



**KCEP CRAL**  
 “Resilient Livelihoods”

**MINISTRY OF AGRICULTURE AND LIVESTOCK DEVELOPMENT  
 STATE DEPARTMENT FOR AGRICULTURE  
 KENYA CEREAL ENHANCEMENT PROGRAMME – CLIMATE  
 RESILIENT AGRICULTURAL LIVELIHOODS WINDOW  
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 CATHEDRAL ROAD, NAIROBI  
 P.O. BOX 30028 - 00100, KILIMO HOUSE,  
 CATHEDRAL ROAD, NAIROBI.**

**REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING SERVICES - (FIRMS SELECTION)**

**ASSIGNMENT: UNDERTAKE CORE OUTCOME INDICATORS (COI) SURVEY AND THE PROGRAMME COMPLETION REPORT (PCR) FOR THE KCEP-CRAL PROGRAMME**

**MOALD/SDA/KCEP-CRAL/PROC/REOI-194/2023-2024**

|                                 |  |
|---------------------------------|--|
| <b>Issue Date</b>               | <b>25th June 2024</b>                    |
| <b>Pre- Proposal Conference</b> | <b>None</b>                              |
| <b>Closing Date</b>             | <b>9th July 2024</b>                     |
| <b>Opening Date</b>             | <b>9th July 2024 at 11.00am</b>          |
| <b>Selection Method</b>         | <b>Quality and Cost Budget Selection</b> |

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**SECTION ONE:  
INSTRUCTIONS TO CONSULTANTS<sup>1</sup>**

**Reference Number: MOALD/SDA/KCEP-CRAL/PROC/REOI-194/2023-2024**

2.1 The Kenya Cereal Enhancement Programme-Climate Resilience Agricultural Livelihoods (“KCEP-CRAL”) has received European Union financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of KCEP-CRAL (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with KCEP-CRAL Programme.

2.2 The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide **Undertake Core Outcome Indicators (COI) Survey and The Programme Completion Report (PCR) for the KCEP-CRAL Programme.**

2.3 More details on these consulting services are provided in the Preliminary Terms of References (PTOR) attached as **Annex I**. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.

2.4 Before preparing its EOIs, the consultant is advised to review the Preliminary Terms of Reference attached as **Annex I**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.

2.5 The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations<sup>2</sup>.

2.6 All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, “IFAD’s Anticorruption Policy”) in competing for, or in executing, the contract.

- a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD’s

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<sup>1</sup> This document refers to legally constituted consulting firms as “consultant”.

<sup>2</sup> The policy is accessible at [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy).

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Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse<sup>3</sup> in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.

- b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
- c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
- d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
- e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.

2.7 The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.<sup>4</sup>

2.8 **Procedure:** the selection process will be conducted using the **Quality and Cost Based Selection** as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.

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<sup>3</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

<sup>4</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

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**SECTION TWO:**  
**3.1 FORM EOI-I**  
**EOI SUBMISSION FORM**

*[Location, date]*

*[Authorized official]*

**CONSULTING SERVICES TO UNDERTAKE CORE OUTCOME INDICATORS (COI) SURVEY AND THE PROGRAMME COMPLETION REPORT (PCR) FOR THE KCEP-CRAL PROGRAMME**

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of one hundred and twenty days (120 days).
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")<sup>5</sup>, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to [anticorruption@ifad.org](mailto:anticorruption@ifad.org) any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to [ethicsoffice@ifad.org](mailto:ethicsoffice@ifad.org) any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.
7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process:

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<sup>5</sup> The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

8.

| Name of Recipient | Address | Reason | Amount | Currency |
|-------------------|---------|--------|--------|----------|
|                   |         |        |        |          |
|                   |         |        |        |          |
|                   |         |        |        |          |
|                   |         |        |        |          |

(If none has been paid or is to be paid, indicate “none.”)

9. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract.

*[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict]. We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.*

10. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

| Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension) | Imposed by | Name of party convicted, sanctioned or suspended (and relationship to the consultant) | Grounds for the measure (i.e., fraud in procurement or corruption in contract execution) | Date and time (duration) of measure |
|--|------------|---|--|-------------------------------------|
|  |            |   |  |                                     |
|  |            |   |  |                                     |
|  |            |   |  |                                     |

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

11. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.

12. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the

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termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.

13. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory] \_\_\_\_\_

[Name and title of signatory] \_\_\_\_\_

[Name and address of firm] \_\_\_\_\_

### 3.2 FORM EOI-2

#### ORGANIZATION OF THE CONSULTANT

#### **CONSULTING SERVICES TO UNDERTAKE CORE OUTCOME INDICATORS (COI) SURVEY AND THE PROGRAMME COMPLETION REPORT (PCR) FOR THE KCEP-CRAL PROGRAMME**

**REFERENCE: MOALD/SDA/KCEP-CRAL/PROC/REOI-094/2023-2024**

[The consulting firm is required to provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage]

|  |        |
|--|--------|
| Name of the firm   |        |
| Date of establishment  |        |
| Country of registration  |        |
| Full address of the firm   |        |
| Focal point: name, position, contact information (telephone, email):   | Name:  |
|  | Tel:   |
|  | Email: |
| Number of branches in the country  |        |
| Country(ies) of operations with number of branches in each country   |        |
| Number of full-time employees  |        |
| Number of part-time employees  |        |
| Field(s) of expertise of the firm  |        |
| Number of professional staff with experience related directly to the assignment  |        |
| Subsidiary and associated companies ( <i>wherever applicable</i> ):<br>(details in the following format to be provided for all associates) –<br>(i) Name of the company<br>(ii) Nature of business |        |

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|  |  |
|--|--|
| (iii) Address of the company<br>(iv) Website of the company<br>(v) Brief description of company (maximum of 120 words) |  |
| Any other information that the consultant would like to add:   |  |

**Maximum 10 pages**



### 3.3 FORM EOI-3

#### EXPERIENCE OF THE CONSULTANT

#### **CONSULTING SERVICES TO UNDERTAKE CORE OUTCOME INDICATORS (COI) SURVEY AND THE PROGRAMME COMPLETION REPORT (PCR) FOR THE KCEP-CRAL PROGRAMME**

**REFERENCE: MOALD/SDA/KCEP-CRAL/PROC/REOI-094/2023-2024**

[Using the **format below**, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement]

**[Maximum 20 pages]**

|   |  |
|---|--|
| Assignment name:  | Approx. value of the contract in Kshs (or equivalent in US\$):                                   |
| Country:<br>Location within country:                        | Duration of assignment (months):   |
| Name of client:   | Total No. of staff-months of the assignment:   |
| Address, and contact details (including email address(es)): | Approx. value of the services provided by your firm under the contract ( or equivalent in US\$): |
| Start date (month/year):<br>Completion date (month/year):   | No. of professional staff-months provided by associated consultants:                             |

|  |  |
|--|--|
| Name of associated consultants, if any:                                      | Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader): |
| Narrative description of project:  |  |
| Description of actual services provided by your staff within the assignment: |  |

Name of Firm: \_\_\_\_\_

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## SECTION THREE:

### ANNEX I

#### PRELIMINARY TERMS OF REFERENCE

#### **CONSULTING SERVICES TO CONSULTING SERVICES TO UNDERTAKE CORE OUTCOME INDICATORS (COI) SURVEY AND THE PROGRAMME COMPLETION REVIEW FOR THE KCEP-CRAL PROGRAMME**

