



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: May 15, 2020
	REFERENCE: MWI10/PROC/2020/007

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Impact assessment of the M-CLIMES project**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **5:00 pm Malawi Time, Monday, June 01, 2020** and via email: [procurement.mw@undp.org](mailto:procurement.mw@undp.org).

For any clarification, please contact the focal person Ms. Ei Cho Nyunt, Procurement Analyst, E-mail: [ei.cho.nyunt@undp.org](mailto:ei.cho.nyunt@undp.org).

Your Proposal must be expressed in the **English**, and valid for a minimum period of **90 days after the deadline for submission**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by e-tendering, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. The file names should be max. 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

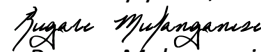
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

  
Rugare Mukanganise  
Operations Manager  
5/15/2020

## Annex 1

## Description of Requirements

Context of the Requirement	<b>Impact assessment of the M-CLIMES project</b>
Implementing Partner of UNDP	Department of Disaster Management Affairs (DoDMA)
Brief Description of the Required Services <sup>1</sup>	To establish a baseline for the IE framework and the overall project indicators, a survey was conducted in the 8 districts covering about 1800 households. The districts included the 4 Treatment districts where farmers were initially trained on PICSA in 2018 and the identified 4 Control districts. The Control districts are the 4 districts targeted by PICSA but where farmers are yet to be trained.
List and Description of Expected Outputs to be Delivered	Please find in the attached TOR
Person to Supervise the Work/Performance of the Service Provider	Program Analyst, Climate Change and Disaster Risk Reduction, UNDP
Frequency of Reporting	Weekly reporting and as outlined in the deliverables
Progress Reporting Requirements	Inception report, draft report and a final report delivered at the end of the assignment. In addition, weekly email and telephonic reporting or meeting with the Project Coordination Unit on Progress made against deliverables in line with the workplan
Location of work	<input checked="" type="checkbox"/> Exact Address/es Lilongwe including travel to M-CLIMES project districts (Chikwawa, Ntcheu, Dedza, Rumphi, Mzimba, Dowa, Lilongwe, Phalombe) <input type="checkbox"/> At Contractor's Location
Expected duration of work	75 days spread over a period of 3.5 months
Target start date	1 July 2020
Latest completion date	15 <sup>th</sup> October 2020
Travels Expected	

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	Chikwawa	3 days	Data Collection	TBD
	Phalombe	3 days	Data Collection	TBD
	Ntcheu	3 days	Data Collection	TBD
	Dedza	4 days	Pretesting and Data Collection	TBD
	Dowa	3 days	Data Collection	TBD
	Lilongwe	3 days	Data Collection	TBD
	Mzimba	3 days	Data Collection	TBD
	Rumphi	3 days	Data Collection	TBD
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others Please find in the TOR (Clause#8)			

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency			
Value Added Tax on Price Proposal <sup>2</sup>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>			
<b>Payment Terms<sup>3</sup></b>	Outputs	Percentage	Timing	Condition for Payment Release
	1) Draft Inception	20%		Within thirty (30) days from the date of meeting the following conditions:

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Report			a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and Receipt of invoice from the Service Provider.	
	2) Final Inception Report	20%			
	3. Draft Report	30%			
	4. Final Report and Stakeholder Validation Workshop	30%			
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Resilience and Sustainable Growth Portfolio Manager				
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]				
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.				
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Consultant 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%				

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	<p><i>Only Vendor who receive 70% of the technical evaluation are considered as technical qualified and proceed for financial evaluation.</i></p> <p>Please find the detailed technical evaluation criteria in Annex-2</p> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i></p>
Contract General Terms and Conditions <sup>5</sup>	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
Annexes to this RFP <sup>6</sup>	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 4)</p> <p><input checked="" type="checkbox"/> Others<sup>7</sup> Detailed technical evaluation criteria (Annex 2)</p>
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p><i>Ei Cho Nyunt</i>  <i>Procurement Analyst</i>  <i><a href="mailto:ei,cho.nyunt@undp.org">ei,cho.nyunt@undp.org</a></i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	<ul style="list-style-type: none"> <li>▪ <b>Technical and Financial Proposal should be in separate file and the financial proposal needs to be protected by password.</b></li> <li>▪ <b>The password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP</b></li> </ul>

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.





