



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



FOOD SYSTEMS RESILIENCE PROJECT (FSRP)

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TERMS OF REFERENCE

(TOR)

**CONSULTING SERVICES TO UNDERTAKE MID TERM REVIEW FOR THE
FOOD SYSTEMS RESILIENCE PROJECT**

Contract No: KE-MOALF-550197-CS-CQS

Client:

The Principal Secretary

State Department for Agriculture

Ministry of Agriculture and Livestock Development (MoALD)

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I.0 Background information

I.1. 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 is being implemented in 13 counties targeting to increase the resilience of food systems preparedness for food insecurity in targeted project areas of Kenya. The project will be implemented over 6 years commencing September 2023 to August 2029. The FSRP builds on the strong foundations laid by National Agricultural 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 four Phase 3 MPA program pillars of FSRP are: (1) (Re-)building resilient agricultural production capacity, (2) Supporting the sustainable development of natural resources for resilient agricultural landscapes, (3) Getting to market, and (4) 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.

I.2 Project Development Objectives and Indicators

The FSRP project development objective (PDO) is to increase resilience of food systems and the Kenya's preparedness for food insecurity in targeted project areas and, in case of an Eligible Crisis or Emergency, to respond promptly and effectively to it. In order to realize this objective, project activities will be implemented through six 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.

I.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

I.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 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: Getting to Market

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.

2.0 OBJECTIVE OF THE ASSIGNMENT

2.1 Purpose and Objectives of the Mid-Term Review

The Mid-Term Review (MTR) is one of the major monitoring and evaluation activities conducted in the middle of the project cycle. The MTR's overall objectives are fourfold:

1. Systematically and objectively assess the project against key evaluation criteria, such as relevance, effectiveness, efficiency, and coherence.
2. Systematically and objectively assess the project's compliance with key implementation standards and mechanisms (namely, E&S, financial management, procurement, and M&E).
3. Identify and systematically document project strengths, weaknesses, success factors, binding constraints and learnings.
4. Formulate actionable recommendations to ensure the project will be able to meet its objectives at the end of the project.

3.0. SCOPE OF THE ASSIGNMENT

The following parameters and definitions set the scope and expectations for how the consultancy will deliver the MTR objectives:

- i. Systematically and objectively assess the project against the following evaluation criteria:

- a. **Relevance** – The extent to which the project’s development objectives are consistent with the national priorities and country circumstances and needs at design, and how it has remained relevant or not at mid-term.
 - b. **Effectiveness (Efficacy)** – The extent to which the project’s objectives and targets - under the project results framework - were achieved at mid-term and are supported by fairly rigorous and defensible evidence (based on sound evaluation design), determining whether or not outcomes achieved were attributable to the project. Effectiveness also includes measuring the project's reach, both in terms of beneficiary and area coverage, and depth of impact targeted under its project development objectives.
 - c. **Efficiency** – To what extent the project deployed its resources and inputs to deliver results in a reasonable manner based on value-for-money and implementation fidelity norms (such as quality, quantity, timeliness, and cost-effectiveness/efficiency). This also includes identifying the factors that contributed to increased or reduced project efficiency, and how effectively the project implemented mitigating actions.
 - d. **Coherence** – The extent to which the project components and their activities worked synergistically to deliver effectively on its objectives. This also assesses the extent to which the project synergized with the FSRP’s overall multiphase programmatic approach program and its country counterparts.
- ii. Systematically and objectively assess the project’s compliance with the following standards and mechanisms:
- a. **Environment and Social Safeguards (E&S) Compliance** – The extent to which the project has established the mandatory mechanisms and complied with E&S requirements under its policies, procedures, strategies, and plans (e.g., environment and social commitment plan) and effectively managed the grievance redress mechanism.
 - b. **Fiduciary Compliance** – The extent to which the project complied with the World Bank policies, standards, and procedures for financial management and procurement.
 - c. **Monitoring and Evaluation (M&E)** – The extent to which the project has put in place the necessary mechanisms for a functional M&E system and has timely implemented its activities under the M&E Plan (such as baseline, periodical reporting, learning reviews, etc.)
- iii. Identify and systematically document the project’s:
- a. **Strengths, Weaknesses, Success factors, and Binding Constraints** in delivering outputs and outcomes from inception to mid-term, including capturing their underlying causes.
 - b. **Learnings** on what worked well and did not work well in terms of design, implementation/adaptive management, and monitoring and evaluation.
- iv. Formulate **actionable recommendations** for improving the project’s design and implementation mechanisms (including realigning and reprioritizing activities) to ensure it can deliver on its set objectives in a timely manner.

