



STATE DEPARTMENT FOR AGRICULTURE  
MINISTRY OF AGRICULTURE AND LIVESTOCK  
DEVELOPMENT



**NATIONAL PROJECT COORDINATING  
UNIT**

**NATIONAL AGRICULTURAL VALUE CHAIN DEVELOPMENT PROJECT  
(NAVCDP)**

**Project ID: P176758**

**TERMS OF REFERENCE**

**FOR**

**CONSULTING SERVICES TO UNDERTAKE MID TERM REVIEW FOR THE NATIONAL  
AGRICULTURAL VALUE CHAIN DEVELOPMENT PROJECT**

**May, 2025**

**Client:**

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

## **1.0 PROJECT BACKGROUND:**

The purpose of this document is to describe Terms of Reference (ToRs) for recruitment of a suitable Consulting firm, which will conduct Mid Term Review (MTR) on Key Performance Indicators (KPIs) of the National Agricultural Value Chain Development Project (NAVCDP).

## **1.1 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 is funded by the World Bank through the Ministry of Agriculture and Livestock Development (MoALD), State Department for Agriculture (SDA). The project funding amounts to US\$ 275 million composed of US\$ 250 million from the International Development Association (IDA) and US\$ 25 million co-financing by the Government of Kenya/ County counterpart funding. The project commenced on 29<sup>th</sup> March, 2022 and is expected to end on 31<sup>st</sup> December, 2027.

The project builds on the foundations laid by the National Agricultural Rural Inclusive Growth Project and Kenya Climate Smart Agriculture Project (NARIGP/KCSAP), to deepen investments and scale up existing interventions on productivity enhancement, community-led farmer extension at the county level, and data-driven value chain services. It also intensifies infrastructure investments in the selected value chains, support farmer-led irrigation development, especially at the individual farmer level, enhance access to credit and financial services, and develop proof of concept on urban food systems and peri-urban agriculture in the selected clusters.

## **1.2 Project Development Objectives**

The Project Development Objective (PDO) is to “**increase market participation and value addition for targeted farmers in select value chains in the project areas**”. The specific objective is to:

- i. Increase in farmers selling more than 50% of their produce in the market;
- ii. Increase in farmers selling produce in value-added form (both on/off-farm); and
- iii. Farmers reached with agricultural assets/services, of which at least 50 % are female.

## **1.3 Project Coverage**

The project is implemented across 34 selected counties in Kenya, representing a range of agro-ecological zones, including semi-arid and medium-to-high rainfall areas. The counties are namely Kirinyaga, Kiambu, Murang'a, Embu, Meru, Tharaka Nithi, Nyeri, Machakos, Makueni, Kitui, Trans Nzoia, Nandi, Uasin Gishu, Narok, Kajiado, Nakuru, Bomet, Kericho, Nyandarua, Kisii, Nyamira, Migori, Homa Bay, Siaya, Kisumu, Kakamega, Vihiga, Busia, Bungoma, Kwale, Kilifi, Taita Taveta, and Mombasa (Mombasa awaits to join) and Nairobi.

The project targets to reach 4.5 million farmers whose livelihoods depend on the 16 agricultural prioritized value chains to transform the smallholder farming systems by facilitating transition from subsistence to commercial farming through increased value addition and market participation. The project prioritized 16 value chains are namely: *Dairy, Coffee, Chicken, Avocado, Banana, Mango, Irish potatoes, Tomato, Apiculture, Pyrethrum, Cashewnut, Cotton, Rice, Green Gram, African Leafy Vegetables and red meat*. Counties selected a maximum of five VCs.

## **1.4 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.

### **1.4.1 Component 1: Building Producer Capacity for Climate Resilient Stronger Value Chains:**

**Interventions and activities in this Component are 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. Component 1 subcomponents include; Farmer Capacity Building and E-Voucher Support, Farmer Producer Organization (FPO) level Climate Smart Value Chain Investments and Improve Creditworthiness of CIGs and FPOs.