## Annex 2

## Technical Evaluation Criteria

Summary Criteria	Weight	Max. Point
Technical (based on Technical proposal)	70%	
Bidder's qualification, capacity and experience		300
Proposed Methodology, Approach and Implementation Plan		400
Management Structure and Key Personnel		300
Total points		1000

The proposer who received 70% of the total technical point will be consider for the financial evaluation. The detail technical points are follows.

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
<b>Total Section 1</b>		<b>300</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50

2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
<b>Total Section 2</b>		<b>400</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		120
	- General Experience	30	
	- Specific Experience relevant to the assignment	50	
	- Regional/International experience	30	
	- Language Qualifications	10	
3.2 b	Field Manager		80
	- General Experience	10	
	- Specific Experience relevant to the assignment	40	
	- Regional/International experience	20	
	- Language Qualifications	10	
3.2 c	Data Manager		40
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	
	- Language Qualifications	10	
<b>Total Section 3</b>			<b>300</b>

## Annex 3 (a)

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations; experience of firms in presenting quantitative and qualitative data and multiple layers of information; ability to map geo-spatial data;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) Track Record of being able to design context-specific visually appealing icons and visual presentation of complex data – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) The proposed activities timeline for the whole process of developing the dashboard;*
- f) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- g) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel (one team leader and three team members)**

*If required by the RFP, the Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are team members, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

*[Name and Signature of the Service Provider's Authorized Person]*

*[Designation]*

*[Date]*

## Annex 3 (b)

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL<sup>11</sup>*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>12</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

## D. Cost Breakdown per Deliverable\*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1	20%	
2	Deliverable 2	20%	
3	Deliverable 3	30%	
4	Deliverable 3	30%	
	Total	100%	

\*This shall be the basis of the payment tranches

## E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				

<sup>11</sup> This serves as a guide to the Service Provider in preparing the Proposal.<sup>12</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's Authorized Person]*

*[Designation]*

*[Date]*

## Terms of Reference

### Impact assessment of the M-CLIMES project

<b>Location :</b>	Lilongwe with travel to districts
<b>Application Deadline:</b>	
<b>Type of Contract:</b>	Consultancy firm
<b>Post Level:</b>	Consultant
<b>Languages Required:</b>	English, Chichewa
<b>Duration of Contract :</b>	75 days spread over a period of 3.5 months

#### A. Project Title:

Saving Lives and Protecting Agriculture-based Livelihoods in Malawi: Scaling Up the Use of Modernized Climate Information and Early Warning systems (M-CLIMES)

#### B. Project Description

The Government of Malawi, with the support of UNDP, secured funding from the [Green Climate Fund](#) to scale up the use of modernized climate information and early warning systems in the country. The project aims to increase the resilience of rural livelihoods to climate variability. This is planned to be achieved through scaling up the use of modernized early warning systems (EWS) and climate information in the country. More specifically, the project plans to install new automated weather stations (AWS), build capacity and deliver more accurate and better customized climate information to vulnerable food-insecure, flood-prone and fishing communities.

The M-CLIMES project aligns with the Government's priorities on climate information and early warnings set in the Malawi Growth and Development Strategy and the National Adaptation Programme of Action.

The project is being implemented in 21 districts by the Department of Disaster Management Affairs (DoDMA) in collaboration with a multiplicity of departments and institutions: the Department of Climate Change and Meteorological Services (DCCMS), Department of Water Resources (DWR), Department of Agricultural Extension Services (DAES), Department of Fisheries, and the National Smallholder Farmers Association of Malawi (NASFAM).

