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Ministry of Agriculture and Livestock
Building Resilient Commercial Smallholder Agriculture Project
Samtenling: Sarpang



TERMS OF REFERENCE (TOR) FOR BRECSEA PROJECT BASELINE STUDY

Background

The Ministry of Agriculture and Livestock (MoAL) of the Royal Government of Bhutan (RGoB) is implementing *Building Resilient Commercial Smallholder Agriculture* (BRECSEA) in four Dzongkhags of Sarpang, Trongsa, Tsirang and Zhemgang. The project will be implemented in 37 Gewogs and 539 villages, directly benefitting around 12,000 households over a period of 7 years.

The total budget for the project is US\$ 30 million, including US\$ 13 million grant from Global Agriculture and Food Security (GAFSP) and USD 8.9 million loan from the International Fund for Agricultural Development (IFAD). IFAD is the Supervising entity, while WFP is the supervising entity for Technical Assistance. In addition, RGoB, beneficiary and financial institution contributions are estimated at US\$ 1.1 million, US\$ 6.3 million, and US\$ 0.7 million respectively.

Conducting a baseline study is a key requirement for initiation of a project. The purpose of the study is to establish a quantitative benchmark for assessing the success and effectiveness of project implementation, and ensure results-oriented project planning and adaptive management.

In this connection, the PMU is inviting proposals from reputable and competent consultants for conducting the baseline study closely following IFAD's Core Outcome Indicators Methodology.

Description of the Project

The main goal of the BRECSEA is to catalyze a 30% increase in resilient commercial agricultural production and improve food and nutrition security in the 4 target Dzongkhags by 2030. The developmental objective of the project is to transform smallholder agriculture into inclusive and resilient agri-food systems that are increasingly profitable and food and nutrition secure.

The Project has three technical components which include:

1. Resilient production systems
2. Strengthened value chain coordination and market linkages
3. Innovative and competitive agri-food sector

The following are the project outcomes:

- a) Agri-food sector contribution to resilience, food and nutritional security and income of smallholder farmers, women and youth is enhanced.
- b) Commercialization is fostered for farmer groups to develop private sector enterprises and for engaging youth in lucrative commercial ventures and
- c) Enabling financial and policy environment to promote a competitive and modernized food sector is enhanced.

Some of the mainstreaming priorities of the project are:

1. Commercialization of agriculture and strengthening of value chain
2. Reduction of poverty
3. Improving nutritional status
4. Resilient climate change



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5. Empowerment of women
6. Engagement of youths
7. Inclusion of differently abled population

Scope of Work

Purpose of the Baseline Study: The purpose of the survey is to establish a quantitative benchmark for assessing the success and effectiveness of project implementation, and ensure results-oriented project planning and management. The baseline study should provide social, economic, and environmental data at the beginning of the project. The study should complement the quantitative data collected with qualitative information and explanations. The study results should point how best the project will be rolled out and set priorities for the project. The study should help to identify any major issues and provide some insights for successful project implementation. The study is expected to provide benchmark information that will be used to direct and guide the implementation of the project and to measure success of implementation.

The BRECSA Project Design Report (PDR) and the Logical Framework (LF) will form the central guiding documents for defining the scope and objectives of the baseline study.

Objectives: The objectives of the baseline study will be to:

1. Collect baseline data for project impact, goal, development objectives and outcomes, and specifically on the indicators of the project LF.
2. Assess the opportunities and challenges for achieving the project targets within the project period, and provide recommendations for successful implementation of projects activities.

The specific objectives of the baseline survey are;

- a) To plan and design data collection and analysis instruments and methodologies such as questionnaire, Focus Group Discussions (FGD) guidelines and submit with inception report.
- b) To collect data that will be able to establish base line for impact and outcome indicators. And further the baseline can be used to compare mid-term and final evaluations
- c) Improve the understanding of constraints and challenges faced by target participants with specific reference to livelihoods of vulnerable groups, and their current state of needs.
- d) Current water use and issues on agriculture and domestic usage.
- e) Currently active major value chains and their problems, market and marketing and their problems preferably by vulnerable groups
- f) Classification of study population into extreme poor, moderately poor and commercial

oriented groups using multi- dimensional poverty tool.