### **1.4.2 Component 2: Climate Smart Value Chain Ecosystem Investments:**

This component focuses 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 catalysing higher value addition, includes: 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.

### **1.4.3 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.

**1.4.4 Component 4: Project Coordination and Management:** This component supports activities related to national and county-level project coordination as well as implementation. This includes planning, fiduciary (financial management and procurement), and Human Resource Management. It also supports 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.

**1.4.5 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. This financing is triggered upon formal request for the National Treasury on behalf of the GoK. In such cases, funds from project components are reallocated to finance immediate response activities as needed.

#### **1.4.6 Project Expected Outputs**

The project expected outputs are namely:

- (i) Enhanced adoption of agricultural TIMPs
- (ii) Enhanced access to credit
- (iii) Access to improved inputs with e-voucher
- (iv) Enhanced aggregation and marketing through POs
- (v) FPOs support farmers in value addition
- (vi) Enhance access to irrigation
- (vii) Higher availability of markets, value addition and cold chain
- (viii) Higher choice for farmers to sell produce
- (ix) Farmers access to agri-tech and climate services
- (x) Farmers adopt safer production and value addition
- (xi) Farmers and FPOs avail improved infrastructure
- (xii) Enhanced capacity of stakeholders

#### **1.4.6 Project Implementation Structure**

The Project is being implemented through a three-tier institutional arrangement: National, County and Community levels. National level: The National Treasury (NT) represent GoK as the borrower while the Ministry of Agriculture and Livestock Development (MoALD), State Department for Agriculture is the implementing agency. At the county level, participating county governments is the executing agencies of the project. The third tier is the community level, where beneficiaries implement their community-led interventions.

The overall project oversight, policy guidance and decision making/approval to project implementation is spearheaded by National Project Steering Committee (NPSC) and County Project Steering Committee (CPSC) at National and County levels respectively. The steering committees at the National and County levels are supported by National Project Technical Committee (NTAC) and County Project Technical Committee (CTAC) respectively, who provide technical guidance to project implementation.

The National Project Coordinating Unit (NPCU) and County Project Coordinating Units (CPCUs) are responsible for core project implementation roles at national and county level respectively, and Community Driven Development Committees (CDDCs) are in charge of management of project grants channeled through the SACCOs, FPOs at the community level among others.

#### **1.4.7. Project Cost and Financing**

Project key milestones are as follows

(i)	Project Approval	-	March, 2022
(ii)	Financing Agreement signing	-	June 2022
(iii)	Project effectiveness	-	September 2022
(iv)	Project launch	-	January 2023
(v)	1 <sup>st</sup> Disbursement to counties	-	January 2023
(vi)	Actual Implementation	-	March 2023
(vii)	2 <sup>nd</sup> Disbursement to counties	-	March 2024
(viii)	Project closure	-	December 2027

## **2.0 OBJECTIVE OF THE ASSIGNMENT**

### **2.1 Purpose and Objectives of the Mid-Term Review**

The Mid-Term Review (MTR) is an activity in the project cycle that must determine, as systematically and objectively as possible, the relevance, efficiency, and effectiveness of the expected Project outcomes. The review is to assess the achievements so far of the Project against its stated outcomes and processes, including a re-examination of the relevance of the outcomes and processes and the Project design. It is also to identify all significant factors that have affected the delivery of outcomes. Whilst the review of the past is, in itself, very important, the assessment is expected to lead to recommendations and lessons learned for the Project's future. The assessment will also address the underlying causes and issues contributing to targets that are not being adequately achieved.

The exercise is therefore intended to identify strengths and weaknesses of the Project's design, and to provide recommendations for any necessary technical or operational changes in the overall design and orientation of the Project by assessing the adequacy, efficiency, and effectiveness of its implementation, as well as assessing project outputs and outcomes to date. The review is also expected to make detailed recommendations on the work plan and budget for the remaining project period. It will also provide an opportunity to assess early signs of project's success or failure and propose necessary adjustments.