The project has three goals:

- Expansion of networks that generate climate-related data to save lives and safeguard livelihoods from extreme climate events

- Development and dissemination of products and platforms for climate-related information/services for vulnerable communities and livelihoods
- Strengthening communities' capacities for use of EWS and climate information in preparedness for response to climate-related disasters

The M-CLIMES project was approved by the Green Climate Fund (GCF) board in November 2015. The design of the M-CLIMES project was informed by a feasibility study that was conducted in the same year. The implementation of the project started in June 2017.

In view of the time lag between the design and implementation of the project, an assessment was conducted in 2018 to verify the baseline information for the M-CLIMES project. Additionally, the assessment also established an Impact Evaluation Framework for the project. The impact evaluation framework was designed to assess the impact of the project through the use of counterfactual to attribute observed outcomes to the intervention and established a baseline for subsequent mixed-methods impact evaluation (IE). The assessment was supported by the Independent Evaluation Unit (IEU) (which is a body of the GCF mandated to conduct evaluation of GCF supported projects and the effectiveness and efficiency of its activities) through its Learning-Oriented Real-Time Impact Assessment (LORTA) programme. The LORTA programme was initiated in partnership with Center for Evaluation and Development (C4ED) to develop impact evaluation designs of selective GCF projects and provide relevant technical advice and quality assurance throughout the impact evaluation phases. Following two years of implementation, the M-CLIMES project intends to conduct an endline survey to assess the impacts of the project.

In the above context, UNDP Malawi country office is seeking to hire a firm (referred to as “the consultant”) to conduct a survey in 8 targeted districts and conduct the aforementioned endline evaluation. The districts include: Chikwawa, Ntcheu, Dedza, Rumphi, Mzimba, Dowa, Lilongwe and Phalombe. The survey will be conducted in close collaboration with GCF IEU through the LORTA programme.

### *C. Scope of Work*

The implementation of the M-CLIMES project started in June 2018. At the outset, a survey was commissioned to establish the IE Framework for the project to allow for a robust impact measurement of selected outcomes in line with the Theory of Change (ToC). The IE Framework was designed to identify the causal effect of one specific component of the project, the Participatory Integrated Climate Services for Agriculture (PICSA), which is being led by the Department of Agriculture Extension Services and NASFAM. To date over about 17,000 lead farmers have been trained on PICSA and at least 184,000 follower farmers have been reached with Climate Information and basic PICSA principles. The PICSA approach is aimed at enabling farmers to make climate-informed farm decisions and



choices based on observed and accurate weather and climate information in their area. PICSA involves agriculture extension staff working with groups of farmers ahead of the agricultural season to firstly analyse historical climate information and use participatory tools to develop and choose crop, livestock and livelihood options best suited to individual farmers' circumstances. Then soon before and during the season extension staff and farmers consider the practical implications of seasonal and short-term forecasts on the plans farmers have made.

To establish a baseline for the IE framework and the overall project indicators, a survey was conducted in the 8 districts covering about 1800 households. The districts included the 4 Treatment districts where farmers were initially trained on PICSA in 2018 and the identified 4 Control districts. The Control districts are the 4 districts targeted by PICSA but where farmers are yet to be trained.

The IE framework follows a quasi-experimental design based on a Difference-in-Differences (DiD) technique combined with Propensity Score Matching (PSM) to estimate the programme impacts on beneficiaries in comparison with the control groups.

The key research questions to be answered are as follows:

- Do PICSA farmers have better access to tailor-made (timely, location-specific, appropriate language) climate and weather information?
- Do PICSA farmers make more use of tailor-made (timely, location-specific, appropriate language) climate and weather information?
- Are PICSA farmers more likely to base their farm plans/decisions on seasonal forecasts and short-term forecasts?
- Does the PICSA intervention lead to more resilient livelihoods?
- What are the community and gender impacts of the PICSA intervention?

Consequently, it is expected that the assessment will help estimate the contribution of PICSA in improving crop yields and impact of climate information on farmer adaptive behaviour.

