



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



FOOD SYSTEMS RESILIENCE PROJECT (FSRP)

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TERMS OF REFERENCE

FOR

**Consulting Services to Undertake Baseline Evaluation for the Food
Systems Resilience Project (FSRP)**

Contract No. KE-MOALF-454770-CS-QCBS

Client:

The Principal Secretary
State Department for Agriculture
Ministry of Agriculture and Livestock Development (MoALD)

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I. Background information

I.I. Introduction

The Food Systems Resilience Project (FSRP) is a Government of Kenya project with co-funding from the World Bank and the National Government. The project will be implemented in 13 counties targeting to increase preparedness against food insecurity and improve the resilience of food systems in targeted project areas of Kenya. The project will be implemented over 6 years commencing September 2023 to August 2029. The FSRP will build on the strong foundation laid by National Agriculture and Rural Inclusive Growth Project (NARIGP), Kenya Climate Smart Agriculture Project (KCSAP) and Emergency Locust Response Project (ELRP). The project will broaden and deepen investments in existing interventions through a multiphase programmatic approach (MPA). The five MPA program pillars of FSRP are: (1) Responding to a deteriorating food security situation, (2) (Re-)building resilient agricultural production capacity, (3) Supporting the sustainable development of natural resources for resilient agricultural landscapes, (4) Getting to market, and (5) Promoting a greater focus on food systems resilience in Policymaking.

The FSRP aims to address this through the following interventions: (i) value chain driven integrated planning (ii) building producer capacity and credit worthiness for enhanced access to credit and extension services; (iii) developing and strengthening FPOs to support collective marketing and value addition; (iv) integration of Digital Agriculture solutions across all segments of value chains; (v) facilitating roll out and access to agriculture reforms like e-vouchers, warehouse receipt and commodity exchange; (vi) building stronger farmer-consumer market linkages with food systems focused production and marketing in select urban clusters; (vii) supporting efficient value chains by linking project supported FPOs and farmer groups with digital aggregators and e-commerce platforms, and (viii) incorporating Climate Smart Agriculture (CSA) practices in the food systems and value chain. The project will leverage the strong community institutions such as Common Interest Groups (CIGs)/ Vulnerable and Marginalized Groups (VMGs), Community Driven Development Committees (CDDCs), Farmer Producer Organizations (FPOs), Savings and Credit Cooperative Societies (SACCOS), and strong project implementation capacity at the national and county levels.

1.2 Project Development Objectives and Indicators

The FSRP project development objective (PDO) is to increase preparedness against food insecurity and improve the resilience of food systems in targeted project areas of Kenya. In order to realize this objective, project activities will be implemented through five components namely (i) (Re-) Building Resilient Agricultural Production Capacity;

(ii) Supporting the Sustainable Development of Natural Resources for Resilient Agricultural Landscapes; (iii) Regional and domestic markets for food security; (iv) Promoting a Greater Focus on Food Systems Resilience in National and Regional Policy making; (v) Contingency Emergency Response (vi) Project Coordination and Management.

Progress towards the realization of the PDO will be measured through the following five (Outcome) indicators:

- i). Percentage reduction of food insecure people in project-targeted areas
- ii). Number of farmers adopting resilience-enhancing technologies and practices: of which female (percentage); of which, climate-resilient (percentage)
- iii). Hectares of land area under integrated land management practices
- iv). Percentage increase in volume of agricultural production sold on domestic and regional markets
- v). Number of policy products related to agriculture, natural resources management, and food systems resilience adopted with project's support.

1.3 Project Target and Coverage

Project beneficiaries: FSRP aims to support over 1 million farmers in arid and semi-arid lands (ASALs). Other beneficiaries of the project include value chain actors at various levels including extension workers, aggregators, logistics support providers and SMEs operating within crop and livestock value chains. The project will place a strong focus on inclusion of youth and women farmers within the supported value chains. Value chains to be supported include: red meat, dairy, apiculture, chicken, sorghum, tomato, leather, fish, potatoes, mango, cotton, beans, sim-sim, grounds nuts, green grams, water melons, cashew, sun flower, rice and local vegetables. The FSRP will be implemented in 13 counties spread across 4 geographical clusters. The selected counties and regions are as below:

- (i) Rift Valley (6): Turkana, West Pokot, Elgeyo Marakwet, Baringo, Samburu, Laikipia
- (ii) Eastern (2): Marsabit, Isiolo
- (iii) North Eastern (3): Mandera, Wajir, Garissa
- (iv) Coast (2): Tana River, Lamu

1.4 Project Components

Component I: (Re-) Building Resilient Agricultural Production Capacity

The component aims to strengthen the resilience of food supply to climate change and other shocks and stressors with a focus on climate resilient agricultural production and related supporting services. This component is organized around three subcomponents. The first sub component I focuses on the development of national

and regional information systems including the appropriate pathways for adaptation planning and resilience building. The second sub component focuses on developing agricultural technologies and services that are aimed at building climate resilience and the third on mobilizing farmers into farmer groups and using the platforms for delivering climate resilient technologies and services to the farming community. Priority will be given to activities with significant potential for climate Co-Benefits such as the development, multiplication, proportion and adoption of climate-adapted crop varieties and animal breeds or the dissemination and adoption of climate-smart agricultural practices.

Component 2: Supporting the Sustainable Development of Natural Resources for Resilient Agricultural Landscapes

This component aims to enhance sustainable management of natural resources for resilient food systems by investing in soil and water conservation and rangeland management interventions. This component will support investments that will either be ward-specific or cut across multiple wards and that are strategically important to the county or multiple counties. Capacity building of targeted communities on sustainable development of natural resources for resilient agricultural landscapes in the face of changing climate will be undertaken. The County Integrated Development Plans (CIDPs) and Community Action Plans (CAPs) will be referenced during selection and appraisal of investments to be supported by the project. The emphasis will be to tap into the already available technologies, innovations and management practices from the regional and national research institutions while addressing the emerging issues. The component will focus on adaptation and mitigation opportunities leading to significant climate Co-Benefits. This component comprises of two sub components namely: enhancing water availability for agricultural production; and strengthening rangelands management for agricultural production. The MoAL&D and County Governments will undertake implementation of this component in collaboration with the relevant departments and agencies.

Component 3: Regional and domestic markets for food security

This component aims to improve physical and economic access to sufficient, safe, and nutritious food by improving agri-food producers' (both crop and livestock producers) access to domestic and international markets. It will do so by building producers' capacity to participate in domestic and international markets by enhancing organizational capacity to meet market requirements in terms of quantity and quality standards. The component will also focus on establishing or upgrading agri-food distribution, logistics and marketing infrastructure in ways that will increase value addition and market connectivity. The component will also support agri-food

system/value chain actors to access financial services to finance production functions and other services.

Component 4: Institutions, Policies and Knowledge for Regional Food Security

The objective of this component is to promote a greater focus on food systems resilience in policymaking and will comprise of two main sub-components. The first sub component involves bringing a food systems resilience focus to public institutions, policy, and spending at the national and regional levels; the second sub component involves building the capacity of governments to implement such policies.

Component 5: Contingency Emergency Response

The component will finance eligible expenditures related to emergency response mechanisms in case of natural or man-made, crises or disasters, severe economic shocks or other crises and emergencies. An emergency response facility in case of a natural disaster in the agricultural sector is also included under this component. This zero-budget component will finance the immediate response activities following natural disasters affecting the agricultural sector. The contingency emergency response financing triggers would include: (i) a formal declaration of a national emergency by the authorized agency of the Government of Kenya (GoK) and (ii) a formal request from the National Treasury (NT) on behalf of GoK. In such cases, triggers for funds reallocation from project components would be initiated to finance immediate response activities in the agricultural sector as requested.

Component 6: Project Coordination and Management

This component will finance activities related to national and county-level project coordination, including planning, fiduciary (financial management and procurement) and staffing, environment and social safeguards implementation, monitoring and compliance, development of the Management Information Systems (MIS) and Information & Communication Technologies (ICT), regular M&E, impact evaluation, communication, knowledge management and citizen engagement. Project coordination and management will be undertaken by the three main institutions to be established at each level (national, county and community levels), namely; National Project coordination unit (NPCU), the County project coordination unit (CPCU) and the community driven development committees (CDDC) respectively. The units will work in harmony to coordinate implementation of project activities to ensure effective operation of the various committees to implement project interventions. This

component comprises of two sub components namely; project coordination, project monitoring, learning, knowledge management, and cross cutting issues.