The exercise will also:

- i. Review the implementation of the project since its inception, in particular with reference to results in comparison to the established “performance indicators”, draw lessons and make recommendations for enhancing project implementation arrangements during the remaining project period;
- ii. Assess performance of the project through a mid-term review, which was agreed upon as part of the project approval process, given that the project is in its third year of implementation and planned to be completed on 31<sup>st</sup> December, 2027.

### **3.0. SCOPE OF THE ASSIGNMENT**

- i. The scope of the MTR will cover all activities undertaken in the framework of the project. It is expected that the assessment will compare planned outputs/outcomes of the Project to actual outputs/outcomes and assess the actual results to determine their contribution to the attainment of the PDO.
- ii. The review will diagnose and analyze issues and formulate a concrete and viable set of recommendations for improved project implementation until its closing. It will assess the efficiency of project management, including the delivery of outputs and activities in terms of quality, quantity, timeliness, and cost efficiency. The assessment will also determine the likely outcomes of the project in relation to the specified project goals and objectives. Considering the financing, the consultant is expected to provide recommendations along with realignment and prioritization of activities while ensuring the achievement of the project PDO.
- iii. Review various aspects of the NAVCDP.

### **3.1 SPECIFIC TASKS**

#### **3.1.1 Project design Review**

- i. Appropriateness of NAVCDP's concept and design to the current economic, institutional and environmental situation;
- ii. Assess the relevance of the project in addressing the project beneficiaries needs and livelihood improvement;
- iii. Assess coherence of the project approaches and activities, as well as the inter-linkages between components.
- iv. Contribution of the project to the attainment of the higher development objective as stated in the Project Results Framework/Theory of Change (TOC); i.e. assess the extent to which each

outcomes and outputs have been achieved and its contribution towards the achievement of project development objectives and

- v. The likely sustainability of project interventions.

### **3.1.2 Project Implementation Review**

- i. Assess the project outreach in each value chain;
- ii. Assess the project costs and financing;
- iii. Examine the appropriateness of effectiveness and efficiency of the project strategies and approaches
- iv. Assess general implementation and management of project components in terms of quality of inputs and activities, adherence to work plans and budgets;
- v. Assess major factors which have affected the progress of project implementation;
- vi. An assessment of project performance in relation to the indicators, assumptions and risks specified in the Project Appraisal Document (PAD) and Financing Agreement, and the Project Implementation Manual (PIM);
- vii. Assess adequacy of management arrangements as well as monitoring and backstopping support to the Project by all parties concerned;
- viii. Assess Institutional involvement of all relevant partners;
- ix. Assess responsiveness of Project management entities to changes in the environment in which the Project operates;
- x. Assess co-operation amongst project partners including National PCU, individual counties and beneficiary communities;
- xi. Assess of commitment, capacity and performance by each county;
- xii. Assess the functionality of the institutional governance and accountability structure of decision-making arrangements established such as the role and effectiveness of the Project Steering Committee (PSC), the Technical Advisory Committee (TAC) at both levels of government; and
- xiii. Evaluate of the effectiveness of the NPCU and other management structures in fulfilling its roles and responsibilities in terms of its oversight role in the project implementation. This evaluation should include specific reference to:
  - a) Organizational/institutional arrangements for collaboration among the various agencies and institutions involved in project arrangements and execution at all levels (i.e., federal and county level)
  - b) The effectiveness of the monitoring and evaluation mechanisms currently employed by the NPCU on the project implementation on a day-to-day basis
  - c) Administrative, operational and/or technical problems and constraints that influenced the effective implementation of the project and present recommendations for any necessary operational changes;
  - d) Financial management of the project, including the annual budgeting and disbursement process;
  - e) Procurement performance, including the overall procurement process followed for the different inputs, goods, and services financed by the project; and

- f) The consistency and appropriateness of the different instruments used for project implementation and reporting, including PIM, Operational Manuals, AWP&B, Procurement Plan, safeguard instruments, etc.

