

## **TERMS OF REFERENCE**

### **Individual Contract**

#### **1. Assignment Information**

<b>Assignment Title:</b>	Consultant on Assessing Cassava Development Impacts
<b>Cluster/Project:</b>	Accelerating Inclusive Cassava Market Development
<b>Contract Type:</b>	Professional Service Contract
<b>Duty Station:</b>	Phnom Penh, Cambodia
<b>Expected Place of Travel:</b>	Kratie, Tbong Khmum, and Mondul Kiri Provinces
<b>Contract Duration:</b>	52 days, with 15 days in the provinces

#### **2. Background**

Based on the strategic partnership with the Government of Cambodia, especially with Ministry of Commerce and Ministry of Agriculture, Forestry and Fishery; UNDP has supported the transformation of the cassava value chain. For many years, UNDP's projects have worked on the improvement of cassava production and export of cassava-based products to diverse markets.

UNDP started the implementation of the third cassava project, called Accelerating Inclusive cassava Market Development in early October 2018 and will complete by 2021. The third phase project aims to address key bottlenecks of the cassava value chain which can increase farmer profitability so that they can retain income in the context of price fluctuation and reinforce the smooth investment process of the private sector. Therefore, further economic values can be created, retained and distributed within rural economies in the boundary of Cambodia. To achieve its goal, the project adopts a public private partnership model which loopholes within the value chain, especially sustainable cassava production and reliable system of root supply, are fulfilled. The linkage between farmers and processing factories is invented to shape win-win relationship and long-term trustful cooperation of the two parties. In this model, resources from public and private sectors, are blended to implement a development project.

The private sector funding development projects through UNDP in the context of Cambodia is a new paradigm drawing attention of the government, development partners and investors. It demonstrates significant roles of the private sector as a locomotive of the economic growth vis a vis a development driver. The private funding, in this circumstance, reflects different pictures which can be as social corporate responsibilities, charity or direct contribution to mitigate risks affecting their investment. Whatever of the intention of this funding, it is important to know the practicality of PPP spearheaded by the project.

In line with the goal which intends to bring positive impacts on the cassava sector, particularly to small-holder farmers, the project is looking for a consultant to conduct the project development impact assessment.

#### **3. Scope of Work**

The assignment aims to assess development results which the project brings to the cassava small-holder farmers and document knowledge useful to enhance the effectiveness of UNDP's development approaches. It expects to analyze and gather evidence of impacts which the

project attributes to farmer groups, in line with, but not limited to, the following questions:

- To what extent can the project raise cassava productivity of farmers in its target areas?
- To what extent does the improvement of cassava productivity contribute to household income?
- What are costs and benefits of the contract farming which farmers and the starch processing factory bear or receive? How to scale up and make it sustainable?
- How does the project contribute to livelihood improvement of cassava smallholder farmers?

The impact assessment will focus on groups of farmers in Snoul district, Kratie province. Below table briefly highlights the different supports provided by the project entailing its target farmers group and target impact.

Project	Intervention	Target	Num/ sample	Baseline	Target	Impact on livelihoods
Output 1: Cassava smallholder farmers' productivity increased through the adoption of practical measures	Adopt practical measures	Direct beneficiaries (farmers)	20 farmers (2 target villages)	Yield (16-20 ton/ha)	Yield (25-30 ton/ha)	Income (increase >30%)
		Indirect beneficiaries (farmers)	20 farmers (nearby or the same villages)	Profit return on labor	Profit return on labor (increase 50%)	Household assets and Welfare
	Follow traditional practices	Non- beneficiaries (farmers)	20 farmers (far, nearby or the same villages)			
Output 2: Supply chain reliability reinforced through inclusive contract farming	Formalize business deal through contract farming with a starch processor	Direct beneficiaries	20 farmers	Price/product quality Incentives/ Support Business practices (quantitative and qualitative data)	Price/product quality Incentives/ Support Business practices	Incremental profit Trust/relationship  Household assets and Welfare
	Sell at open spot markets	Non- beneficiaries	20 farmers			
	Formalize a business deal through contract farming with farmers	Starch processing factory	1	Quantity of supply via contract farming  Processing capacity (tons)	Quantity of supply via contract farming  Value/volume of export (tons)	Return on investment  Number of jobs creates
	Organize and build the capacity of farmer organizations to deliver services to members	Farmer organizations (agricultural cooperatives, producer groups etc.)	3	Services delivered to members (type and number of services)	Services delivered to members (type and number of services)	Income (increase >30%)  Household assets and Welfare

