



REPUBLIC OF KENYA

**Ministry of Agriculture and Livestock Development
State Department for Agriculture.**



**Project Name: National Agricultural Value Chain
Development Project (NAVCDP)**

Credit No. 70640

TERMS OF REFERENCE

FOR

**Consulting Services to Undertake Baseline Evaluation for the
National Agricultural Value Chain Development Project**

Contract No.KE-MOALF. CS-388893-QCBS.

Client

**The Principal Secretary
Ministry of Agriculture and Livestock Development
P.O Box 30028
Email info@navcdp.go.ke**

Jan, 2024

1.0 Background

The purpose of this document is to describe terms of reference (ToRs) for recruitment of a suitable Consulting firm, which will support baseline data collection activities on key performance indicators (KPIs) for Monitoring and Evaluation (M&E) system of the National Agricultural Value Chain

Development Project (NAVCDP). NAVCDP's design builds on past projects in Kenya, namely NARIGP and KCSAP. These projects provided a wealth of M&E materials and lessons learned, which need to be considered to effectively undertake NAVCDP baseline study.

The consulting firm will work closely with the World Bank (DIME and jobs group) on methodology design, baseline data collection, analysis and report writing, setting up of the visualization dashboard and supporting the counties on data quality assurance and interpretation of results.

2.0 Project Description

The National Agricultural Value Chain Development Project, is a five-year development project initiated by the Government of Kenya and supported by the World Bank. The Project Development Objective (PDO) is to increase market participation and value addition for targeted farmers in select agricultural value chains in project areas across 33 participating counties. The project is targeting to reach 3.8 million small-scale farmers with scalable interventions geared towards driving commercialization in selected value chains. To realize the PDO, the project will support investments in prioritized agricultural value chains targeting Common Interest Groups (CIGs), Vulnerable and Marginalized Group (VMGs), Indigenous Peoples (IPs) Farmer Producer Organizations (FPOs), and agricultural Savings and Credit Cooperatives (SACCOs) and other relevant value chain actors to drive commercialization of the supported value chains. The achievement of the PDO will be measured through three outcome indicators:

- i. Farmers reached with agricultural assets or services under the project of which at least 50 % are female farmers
- ii. Percentage increase in farmers selling more than 50 percent of their produce in the market
- iii. Percentage increase in farmers selling produce in value added form (both on farm and off farm)

There are other KPI (Intermediate) that will be covered in the survey as well.

2.1 Project Components

The project has five components, namely; (i) Building Producer capacity for climate resilient stronger value chains, (ii) Climate Smart Value Chain Ecosystem Investments, (iii) Piloting Climate Smart Safer Urban Food Systems, (iv) Project Coordination and Management, and (v) Contingent Emergency Response Component. A brief description of what each component entails is presented next.

Component I: Building Producer Capacity for Climate Resilient Stronger Value Chains

Interventions and activities in Component I will be geared towards building producer level capacity for enhanced market participation and transition towards commercial agriculture with farmer groups and Farmer Producer Organizations (FPOs) as primary platforms for project delivery. The component will drive sustainable productivity enhancement, climate resilient and nutrition sensitive production and increased market participation for project farmers. This will be achieved through improved access to credit, inputs, compliance to project environmental and social safeguards requirements and digital extension services while linking them to high-capacity FPOs.

The project will leverage the existing institutional base of CIGs/VMGs already mobilized under NARIGP and KCSAP to build producer level capacity to transition to high value crops, adoption of climate resilient Technologies, Innovations and Management practices (TIMPs) and increased value addition at primary level. Linkage of CIGs to FPOs and SACCOs will be made universal for stronger market participation and high-quality technical assistance support. This will be extended to FPOs for building long term agri-business capacity. Inclusion of women smallholders will be a key focus area with at least 50% of CIG members supported under the project estimated to be women farmers.

Component 2: Climate Smart Value Chain Ecosystem Investments

This component will focus on supporting enabling ecosystem investments identified as part of county level, regional level (spanning several counties) and national value chain development plans. These ecosystem investments, aimed at improving access to irrigation, boosting market participation of small-scale farmers and catalyzing higher value addition, will include: i) water resource management interventions comprising of Farmer Led Irrigation Development (FLID) interventions and investments including those related to water harvesting and water use, ii) investments into market support and value addition infrastructure at county level, iii) investment support for wide scale adoption of Digital Agriculture Technologies (DAT) and integration of Big Data platform for farmer services, and iv) investment support for active linkages with agriculture research institutions, technical assistance and private sector linkages.

