

Terms of Reference

Contracting a full time individual consultant to conduct Monitoring & Evaluation and Knowledge Management (M&E and KM) activities of the Smallholder Agribusiness Partnerships Programme (SAPP)

1. Background of the Programme

The SAPP is designed to contribute Sri Lanka's smallholders' poverty reduction and competitiveness. Its primary objective is to sustainably increase household income and quality of family diet by establishing confirmed market for rural producers under Public Private Producer Partnership (4P) mechanism.

2. Programme area and target group.

The programme will have national coverage, though special attention and preference will be given to low income districts and areas where agri-production potential is high. The programme is demand-driven and the willingness and the equal commitment of programme partners (Rural farmers, Agribusiness companies, Banks, Insurance providers etc) are essential in reaching programme objectives. More emphasis will put forward in developing Producer/Farmer Organizations (POs /FOs) under SAPP to be in line with Government's policy and development agenda, and to ensure sustainability of supported Producer/Farmer Organizations within 4P mechanism. The target group of 57,500 poor rural households with the potential to become active economic players under commercially-oriented production and marketing systems with diverse array of value chains will be assisted under the programme.

3. Programme Components

Component 01- Access to commercial partnerships

This component includes two sub-components: (1.1) Establishing 4Ps (new 4Ps, NADeP scale ups, 4Ps with POs/FOs); and (1.2) Institutional strengthening and capacity building of Producer/ Farmer groups (within a market-driven model). A total of 35,000 households will be directly reached through 4P schemes and institutional strengthening interventions. Rural youth will also be considered (no. of 2500) under this component to become entrepreneurs and to respond the demand for services generated along value chain complements in 4Ps.

Component 02 – Access to rural finance

This component consists of two sub components: (2.1) Financing of 4Ps; and (2.2) Institutional strengthening for the financial services sector. The component follows the strategies, modes of intervention and investment opportunities that emerge under component 1 (to satisfy the credit requirements of 4Ps and youth entrepreneurs) and aims at facilitating access to rural financial services in a sustainable manner mostly through training and technical assistance.

Component 03 - Programme management and policy dialogue

This component comprises two sub-components: (3.1) Programme and knowledge management; and (3.2) Policy dialogue.

4. Objectives and the purpose of the consultancy

M&E and KM consultant is responsible for strategic issues and the strategic direction of the M&E unit. S/he would be to provide technical leadership for the M&E approach and strategy for the programme. S/he would be to provide efficient and effective results-based monitoring, evaluation and reporting processes and assistance in strengthening the visibility and knowledge management of the programme. Under the overall guidance of Programme Director, the M&E and KM consultant will provide M&E expertise in the development and implementation of the M&E Plan, build capacities of staff and ensure that data quality standards are monitored, met and reported timely. S/he directly liaises and guide with ICT team to design and develop relevant databases to commission a customized MIS to support programme decision making process. S/he liaises with programme partners and carryout independent evaluations regularly. Also s/he will facilitate and coordinate evaluations carried out by donors. S/he reports to the Programme Director.

5. Roles and responsibilities

Under the direct supervision of the programme director, the consultant will perform activities under following parameters to mainstream M&E and KM aspects of the programme.

5.1 Design & develop comprehensive M&E plan to reach programme objectives within stipulated programme period.

5.2 Develop databases and customized MIS with required guidance for ICT officers.

5.3 Develop evaluation tools along with the programme objectives and improve such tools as necessary with the progress of the programme,

5.4 Ensure that all development components of the programme would have results oriented indicators, baselines and targets established at output and activity level of AWPB and are fully aligned with the SAPP Logframe/Results Framework and Results Monitoring Plan.

5.5 Ensure that information and data from the field is captured, documented, analyzed and reported in a results-based and timely manner.

5.6 Develop & launch principal guidance on internal or external studies and evaluations as required ensuring high quality standards and rigour are maintained in methodology as well as presentation of findings.

5.7 Advice Programme Director about areas (geographical, cost/benefits and performance against programme objectives) to be evaluated and recommend right approaches.

5.8 Undertake regular visits to programme locations/districts to monitor programme delivery, validate results, identify gaps and support needs to relevant programme officers.

5.9 Identify, design and formulate “Lessons Learned, success stories and areas to be improved” from evaluations studies to disseminate to NSC through Programme Director.

5.10 Liaise & create awareness for programme partners to ensure M&E aspects being properly understood (companies, PFIs, FOs, farmers and youth groups etc)

5.11 Conduct donor reporting and other communication products with the provision of evidence-based, results and analysis.

5.12 Facilitate evaluation teams from donors and follow-up on the recommendations of such evaluation teams, and

5.13 Assist Programme Director in designing relevant programme literature, communication materials etc

6. Qualifications and experience

- (i) Master's degree or higher degree (followed after a bachelor's degree in a recognized university) in Business or Public Administration, Statistics, Economics, Rural development, Political science, or related discipline
- (ii) Minimum five years of relevant experience in project monitoring and evaluation in managerial capacity, either local or international level, preferably in agricultural and rural development projects.
- (iii) Demonstrable experience in designing and conducting medium to large scale applied research projects and reporting on findings.
- (iv) Hands on experience in Database Management (DBMS), office software packages and web based application management.
- (v) Experience in designing and delivering M&E training modules.
- (vi) Highly motivated and committed to rural poverty alleviation and rural development.
- (vii) Experience in cross cutting issues like gender equality, household nutrition management, climate resilience etc will be having added advantage.
- (viii) Working knowledge of spoken and written English is essential.
- (ix) Ability to work in other local languages would also be considered advantageous
- (x) High degree of independence, flexibility and ability to meet strict deadlines

7. Expected key outputs

- Development and finalization of M&E and KM plan for the programme
- Development of evaluation mechanism for Logframe targets and implementation
- Develop customized MIS and related databases with ICT team
- Conduct awareness & training programmes to project partners about M&E mechanism
- Development of knowledge products (Annual reports, brochures, leaflets, case studies etc) and identification of key policy interventions

8. Technical Criteria for Evaluation (Maximum 70 marks)

- a. **Criteria 1:** Master degree in Business or Public Administration, Statistics, Economics, Rural development, Political science, or related discipline - **15 marks**
- b. **Criteria 2:** Demonstrated substantive experience (minimum five years) in project monitoring and evaluation in managerial capacity, either local or international level, preferably in agricultural and rural development projects. – **20 marks**

- c. **Criteria 3:** Extensive research and documentation experience/familiarity of M&E, technical expertise, and analytical skills – Research studies undertaken, Journal papers, case studies, Training modules developed etc - **20 marks**;
- d. **Criteria 4:** Demonstrated substantive experience in Database Management (DBMS), office software packages and web based application management - **10 marks**;
- e. **Criteria 5:** Fluency in local languages and experience in producing reports in English - **5 marks**.

Balance marks will be awarded for the financial proposal and only candidates obtaining a minimum of 50 marks (70% of the total technical points) would be considered for the Financial Evaluation.

9. Payment Plan

Since this service is for full time annual basis, fixed monthly payment will be made for the selected consultant. He/She should submit the agreed work plan each month commencement and work done that should comply the monthly plan. Agreement will be extended based on the performance and the quality output delivery.

10. The proposal/ Resume should be sent to the following address,

Chairman,
Consultants Procurement Committee (Project)
Smallholder Agribusiness Partnership Programme (SAPP)
No 41, Renuka Building (1st floor), Janadhipathi Mawatha
Colombo 01

Note:

- Selected consultant has an access to receive programme documents after signing an agreement with PMU.
- The Copyrights of the related documentation/publications will be owned by SAPP programme