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REQUEST FOR PROPOSAL (RFP)

THE SURVEY OF THE GOKSU TASELI WATERSHED DEVELOPMENT PROJECT IN TURKEY

DATE: OCTOBER 20, 2020

REFERENCE: UNDP-TUR-RFP(GTWDP)-2020/12

Dear Sir / Madam:

We kindly request you to submit your Proposal for the delivery of “The Survey of the Goksu Taseli Watershed Development Project in Turkey”.

Please be guided by the “**Form for Submitting Service Provider’s Proposal**” attached hereto as Annex 2, in preparing your Proposal.

Proposals shall be submitted on or before **17:00 (Turkey – local time) Monday, November 02, 2020** by email to below address.

UNDP Turkey Country Office
tr.procurement@undp.org
Ref. UNDP-TUR-RFP(GTWDP)-2020/12
Focal Point: Tunç Gürdal, Procurement Specialist

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days after the deadline of this RFP. The Turkish translation of the proposal must be also presented with the English version. In case of discrepancy between the English and Turkish versions, the English version will prevail.

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.

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, 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 that will be issued as a result of this RFP shall be subject to the General Terms and Conditions for Contracts attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions for Contracts 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 Proposer 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

Please note that women-owned, and managed businesses are especially encouraged to apply.

Thank you and we look forward to receiving your Proposal.

Sincerely Yours,



Sukhrob Khojimatov
Deputy Resident Representative

ANNEX 1

Description of Requirements

Context of the Requirement	The Survey of the Goksu Taseli Watershed Development Project in Turkey
Implementing Partner of UNDP	Ministry of Agriculture and Forestry, General Directorate of Agrarian Reform (GDAR), Survey & Projects Department (SPD)
Brief Description of the Required Services	<p>The Government of the Republic of Turkey has obtained a loan from the International Fund for Agricultural Development (IFAD), for the Financing of the Göksu Taşeli Watershed Development Project (GTWDP). Implemented in 11 districts and 212 villages of the Konya and Karaman provinces, the project targets 30 000 rural households, and aims to reduce rural poverty by supporting economic diversification through agricultural value chain development and sustainable natural resource management. The General Directorate of Agrarian Reform (GDAR) and the Survey & Projects Department (SPD) have overall responsibilities of the management of the project, through SPD as Central Project Management Unit (CPMU) based in Ankara, and two Provincial Project Management Units (PPMU) based in Konya and Karaman respectively. In this context, UNDP launched this RFP for “The Survey of the Goksu Taseli Watershed Development Project in Turkey” within the scope of Göksu Taşeli Watershed Development Project.</p>
Target commencement date	November 2020
Latest completion date	8 weeks after the date of contract signature
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	Turkish Liras
Value Added Tax on Price Proposal	<p>UN and its subsidiary organs are exempt from all taxes. Therefore, proposers shall prepare their financial proposals excluding Value Added Tax (VAT). It is the Proposers’ responsibility to learn from relevant authorities (Ministry of Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Finance’s General Communiqués. The Contractor to be selected shall not be entitled to receive any amount over its proposal price in relation to VAT. Overall contract amount to be paid to the contractor shall not exceed the offered Total Financial Proposal Price.</p>
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<p>90 days after the deadline</p> <p>In exceptional circumstances, UNDP may request from the Service Provider 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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

Payment Terms	Please refer to Section 13. Price and Schedule of Payments of Terms of Reference
Type of Contract to be Signed	Facesheet Contract for Goods and/or Services to UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Minimum Eligibility and Qualification Criteria	<p>Eligibility and Qualification will be evaluated on Pass/Fail basis.</p> <p><u>Eligibility Criteria:</u></p> <ul style="list-style-type: none"> • Vendor is a legally registered entity established in 2017 or earlier • Vendor is not suspended, nor debarred, nor otherwise identified as ineligible for tendering by any UN Organization (not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List) or the World Bank Group or any other international Organization and Republic of Turkey, <p><u>Qualification Criteria:</u></p> <ul style="list-style-type: none"> • Previous Experience: The proposer must have successfully completed services in planning, managing and conducting household need analysis and outcome evaluation surveys in at least three geographical regions and provinces in rural and remote villages of Turkey as contractor. • The proposer must have successfully completed services in designing, preparing and implementing joint training programs, training organizations, need analysis and/or outcome surveys with Ministry of Agriculture and Forestry Provincial and Central Personnel as contractor. • The proposer must have successfully completed services on integration and strategic plan development with governmental institutions as contractor. <p>Statements of Successful Completion shall be submitted as proof documents for the Contracts implemented with regard to above stipulated services. The Contractor shall submit at least one proven successful work completion experience document in each of required field of work and completed works by presenting completion documents from Public Procurement Authority and/or by job completion and acceptance letter from relevant Turkish Governmental Institution.</p> <p>Financial Standing:</p> <ul style="list-style-type: none"> • The Proposer must have a minimum average annual turnover of TRY 250,000 for the last 3 years. (2017,2018,2019)¹ • Proposers shall submit the copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above.
Criteria for Contract Award	<p><input checked="" type="checkbox"/> Meeting minimum eligibility and qualification criteria.</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP General Terms and Conditions for Contracts (GTC). This is a mandatory criterion and cannot be deleted regardless of the</p>