Component 3: Piloting Safer Urban Food Systems

The overall objective of this component is to strengthen urban and peri-urban agriculture, and urban market infrastructure. The component will support the rollout of Urban Food System pilots in Nairobi and parts of Kiambu, Kajiado and Machakos as the peri-urban areas. The focus will be to demonstrate proof of concept of efficient, climate smart and safe urban food systems with safe maximum residual levels, toxicity levels, safe aflatoxin levels and traceability. The component will support development of safer food production systems, enable stronger linkages between peri-urban clusters and urban markets, improve direct farmer to urban consumer linkages, build higher consumer awareness around food safety and nutrition, and facilitate improved institutional coordination and policy environment for urban food safety.

Component 4: Project Coordination and Management

This component will support activities related to national and county-level project coordination. This will include planning, fiduciary (financial management and procurement), Human Resource Management. It will also support environmental and social safeguards issues, capacity building, identification of impacts, risks and implement mitigation measures, as well as monitoring, compliance and reporting. In addition, it will support development of the MIS and ICT, regular M&E, baseline study, mid-term review and end-line impact evaluations, knowledge management and citizen/stakeholder engagement.

Component 5: Contingent Emergency Response. This zero-budget component will finance immediate response activities following natural disasters (e.g., droughts, floods and or any sudden surge of a crop and livestock pest or disease like the locust or fall armyworms) impacting the agricultural sector. The Emergency Response financing would be triggered upon formal declaration and request from the National Treasury on behalf of GoK.

3.0 Objective of the assignment

The main objective of the assignment is to carry out a baseline survey for measuring change in market participation and value addition for beneficiaries implementing project activities in the selected value chains supported by the project

4.0 Scope of the assignment

i. Responsibilities for the Baseline Evaluation

The selected Consulting firm will work closely with the NPCU to set up a comprehensive plan for baseline data collection for the M&E system of the project. The World Bank Group DIME Team will provide support as needed in sampling, instrument design, mobile data collection programming, data quality monitoring and data analysis. The team will also work closely with world bank job group

NAVCDP plans to use a robust M&E system involving a decentralized network of M&E officers at the national, county, and community levels. The Consulting firm recruited to undertake this exercise will work closely with the NPCU and will rely on the M&E Manual with respect to baseline data collection activities for the project MIS and capacity building of County M&E Officers. This will involve using the indicators in the M&E manual, designing and piloting of a survey tool and setting up of the database server. The task will also include training project staff and service providers on how to implement the survey tool, do data quality checks as well as uploading collected data to the server.

ii. Baseline Data Collection

As a requirement of a result-based management system, a detailed baseline evaluation study will be carried out prior to the implementation of the project in order to refine the proposed baseline information provided in the project appraisal document. The baseline data will serve the dual purpose of forming the baseline for the project's M&E system as well as for the Impact Evaluation. The baseline aims to provide a snapshot of the project's indicators before project implementation. It will focus on collection of baseline information for the indicators across all thematic areas as outlined in the project M&E manual.

The study report will be used to monitor the project's progress against the set indicators targets over the project implementation period. Subsequent surveys will measure the progress and achievements of the project over time and hence will be used for monitoring project implementation. The baseline will be a basis for analysis to feed into the mid-term and end-line impact evaluations. Thus, the baseline survey will make it possible to evaluate the achievement of the PDO and to determine the effects and impacts of the project interventions on the target population at the end of the project. Therefore, data requirements for mid-term and end-line impact evaluations must be considered when designing the baseline survey. The survey will establish the baseline for identified output and outcome indicators as per the NAVCDP key performance indicators (KPIs) specified in the M&E Manual.

The baseline survey will also gather data on a set of socio-economic characteristics that will be analysed to understand the main constraints that may affect commercialization efforts by the project and inform implementation of specific strategies to alleviate those constraints, and maximize project impacts.

The Consulting firm will prepare detailed baseline study protocol with inputs from the NPCU and DIME, to ensure that the baseline information generated is in line with the KPIs of the project. The

Consulting firm will also be expected to successfully implement all aspects of the baseline data collection and preparation of detailed report.

iii. Baseline Data Design

The baseline evaluation survey will be conducted in the 33 counties implementing the project. Based on the saturation approach, all rural administrative wards will be covered by various project interventions. During the secondary data collection phase for the survey, modalities for sampling of representative wards will be agreed upon. The three outcome indicators shall be comprehensively addressed in designing the baseline data collection tools. The baseline data collection will put particular emphasis on key value chains prioritized in each county that will be considered for both market participation and value addition indicators.

