data sets									

**11. The proposals should send to following address,**

Programme Manager  
National Agribusiness Development Programme (NADeP)  
No 41, Renuka Building (1<sup>st</sup> floor)  
Janadhipathi Mawatha  
Colombo 01

**Note:**

- Selected consultants have an access to receive copies of required project documents after signing an agreement with NADeP.
- The Baseline studies need to be carried out based on the priority order and it will be informed after the signing of the Agreement.

## Annex 01: Project Details

	<b>Name of the Project</b>	<b>Location</b>	<b>No. of Beneficiaries (This can be varied slightly)</b>	<b>Status</b>
<b>Out grower model led by private sector</b>				
1.	Dairy Development – Cargills Quality Dairies Pvt Ltd	Kurunegala, Matale, Gampaha, Nuwaraeliya, Kandy, Dambulla, Kilinochchi	2,700	Started
2.	Gherkin Cultivation – Sunfrost Pvt. Ltd	Jaffana, Kilinochchi, Mannar, Mulathivu, Vavuniya	1,600	Started
3.	Beekeeping – HJS Condiments	Alawwa, Polgahawela, Nelumdeniya, Dedigama, Halawatha	312	mobilized
4.	Seed onion – Hayleys Agro Farms	Matale, Dambulla, Girithale, Anuradhapura	400	mobilized
5.	Jalapeno pepper - Sunfrost Pvt. Ltd	Suburbs of Kurunegala, Anuradhapura Districts	320	mobilized
6	Passion Fruit - HJS Condiments	Suburbs of Anuradhapura District	200	mobilized
7	Hybrid seeds – Landmark Agro	Nuwaraeliya, Anuradhapura, Kurunegala	400	mobilized
8	Organic Maize cultivation – Nelna Farm Pvt Ltd	Suburbs of Anuradhapura District	2000	mobilized