**REFERENCE: MOALD/SDA/KCEP-CRAL/PROC/REOI-094/2023-2024**

#### **The Objectives of the Assignments: The Core Outcome Indicators (COI) Survey**

- 4.1 The main purpose of the KCEP-CRAL COI Survey is to assess and document the overall progress and performance of the Programme based on the achievement of outcome indicators at the completion compared the targets at initiation. To this end, the survey will focus on collecting and analyzing in a systematic way all information needed to assess not only the overall performance of the programme but also the approach used to implement the activities in order to measure the actual progress in achieving its objectives
- 4.2 Scope of the Consultancy
- 4.2.1 The COI survey will aim to collect data at the end of the programme to establish progress towards and realized Programmes outcomes and impacts. The completion survey will establish and measure the programme's final outcomes and impacts on its targeted population and measures the effectiveness of the programme in achieving its objectives. The survey will be based on a sample of beneficiaries (treatment group) and non-beneficiaries (comparison group). The survey will also serve as the final round of three data collection rounds (baseline, mid-term, and completion) from which programme outcomes and impacts will be measured. As such, the survey to a greatest extent possible will interview the same (*repeated measure*) sample of beneficiaries and non-beneficiaries surveyed in previous rounds of programme surveys
- 4.2.2 The COI survey shall include both quantitative and qualitative data collection. The survey will measure the values of programme outcomes and impact indicators and individual/household characteristics in compliance with IFAD's Core Outcome Indicator (COI) measurement guidelines. The Consultant and the PCU will be responsible for selecting the sample of beneficiaries and the comparison group. The Consultant will also be responsible for analysis of the data, presenting a report outlining the values of key outcome and impact indicators and presenting attributable outcome/impact estimates in compliance with the methods outlined in this TOR and the attached COI guidelines.
- 4.2.3 The survey will specifically cover household information, farmers' access to production resources, knowledge and technology gained, jobs creation, asset creation, access to markets and rural infrastructures, food and nutrition security, decision making, resilience, financial inclusion and social wellbeing of the various programme beneficiaries. The scope of the services required under this assignment will include the collection of data for the outcome survey (at the appropriate level of analysis, namely, the individual, household and community level). The outcomes measured will be consistent with the with the IFAD COI guideline, 2022. It is estimated that a representative<sup>6</sup> sample

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<sup>6</sup> the sample size should be calculated based on the COI guidelines

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size households and other players from **13** counties will be drawn for a conclusive recommendation. In addition, an appropriate control sample will be developed to validate the reported results from **3** Counties not implementing the Programme

#### 4.3 Target Group and Target Strategy

4.3.1 The Programme targeted to reach out<sup>7</sup> smallholder farmers whose livelihoods revolved around maize, sorghum and the associated pulses. The Programme specifically targeted a total of **185,00** beneficiaries; 50% women headed households<sup>8</sup> and youths. The targeted farmers included Category I&2 smallholder. Youth and women and more specifically women-headed households benefited from direct targeting mechanisms guided by quotas for livelihood support. The selection of beneficiaries was done using a defined criterion including the affirmative action of priority-50% women and youth. The selection of farmers beneficiaries was based a defined selection criterion, with a total of **148,551** smallholder farmers receiving direct support and **65,000** receipt indirect support from the Programme.

#### 4.4 Programme Key Outcome and Impact Indicators

4.4.1 **At the Project Goal** : Income increased, and poverty and food insecurity of targeted rural smallholder households sustainably reduced will be evaluated with the following indicators; (i). smallholder farmers taken out of poverty and food secure with improved nutritional status (ii). national grain deficit reduced, equivalent to 10% national deficit (iii). smallholder farmers taken out of poverty and (iv). smallholder farmers reporting increase in income. **At the Development Objective level** : Graduation of smallholder farmers to commercial farming in ASAL counties is climate resilient and empowerment of county governments /communities for sustainable NRM and resilience to climate change, indicators will include (i). poor smallholder household members supported in coping with the effects of climate change (ii). smallholder farmers engage in market-oriented commercial farming and (iii) use of improved inputs/agricultural practices autonomously. **Under Outcome 1** : Sustainable increase in production and productivity of maize, sorghum and associated pulses among targeted smallholder farmers and improved climate change resilience with sustainable NRM in targeted ASAL counties the indicator will include; (i). Productivity increase of the promoted value chains (ii). Households reporting adoption of environmentally sustainable and climate-resilient technologies and practices and (iii). Women reporting minimum dietary diversity (MDDW); **Under outcome 2**: Post-harvest management of smallholder farmers in targeted VCs improved indicators will include; (i). Post-harvest grain losses reduced and (ii). Adoption of limproved grain drying technologies while under **outcome 3** : Financial inclusion of targeted smallholder farmers improved, indicators will include (i). Households reporting using rural financial services and (ii). financial literacy and/or use of financial products and services.