Output 3: Capacity of National institutions, SNAs, and local agents are improved to design, lead and facilitate local cassava value chain development	Build capacity of local stakeholders to address cassava value chain issues	Line ministries  Provincial authorities  District authorities  University  Local NGOs	10	Number of trainers  Number of farmers signed the contract through scaling up activates	Number of trainers  Number of farmers signed the contract through scaling up activates	Income (increase >30%)  Household assets and Welfare
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Below are the key expected outputs of the assignment:

1. Baseline survey report
2. Follow up survey
3. End line survey report

The primary responsibility of the consultant is to develop a rural household survey methodology, conduct survey two times during the project implementation (once for baseline in August 2019, and once during the end of the project end of 2020), carry out a preliminary assessment following each survey, design a small-scale follow-up survey and train project staff on the administration of the follow-up survey. Note that the contracted expert is not responsible for administering the follow-up survey.

All these activities should be carried out in consultation with, and under the guidance of the project team, UNDP Cambodia Country Office.

**To complete this assignment, the consultant expects to deliver the following tasks:**

- Develop Inception report containing methodology to deliver the assignment. The report shall include survey methodology with identification of survey target groups, questionnaire for the survey, initial proposal of baseline report outline, initial design of database;
- Conduct desk review about the project (documents to be provided by project team);
- Conduct survey;
- Analyze data and write a report up to expectation and required quality standard
- Present the findings to UNDP's project team and validated the report with stakeholders as required

Highlight of the key milestone tasks:

- **Developing a survey methodology**

The survey methodology should meet the following criteria:

- Establishing the baseline status for beneficiaries for impact indicators under question
- Establishing control group as appropriate for the case of the project
- Identifying variables that potentially affect the impact indicators and including them in the survey instrument

- **Developing initial proposal of the outline of the baseline report**

- **Developing household survey questionnaire**

- Developing, testing, finalizing and translating (into local language) the household questionnaire

The contracted consultant is required to develop a sample questionnaire based on consultations with the project team and UNDP, taking into consideration the criteria for survey methodology listed above. It should carry out a trial administration of the questionnaire before finalizing the instrument.

- **Conducting survey with target groups**

- The consultant is expected to conduct survey with the target groups.

- **Developing data entry format**

- Once the field survey is complete, data should be entered Excel
- Double data entry is required
- A discrepancy check should be carried out once double data entry is conducted
- Final dataset should contain rows, each representing a single household, and columns, each representing a single variable
- First row of the table should contain the names of variables without space

- **Developing quality control method**

The survey package should include a proposal set of measures to ensure high quality data collection during the field survey;

- **Developing baseline/Preliminary report**

Once data entry is complete, the contracted institution is required to produce a preliminary assessment report that contains key summary statistics and comparison of treatment and control groups.

- **Developing of a small-scale follow-up survey**

The small-scale survey is designed to be used by project staff on a more frequent basis to capture changes that may occur between the time of baseline survey and end-line survey. Thus, the survey should be a subset of the larger-scale survey.

Training of project staff on the administration of the small-scale survey

#### **4. Expected Outputs and Deliverables**

<b>No.</b>	<b>Deliverables/Outputs</b>	<b>Estimated Duration</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
1	Inception report containing methodologies, detailed	6 days	1 <sup>st</sup> week of September	UNDP project manager/Programme

	process, and the work plan to deliver all outputs are produced and approved		2019	Analyst/Assistant Resident Representative
2	Completion of baseline field survey and data entry into the database	15 days	3 <sup>rd</sup> week of September 2019	
3	First draft of baseline report produced in line with the agreed report outline	4 days	2 <sup>nd</sup> week of October 2019	
4	Final baseline survey report is produced with all comments incorporated	4 days	1 <sup>st</sup> week of November 2019	
5	Small scale follows-up survey is designed, and the training is provided to project staff	10 days	2 <sup>nd</sup> week of November 2019	
6	Completion of end-line field survey and data entry into the database	5 days	1 <sup>st</sup> week of September 2020	
7	First draft of end-line survey report produced in line with the agreed report outline	4	3 <sup>rd</sup> week of September 2020	
8	Final end-line survey report is produced with comments incorporated	4 days	2 <sup>nd</sup> week of October 2020	
Total # of Days:		52 days		