- g) Analyze food insecurity status and nutrition status of study households using standard tools and techniques perhaps used by WFP
- h) Study the accessibility to closest motorable and closest market with special emphasis to availability /non-availability of roads, road conditions and transport
- i) Study the major cropping systems (s) and cropping calendars etc. by agro-ecological region. List of major crops grown during last season
- j) Identify the women and youth based agro-enterprises and problems and the prevailing situation related to such Agro -enterprises



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- k) Analyze the general structure of the market system in each district and need for market centers, markets if any.
- l) Study the access to existing market information and agriculture technology information systems
- m) Investigate mode of transportation of existing agriculture produce to markets.
- n) Analyze the input supply mechanisms for the farming activities.
- o) Provide list of common set of assets for each HH with information on housing (No. of bed rooms, roof, wall, floor type), toilet, access to safe drinking water.
- p) To design suitable climate resilience index to measure overall resilience level reached by the project. (Source: Measuring climate resilience; How to do notes)

The consultant shall rigorously follow the project's PDR and logical framework to get a clear understanding of the project, and will follow the monitoring and evaluation (M&E) guidelines of both GAFSP and IFAD¹.

The task of the individual consultants is not limited to the following areas:

1. Provide baseline data for following outreach core indicators:
 - ❖ CI 1: Persons/Households receiving supports from government and/ or are receiving support from other agriculture sector projects or other sectors such as drinking water, gender empowerment, persons with disabilities, etc.
 - ❖ CI 1b. Estimated corresponding total numbers of household members
 - ❖ CI. 1a. Corresponding number of households reached
2. Provide baseline data for following core indicators of project goal
 - ❖ % of households reporting increase in production yield/ produce being marketed
3. Provide baseline data for project development goal core indicators
 - ❖ CI 1.2.8. Women reporting minimum dietary diversity (MDDW)
 - ❖ IE.2.1 Individuals demonstrating an improvement in empowerment
 - ❖ CI 2.2.5. Rural producers' organizations reporting an increase in sales
 - ❖ CI 2.2.1. Person with new job/employment opportunities
4. Provide baseline data for following project outcome core indicators
 - ❖ SF.2.1 Households satisfied with project-supported services
 - ❖ SF.2.2 Households reporting they can influence decision-making of local authorities and project-supported services providers.
 - ❖ CI 1.2.4 Households reporting an increase in production
 - ❖ CI 3.2.2 Households reporting adoption of environmentally sustainable and climate – resilient technologies and practices
 - ❖ CI 1.2.9 Households with improved nutrition knowledge attitudes and practices
 - ❖ CI 1.1.8 Households provided with targeted support to improve their nutrition
 - ❖ Households with homestead kitchen gardens which beneficiaries are included in nutrition education
 - ❖ Capacity building of extension workers on nutrition (numbers)
 - ❖ CI 3.1.4 Land brought under climate resilient practices
 - ❖ CI 1.1.3 Rural producers accessing production inputs/technological packages
 - ❖ CI 2.1.2 Person trained in income-generating activities or business management

¹ IFAD M&E Resources and Guidelines: <https://ifadbox.ifad.org/owncloud/s/MX4N882tfd3urdv>



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- ❖ 3.1.4 Agricultural/Land area where climate resilient or sustainable agriculture practices are implemented
 - ❖ Numbers of farmers receiving inputs or services on climate resilient or sustainable agriculture practices
 - ❖ CI 2.2.2 Supported rural enterprises reporting an increase in profit
 - ❖ CI 2.2.6 Households reporting improved physical access to market, processing and storage facilities.
 - ❖ CI 1.1.5 Person in rural areas accessing financial services
5. Provide baseline data on farm-level activities on major crops in the project area, including:
- ❖ Commodity specific production area, production volume, consumption quantity, post-harvest loss, sales volume and amount, production costs including family labour hours for the major project-supported value chains (vegetable, dairy, mushroom, honey...).
 - ❖ Production area and volume on major inputs to be promoted by the project, including bio-fertilizers (vermi-compost, liquid fertilizer etc.), and fodder grass and trees.
 - ❖ Total income (including non-agricultural) and net agricultural income or profit in the project Dzongkhags.
 - ❖ Cultivated area and average production of major cereal crops (rice, maize, buckwheat, etc.), vegetables (chilli, tomato, onion, broccoli, cauliflower, cabbage, etc.), spices (ginger, cardamom, turmeric, etc.) and plantation crops (arecanut, betel leaf, coconut, etc.), fruit crops (mango, litchi, guava, pineapple, avocado, mandarin, sweet orange, kiwi, dragon fruit, etc.) and mushroom (shiitake, oyster and button mushroom) in the project Dzongkhags

Approach and Methodology

The IFAD and GAFSP M&E guidelines and core indicator frameworks² will guide the design of the approach and methodologies of the baseline study. The consultant shall give specific attention to the definitions of each indicator to design the data collection methodologies, and ensure adequate and accurate information is collected.