3.1 SPECIFIC TASKS

3.1.1 Project design Review

- i. Appropriateness of FSRP 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 Project development objective (PDO) 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. Assess the sustainability mechanisms established by the project beyond project life

3.1.2 Project Implementation Review

- i. Assess the project costs and financing;
- ii. Examine the appropriateness of effectiveness and efficiency of the project strategies and approaches
- iii. Assess general implementation and management of project components in terms of quality of inputs and activities, adherence to work plans and budgets;
- iv. Assess major factors which have affected the progress of project implementation;
- v. 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);
- vi. Assess adequacy of management arrangements as well as monitoring and backstopping support to the Project by all parties concerned;
- vii. Assess Institutional involvement of all relevant implementing agencies and partners;
- viii. Assess responsiveness of Project management entities to changes in the environment in which the Project operates;
- ix. Assess co-operation amongst project partners including National PCU, participating counties and beneficiary communities;
- x. Assess the project investments for different value chains
- 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 by the Project; (Project Steering Committee (PSC), the Technical Advisory Committee (TAC) at both levels of government; and
- xiii. Evaluate of the effectiveness of the Project management teams (NPCU and CPCUs) in fulfilling their roles and responsibilities. This evaluation should include specific reference to:
 - a) The effectiveness of the monitoring and evaluation mechanisms currently employed by the NPCU/CPCUs on the project coordination and implementation

- b) Administrative, operational and/or technical problems and constraints that influenced the effective implementation of the project and present recommendations for any necessary operational changes;
- c) Financial management of the project, including the annual budgeting and disbursement process;
- d) Procurement performance, including the overall procurement process followed for the different inputs, goods, and services financed by the project; and
- e) 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 by component as stated in 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
- iii. Assess the achievement of the Results Framework Indicators against the project target
- iv. Level of project ownership by the stakeholders;
- v. Project impact on enhancing co-operation (synergies) amongst Government agencies as well as national, county, community and strategic partners' co-operation;
- vi. 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 FSRP and recommendations for the remaining time span

- i. Assess and document the challenges, lessons learnt, as a basis for recommending specific changes to adapt or restructure FSRP design and/or institutional/implementation arrangements/instruments related to each project component, as needed;
- ii. Identify areas where knowledge dissemination is required amongst the project stakeholders and the recommendations of the mode of this sharing;
- iii. Identify the critical success factors to enhance efficiency and effectiveness.

3.1.4 Cross-Cutting Dimensions

- i. Gender, Vulnerable and Marginalized Groups (VMGs) consideration and the progress made towards attaining the required thresholds;
- ii. New and better jobs, following the world bank definition; and
- iii. 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. 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 data collection instruments

- a) Develop evaluation design, which includes counterfactual and data collection approach 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 Field Procedure Plan

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

- g) Supervision and spot check plans to ensure adherence to data collection protocols and confirm quality of data collection including a 5% of re-visits to a random sample of the evaluation sample to confirm the validity of the data.

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

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 13 participating counties. During these visits, the consultant(s) 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 suitably be 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 FSRP 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 Field Survey Pre-testing Report

The Consultant is expected to submit data collection tools and protocols, training curriculum for FSRP's M&E county staff, enumerator recruitment criteria, training reports, enumerators manual, pre-test report confirming the field survey approach/sampling design, final instruments and field survey programme

5.3 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.

5.4 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 both 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 proposal 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/October, 2026**.

The expected deliverables and timelines for submission of Mid-Term Review report are summarized below:

Table I: Timelines for submission of deliverables

S/N	Reports/Deliverable	Timeline for submission of deliverables after contract commencement	Format of Reports
1	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;

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

Attention:

The National Project Coordinator
 Food Systems Resilience Project (FSRP)
 Email: info@fsrp.go.ke

6.0 Payment schedule

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

Table 2: Payment schedule

Deliverables	Timeline for submission of deliverables after contract	% of contract amount
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	At least 10 years general experience in 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 I&2	Bachelor's degree in Agricultural production value chain management, agribusiness, agricultural Economics, Economics. Social science	At least 10 years general experience in agriculture value 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
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 for M&E, project planning, resource 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	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	At least 3 years specific experience in undertaking Gender and Social development assignments from recognized institutions

Position	Minimum academic qualification	General experience	Specific Experience
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

7.3 Estimated time input for key experts

Position	Estimated Input (staff- months)
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) FSRP 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 13 counties where the project will be implemented.
- e) Contact person for enquiries.

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.