The Consulting firm will prepare and implement the baseline evaluation study in collaboration with the NPCU, CPCUs as well as with technical assistance from the DIME.

iv. Setting up of Visualization Dashboard

The Consulting firm in collaboration with NAVCDP ICT Lead will use the indicators in the M&E Manual and design a visualization dashboard, pilot the tool, set-up the dashboard, and train project staff on how to implement the survey tool, how to do data quality checks and how to upload data to the server. The Consulting firm will also provide on-demand support on data quality assurance and quality control, as well as assist in the interpretation of the study results.

5.0 Specific tasks

5.1 Obtaining necessary permits or clearance for the baseline survey

- a. Acquire all permissions necessary for conducting the survey, including relevant permissions from county and/or local authorities as needed. Adhere to local formalities and obtain any required permits related to the survey implementation, as well as survey team health and accident insurance and others as necessary.

5.2 Set up digital server and provide digital gadgets for data collection

- a. Establish a digital data platform preferably android-based cloud service application for data collection and uploading.
- b. Provide tablets or any other appropriate tools and/or equipment/gadgets to be used for baseline data collection.
- c. Set up of the Visualization Dashboard and conduct dry run on its operations (testing the dashboard performance using sampled data from the field)
- d. Ensure centralized database where data collection and observation can be done from one point e.g. types of data coming in, trends and patterns) and viewing of the number of personnel engaged in data collection among other functions.

5.3 Design and pilot of questionnaire and checklists

- a. Develop data collection methodology and detailed templates for all indicators outlined in the M&E Manual, which can be used for baseline, mid-term and end-term survey and submit to the Client for approval.

- b. Design draft questionnaire and checklist in English and submit to Client for approval in close link with the World Bank job group. The draft questionnaire and checklist should adequately encompass the requirements for M&E data collection for all KPIs
- c. Program the data collection tools for the data entry into digital application.
- d. Pilot test the questionnaires under real conditions in collaboration with NPCU. Monitor time per module for estimation of average time per questionnaire, and any programming challenges.
- e. The pilot data will include a minimum of 60 observations for questionnaires and 10 observations for checklists (prepared list of observables).

5.4 Detailed Field Procedure Plan

- a. Development of a triangulation (use more than one approach to come up with the findings) and quality control strategy e.g Key informants, focus group discussions, primary data.
- b. Clear protocol for ensuring full adherence to the sample frame and high-quality data, including rules for respondent re-visits and substitutions;
- c. Travel and lodging logistics;
- d. Management information/reporting tools to track household interviews;
- e. Procedures for field data backup and weekly submission to the Client;
- f. Develop the necessary protocols to ensure selected households can participate in a follow-up survey as part of the requirements for the construction of a household panel dataset;
- g. Supervision and spot check plans to ensure adherence to data collection protocols and confirm quality of data collection including a 5% of re-visits to a random sample of the evaluation sample to confirm the validity of the data.

The Field Procedure Plan must be submitted for comment and review by the Client before the start of field work and revised, if necessary, as per the Clients' team comments. The Consulting Firm must adhere as closely to the plan as conditions allow during survey implementation. If field conditions dictate significant changes to these plans, the Consulting Firm's Field Supervisors are obliged to inform the Client via the Consulting Firm's management, in the form of a written progress report.

5.5 Recruiting, training, and contracting of experienced field staff

- Recruit enumerators with experience conducting agricultural household and market surveys, and familiarity with tablets and electronic data collection; Preferably, the Consulting Firm should engage local enumerators who are familiar with the local language(s) and competent in translation of the English questionnaires into local language(s).
- h. Conduct training of recruited enumerators, field supervisors, and data manager on the administration of the questionnaires, data uploading and field work ethics.
- The training should also serve as a screening process for skilled interviewers and data entry agents. Consequently, the Consulting firm must recruit more interviewers for the training than will be ultimately hired for the survey. At least 10 enumerators should be included in the training as a reserve.