### **3.1.3 Project status, results and progress Review**

- i. Achievements to date of NAVCDP outcomes by component as related to the Project Appraisal Document and PIM;
- ii. Assess project results and progress towards meeting its objective, in terms of development outcomes, based on the project's actual and potential development impact on the primary stakeholder groups and relevant institutions;
  - a) Assess the income improvement of the project beneficiaries
  - b) Assess the beneficiaries' resilience to climate change
  - c) Assess the commercialization improvement of the beneficiaries
  - d) Assess technical deep dives on financial inclusion activities (SACCOs), Urban Food Systems Pilot, and the Farmer Led Irrigation Pilot
- iii. Define the current status of the Results Framework and likelihood of achieving project indicators and targets within the remaining project implementation period;
- iv. Appropriateness of the indicators for monitoring the project performance and extent to which they are being used for decision making by project management;
- v. Level of project ownership by the stakeholders;
- vi. Project impact on enhancing co-operation (synergies) amongst Government agencies as well as national, county, community and strategic partners' co-operation; i.e. Assess the performance of project partners
- vii. Assess the relevance and effectiveness of technical assistance and training given to primary stakeholders and staff in relation to the identified project activities and requirements

### **3.1.4 Lessons from NAVCDP and recommendations for the remaining time span**

- i. Assess and document the challenges, lessons from progress made to date, as a basis for recommending specific changes to adapt or restructure NAVCDP design and/or institutional/implementation arrangements/instruments related to each project component, as needed;
- ii. Identify areas where knowledge sharing is required amongst the project stakeholders and the recommendations of the mode of this sharing;
- iii. Documentation of the main challenges of NAVCDP and recommendations on how to overcome the challenges.

### **3.1.4 Cross-Cutting Dimensions**

- i. Gender and Vulnerable and Marginalized Groups (VMGs) consideration and the progress made towards attaining the required thresholds; and
- ii. Environmental and social safeguards consideration during design and project implementation.

**3.1.5 Document review:** The consultants shall familiarize themselves with the Project through a review of relevant documents prior to the field visits. These documents include, but not limited to the:

- i. Project Appraisal Document;
- ii. The Project Implementation Manual (PIM);
- iii. The Project Financing Agreements;
- iv. Component Strategies/Manuals, guidelines, and institutional blueprints for implementation
- v. Project safeguards instruments, (e.g. Environmental and Social Management Framework, Process Framework and any other related documents);
- vi. Annual work plans and budgets
- vii. Procurement plans;
- viii. Mission Aide Memoires and Management Letters;
- ix. Component Activity reports and progress reports;
- x. Participation Agreements;
- xi. Minutes of meetings of the Project Steering Committees and Technical Committees at all levels; and
- xii. Other relevant meeting minutes.

### **3.1.6 Design and pilot of questionnaire and checklists**

- a) Develop data collection methodology and detailed templates for all indicators outlined in the PAD Result Framework and M&E Manual, 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 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) Conduct pilot data collection;

### **3.1.7 Detailed Filed 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.

### **3.1.8 Field visits and Interviews**

The field work shall focus on the project initiatives that are planned or have been undertaken in the 33 participating counties. During these visits, the consultants shall contact and interview (preferably using standard questionnaires), amongst others, national and participating county government officials, benefiting local communities, strategic partners and other relevant stakeholders within private sector, local public institutions and consultants that have worked with the project teams as appropriate

## **4.0 Duration and location of the assignment**

The Assignment duration is three (3) calendar months from the date of contract commencement. The position shall be based in Nairobi, Kenya, at the Capitol Hill Towers, Cathedral Road, Nairobi, Kenya with frequent visits to the project counties. All such travels shall be approved in advance by the coordinator

## **5.0 Reporting requirements and timelines**

It is envisaged that the assessment will be performed in a maximum period of three calendar months from the date of contract commencement. This period should be suitably divided into development of research tools, document review, data collection (including the field visits); data analysis/interpretation and report writing and development of the final report and its presentation to the NAVCDP and World Bank team.