#### **D. Expected Outputs and Deliverables**

The consultant will work hand in hand with the project team. C4ED will act on behalf of GCF and provide support throughout the whole evaluation process with technical advice and quality assurance. The consultant is expected to undertake the following activities under each evaluation phase:

### **Inception**

#### **1. Inception report:**

A **detailed inception report** that includes the following: a **work plan** detailing tasks and responsibilities, timeline, a robust methodology and sampling strategy for conducting a household survey based on the established ToC and IE framework. As a guideline for the inception report, the consultant will receive from UNDP- GCF EIU a detailed data analysis plan specifying the evaluation matrix, the sampling strategy, power calculations, the IE method, estimation strategy and variables for the expected analysis.

The consultant will develop a **survey questionnaire**, to be appended to the inception report. The report draft will be based on the template shared by UNDP. The inception report draft shall be submitted to UNDP for a first round of comments. The revised inception report will be presented at UNDP stakeholders' meeting for validation.

## 2. **Farmer listing:**

The consultant will work with the ministry of agriculture and NASFAM extension officers to update the basic information from each targeted EPA/Sections. The consultant will review the existing lists of lead farmers and their follower farmers interviewed at baseline shared by UNDP and GCF IEU. The consultant will create a list of lead and follower farmer for both treatment and control districts. The farmer sample for end line data collection will be constructed based on this list.

## 3. **Agricultural Household Questionnaire:**

A complete end line household survey will be conducted on the baseline sample of about 1800 households in 8 districts as aforementioned. The end line household questionnaire will build on and augment the baseline household questionnaire and will include:

- Household roster and socio-economic module, including individual level demographic, education, labour/employment and other relevant information.
- Climate information module, including access to climate information, short term and seasonal forecast. In addition, the experience on climate and weather information; how people/households obtain climate/weather information, effectiveness and usage of obtained information, level of satisfaction with the information (content, clarity, timeliness etc.).
- Agricultural module, including:
  - Information to estimate outcomes of interest – components of farming (crop and livestock) revenue, costs and profits: for crop farmers this relates to information on labour available to the household, type of crops grown, the growing season to differentiate different crops, farming production processes – detailed inputs (seeds, fertilizers, irrigation, machinery etc.) used to estimate costs, outputs including post-harvest processes such as access to market and warehouse; similar information would apply for livestock farmers.
- A household economy module, including expenditures and asset ownership (radios, phones, farm implements etc.).
- A household physical characteristics module that documents the location, type and size of housing, housing upgrades, household facilities – especially access to, and types of sanitation, hygiene & water facilities, and other housing facilities and amenities. GPS/GIS information should be collected for each household in the evaluation sample.

**Additional notes on the agricultural module of the questionnaire:**

- **Crop type mapping:** It is expected that the agricultural land of the farmer will be visited where the farm location will be geo-coded, and the type of crops adequately mapped. The GPS location that will be collected for the crop farmers will be expected to be based on 5 GPS points of the farmland. This includes the four corners of the farm and a location in the middle of the farm.
- **Agricultural Yield estimate using Crop Cut methodology:** As part of the agricultural household survey, a Crop Cut estimate of yield is also required for majority of the farmland that will be visited. The protocol for the crop cut estimate of yield will be finalized by the survey firm.
- The above exercise will be conducted for 318 respondents which will be representative of the overall sample size.
- Household behavioural change elements with respect to access and use of climate information and early warnings in farming (agriculture/livestock).

The survey questionnaire will cover at least the above information.

**Field work preparation and data collection****4. Programming of questionnaire:**

It is anticipated that data collection will be done using Mobile Data Collection Platforms, (i.e. Dooblo (Survey2Go), Kobo Collect/ODK) using tablets. Priority will be given to platforms that allows for capture of GPS points using combination of mobile data and satellite capture technology of GPS. In consultation with UNDP and GCF-IEU, the consultant will program the questionnaire and provide suggestions for the incorporation of bounds for numeric values, set up logic checks and quality checks for rejection of quantitative interviews, as well as any further refinements.

The final **mobile platform data collection form** shall be reviewed and approved by UNDP. In this case, the consultant shall share the user rights to the appropriate server where data forms will be aggregated.