4.4.2 Programme interventions are structured along the following sub-components. Under Preparatory Activities/Implementation support and Capacity building at County Level Component main intervention and main activities include support for programme Counties. Component I; the support is organized around two sub-components; (i) adoption of improved farming practices including GAP and CA, and (ii) community empowerment for sustainable NRM and adaptation to climate change. *Under sub-component 1.1* the main activities included; *identification of farming technologies/technical packages to farmers and an e-voucher scheme to support adoption of adapted farming technologies/technical packages and capacity building of VC stakeholders to sustain productivity enhancement including GAP/CA.* Under sub-component 1.2 : Community-based Sustainable NRM and adaptation to climate change, the main activities consists of; *support towards GIS/RS; weather services*

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<sup>7</sup> The total cumulative "e-voucher" beneficiaries is 148,551 from the implementation counties.

<sup>8</sup> A women headed Household is a household where the woman is the practicing farmer. This includes widows, absentee husband's single mothers.

and information dissemination; annual tracking of ecosystem health and capacity building in natural resource management and climate change adaptation. Component 2: Post-Harvest management and market linkages aims at supporting farmers to capitalize productivity gains arising from investments made under Component 1, by *promoting improved on-farm grain-handling and management, access to storage and warehouse receipt systems, increasing smallholders' access to markets, and building their capacities to sell their produce at more favourable terms and prices*. The component is implemented through 2 sub-components namely (i). Farmer organization and business management, and capacity building for improved post-harvest management practices and (ii) investments for improved market access and value addition. Component 3 : Financial Services is designed to *link farmers to financial services to boost yields and income generation for re-investment in agriculture, and build the capacity of value chain stakeholders*, including the youth, to engage profitably in provision of agricultural services through improved access to financial services. The implementation is carried out through 2 sub-components; (i). e-voucher platform for productivity enhancement and (ii). Value Chain Financing.

Table I; below illustrates the achieved direct “e-voucher” beneficiaries;

**Table I: Distribution of e-voucher Beneficiaries by County**

| #  | County             | 10%            | 40%           | 60/70%        |
|----|--------------------|----------------|---------------|---------------|
| 1  | Bungoma            | 4,097          | 3,313         | -             |
| 2  | Kakamega           | 3,938          | 3,154         | -             |
| 3  | Nakuru             | 4,158          | 3,610         | -             |
| 4  | Nandi              | 4,020          | 2,402         | -             |
| 5  | Trans Nzoia        | 4,009          | 2,832         | -             |
| 6  | Embu               | 17,558         | 11,299        | 2,760         |
| 7  | Kitui              | 19,229         | 4,074         | 1,466         |
| 8  | Tharaka Nithi      | 26,146         | 5,730         | 3,050         |
| 9  | Kilifi             | 14,424         | 9,356         | 3,892         |
| 10 | Kwale              | 13,127         | 9,148         | 1,465         |
| 11 | Taita Taveta       | 8,292          | 5,793         | 2,333         |
| 12 | Machakos           | 13,510         | 11,193        | 4,302         |
| 13 | Makueni            | 16,043         | 10,429        | 1,676         |
|    | <b>Overall,...</b> | <b>148,551</b> | <b>82,333</b> | <b>20,944</b> |

## The Objectives of the Assignments: The Programme Completion Report (PCR)

- 4.5 As provided in the IFAD guidelines, the overall objective of the Programme Completion Review (PCR) is to assess and document overall Programme implementation performance and the results achieved, both for accountability and learning purposes. This process requires an informed reflection on the likely impact, relevance, effectiveness, efficiency, sustainability, cross-cutting issues, coherence, coordination and complimentary, added value and lessons learned of Programme interventions.
- 4.6 More precisely, the detailed objectives of the completion process include the following:
- To assess the Relevance of Programme interventions at the time of Programme design and at present;
  - To assess the Effectiveness of Programme implementation, or the extent to which Programme objectives were met, and to document the immediate results and impacts of Programme interventions (Programme likely impact relates to the “positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended).
  - To review the Programme costs, benefits and the efficiency of the overall Programme implementation process, including IFAD’s and partners’ performance;
  - To assess the prospects of sustainability of Programme benefits beyond Programme completion;
  - To generate and document useful lessons from implementation that will help improve IFAD’s or Borrower’s future programming and designs;

- 
- f) To identify any potential for the replication or up-scaling of best Programme practices and
  - g) To document innovations which the Programme interventions have introduced and tested.