The following components must be included in the training:

- a) **Theoretical:** Training should include a review of the theory of the questionnaire and each question for trainees to fully understand the objective of each question. Standard quantitative interviewing techniques, field protocols and research ethics should also be covered.
- b) **Role playing/simulation:** Training should include individual and group exercises for trainees to become familiar with the practice of asking questions and filling questionnaires. This part of the training may include in-class demonstrations, where the questionnaire is projected and one interviewer completes the questionnaire in front of the classroom. The training may also use vignettes, by designing case scenarios based on typical households (perhaps those found during the supervisor training or piloting) and have interviewers complete the questionnaire based on the vignette.
- c) **Field practice:** After the classroom training, the team should go to the field to administer the full questionnaire to a small number of respondents (outside the study sample). The pre-test should simulate the administration of the questionnaire under normal circumstances. All field team members must demonstrate that they clearly understand their roles and are correctly following the survey protocols.
- d) **Evaluation:** Following the training, enumerators, supervisors, data managers should be evaluated based on their understanding of the questionnaire and their ability to correctly record data using the same test scenarios as used in the classroom practice. The training period should conclude only when the field teams have demonstrated mastery of the designated tasks. Decisions as to which field staff will take part in the data collection must be made based on this evaluation.

5.6 Individual survey data collection

- i. Develop a monitoring information system to track questionnaires completed and replacements;
- j. Baseline data collection on individual project beneficiaries will be done across a representative sample of the CIGs, VMGs, POs and SACCOs membership, according to the developed protocols, tools and data digitization mechanisms by the consultant and agreed with the client
- k. All household survey and plot mapping data submitted will be transmitted to the server daily. A data backup system must be provided. Data must be backed up if not submitted to the server upon completion of the interview;
- l. Provide weekly reports to the Client detailing number of interviews completed, challenges faced, modifications made to the Field Procedure Plan, and any other notable occurrences;
- m. Correct all inconsistencies and problems identified by the Client in data quality checks, which may require re-visiting the respondents (the list of data quality checks will be shared in advance of the start of data collection);
- n. Provide a final Field Report, submitted at the end of the data collection period, summarizing the weekly progress reports and detailing the overall response rate.

5.7 Reporting of the Baseline Evaluation

- o. Draft Baseline Evaluation Report. The report will contain the following sections:
 - Background of the consultancy,
 - Executive summary;
 - Table of contents;
 - Project Overview;
 - Baseline evaluation objectives (relating to project M&E and IE)

- Methodology: scope and coverage, data collection tools for all indicators; survey design and sample size; organization;
 - Quality control protocol; data processing and management;
 - Data analysis procedures; level of reliability of the estimates of the indicators being evaluated;
 - Main findings (aligned to the KPIs);
 - Conclusions and recommendations;
 - List of references;
 - Annexes
 - Summary of baseline values for KPIs
 - Additional statistical outputs;
 - Consultancy TORs;
 - Data collection tools;
- p. In addition to the above, this report should also:
- Include a detailed analysis of the pre-project situation, using secondary data/literature, consultation with government and non-government stakeholders involved in project preparation and implementation. This should be complemented with information from key informant interviews and focus group discussions using checklists.
 - Identify and quantify the variables that will be directly or indirectly affected by the project interventions including outcome indicators as indicated in the results framework
 - Establish a benchmark against which the progress of these variables will be monitored and analysed during the implementation of the project and at the end of the project (mid-term and final impact evaluation).
 - Identify existing data and collaborations, which could be provided by external partners to enrich the study. These institutions should also be consulted at the baseline survey design level.
- Assess and analyse farmer's status in align with the various services and assets proposed by the project
 - Give detailed analysis of the position of the various Farmer Producer Organizations (FPO) in their respective value chains stating clearly their status in terms of functionality to deliver services to its beneficiaries.
 - Undertake stock of stakeholder engagement and functions to supporting growth of various commodities implemented by the project
 - Outline various levels of market participation by actors and analyse their strengths and weakness that would enable the project to leverage on
 - Operationalize various tools and protocol for data collection and management to inform the M&E system for the project

The draft report will be presented to the Client according to the Schedule of Delivery of this consultancy.

- q. Final Baseline Evaluation Report incorporating comments and suggestions from the Client, and other stakeholders, as well as any other data not fully captured at the time of writing the draft report. The report structure shall remain as in the draft. The report will be presented to the Client as scheduled.

r. Raw data sets in SPSS and MS Excel formats of all data collected and captured in the server, including pictures taken in the course of the consultancy.

The Consulting firm will submit to the client a full baseline report in both hard and soft copies at the end of the data collection process. Three coloured hard copies typed in Gill Sans of minimum font twelve shall be sent to the Project Coordinator National Agricultural Value Chain Project (NAVCDP) in a closed envelop marked confidential. A soft copy both in word and PDF will be emailed to the clients emailed provided.