**5. Translation of questionnaire:**

The consultant is expected to provide advice on which languages the tools and field guides/manuals should be translated into, if necessary. Following this, the consultant is expected to translate the tools, including informed consent, into relevant languages, including one round of feedback from a second translator (minimum qualification is to have proficiency in English and translation language). The consultant shall also translate all field guidelines/field manual(s) for enumerators into relevant languages including one round of feedback from a second translator (minimum qualification is to have proficiency in English and translation language).

**6. Ethical clearance and permissions of local authorities**

The consultant shall report to local authorities prior to the start of the data collection. It is the responsibility of the consultant to obtain any necessary permissions and ethical clearance (if needed) prior to data collection.

## 7. Recruitment of enumerator team

The consultant shall recruit a sufficient number of qualified field staff, including enumerators, supervisors and field coordinators.

## 8. Survey protocols

The consultant is expected to develop a detailed **survey protocol** for the enumerator teams (i.e. sampling protocol, revisit and replacement protocol, responsibilities in the field, training manual, etc.) that needs to be revised and approved by UNDP prior to the data collection.

## 9. Facilitate Enumerator Training, Questionnaire Pre-testing and Survey Pilot:

The consultant is expected to organise training of enumerators to allow them to internalize the questionnaire in the tablets and allow them to understand the scope of the M-CLIMES project and the basic concepts of the PICSA agriculture extension methodology. The training shall also consist of sessions for special roles if needed, e.g. supervisors, field coordinators, trackers, etc. Before the start of the training, the questionnaire shall be **pre-tested** in order to ensure that the questionnaire fits the local context. Furthermore, before field work, the survey shall be **piloted** to a familiar community in order to pre-test the questionnaire. The questionnaire pre-test and survey pilot will be conducted in a location outside the survey sample. The consultant will share with UNDP a **brief report** including timing of modules, comments from enumerators and supervisors and necessary changes to the questionnaire.

The consultant shall provide an appropriate venue to conduct separate feedback/debrief session for pre-test, pilot and training. After conducting the training, the consultant shall provide UNDP with a brief **pre-test report** (specifying adjustments suggested for tools, a **training report** (specifying attendance, issues raised by enumerators during training), as well as a **pilot report** (specifying logistical issues, further adjustments suggested for tools, etc.).

## 10. Final list of enumerators and field plan

Furthermore, the consultant shall provide UNDP with a **final list of the field teams** and their assigned roles during data collection, back-up staff and the **field plan** (i.e. which team is planned for data collection when and where).

## 11. Data upload

The consultant shall upload the collected data to the server on a daily basis. UNDP shall be informed immediately if upload is not possible due to network or other issues. The survey data shall be uploaded for all attempted interviews (completed and non-completed). The evaluation team shall be granted access to data in the server during data collection.

## 12. Field reports

The consultant shall share a **weekly field report** that provides information on the progress of the data collection and problems faced in the field. The circumstances (external factors that were not in control of or known to the consultant) are to be clearly conveyed and confirmed with UNDP before any stop of data collection or changes to the sampling and field plan.

### 13. Quality assurance system

The consultant shall have a **quality assurance system** in place. This includes the constant field work supervision through field supervisors. The consultant shall also implement, with the enumerator teams, any corrections needed to the data during and after data collection (might require contacting respondents again). If necessary, interviews have to be repeated.

### 14. Raw data and final dataset

The consultant shall share the complete **raw data** and subsequent cleaned datasets and all do-files with and in the structure requested by the evaluation team. The consultant shall provide support to the evaluation team when local knowledge is needed to interpret/understand the data. Furthermore, the consultant shall translate all non-numeric responses (such as responses to “other, specify”) into English for quantitative data for all interviews.

### 15. Data analysis

The consultant shall analyse the data based on the data analysis plan shared by UNDP and GCF-IEU. .

### 16. End line report draft

The consultant will prepare an **end line report draft**. The end line report will follow the template shared by UNDP and GCF IEU. The end line report draft shall be submitted to UNDP for one first round of revision. The final end line report will be submitted to UNDP and presented at stakeholders’ meeting for validation.