## 5. Institutional Arrangements, Duration of the Work and Duty Station

Under overall direct supervision of the ACD/Programme Team Leader, oversight of Programme analyst and direct guidance from Project Manager, the consultant will be responsible to deliver the outputs stated above with the level of quality expected.

1. The contractor is responsible to provide his/her technical expertise to deliver the assignment;
2. The contractor shall work under the assigned focal person from UNDP project team, especially project manager;
3. The contractor needs to maintain weekly communication with the UNDP project focal person as well as when problems emerge during the consultancy period, especially if they affect the scope of the job.

## 6. Duration of the Work

The contractor will have for **52 working days** from 1<sup>st</sup> week of September 2019 to 4th week of November 2020.

## 7. Duty Station

Given the nature of the assignment, the contractor may find alternative working locations at his/her own expense. The duty station of the work is Phnom Penh, Cambodia with travel to

Kratie and nearby communes of Thborngkhmum and Mundulkiri Provinces to conduct stakeholder interview, visit the project sites, collect information/data, and carry out activities.

***The Daily Substantive Allowance (DSA) to the province should be included in the proposal, the project will cover the transportation cost.***

To carry out this assignment, the consultant expects to go to the provinces as per the following tentative schedule:

- First mission is expected to be conducted during the **2<sup>nd</sup> week of September 2019** to conduct a baseline study. The field work may take **five (5) days**;
- Second mission is expected to be conducted in **early September 2020** to gather data and produce the end-line project assessment. The field work may take **five (5) days**.

## **8. Minimum Qualifications of the Successful Contractor**

Education:	Master's degree in development studies, agriculture, preferable M&E
Experience:	<ul style="list-style-type: none"> <li>• At least 5 years of work experience in large scale quantitative and quality survey implementation and analysis;</li> <li>• At least 3 years of direct work experience in conducting impact assessment;</li> <li>• Experience in conducting survey with household and livelihood/agricultural related data collection and analysis;</li> <li>• Experience in conducting research and report writing;</li> <li>• Experience working with multi stakeholder including government official, development agencies, and local community</li> </ul>
Competencies:	<ul style="list-style-type: none"> <li>• Proven capability to build networks with various local stakeholders particularly between farmers, and relevant local stakeholders</li> </ul>

## **Criteria for Evaluation of Level of Technical Compliance of Individual Contractor**

Bids should be prepared as a single fee arrangement, including all costs and expenses, and the daily consultancy rate should be disclosed.

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
At least 5 years of work experience in large scale quantitative and quality survey implementation and analysis	25
At least 3 years of direct work experience in conducting impact assessment	25
Experience in conducting survey with household and livelihood/agricultural related data collection and analysis	15
Experience working with multi stakeholder including government official, development agencies, and local community	15

Sample of the previous similar (impact assessment) study conducted	20
<b>Total Obtainable Score:</b>	<b>100</b>

## 9. Payment Milestones

The consultant will be paid on a lump sum basis under the following installments.

<b>N</b>	<b>Outputs/Deliveries</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
1	Upon satisfactory completion Deliverable 1 and 2	4 <sup>th</sup> week of September 2019	20%
2	Upon satisfactory completion of the Deliverable 3, 4, and 5	3 <sup>rd</sup> week of November 2019	40%
3	Upon satisfactory completion of the Deliverable 6	2 <sup>nd</sup> week of September 2020	15%
4	Upon satisfactory completion of the Deliverable 7 and 8	3 <sup>rd</sup> week of October 2020	25%