(Kindly provide the required email)

6.0 Duration and location of the assignment

The consultancy will be for a maximum of six (6) calendar months, effective from date of contract Commencement date.

The location of the assignments will target the counties listed in table below;

Coast (4)	Eastern (6)	Central (5)	Rift Valley (8)	Western (4)	Nyanza (6)
Kwale Kilifi Tana River Taita Taveta	Makueni Kitui Machakos Embu Meru Tharaka Nithi	Kirinyaga Murang'a Kiambu Nyeri Nyandarua	Narok Kajiado Nakuru Nandi Tranzoia Uasin Gishu Bomet Kericho	Bungoma Vihiga Kakamega Busia	Kisii Nyamira Migori Homa Bay Kisumu Siaya

7.0 Reporting requirements and timelines for deliverables

The expected deliverables and timelines for submission of deliverables are in the following table

Table I: Reporting requirements

S.No.	Deliverable	Timeline of submission after contract commencement	Format of submission
-------	-------------	--	----------------------

1.	Inception Report for baseline data collection	10 days	1 hard copy and a soft copy
2.	Final questionnaire & checklists for pilot testing	40 days	Train 429 county and 12 National staff
3.	Report of conducting staff trained and Final pilot test in counties	50 days	Soft copy In word and excel
4.	pilot data set and final questionnaire to be used for data collection.	60 days	Soft In word and excel
5.	manual and any other relevant documents to establish baseline values for the key performance indicators.	70 days	soft and 3 hard copy word and excel
6.	Final training curriculum and materials.	80 days	Soft copy in word and excel
7.	Delivery of Week One Progress Reports	90 days	Soft copy in word and excel
8.	Delivery of week Two Progress Reports	100 days	Soft copy in word and excel
9.	Delivery of week Three Progress Reports	110 days	Soft copy in word and excel
10.	Raw Data Delivery to the server.	120 days	Dbase
11.	Draft Baseline Evaluation Report.	150	soft coloured copies of font 12 in Gill Sans. The soft copies in word and PDF
12.	Raw data set in SPSS and MS Excel format Raw data sets in SPSS and MS Excel formats.	160	
13.	Validation of NAVCDP Baseline Evaluation Report by the county team	170 days	Word or excel in tract changes
14.	Final Baseline Evaluation Report	180 days	3 Hard and soft copies soft coloured copies of font 12 in Gill Sans. The soft copies in word and PDF

The report shall be submitted to **National Project Coordinator**, P. O Box 8073-00200 Nairobi.
Email: info@navcdp.go.ke

8.0 Payment schedule

The proposed payment schedules based on satisfactory performance of the contract which will be negotiated with the successful consultant will be as presented in Table 2.

Table 2: Proposed payment schedule

Deliverable	Percentage of the contract amount
-------------	-----------------------------------

Submission of an acceptable Inception Report and manual for training of County M&E Officers and field supervision staff	10%
Submission of final tools and protocols, set-up of a functional data server, training of NAVCDP's M&E county staff, enumerator recruitment training reports, and enumerators manual	30%
Submission of satisfactory draft baseline survey and final field data collection reports	30%
Submission of final validated baseline report and raw data sets acceptable to the Client.	30%

9.0 Shortlisting criteria

(a) Core business and years in business: The firm shall be registered/incorporated as a consulting firm with core business in undertaking baseline evaluation for agricultural value chain development or related field for a period of at least eight (8) years.

(b) Relevant experience: The firm shall demonstrate as having successfully executed and completed at least two assignments on baseline survey of similar nature, complexity and in a similar operating environment in the last eight (8) years. Details of similar assignments, Name and address of the client, scope, value, and period should be provided and submitted. Expression of Interest should include enumeration of these similar past assignments.

(c) Technical and managerial capability of the firm: The firm shall demonstrate as having the requisite technical capacity including relevant equipment, tools, software etc and managerial capacity to undertake the assignment in the submitted company profile(s).

10.0 Team Composition and Minimum Qualification and Experience Requirements for the Key Experts

The Consultants shall be well qualified and experienced professionals as required and appropriate for completion of the exercise. They should possess necessary resources to undertake services of such nature including equipment and software required to execute the assignment. The key professionals/expert shall personally carry out (with assistance of other non-key experts and staff deemed appropriate) the services as described in this TOR.