### **5.1 Inception report**

The consultant is expected to produce an inception report to the NPCU within 21 calendar days after contract commencement and report shall cover and not limited to;

- i. A comprehensive description of the consultant's understanding of the Terms of Reference and indicating any major inconsistency or deficiency in the Terms of Reference and proposed amendments, if needed;
- ii. A detailed methodology for the assessment;
- iii. A complete work plan for the entire assessment period, including an activity timesheet; and
- iv. A proposal for the final report layout.

### **5.2 Draft Mid Term Review Report**

The consultants are expected to generate the first draft report and present to the client according to the schedule of delivery of this consulting services. This draft report will then be discussed with the

NPCU who will present the draft to the NTAC for their review and comments and the World Bank team.

### **5.3 Final Mid Term Review Report**

The final report incorporating comments and suggestions from the Client, and other stakeholders shall be submitted to the NPCU as scheduled at the end of the 90 calendar days' assignment period. It shall be submitted in 4 copies and Word and PDF electronic version. The final report should include and not be limited to the following content:

- i. An executive summary including findings and recommendations;
- ii. Table of Contents
- iii. An introduction; - Project Overview, MTR objectives, and a description and analysis of the context in which the project is being implemented;
- iv. Methodology: - detailed assessment report covering items presented above in the Scope of the Mid-Term Evaluation of this Terms of Reference; i.e. scope and coverage, data collection tools for all indicators; survey design and sample size; organization;
  - a) Quality control protocol; data processing and management;
  - b) Data analysis procedures; level of reliability of the estimates of the indicators being evaluated;
- v. Main Findings and a detailed restructuring proposal of the project, addressing proposed for technical, operational and institutional recommendations for improving implementation of each component and subcomponent, including the indicators and targets of the Results Framework, and edited versions of the project manuals;
- vi. Main conclusions and recommendations;
- vii. List of References; and
- viii. A list of Annexes, which includes TORs, Data collection Tools and summary of results; itineraries, list of persons interviewed, summary of field visits, list of documents reviewed, draft edited versions of PIM, and 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 consulting services.

The final Mid-Term Review report will be presented by the consultant to the NPCU during the MTR mission to be conducted in **September, 2025**.

The expected deliverables and timelines for submission of deliverables are summarized below:

Table1: Timelines for submission of deliverables

<b>S/N</b>	<b>Reports/Deliverable</b>	<b>Timeline for submission of deliverables after contract commencement</b>	<b>Format of Reports</b>
I	Inception Report	21 days	One hard and Electronic Soft copy in Ms. Word

2.	Draft Mid Term Review Report	40 days	Electronic Soft copy in Ms. Word
4	Final Mid Term Review Report and Final Report	90 days	Electronic Soft copy in Ms. word - Power-point, 4 hard copies

All reports will be submitted to;

Principal Secretary

State Department for Agriculture,

Ministry of Agriculture and Livestock Development

Capitol Hill Towers, Cathedral Road,

P.O. Box 8073-00200,

Tel: +254773-203-315, Email: [info@navcdp.go.ke](mailto:info@navcdp.go.ke)

**Attention:**

The National Project Coordinator

National Agricultural Value Chain Development Project (NAVCDP)

Tel: +254773-203-315, Email: [info@navcdp.go.ke](mailto:info@navcdp.go.ke)

## 6.0 Payment schedule

The payment schedule shall be as shown in table 2 below-

**Table 2: Payment schedule**

<b>Deliverables</b>	<b>Timeline for submission of deliverables after contract</b>	<b>% of contract amount</b>
Submission and acceptance of the inception report	21 days	20%
Submission and acceptance of the draft mid-term review report	40 days	40%
Submission and acceptance of the final midterm review report and final Report	90 days	40%

## 7.0 CONSULTANTS MINIMUM QUALIFICATIONS AND EXPERIENCE

The Consulting firm shall have a proven experience in similar assignments.

### 7.1 Shortlisting Criteria:

**Core business and years in business:** The firm shall be registered/incorporated as a consulting firm with core business in undertaking socio-economic research; program /project baseline/Midterm/End Term studies; impact studies; project evaluation or related fields for a period of at least eight (8) years.