1.0 Objective of the assignment

The main objective of the assignment is to carry out a baseline survey for measuring the extent of community preparedness against food insecurity and state of resilience of food systems in 13 (Turkana, West Pokot, Elgeyo Marakwet, Baringo, Samburu, Marsabit, Garissa, Isiolo, Lamu, Tana River, Wajir, Mandera and Laikipia) targeted counties of Kenya. The data collected as part of the survey will be used to establish the baseline values for impact evaluation of Kenya FSRP.

2.0 Scope of the assignment

i. Baseline Data Collection Planning

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.

FSRP 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. The consulting firm will incorporate technical inputs on sampling, instrument design, mobile data collection programming, data quality monitoring and data analysis, from key stakeholders including the World Bank DIME team working with FSRP.

ii. Baseline Data Survey Design and Data Collection

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 FSRP 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 baseline evaluation survey will be conducted in the 13 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 inputs from relevant stakeholders. The Consulting firm will also be expected to successfully implement all aspects of the baseline data collection and preparation of detailed report.

In addition to the primary data collection, the consulting firm will undertake needful secondary research, focused on sectoral trends in agriculture, livestock, food and nutrition security and climate resilience in project areas. A dedicated section focused on findings of the secondary research and literature review will be incorporated in the final baseline evaluation report.

iii. Setting up of Visualization Dashboard

The Consulting firm in collaboration with FSRP 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.

3.0 Specific tasks

3.1 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.

3.2 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.

3.3 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. 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).

3.4 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 and plots can participate in a follow-up survey as part of the requirements for the construction of a household and plot panel dataset. A plot panel (even if only one plot per household) would allow assessing progress on soil health

- 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 and seek approval, in the form of a written correspondence.

3.5 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. A good ratio is to train 10% more enumerators than will be employed. 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.

3.6 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, FPOs 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.

3.7 Reporting of the Baseline Evaluation

- o. Draft Baseline Evaluation Report. The report will contain the following sections:
 - o Background of the consultancy,
 - o Executive summary;
 - o Table of contents;
 - o Project Overview;
 - o 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 analyzed 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 colored hard copies typed in Gill Sans of minimum font twelve shall be sent to the National Project Coordinator Food Systems Resilience Project (FSRP) 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)

4.0 Duration and location of the assignment

The duration of consulting services contract 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 (2)	Eastern & North Eastern (5)	Rift Valley (6)
Tana River& Lamu	Marsabit, Isiolo, Mandera, Wajir & Garissa	Turkana, West Pokot, Elgeyo Marakwet, Baringo, Samburu, Laikipia

5.0 Reporting requirements and timelines for submission of deliverables

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

Table 1: Reporting requirements

S.No.	Deliverable	Timeline of submission of deliverables after contract commencement	Format of submission
1.	Inception Report for baseline data collection	10 days	1 hard copy and a soft copy
2.	Final tools and protocols, set-up of a functional data server, training of FSRP's M&E county staff, enumerator recruitment training reports, and enumerators manual	50 days	Final set of questionnaires in 3 hard copies and 1 soft copy, available for review on a backup drive/
3.	Draft baseline survey and final field data collection reports	140 days	Report on pilot testing and field staff training in Soft copy in word and excel and 3 hard copies
4.	Final Baseline Evaluation Report, incorporating comments and inputs from field validation undertaken by NPCU	180 days	3 Hard and soft copies soft colored copies of font 12 in Gill Sans. The soft copies in word and PDF

All reports shall be submitted in the prescribed format to the Client at the following address:

The Principal Secretary
State Department for Agriculture
Ministry of Agriculture and Livestock Development (MoALD)
P. O. Box 30028-00100, Nairobi
Kilimo House, Cathedral Road, Nairobi
Email: info@fsrp.go.ke

Website: www.kilimo.go.ke

Website: www.fsrp.go.ke

Attention:
NATIONAL PROJECT COORDINATOR
FSRP

6.0 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. Upon submission of every report, the consultant is expected to make a presentation of the submitted report to the Client in a scheduled meeting. The acceptance of the report shall be recorded in the minutes of the meeting.