The baseline study is to be carried out in BRECSA project Dzongkhags by an independent consultant/consulting firm using a combination of qualitative and quantitative methods. All data, qualitative and quantitative will be collected through the assessment and must be disaggregated by age, sex, differently abled person, poverty, climate resilience as per project log frame. The consultant is required to submit a methodology, which complies with the IFAD's Core Outcome Indicators (COI) guideline.

The baseline design document should include a series of data collection instruments. The sub-sector assessment used primary data combined with some secondary data, mainly RNR census, Population and Housing Census, livestock statistics etc. The collection of primary data involved consecutive mixed methods: Focus Group Discussion (FGD), Individual Interview (II), Key Informant Interview (KII), and Data Validation Workshop (VW). The sub-sector assessment

² IFAD Core Indicator Framework: <https://ifadbox.ifad.org/owncloud/s/MX4N882tfd3urdv#pdfviewer>



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followed the collection of a high level of qualitative information backed up by some quantitative information collected from the Individual Interview.

Document Review / Literature Review

Once a Service Provider is selected, relevant documents (PDR and PIM) will be provided by the Project Team. In addition, it is the Service Provider's responsibility to conduct a thorough literature review to identify relevant information and collect relevant reports from other sources. Moreover, if secondary data sources are used, the data sources and the data should be provided to the PMU.

Duration of the study and schedule of the reports

The total duration of the assignment will be 60 days. A detail implementation plan will be agreed upon in consultation with the PMU and other relevant agencies, however, it is anticipated that the inception report should be submitted within 10 days upon signing the contract. The draft report of the study should be submitted by the consultant within 45 days, and a presentation on the draft report should be given to "PMU" within 55 days after signing the agreement.

Quality and Ethical Standards

The consultant hired should take all reasonable steps to ensure that the baseline study is designed and conducted to respect and protect the rights and welfare of people and the communities of which they are members, and to ensure that the baseline study is technically accurate, reliable, and legitimate, conducted in a transparent and impartial manner, and contributes to organizational learning and accountability.

- ❖ **Utility:** The Baseline Study must be useful and will be used by PMU of the project.
- ❖ **Feasibility:** The Baseline Study must be realistic, and managed in a cost-effective manner.
- ❖ **Ethics & Legality:** The Baseline Study must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved.
- ❖ **Impartiality & Independence:** The Baseline Study should be impartial, providing a comprehensive and unbiased assessment that considers the views of all stakeholders.
- ❖ **Transparency:** The Baseline Study activities should reflect an attitude of openness and transparency.
- ❖ **Accuracy:** The Baseline Study should be technical accurate, providing sufficient information about the data collection, analysis, and interpretation methods so that its worth or merit can be determined.
- ❖ **Participation:** Stakeholders should be consulted and meaningfully involved in the evaluation process when feasible and appropriate.
- ❖ **Collaboration:** Collaboration between key operating partners in the evaluation process improves the legitimacy and utility of the evaluation.

Deliverables

All written documents are to be submitted in English using Microsoft Word in both soft and hard copy. The main body of all reports should be written in simple, non-technical language (i.e., plain



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English), with any technical material to be presented in annexes. All primary data collection and analysis conducted for the baseline will remain the property of PMU, BRECSA project. Consultant must be submitted electronically and in a clear and comprehensible format in Microsoft Excel and Word. The consultant will provide the following deliverables to the PMU, BRECSA within the timeframe stated:

1. **Inception Report:** by 10 working days after signing the contract, a detailed report on the consultant's proposed final baseline design and methodology will be submitted to PMU, BRECSA project. This will provide preliminary understandings based on document review, rationale, and a detailed description of the methodology and tools, analytical methods, and detailed work plan for the entire exercise. Any draft questionnaires or interview forms will also be submitted for review at this stage.
2. A detailed determination of sample size and sampling frame using statistical tools and formula.
3. Baseline survey questionnaire (for the quantitative part) and Checklist (for the qualitative part) to capture all required data and information of the study.
4. **Interview Notes and List of Resource Documents:** The Consultant shall provide summaries of all key meetings, and discussions conducted during the baseline and copies of any relevant documents and reports gathered during the baseline by (timeline).
5. **Summary Presentation of Findings:** The Consultant shall present initial findings to PMU, BRECSA project for review, comment, and feedback by (timeline). A PowerPoint presentation and handout (maximum of two pages) shall be prepared for the presentation through a workshop to the project stakeholders.
6. **Findings brief:** The Consultant should provide a brief of the findings corresponding to the objectives of the study that can be widely circulated. The brief of the study could be within three pages.
7. **Indicator Table with Value:** The Consultant should provide an indicator table including the values which got in the baseline study.
8. **Final Database:** The consultant should review, recheck and finalize the data set before starting the final analysis. The final database should be handed over to PMU, BRECSA, with the final report.
9. **Final Report will sketch with the following headings:** The final report will contain a short executive summary (not more than 1,000 words) and a main body of the report (not more than 10,000 words) covering the background of the intervention evaluated, a description of the evaluation methods and limitations, findings, conclusions, lessons learned, recommendations and action points related to these.

1. Acknowledgements
2. Acronyms
3. Glossary
4. Executive Summary
5. Introduction/Background
6. Rationale and Objectives of the Baseline Study
7. Scope of the Baseline Study
8. Methodology
9. Findings and Discussion
10. Recommendations



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11. Conclusion and Lessons learned
12. References

Annexure should include following:

1. Scope of Work
2. Data collection tools
3. Key data sets, including interview transcripts
4. List of key informants

Consultancy firm requirements

The Consultancy firm should have previous work experience in providing such kinds of services. The enumerators to undertake the survey will be recruited by the consultant/consulting firm. The expected qualifications of the independent consultant are given below:

1. **Education (20 marks):**
He/she should have a minimum Master's Degree in economics/social science/rural Development/Business administration; PhD will be the additional advantage.
2. **Experience (30 marks):**
The consultant should have 10 years of working experience in research including 5 years of experience in the baseline study/value chain approach. Research experience in environmental sustainability, economic viability, micro-enterprise development, nutrition, sectoral policy review/analysis, and value chain development will add additional value. Experience in evaluating any projects/sectoral study funded by IFAD/World Bank/ADB/DANIDA and/or any other UN agencies will preferable.
3. **Publication (20 marks):**
The consultant should have at least 2 publications in an international/national journal. However, poultry-related sectoral publications will be given high preference for the selection of the consultant.
4. **Familiarity (10 marks):**
Familiarity with the following areas: a) Environment & Climate Change, b) Micro and small enterprise, c) livelihoods d) employment, e) pro-poor development, f) gender and nutrition.
5. **Language (10 marks):**
Excellent writing and oral communication in English is required.
6. **Computer Literacy (10 marks):**
MS Word, Excel, PowerPoint, SPSS/Strata.

1. Qualifications and experience of a consultancy firm

The consultancy firm should have a team of experts with the following qualifications to perform the required services.

a) Consultancy Firm

- i. Scope of the consultancy firm as mentioned in the business registration/certificate of incorporation



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- ii. Legal status and administrative setup
- iii. Experience in surveys for agribusiness and climate resilience sector. Experience of undertaking similar type of consultancies will be an advantage
- iv. Experience in involvement of international projects or foreign funded projects in government sector
- v. Financial capacity and recent audited accounting reports of last consecutive three (03) years
- vi. The members who are mentioned in the consultancy team should participate in person all kinds of meetings regarding the task.

b) Team members; Qualifications and skills

The survey team should consist of a minimum of seven (10) categories of consultants, namely, Field Survey Manager, Statistician, Sociologist, Environmental specialist, Hydrologist/Water Engineer, Agricultural Economist, M & E specialist, GIS specialist, Enumerators, and Data Analyst.

The CV of each consultant should signed (by consultant) and submit to the SARP. All the consultants should participate for the meetings with the Project Director and the PMU staff. Previous experience in similar studies is a must.

c) Team Leader

The Team Leader will have overall responsibility for design and implementation of the baseline survey.