**Relevant experience:** The firm shall demonstrate as having successfully executed and completed at least two (2) similar assignments 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. The expression of Interest should include enumeration of these similar past assignments.

**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). Key Experts will not be evaluated at the shortlisting stage.

## 7.2 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	General experience	Specific Experience
Team Leader	Master's degree in Agriculture, Agriculture Economics, Statistics, Economics, Social Sciences, project Management or any other agricultural related courses	At least 10 years general experience in of field research and coordination of similar exercise	At least 5 years of specific experience in undertaking mid-term review, quality control in design for rigorous baseline evaluation and value chain analysis.
Value Chain Expert 1&2	Bachelor's degree in Agricultural production value chain management, agribusiness, agricultural Economics, Economics. Social science	At least 10 years general experience in agriculture chain management and business development model	Minimum of 5 years specific experience in agriculture value chain management, value chain mapping, institutional analysis and quality assessment
Data and Digitization specialist	Bachelor degree in ICT, computer science, statistics, mathematics, econometrics	At least 10 years' general experience in data and statistical work in a recognized institution	Minimum of 5 years' specific experience and knowledge in statistical packages on STATA, SPSS, SQL, SPSS and R data and digitization tasks

<b>Position</b>	<b>Minimum academic qualification</b>	<b>General experience</b>	<b>Specific Experience</b>
Monitoring & Evaluation Expert	Bachelor degree in Agriculture economics, econometric, social Sciences, ICT, Project Planning and Management or any other agricultural related courses	At least 8 years' general experience in monitoring and evaluation work in a recognized institution in Kenya	At least 5 years' experience in project cycle management, tools and protocols allocation theory of change and knowledge management
Survey specialist I&2	Master's degree in Agriculture economics, econometric, social Sciences, or any other agricultural related courses	At least 5 years' general experience in baseline/Mid Term and End Term survey and management or any other agricultural surveys	At least 3 years' specific experience in designing, coding, and piloting of relevant instruments including questionnaires, developing of sample frame for data collection
Gender and Social Development Expert	BSc in social Science, Community Development, Gender or any other related discipline,	At least 5 years general experience in community development and applied gender mainstreaming at Project or Institutional level	At least 3 years specific experience in undertaking Gender and Social development assignments from recognized institutions
Climate and Environment Expert	BSc in Environmental Science, Natural Resource Management (NRM) or any related field	5 years' general experience at community, national level in providing environmental management advisory services	At least 3 years' specific experience in undertaking policy and regulatory framework for environmental assessment, Specific experience in developing environmental and social management plans and prescribing solutions to NRM problems

### **7.3 Estimated time input for key experts**

<b>Position</b>	<b>Estimated Input (staff- months)</b>
Team leader	3.0
Value chain expert 1	3.0
Value chain expert 2	3.0
Data and digital expert	3.0
Project monitoring and evaluation expert	2.5
Survey expert 1	2.5
Survey expert 2	2.5
Gender and Social Development Expert	2.0
Climate and Environment Expert	2.0

## **8.0 SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**

The client State Department for Agriculture, will provide all required documentation, organize meetings with relevant stakeholders as may be required by the consultant. This includes:

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

### **8.1 CONSULTANT'S RESPONSIBILITY**

- i. The consultant will be required to make his own travel and accommodation arrangements to ensure the assignment is carried on smoothly and seamlessly within the timeframe provided.
- ii. Consultants will be answerable to the National Project Coordination Unit Coordinator and will work closely with project staff in the execution and delivery of this consulting services contract. The lead consultant will consult and include inputs from the World Bank Team. He/she will also be responsible for organizing and achieving the evaluation and delivering the final report.
- iii. 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.
- iv. 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 MTR 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.

#### **v. 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: 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 consulting services. All the intellectual property rights stemming from the execution of the ToRs belong to the Client State Department for Agriculture (SDA). 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.

## **8.2 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 the Client State Department for Agriculture (SDA). 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 SDA.