



8/28/2018

# Terms of References (TORs)

Supporting small farmers to adapt to  
changes of El-Nino on Agriculture  
sector in Sindh

**World Bank funded Project, implemented by the  
National Rural Support Programme (NRSP)**

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## **Background**

The World Bank required the services of a qualified consulting firm for the implementation of a project (hereinafter called the El Nino Project) for supporting small farmers to adapt to the changes of El Nino on Agriculture Sector in Sindh. The project is funded through a grant provided by the Food Price Crisis Response Trust Fund. Having excellent social mobilization outreach and experience in execution of verity of developmental interventions including but not limited to improvement in the livelihoods, natural resource management, skills enhancement and awareness raising etc; World Bank in early 2016 invited National Rural Support Programme (NRSP) as single source funding to submitted a concept note the proposed intervention. Later on, in early January, 2017 World Bank asked for a detailed proposal on the said concept which it intends to execute immediately. This proposal elaborates the project scope, objective, expected results, activities, overall methodology for execution of project, log frame, work plan, budget and other important aspects.

Following is the brief overview of the Project:

**Project Title:** Supporting small farmers to adapt to the changes of EL Nino on Agriculture sector in Sindh ( El Nino world bank project)

**Project Location:** Sindh: 4 Union Councils of districts Mirpurkhas district  
UCs: Kak, Chitori, Kaeero & Doultpur

**Project Objective:** To build the capacity of small farmers in district Mirpurkhas to prepare for and adapt to the impact of El Nino on agricultural sector

### **Project Components: Project Components:**

#### **Component 1:**

Climate Vulnerability and El Nino preparedness assessment study in four Union Councils: The assessment will capture the required information and data including but not limited to the existing agricultural practices, local knowledge and practice about climate change affects and coping strategies. The study will feed into the overall district level Disaster Risk Management plan under the Sindh Resilience Project (SRP).

#### **Component 2:**

Awareness raising and preparation of climate smart agriculture plan at village and UC levels: Develop climate smart agriculture plans at farm (on needs basis), village and union council levels through a participatory process. Formulate and Strengthen Joint Development Committee for coordination, oversight and implementation support to smart agriculture plans. Linked Joint Development Committees to the Sindh Resilience Project (SRP) of the government. The climate smart agriculture plan will also be informed by and/or serve as a potential input to the district-level DRM plan for Mirpurkhas under SRP.

**Component 3:**

Capacity building of farmers in improved agricultural practices: It would include interactive sessions, field training, expert advice for climate-smart, mitigating and adaptive agricultural practices for Kharif and Rabi crops.

**Component 4:** Facilitating/linking farmers’ to existing microfinance organizations: Facilitate/link farmers to existing microfinance organizations for micro loans for improved agricultural practices, hybrid seeds, water use efficiency tools to mitigate the adverse impacts of El-Nino and to reduce their overall vulnerability.

Gender is a cross cutting theme. In all project activities, women’s participation will be ensured through engaging women community institutions that have at least 50% female representation, and they will be encouraged to participate in all training activities under the project.

**Evaluation Purpose and Scope**

The proposed Consultant/Consultancy-Firm/Organization will be required to design, execute and document the evaluation exercise in 4 Union Councils of district Mirpurkhas in Sindh; covering evaluation findings against the following:

- Project Overall Objective
- Assessing the achievements of the project
- Identify and document lessons learned
- To identify a pathway through which the experience of the project can be replicated and scaled by the farmers, relevant projects, Government of Sindh and other development partners
- A policy note for the government and stakeholders for adoption and replication of the project experiences and learning to adapt to the changes of El Nino on agriculture

Following are the details of aspects/indicators which need to be covered during the proposed evaluation:

<b>Objectives/Expected Results</b>	<b>Indicators for Evaluation (To be focused by the consultant and for which NRSP is seeking to see results)</b>
<p><b>Overall Objective:</b> capacity building of small farmers in district Mirpurkhas to prepare for and adapt to the impact of El Nino on agricultural sector</p>	<p>Increased use of hybrid seeds / seed selection Improving farmers’ access to information and financial services Reducing vulnerabilities of farmers by diversifying their sources of income so their dependency on agriculture</p> <p style="padding-left: 20px;">a. % increase in number of small farmers &amp; JDCs members trained in new, advance and climate smart agricultural practices for better water conservation (Target: 100%)</p> <p><i>Explanation: This increase will be against the project’s targets for training the Changing agricultural practices for better water conservation. Also need to look into whether all representatives of JDCs were trained and total targets were achieved or not. What was the impact of these trainings</i></p> <p style="padding-left: 20px;">b. % in Reducing vulnerabilities of farmers by diversifying their sources of income so their dependency on agriculture. (Target 100%)</p>

Objectives/Expected Results	Indicators for Evaluation (To be focused by the consultant and for which NRSP is seeking to see results)
	<p><i>Explanation: This will be the % of farmers which are adapt other sources of income and reduce their vulnerabilities after engaged in other income sources</i></p> <p>c. % increase in improving farmers' access to information and linkage development (Targets: 100 %)</p> <p><i>Explanation: This will be % of farmers and local communities which have developed JDCs and engaged government line departments and other stakeholders. Some explanation on JDCs and their impacts may also be made part of the evaluation report</i></p>
<p><b>Expected Result 1:</b> Organized local communities prepared climate smart agriculture plans through inclusive participation</p>	<p>a. # of Community Organizations (COs) at sub-village, Village Development Organizations (VOs) at revenue village and Local Support Organizations (LSOs) at union council levels Revitalized and project orientation (as Programme Introduction) in all the existing Community Organizations in the area about the proposed El Nino Project being a special initiative to prepare farmers for climate adaptation, agriculture productivity and improvement of livelihoods in the targeted Union Councils of district Mirpurkhas: (Targets: 4 UCs coverage 100 %)</p> <p><i>Explanation: List of COs, VOs and LSOs can be shared with the evaluator. Need to measure the impact on what has been changed after the interventions of this project in community institutions? Are these institutions are active now?</i></p> <p>b. # of Joint Development communities formation climate smart Agriculture (Target: 20 JDCs at village level, 4 JDCs at Union council level, 01 JDC at district level )</p> <p>c. <i>Explanation: establishment of 25 Joint Development Committees part of the El Nino project. JDCs worked on development of Smart Agriculture Plans, meetings organized by stakeholders time to time, record keeping documents and linkage development:</i></p> <p><i>Record verification by assessment team includes list of JDCs , members of JDCs, stakeholders lists/ need to check record of JDCs and supporting documents</i></p> <p>d. # of Climate Smart Agriculture Plans (CSA) at Village Level. Union council and district level ( Target 25)</p> <p><i>Explanation:.. List of CSA-plans can be shared by project staff, evaluator can sample and go into details of CSA plans how they were planned, developed and executed, what interventions were made part of Plans etc. Feedback on CSA plans from farmers and consultant can also be gathered. How was government engaged and at what levels/ list of interventions/ what was thematic areas of CSA plans</i></p>
<p><b>Result 2:</b> Capacity and awareness of farmers enhanced towards improved agriculture practices and climate adaptation</p>	<p>a. # of trainings/capacity building and awareness raising of farmers towards improved agriculture practices and climate adaptation (Targets: 1200 farmers)</p> <p><i>Explanation: List of trained farmers, , what were the specific topics part of these trainings, capacity assessment of participants on learning and improved knowledge after trainings, are they utilizing this knowledge etc</i></p>

Objectives/Expected Results	Indicators for Evaluation (To be focused by the consultant and for which NRSP is seeking to see results)
	<p>b. # staff , Community resource persons trained community (Targets: 20) Explanation: <i>List of trained CRPs ,feedback from CRPs etc</i></p> <p>c. # of Linking farmers/communities with government and private sector Explanation: <i>list of departments linked with farmers and list of advisory &amp; extension services provided to small farmers etc</i></p> <p>d. # of women trained on kitchen gardening and provision of seed kits to reduce vulnerability to El Nino ( Target 1200) Explanation: <i>list of trained women, detail of seed variety provided for kitchen gardening, impact of kitchen gardening intervention etc</i></p>
<p><b>Result-3:</b> Project is sustained through engagement and dissemination of learning and way forward with all relevant stakeholders including Government of Pakistan</p>	<p>a. Project evaluation ( Target -base line and end line) Explanation ; base line was conducted by third party ( report is available)</p> <p>b. # of experience sharing workshops organized between local administration and community institutions (Target: 02) <i>Explanation: what were the discussion points of these workshops, were they productive, what departments participated, what were the outcomes of these workshops, any feedback from farmers and government representatives on these workshops, any other associated information may also be collected and made part of report</i></p>