### 17. Final end line report

The **final end line report** and do-files incorporating all comments and fully replicating the end line analysis as presented in the report will be shared with UNDP.

## E. Institutional Arrangement

The consultant will report to the Program Analyst, Climate Change and Disaster Risk Reduction, UNDP and will work directly with the Project Coordination Unit (PCU) which is coordinating the initiative on behalf of the Department of Disaster Management Affairs (DoDMA).

## F. Duration of the Work

The expected duration of the assignment is 75 days as detailed below. The timeline is detailed by deliverables under each evaluation phase.

Deliverables/ Final products expected	Expected duration	Formats
<b><u>Deliverables/ activities at Inception</u></b>	10 days	
<ul style="list-style-type: none"> <li>• <b>Inception report draft</b> which detail out the consultant's understanding of task, work plan required for implementation of the assessment, <b>household survey questionnaire</b> (and any other questionnaires and/or survey instruments that may be used with communities and national/regional stakeholders)</li> <li>• <b>Inception report (final)</b></li> <li>• <b>Farmer listing</b></li> </ul>		<p><u>Word</u></p> <p><u>Word</u></p> <p>Excel</p>
<b><u>Deliverables/ Activities during data collection preparation and field work</u></b>	<b><u>30 days</u></b>	
<ul style="list-style-type: none"> <li>• Programming of household questionnaire</li> <li>• Translated household questionnaire</li> <li>• Survey Protocol</li> <li>• Training material</li> <li>• Enumerator training</li> <li>• training report</li> <li>• Pre-test of questionnaire</li> <li>• pre-testing report</li> <li>• Pilot and launch of survey and pilot report</li> <li>• Team lists and field plan</li> <li>• Dataset dictionary with all variables labelled and defined.</li> <li>• Weekly field report</li> <li>• Complete raw dataset</li> </ul>		<p>Preferred CAPI software</p> <p>Excel/ Preferred CAPI software</p> <p>Word</p> <p>Power point</p> <p>Word</p> <p>Word (1-2 pages) and commented questionnaire Report in Word, Pilot dataset in STATA/SPSS</p> <p>Word Excel</p> <p>Word (1-2 pages) STATA/SPSS</p>

<ul style="list-style-type: none"> <li>Complete cleaned dataset</li> </ul>		STATA/SPSS
<b><u>Deliverables during analysis</u></b>	<b><u>25 days</u></b>	
<ul style="list-style-type: none"> <li>Data analysis and first draft of the end line report</li> <li>Do-files used for data cleaning and analysis</li> </ul>		Word Document  STATA/SPSS
<b><u>Deliverables during revision and final submission:</u></b>	<b><u>10 days</u></b>	
<ul style="list-style-type: none"> <li>Final end line report</li> <li>Do-files fully replicating final analysis</li> <li>Stakeholder validation workshop</li> </ul>		Word STATA/SPSS (do-files, etc.) STATA/SPSS

Note: Payment will be based on acceptance of the deliverable by UNDP (and not submission) based on inputs from key relevant stakeholders (i.e. government and regional agencies).

## G. Duty Station

Lilongwe including travel to M-CLIMES project districts (Chikwawa, Ntcheu, Dedza, Rumphi, Mzimba, Dowa, Lilongwe, Phalombe)

## H. Qualifications

The consultant (Firm) must meet the following minimum requirements:

- Legal status recognized by the Government of the Republic of Malawi, enabling the organization to perform the above-mentioned tasks under the laws of Malawi.
- Minimum of 5 years experience managing household-level surveys of similar scale (2000+ households); experience working on agricultural-related surveys preferred
- Strong capacity and experience in planning and organising survey logistics
- Good network of experienced enumerators, supervisors/data entry clerks
- Strong capacity in data management through mobile based data platforms and statistics
- Strong knowledge in the following software: SPSS, CPro and STATA
- Strong interpersonal skills and a team-oriented spirit

In the technical proposal, the consultant must also indicate the proposed staff and qualifications for each of the three key managerial positions based on the following minimum requirements:

- Lead/ Project Manager:** plans, supervises and manages the entire survey with the assistance of the field and data managers. The Project Manager must be based in-country for the entire duration of the survey and must have experience in managing large-scale household surveys of over 1500 households; a PhD in Economics /Agricultural Economics/ Development Economics or related Social Sciences with over 7 years experience in Impact Evaluation Surveys.