(c-i) Qualification and skills; General professional experience

The Team Leader should possess the following qualifications and experience as a minimum standard Post graduate degree/ bachelor's degree (UGC approved) in statistics; or economics, socioeconomics, development studies or other relevant field with knowledge of statistics;

- i. The Team Leader shall have at least of 10 years' experience in socio economic, food and nutrition security, vulnerability, agriculture and value chain analysis sectors.
- ii. Number of successfully completed socio economic surveys.
- iii. Excellent communication skills
- iv. Excellent report writing, computer and analytical skills

(c-ii) Specific professional experience of the Team Leader

- i. Should have at least 5 years of working experience in survey design and implementation, including socio-economic baseline surveys in the areas of development analysis/ Livelihood enhancement project/ feasibility and baseline survey in agriculture/ food security, vulnerability to random climate variation shocks or relevant areas
- ii. Familiarity with results-based management concepts and logical framework approach

d) Team members; Qualifications and skills

e) Field Survey Manager



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The survey manager will be responsible for overseeing all day-to-day field activities.

(e-i) General professional experience

Education: University degree (accepted by the University Grants Commission (UGC) of Sri Lanka) in Social Science, Development Planning, Statistics or related field

Language: The candidate should be fluent in spoken and written Sinhala and English.

(e-ii) Specific professional experience

At least 5 years' experience in the design and implementation of high quality socio economic surveys

f) **Statistician/** to design the baseline survey.

(f-i). Education: University degree in Statistics, Economics, or a related field accepted by the UGC

(f-ii). Language: The candidate should be fluent in spoken and written English.

(f-iii). Experience: At least 5 years' experience as a senior statistician and/or econometrician with extensive experience in survey sample design and data analysis. Familiarity of Statistical software such as STATA, R , SPSS, SAS or any other with skills in creating log files. Familiarity of national surveys and raw data, sampling weights is required

Proposal submission:

The proposal should include the following below six items.

1. **Cover letter:** Clearly summarizing Consultant experience and competency as it pertains to this assignment
2. **Technical proposal:** Not exceeding eight (08) pages expressing an understanding and interpretation of the ToR, the proposed methodology, relevant experience and time and activity schedule.
3. **Financial proposal:** Itemizing estimated costs for services rendered (daily consultancy fees), accommodation and living costs, transport costs, stationery costs, and any other related supplies or services required for the review in BDT and modality of payment. Please also attach a business Registration Certificate/tax payment certificate.
4. **Detailed CVs** of all professionals who will work on the process. CVs of proposed study team (will add additional value), please attach a table describing the level of effort (in number of days) of each team member in each of the Baseline activities.
5. **Professional references** are needed to provide two or three references from your previous clients.
6. **A short example from previous Baseline study** report (value chain preferred) that is relevant to this work (5-7 pages)

(Application materials are non-returnable, and we thank you in advance for understanding that only short-listed candidates will be contacted for the next step in the application process and the selection panel does not have the ability to respond to any requests for application feedback. Please take note that expressions of interest that do not cover these requirements will not be considered.)

Application Procedure: Please email complete applications to Project Director, PMU, BRECSA at sonamgyeltshen@moal.gov.bt



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Deadline for Application: The application deadline is [to be decided upon finalization of ToR and ministry's approval].

Interested individuals will provide a technical proposal. The VAT and Tax will be deducted at source as per the government rules. Interested consultants are invited to submit their technical proposal along with a detailed CV and one page of cover letter by (timeline). The partner organization will form a review committee to analyze the applications, shortlisting, and interview.

Payment

The PMU, BRECSA project will pay the cost of the study to the assigned firm subject to the completion of all deliverables and reports acceptance. Payments will be made based on the following percentages and milestones:

1. The 1st payment (30% of total contract value): will be made upon submission and acceptance of the inception report by "Joint Committee PMU, BRECSA, IFAD, WFP and PPD, MoAL".
2. The 2nd payment (30% of total contract value) will be made upon submission and acceptance of the draft report by Joint Committee PMU, BRECSA, IFAD, WFP and PPD, MoAL.
3. The final payment (40% of total contract value): will be made upon acceptance of the final report by Joint Committee PMU, BRECSA, IFAD, WFP and PPD, MoAL.

Time frame

The study shall be conducted within a duration of three months from award of consultancy service and is scheduled to preferably start in the [the exact date be decided later]. The consultant will submit the final report latest by [the exact date to be decided later]. The timeline will be finalized as agreed between the Consultancy firm and PMU, BRECSA project.

Disclaimer

The PMU, BRECSA, Project reserves the right to amend the terms of reference at any time as required upon mutual discussion with the consultant. The PMU, BRECSA, Project reserves the right to terminate the contract at its sole discretion in case of non-compliance of the terms and conditions that will be finally agreed. The consultant will never be used this Baseline Study information for his/her own needs. If it requires, the consultant must take prior permission from the PMU, BRECSA.