4.7 The Programme Completion Report will seek to answer each the following detailed questions categorized according to the evaluation criteria for the overall assessment.

**4.7.1 Performance Assessment Questions**

- 4.7.1.1 Programme Relevance
- 4.7.1.2 Programme Effectiveness
- 4.7.1.3 Programme Impact
- 4.7.1.4 Gender and Women
- 4.7.1.5 Climate Change Adaptation
- 4.7.1.6 Environment and Natural Resources Management
- 4.7.1.7 Social, Environment and Climate Risks Impact and Mitigation
- 4.7.1.8 Targeting and outreach
- 4.7.1.9 Innovation
- 4.7.1.10 Scaling Up
- 4.7.1.11 Programme Efficiency
- 4.7.1.12 Resources use
- 4.7.1.13 Performance of Partners
- 4.7.1.14 Performance of IFAD
- 4.7.1.15 Performance of Government
- 4.7.1.16 Programme Sustainability
- 4.7.1.17 Lessons Learned
- 4.7.1.18 Knowledge Generation and Sharing

**4.7.2 Review of Adaptation for Smallholder Agriculture Programme**

- 4.7.2.1 The Consultant will prepare a separate annex summarizing the rationale of the ASAP-financed interventions, their contribution to NDCs and the results achieved against ASAP performance indicators.
- 4.7.2.2 The Consultant will assess the extent to which the Programme has contributed to: enhanced assets at farm level ii. Social networks iii. enhanced adaptive capacity iv. access to basic services.
- 4.7.2.3 consultant will describe if the Programme has faced particular climatic shocks and stressors during implementation.
- 4.7.2.4 The Consultant should analyze key challenges and successes, and lessons for the future from the ASAP contribution to the overall investment, specify how the sustainability of the ASAP intervention will be guaranteed after the Programme's end.

**4.8 Duration:**

- Completion date shall be three months from commence date [ contract effectiveness]
- The Consultant will prepare a Programme Completion Report (PCR) following the outline presented in IFAD's 2023 Programme Completion Review Guidelines. The draft PCR will be circulated among main stakeholders for review and consolidated. The Consultant will revise the draft PCR report based on feedback from this workshop and submit draft by 20 November 2024.

**4.9 Duties and Responsibilities:**

- 4.9.1 The firm will ensure data quality and progress tracking using Solutions online management and tracking system on a daily basis. Furthermore, the firm is expected to define - clearly and in a detailed manner - the field management, organization, roles, responsibilities, as well as type and number of

devices used for data collection etc. before the start of the data collection. **A progress tracking system** should clearly explain the approach to track the progress of the respective surveys throughout the duration of the data collection.

4.9.2 Provide survey tools include that will include: a) finalized paper and tablet-based household level questionnaire; b) finalized paper and tablet-based community level questionnaire, c) enumerator guidelines and manuals to help with the understanding and practicalities of the data collection including conversion tables and codes and, d) a well-functioning data collection application.

4.9.3 The Firm will be responsible for arranging the pre-testing, the enumerator training as well the pilot phase of the survey tools. The pre-testing has the function of: (i) verifying the accuracy of translation; (ii) identifying questions that are difficult to understand for respondents; and (iii) identifying where improvements can be made in the general questionnaire design and flow?

4.9.4 Provide a **final report** on field activities after completion, incorporating comments and feedback received from the PCU and IFAD Team.

#### 4.10 **Work plan and timeframe (Duration) for the 2 Assignments**

4.10.1 Activities will begin after Contract signing and will be valid for 3 months. The outputs of this contract are to be delivered according to the schedule shown below:

| <u>Outputs</u>  |
|---|
| <p>a) <b>Survey Strategy and Methodology:</b> this will include a detailed description of: a) the research design devising tailored, context-specific questions that must reflect the logic of the programme, b) the sampling strategy, based on proposed sample sizes and its practical construction, including acquisition of any necessary secondary data and other information as needed, and c) the approach for data collection (method, tools to use, timing, workplan, focal points and logistical aspects).</p> <p>b) <b>Data quality and standards:</b> Developed and formulated, for ensuring quality data are collected on a daily basis and progress tracking online management and tracking system, including field management, organization, responsibilities, type and number of devices used for data collection etc. The progress tracking system should clearly explain the approach to track the progress of the household, community, and qualitative surveys throughout the duration of the data collection.</p> <p>c) <b>The survey tools and questionnaires for data and information collection:</b> These will include context-tailored and translation of a) <u>finalized tablet-based household level questionnaire</u>, b) <u>finalized tablet-based community level questionnaire</u>, c) <u>enumerator guidelines</u> to help with completion of data collection, including conversion tables, and d) a <u>well-functioning data collection system</u>.</p> <p>d) <b>Data collection system and organization:</b> This includes: a) the <u>full list of a team of experienced enumerators, data manager, field manager and project manager</u>; b) a <u>plan to verify and test</u> quality and capability of enumerators at the end of the pre-testing, training and pilot phase elaborated and submitted; c) <u>equipment</u> (secured tablets with correct specifications, GPS devices and tape recorders or other electronic devices); d) <u>logistics</u>: arranged transportation and equipment related to household survey interviews; ensuring proper maintenance and functionality of all vehicles and equipment and a clear plan to ensure data collection and uploading of data using tablets in the absence of electricity and internet connection.</p> |

- e) **Pre-testing, enumerator training and pilot successfully conducted:** pre-testing, enumerator training and pilot ensuring logistics, tools, equipment, location, accommodation, transport, and materials (including enumerator guidelines). A training schedule should be devised and shared at least ten days before the training starts. All supervisors, a few local experts (i.e. agronomist or agricultural experts), and if deemed necessary, a few key enumerators must participate in the pre-testing. It is mandatory that all enumerators and data collection staff are present during the enumerator training and pilot. This training should be conducted in the same location for the enumerators and the entire data collection staff. Each enumerator must complete at least three questionnaires during the pilot phase.
- f) **Cleaned data delivered: Raw,** finalized and cleaned **datasets** perfectly reflecting the Survey Solutions exporting structure in Stata/SPSS and Excel format, together with 'do' files and scripts with **a clear code book** for data interpretation and analysis;
- g) **Report finalized and delivered** documenting the data collection process, the data quality assurance approaches used.
- h) **Data analysis:** The collected data needs to be analyzed using appropriate techniques and approaches.
- i) Workshop for presentation of CIO survey findings.
- j) **The COI Final survey report will be key and main input into the PCR** and the report must be delivered by **31 August, 2024**.

**The Outputs for PCR will include;**

- a) Inception Report.
- b) PCR Tools.
- c) Final Draft PCR adhering to IFAD's 2023 Project Completion Review Guidelines and Format including all mandatory and relevant annexes.
- d) PCR validation workshop summary report Annex.
- e) ASAP Annex.
- f) Data and Information Sharing and Warehousing.
  - a. Key Policy Briefs.
- k) PCR must be submitted by **20<sup>th</sup> November 2024**.



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#### 4.11 Qualification and Experience of Consulting Firm

- 4.11.1 Must be a legally registered organization whose core activities are in research, and have more than 10 years' experience.
- 4.11.2 Must have experience in conducting baseline, mid-term, and endline evaluation or other similar survey in the agriculture sector or other related fields in Kenya or within the region.
- 4.11.3 Must have proven track records of successfully completing at least 5 projects in the similar field. This should be accompanied by at least reference letters and at least three certificates of successful completion.
- 4.11.4 Having key staff with at least master's degrees in any of the following professions: Agriculture, Research/Statistics, Agricultural economics, Agri-business, Applied economics, Rural/Regional development, International development, and other social sciences;
- 4.11.5 Key staff must have relevant work experience in line with the assignment, such as previous experience in baseline/mid-term/endline evaluation, research, etc.
- 4.11.6 Proven skills in conducting computerized quantitative analysis, poverty assessment (pro-poor), gender and youth sensitive evaluations, stakeholders profiling and engagement, etc.
- 4.11.7 Strong knowledge in at least two of the following software programs: CAPI, CS-Pro, Survey Solutions, SPSS, Stata, Power BI.
- 4.11.8 Proven records of effectively and efficiently completing similar tasks with high quality reports.
- 4.11.9 **Staffing:** Prompt recruitment of an experienced team consisting of a project manager, field managers, questionnaire and data manager and enumerators. The staff recruited must be able to liaise and communicate effectively within the areas they are assigned and with IFAD Team. The structure of the team is suggested as follows, with those recruited possessing proven experience in the role of:

##### I. Survey Coordinator/Team Leader

- i. Lead Consultant will be coordinating and leading in the COI and PCR quality check of the report with extensive knowledge in Value Chain Development or Value Chain Financing.
- ii. Master's Degree in Economics, Agricultural Economics, Statistics or any other related discipline or Post Graduate qualification in Economics, Agricultural Economics, Statistics or any other related discipline.
- iii. Undertaken three (3) assignments on Project Completion Review Reports for donor supported Programmes with a focus on economic and financial analysis.
- iv. Undertaken three (3) assignments on Economic and Financial Analysis in midterm reviews, baseline surveys, Impact Assessment Studies for donor supported Programmes or any other related assignments in the last 5 years.

##### 2. Agriculture and Livestock production expert

- i. Master's degree or above (PhD) specializing in Agriculture /production and value chain development or equivalent.
- ii. Undertaken three (3) assignments on Project Completion Reports, Project evaluation for donor supported Projects with a focus on agriculture and livestock production.
- iii. Undertaken three (3) assignments on agriculture / value chain development related donor supported Projects in midterm reviews, baseline surveys, Impact Assessment Studies or any other related assignments in the last 5 years.
- iv. Proof of experience of having participated in a similar assignment in the last 5 years including in Africa.

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### **3. Targeting, Gender and Youth expert**

- i. Master's degree or above (PhD) in either of the following fields-sociology, community development, Institutional management, social work, gender, development studies, or equivalent.
- ii. Undertaken three (3) assignments on Project Completion Reports for donor supported Programmes with a focus on community empowerment, gender and targeting.
- iii. Undertaken three (3) assignments on targeting, gender, youth and community empowerment related donor supported Projects in midterm reviews, baseline surveys, Impact Assessment Studies or any other related assignments in the last 5 years.
- iv. Proof of experience of having participated in a similar assignment i.e. PCR in the last 3 years.

### **4. Natural Resources Management/Environment expert**

- i. Master's degree or above in either of the following fields-NRM, environment, Ecology, forestry.
- ii. (Undertaken three (3) assignments on Project Completion Reports for donor supported Projects with a focus on Natural Resources Management/environment.
- iii. (Undertaken three (3) assignments on Natural Resources Management for donor supported Projects in midterm reviews, baseline surveys, Impact Assessment Studies or any other related assignments in the last 5 years.
- iv. Proof of experience of having participated in a similar assignment in the last 5 years.

### **5. Climate Change Adaptation expert**

- i. Master's degree or above in Climate Change, Climate Science, Climate Change Adaptation or a related field,
- ii. Undertaken three (3) assignments on Project Completion Reports for donor supported Projects with a focus on Climate Change Adaptation and Resilience,
- iii. Undertaken three (3) assignments on Climate Change Adaptation for donor supported Projects in midterm reviews, baseline surveys, Impact Assessment Studies or any other related assignments in the last 5 years.
- iv. Proof of experience of having participated in a similar assignment in the last 5 years.

### **6. Data Analyst Expert**

- i. Master's Degree in Economics, Agricultural Economics, Statistics or any other related discipline or Post Graduate qualification in Economics, Agricultural Economics, Statistics or any other related discipline,
- ii. Undertaken three (3) assignments on Project Completion Review Reports for donor supported Programmes with a focus on economic and financial analysis,
- iii. Undertaken three (3) assignments on for donor supported Programmes or any other related assignments in the last 5 years
- iv. Proof of experience of having participated in a similar assignment in the last 5 years.