- **Field Manager:** responsible for training of field staff; plans, supervises and manages the field work. The Field Manager must be based in-country for the entire duration of the survey and have experience in managing field work of large-scale household surveys of over 1500 households; experience in managing field work for surveys; At least a Degree in Agriculture (Extension)/ Environmental Sciences/ Geography/ Metrology or any related fields with over 5 years experience in conducting and managing household surveys.
- **Data Manager:** plans, supervises and manages data processing and consolidation of data including coding of questionnaire. The Data Manager must be based in-country for the entire duration of the survey and must have experience in managing data entry of large-scale household surveys of over 1500 households; experience in managing data entry for surveys; at least a Degree in statistics or other relevant discipline; Specific training in data entry for household survey management, Specific training and experience in using Mobile Based Data collections platforms (Kobo Collect/ ODK).

#### I. Language Requirements:

- Fluency in written and spoken English is essential. Ability to write reports, make presentations in English.

#### J. Scope of Price Proposal and Schedule of Payments

A *Lump Sum Amount* payable modality is envisaged upon submission of deliverables and acceptance/approval by UNDP CO for each identified task (reflected in the agreed and signed specific TOR). The lump sum amount is inclusive of all the costs related to the assignment. Payments are based upon output, i.e. upon delivery and acceptance of the services specified in the ToR. All planned costs related to this consultancy must be specified in the proposal by contractor for this assignment. The bidding price proposal should include the following categories of budget:

- Professional fees (This should include the types and number of staffs hired)
- Travel (including the pilot survey and living allowances during the survey)
- Questionnaire printing
- Data entry
- Others (specify)

#### Schedule of payment

Deliverables/ Final products expected	Expected duration	Payment Milestones (%)
<b><u>Deliverables at Inception</u></b>	10 days	
<ul style="list-style-type: none"> <li>• Inception report draft</li> <li>• Inception report (final)</li> </ul>		<u>20%</u>



<ul style="list-style-type: none"> <li>• <b>Farmer listing</b></li> </ul>		
<b><u>Deliverables during data collection preparation and field work</u></b>	<b><u>30 days</u></b>	
<ul style="list-style-type: none"> <li>• Programming of household questionnaire</li> <li>• Translated household questionnaire</li> <li>• Survey Protocol</li> <li>• Training material</li> <li>• </li> <li>• Enumerator training</li> <li>• training report</li> <li>• Pre-test of questionnaire</li> <li>• pre-testing report</li> <li>• Pilot and launch of survey and pilot report</li> <li>• Team lists and field plan</li> <li>• Dataset dictionary with all variables labelled and defined.</li> <li>• Weekly field report</li> <li>• Complete raw dataset</li> <li>• Complete cleaned dataset</li> </ul>		20%
<b><u>Deliverables during analysis</u></b>	<b><u>25 days</u></b>	
<ul style="list-style-type: none"> <li>• Data analysis and first draft of the end line report</li> <li>• Do-files used for data cleaning and analysis</li> </ul>		30%
<b><u>Deliverables during revision and final submission:</u></b>	<b><u>10 days</u></b>	
<ul style="list-style-type: none"> <li>• Final end line report</li> <li>• Do-files fully replicating final analysis</li> <li>• Stakeholder validation workshop</li> </ul>		30%

## **K. Recommended Presentation of Offer**

Interested and qualified consulting firms are invited to apply. The consultants must submit the following documents/information to demonstrate their qualifications:

1. A technical proposal detailing applicants understanding of ToRs, proposed methodology, applicants key members CV.
2. A financial proposal breaking down cost for each operational line and professional fees.
3. Contacts (email and phone) of 3 former clients or referees.
4. A detailed list of similar assignments (copies of these may be requested as necessary) that the consultant has conducted in the past.