Additional Note:

- Findings against all indicators must be elaborate in detail. The reasoning and feedback from the farmers , beneficiaries, staff, government representatives etc may also be included; addressing the impact of particular interventions
- Successful stories covering all components of the project may also be included; as part of the report. This can include successful stories of JDCs , farmers , training participants (community and government representatives), projects implemented, role of community resource persons, self-initiatives etc
- Good analysis and comparison of UCs
- Relevance, effectiveness, efficiency, impact and sustainability; these aspects of an evaluation must also be covered
- Good photos should be made part of report. NRSP can share

## **Tasks, Outputs and Suggested Timeframe**

Total allocated time to accomplish the above task/s for this assignment is 22 days

### **Budget:**

Maximum budget available for this assignment is PKR 1,300,000 will be made to the Consultant via three installments as per below given details. This amount includes all the applicable taxes as per laws of land. NRSP will deduct the taxes while making the payment.

- 20% Questionnaire / FGD outline & discussion points/ sampling
- 60% data analysis report & recommendations
- 20% final report

## **Experience, Skills and Qualification of the Consultant**

NRSP is looking for a Consultant / Consultancy Firm / Organization with the following skills and qualification:

- Consultant / Consultancy Firm / Organization must have at least 3 years of working experience in planning and execution of evaluation exercises around Pakistan or in Sindh. (Individual consultant must have master degree from the recognized university in social sciences (share the degree/certificate) and firm/organization must share the registration certificate)
- Track record in conduction of various types of evaluation exercises including qualitative and quantitative data collection and report writing (at least two sample reports (published/printed) to be shared for the same person who will be writing the evaluation report of this task)
- Ability to work with communities in relevant local languages (Urdu, Sindhi etc) (share evidences)
- Strong data analysis skills, know how about MS Excel and other relevant software (share evidences)
- Ability to write high quality, clear, concise reports in English (share two samples as evidence)

## **Application Process**

NRSP invite interested Consulting Firms/Organizations to submit the following application documents: (1-2 as technical proposal and 3 as financial proposal).

1. Short application/proposal covering the following:
  - Relevant Experience (3 pages)
  - Proposed Methodology

- Work Plan
- 2. Copy of evidences of experiences and supporting documents required
- 3. Proposed Budget detailing itemized fee, data collection and administrative costs

Technical and Financial proposal shall be submitted in separate envelopes and further both proposal shall be submitted in one outer envelope. Please send your queries (if any) to Abid Qayyum (Senior Programme Officer: Procurement Section) at [abid.qayyum@nrsp.org.pk](mailto:abid.qayyum@nrsp.org.pk).

The deadline for applying is **September 01, 2018 till 3:00pm** via hard copies to the address given below:

**Proposal for the Conduction of End of Project Evaluation Exercise  
Under world bank funded , El-Nino project**

IRM-Complex

National Rural Support Programme-NRSP

7<sup>th</sup>, Sun rise Avenue, Park Road,

Near COMSATS University Islamabad.

Contact 051-8746170

We are aiming to select the Consultant / Consultancy Firm / Organization by September 03, 2018 and start the contract on September 05, 2018.