Position	Minimum academic qualification		Specific experience	General experience
Team Leader	Master's degree in Agriculture, Economics, Statistics, Economics, Social Sciences, or any other agricultural related courses		At least 7 years of field research and coordination of similar exercise	Certified researcher from a recognized institution in the field of economics, statistics and social sciences. analyses
Data and Digitization specialist	Bachelor degree in ICT, computer science, computer engineering, statistics,		At least 5 years' experience in data and statistical work in a recognized institution	Certification in business intelligence or development for at least 2 years and have knowledge on statistical packages on STATA, advanced excel, SQL, SPSS and R
Monitoring & Evaluation Expert	Bachelor degree in Agriculture economics, econometric, social Sciences, or any other agricultural related courses		At least 5 years' experience in monitoring and evaluation work in a recognized institution in Kenya	Have knowledge on project cycle management, tools and protocols for M&E, Project planning, resource allocation theory of change and knowledge management

Survey specialist	Master's degree in Agriculture economics, econometric, social Sciences, or any other agricultural related courses		At least 5 years' experience in baseline survey and management or any other agricultural surveys	Experience in designing, coding and piloting of relevant instruments including questionnaires, developing of sample frame for data collection. In addition, should be able to supervise, manage data entry, quality control, cleaning, analysis, data entry, quality control and consolidation
Value Chain Expert	Bachelor degree in Agricultural production value chain management, agribusiness, agricultural Economics, Economics. Social science		At least 5 years in experience in agriculture chain management and business development model	Able to undertake value chain analysis, value chain mapping, institutional analysis, quality assessment, business management

11.0 Estimated time input for key experts

Position	Estimated Input (staff- months)
Team leader	5.2
Data and digital expert	4.2
Project monitoring and evaluation expert	2.5
Survey expert	5.0
Value chain expert	3.0

12.0 Coordination of the Baseline Survey

The Consulting firm will report to the National Project Coordinator (NPC) on the progress and milestones of the consultancy. The National Project Monitoring and Evaluation Lead, on behalf of the Client, shall manage the day-to-day coordination of the consultancy, in close consultation with the Lead Consultant from the Consulting firm. The two will be the points of contact for coordinating logistics and administrative details for such events as facilitating field trips for data collection, organizing consultative and dissemination workshops.

13.0 Data Consistency and Privacy

The Consulting firm will be considered to have failed to comply with the quality threshold of this contract if, based on a random and representative sample, it is determined that either: i) it is shown that 1% or more of the questionnaires that are presented were filled without the field staff having visited the household, ii) it is shown that 1% or more of the questionnaire is inconsistently completed. The Client will use its right to conduct its own checks on 5 to 10% of the interviews (in addition to the proposed check-backs of the Consulting firm). If the survey data do not meet the Client's requirements in terms of integrity of data, the Client will reserve the right to request a repeat of the interviews or the option of not paying for the questionable work done.

In compliance with the requirements of the Data Protection Act (2019), the Consulting firm will be expected to demonstrate that its field staff sought prior consent from the respondents and Institution Review Board (IRB) approval. Thereafter, ensure that all the data and information collected or received for the purposes of this study are kept strictly confidential and used exclusively to execute the ToRs for this consultancy. All the intellectual property rights stemming from the execution of the ToRs belong to NAVCDP. The content of the written materials that are obtained and utilized during this task will not be shared with third parties without the written consent of the National Project Coordinator.

14.0 Obligation of the Client

The NPCU will make available the following resources to facilitate the work of the Consulting firm:

1. Project Implementation Manual (PIM) and Project Appraisal Document (PAD);
2. NAVCDP Monitoring, Evaluation & Learning (MEL) Manual;
3. A brief write-up on the current project M&E system;
4. List of administrative wards, prioritized value chains and key intervention areas for the 33 counties where the project will be implemented.

15.0 Obligations of the Consultant

The Consultant assumes responsibility for the costs of transportation, accommodation, insurance, airtime, and any other related expenditures. The Consultant is expected to undertake activities that ensure the outputs are consistent with professional and legal requirements. Furthermore, the data must be generated through a consultative process that guarantees authenticity and ownership.

16.0 Propriety rites of clients in reports and records

All the data and information collected or received for the purposes of this study will be kept strictly confidential and will be used exclusively to execute the terms of reference. All the intellectual property rights stemming from the execution of the terms of reference belong to NAVCDP. The content of the written materials that are obtained and utilized during this task will not be shown to third parties without the written consent of NAVCDP.