Table 2: Proposed payment schedule

Deliverable	Percentage of the contract amount
Inception Report for baseline data collection.	10%
Final tools and protocols, set-up of a functional data server, training of FSRP's M&E county staff, enumerator recruitment training reports, and enumerators manual	20%
Draft baseline survey and final field data collection reports	40%
Final Baseline Evaluation report, incorporating comments and inputs from field validation undertaken by NPCU	30%

7.0 MINIMUM REQUIREMENT FOR THE CONSULTING FIRM'S QUALIFICATIONS AND EXPERIENCE

The Consulting firm shall have the following minimum qualifications and experience:

- (a) Core business and years in business:** The firm shall be registered/incorporated as a consulting firm with core business in undertaking integrated socio-economic household and firm surveys for baseline evaluation for agricultural value chain development or related fields 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 comprehensive socio-economic baseline survey of similar nature, scale, complexity and in a similar operating environment in the last five (5) years, including using the CAPI data collection instrument. 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 and managerial capacity to undertake the assignment in the submitted company profile(s).

Key Experts will not be evaluated at the shortlisting stage.

8.0 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. The positions mentioned here should not be considered exhaustive and the consulting firm should commit to bringing in additional expert resources as per the emerging needs of the baseline survey.

A. Team Leader

1. Minimum of Masters degree in Agriculture, Economics, Statistics, Economics, Social Sciences, or any other agricultural related courses
2. A minimum of 10 years of general experience in conducting research in the field of agriculture economics, statistics and social sciences, with deep theoretical and practical understanding of impact evaluation.
3. A minimum of 7 years of specific experience working with donor funded projects and/or government agencies implementing similar assignment projects in leadership position in developing economies with details of successfully implementing at least two projects of similar size and complexity, in the role of a team leader
4. Must be validly registered and holding current annual practicing license from a relevant professional body recognized in Kenya.

B. M&E Expert

5. A Minimum of Masters degree in Agriculture economics, econometric, social Sciences, or any other agricultural related courses
6. A minimum of 7 years of general experience in project cycle management, tools and protocols for M&E, Project planning, resource allocation theory of change and knowledge management.
7. A minimum of 5 years of specific experience in leading monitoring and evaluation work in donor funded projects and/or government agencies, in the role of an expert team member
8. Must be validly registered and holding current annual practicing license from a relevant professional body recognized in Kenya.

C. Survey Specialist

9. A Minimum of Masters degree in Agriculture economics, econometric, social Sciences, or any other agricultural related courses
10. A minimum of 7 years of general 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.
11. A minimum of 5 years of specific experience in baseline survey and management or any other agricultural surveys with details of successfully implementing at least two projects of similar size and complexity, in the role of a survey specialist
12. Must be validly registered and holding current annual practicing license from a relevant professional body recognized in Kenya.

D. Data and Digitization Specialist

13. A Minimum of Bachelor degree in ICT, computer science, computer engineering, statistics, or econometrics
14. A minimum of 5 years of general experience in business intelligence or development for at least 2 years and have knowledge on statistical packages on STATA, advanced excel, SQL, SPSS and R.
15. A minimum of 5 years of specific experience in conducting data and statistical work in a recognized institution or survey firm.
16. Must be validly registered and holding current annual practicing license from a relevant professional body recognized in Kenya.

E. Value Chain Expert

17. A Minimum of Masters degree in Agricultural production value chain management, agribusiness, agricultural Economics, Economics. Social science
18. A minimum of 7 years of general experience in undertake value chain analysis, value chain mapping, institutional analysis, quality assessment, business management.
19. A minimum of 5 years of specific experience in agriculture value chain management and agri-business development supporting donor funded projects and/or government agencies, in the role of an expert team member and providing technical inputs to evaluation surveys.
20. Must be validly registered and holding current annual practicing license from a relevant professional body recognized in Kenya

9.0 Estimated time input for key experts

The number of key experts and the estimated time input for each key expert for the assignment are presented in Table 3.

Table 3: Estimated Time Inputs 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

10.0 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.

11.0 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 FSRP. 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.

12 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. FSRP 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 13 counties where the project will be implemented.
5. Introduction letter for the firm to obtain necessary permissions for conducting field survey in sample areas.

13.0 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.

14.0 Propriety rights 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 FSRP. 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 FSRP.