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## **7. Knowledge Management Expert**

- i. Master's Degree in Economics, Agricultural Economics, Statistics, Data Science or any other related discipline or Post Graduate qualification in Economics, Agricultural Economics, Statistics or any other related discipline.
- ii. Undertaken three (3) assignments on Project Completion Review Reports for donor supported Programmes with a focus on Knowledge Management, Knowledge Discovery and Data Mining analysis.
- iii. Undertaken three (3) assignments on, baseline surveys, Impact Assessment Studies for donor supported Programmes or any other related assignments in the last 5 years.
- iv. Proof of experience of having participated in a similar assignment in the last 5 years.

## **8. Financial Management Expert**

- i. Bachelor's Degree in Finance, Accounting, Business Studies, Business Administration, Economics, or related Business disciplines or post Graduate qualification in Finance/Accounting or related discipline.
- ii. Certified Public Accountant with current and valid registration certificate,
- iii. Be a member of ICPAK and/or ICIFA.
- iv. Undertaken three (3) assignments on Project Completion Reports for donor supported Programmes.
- v. Undertaken three (3) assignments on fiduciary in midterm reviews, baseline surveys, Impact Assessment Studies for donor supported Programmes or any other related assignments in the last 5 years.
- vi. Proof of experience of having participated in a similar assignment in the last 5 years.

## **9. Economic and Financial Analysis (EFA) Expert**

- i. Master's Degree in Economics, Agricultural Economics, Statistics or any other related discipline or Post Graduate qualification in Economics, Agricultural Economics, Statistics or any other related discipline,
- ii. Undertaken three (3) assignments on Project Completion Review Reports for donor supported Programmes with a focus on economic and financial analysis,
- iii. Undertaken three (3) assignments on Economic and Financial Analysis in midterm reviews, baseline surveys, Impact Assessment Studies for donor supported Programmes or any other related assignments in the last 5 years
- iv. Proof of experience of having participated in a similar assignment in the last 5 years

**ANNEX 2**  
**Qualification and Evaluation Criteria**

| S/N<br>o | Evaluation Criteria   |                                       |
|----------|---|---------------------------------------|
| 1.       | <p><b>Mandatory Evaluation Criteria: -</b><br/> <b>Stage One: Mandatory/Preliminary Evaluation:</b><br/>           1) Copy of Certificate of Incorporation or Business Registration Certificate<br/>           2) Copy of Valid Tax Compliance Certificate (will be verified on the KRA TCC Checker.<br/>           ~ Where the Applicant is a Consortium, provide a list of the proposed Partners/ members of the consortium and the proposed Leader of the consortium and the roles of each member. This Joint Venture partners should be indicated in the EOI bid submission from and a letter of intention to form a JV, clearly stating the members and signed by each member provided. Each member shall be evaluated.</p> <p><b>All items <u>MUST</u> be submitted to proceed to the next stage.</b></p>                                 | <p><b>Mandatory<br/>(Yes/ NO)</b></p> |
| 2.       | <p><b>Technical Qualification</b><br/> <b>General Experience of the Firm: (30Mks)</b><br/>           a) The consulting firm should demonstrate experience in conducting large-scale surveys and producing completion reports for multi-sectoral projects and those requiring complex data integration within the last Five [5] years. The firm should provide five contact details for client references for each project, who can verify the firm's role and performance. [20mks]<br/><br/>           b) The firm should demonstrate experience working with major development partners such as the European Union (EU), the International Fund for Agricultural Development (IFAD), or other similar organizations successfully meeting donor requirements, adhering to their guidelines, and delivering on project expectations. [10mks]</p> | <p>30 Marks</p>                       |

| S/N<br>o | <b>Evaluation Criteria</b>   |          |
|----------|--|----------|
|          | <p><b>Specific Experience of the Firm: (70mks)</b></p> <p>a) Experience for conducting a large-scale quantitative and qualitative large impact surveys/studies and PCRs in rural settings in Kenya and/or Africa Middle Economy Country and or beyond. Provide documented evidence [15mks]</p> <p>b) Five similar assignments in undertaking a large-scale impact assessment survey /studies and PCR [National, County and Sector] over the last three years. Attach evidence [40mks]</p> <p>c) Experience in implementation of a complex and large impact survey/ study/PCR in the agrarian sector. Submit evidence [15mks]</p> | 70 marks |
|          | <b>Pass Mark: 70 Marks</b>   |          |