**Copy Right**

All information including data, formats developed, methodology, report etc shall be treated as confidential and shall not without the written approval of National Rural Support Programme (NRSP’s Head Office in Islamabad) be made available to any third party. In addition, the Consultant / Consultancy Firm / Organization formally undertakes not to disclose any parts of the confidential information/data and shall not, without the written approval of NRSP be made available to any third party. The utilization of the report is solely at the decision and discretion of NRSP. All the documents containing data, filled/entered questionnaires/formats and final report; both soft and hard copies are to be returned to NRSP upon completion of the assignment. All documentation and reports written as, and as a result of the evaluation exercise or otherwise related to it, shall remain the property of NRSP. No part of the report shall be reproduced except with the prior, expressed and specific written permission of NRSP.

**Evaluation Criteria**

Selection will be done by the NRSP’s selection committee on the following evaluation criteria

S. No.	Evaluation Factors <sup>1</sup>	Weightage (Score)
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<sup>1</sup> Evidences against factors in the above table against serial number 1 and 2 are mandatory. Application will not be considered if evidences/ Information asked against these items is not provided.



1	Consultant / Consultancy Firm / Organization must have at least 3 years of working experience in planning and execution of evaluation exercises around Pakistan or in Sindh. (Individual consultant must have master degree from the recognized university in social sciences (share the degree/certificate) and firm/organization must share the registration certificate)	15
2	Track record in conduction of various types of evaluation exercises including qualitative and quantitative data collection and report writing (at least two sample reports (published/printed) to be shared for the same person who will be writing the evaluation report of this task)	30
3	Ability to work with communities in relevant local languages (Urdu, Sindhi etc) (share evidences)	10
4	Strong data analysis skills, know how about MS Excel and other relevant software (share evidences)	15
5	Ability to write high quality, clear, concise reports in English (share two samples as evidence)	10
6	Proposed Methodology of Evaluation and Workplan	20
<b>Total</b>		<b>100</b>

A selection committee from NRSP will evaluate the proposals and assign a rating to each proposal (technical and financial) according to a above set of criteria. The ratings of the individual committee members are weighted and a final score is assigned to each proposal. To qualify technically a minimum of 70% score is needed. Financial proposal of only those firms will be opened whose proposals are technically qualified. Method will be used QCBS (Quality and Cost Based Selection) with 80% weight to technical and 20% weight to financial. The proposal with the highest score will be selected and the Consultant will be contacted for contract award and signature. This process should normally take about 10 to 15 days.

The Firms can send their complaints or grievances in connection with this RFP and its shortlisting/finalizations to [complaints@nrsp.org.pk](mailto:complaints@nrsp.org.pk).

## **Annexure-1: Project Area Details -Sindh/ district Mirpurkhas**

<b>S/N</b>	<b>Union Council</b>	<b>District</b>
1	Chitori	Mirpurkhas
2	Kak	Mirpurkhas
3	Doulatpur	Mirpurkhas
4	Kheerao	Mirpurkhas

## **Annexure-2: Suggested Evaluation Study Format**

NRSP will be happy to receive suggestions for report formats from interested parties, but would expect the final evaluation report to cover the following:

- 1) Title page
- 2) Contents page
- 3) List of abbreviations and acronyms
- 4) Executive Summary (maximum 2 pages, clearly summarizing the assessment and key findings; reflecting the objectives, results and indicators)
- 5) Background (maximum 4 pages on the context of the intervention, project objectives and evaluation exercise; basic details of project can be shared with the consultant/firm)
- 6) Methodology (maximum 4 pages detailing what data was collected, how it was collected and by whom, what the sample size was, what were tools used, highlight on quantitative and qualitative collection of data, different approaches used, any possible limitations to the assessment etc)
- 7) Findings and analysis (maximum 60 pages giving the results of the assessment according to the objectives given in this ToRs, combining qualitative and quantitative data, disaggregated by sex and age. The Findings section should also include a summary table showing updated information for project log frame indicators and project's expected results)
- 8) Recommendations/Suggestions (maximum 3 pages, recommendations and suggestions must be clearly related to the evidence given in the findings section and project indicators)
- 9) Annexes: These might include:
  - a. Itinerary/ schedule
  - b. List of people and organizations consulted
  - c. References / list of documents reviewed
  - d. Examples of all data collection tools used (e.g. questionnaires/formats, semi-structured interview questions)
  - e. Full data tables of all quantitative results

This will be an 80-page report; (excluding annexes)