¹ The other currencies will be converted into USD by using the UN operational rate of exchange which was effective for 31 December of each corresponding year. UN operational rate of exchange are available at the following website: <https://treasury.un.org/operationrates/OperationalRates.php#E>

	nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>In order to be considered for technical and financial evaluation each Proposer shall provide:</p> <ul style="list-style-type: none"> - Trade Registry Gazette: Copy of the Trade Registry Gazette or equivalent, demonstrating establishment of the Company. - Chamber Registry: Copy of the certificate, obtained by the proposer within the year in which the RFP is launched or expired, that demonstrates registration to the chamber of industry and/or trade to which the proposer is registered. - Authority to Sign: Original or notarized copy of Trade Registers Gazette indicating the shares of the shareholders of the company and their position within the company or the documents evidencing such issues as well as the signature circular of the legal entity certified by the notary public or specimen of list of authorized signatures and the notarized power of attorney. <p><u>Technical Proposal</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm: 20%</p> <p><input checked="" type="checkbox"/> Methodology, It's Appropriateness to the Condition and Timeliness of the Implementation Plan: 30%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 50%</p> <p>The minimum score required for technical qualification is 70%.</p> <p><u>Financial Proposal</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The formula for the rating of the Proposals will be as follows:</p>
	<p>Rating the Technical Proposal (TP): $TP\ Rating = (Total\ Score\ Obtained\ by\ the\ Offer / Max.\ Obtainable\ Score\ for\ TP) \times 100$</p> <p>Rating the Financial Proposal (FP): $FP\ Rating = (Lowest\ Priced\ Offer / Price\ of\ the\ Offer\ Being\ Reviewed) \times 100$</p> <p>Total Combined Score: $Combined\ Score = (TP\ Rating) \times (Weight\ of\ TP,\ e.g.\ 70\%) + (FP\ Rating) \times (Weight\ of\ FP,\ e.g.,\ 30\%)$</p>
	The minimum technical score required to pass is 70%.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One Service Provider

Annexes to this RFP	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions for Contracts (Annex 3) <input checked="" type="checkbox"/> Detailed Terms of Reference and its annexes (Annex 4)
Contact Person for Inquiries (Written inquiries only)	<p><i>Tunç Gürdal, Procurement Specialist</i> Address: Yıldız Kule, Yukarı Dikmen Mah, Turan Güneş Bulvarı, No:106, Cankaya, Ankara, 06550 Turkey E-mail address: tr.procurement@undp.org</p> <p>Any delay in UNDP's response shall not be 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>
Liquidated Damages	<p>Deliverables shall be delivered according to the durations indicated in the Section 6 of Annex 4 Detailed terms of reference. For each day of delay beyond target delivery time for any of the deliverables, liquidated damages for delay of delivery of the services will be imposed under the following conditions: For each day of delay in delivery, 0.5% of contract price will be deducted from the final payment. The next course of action: If the delivery of the services is delayed by more than 20 days, UNDP may terminate the contract.</p>

ANNEX 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

[insert: Location].

[insert: Date]

To: UNDP Turkey CO Office, Yıldız Kule 21st Floor, Yukarı Dikmen Mah, Turan Güneş Bulvarı,
No:106, Cankaya, Ankara, 06550 Turkey
Focal Point: Tunç Gürdal, Procurement Specialist

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 October 20, 2020 with **Ref. UNDP-TUR-RFP(GTWDP)-2020/12**, and all of its attachments, as well as the provisions of the UNDP General Terms and Conditions for Contracts:

A. Qualifications of the Service Provider

The Proposer shall submit copies of following documents to demonstrate eligibility and expertise:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations*
- b) Trade Registry Gazette: demonstrating establishment of the Company*
- c) Chamber Registry Certificate*
- d) Authority to sign: notarized signature statement or signature circular or power of attorney*
- e) Audited Financial Statements for the last 3 years (2017, 2018 and 2019)*
- f) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references. Work completion certificates shall be provided for the references to meet evaluation criteria.*
- g) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List, Other UN Ineligibility List, World Bank Group or Republic of Turkey Public Procurement Law Debarment List.*

B. Proposed Methodology for the Completion of Services

The Proposer must describe how it will address/deliver the demands of the RFP;

- a) 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?*
- b) Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference.*
- c) Implementation plan showing the timeline of the activities and allocated working days for each key expert and non-key experts*
- d) A detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place.*

C. Qualifications of Key Personnel

*Composition and structure of the team proposed.;
Names and qualifications of the key experts that will perform the services indicating the roles and responsibilities for each key personnel etc.,*

*Detailed list of specific expertise areas that are required to achieve the objective of the project
CVs of the proposed Experts which include a written confirmation that they will be available for the entire duration of the contract along with at least 2 references from their previous experiences.*

Proposers shall use following template for CV Submission:

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]
	Reference 2: [Insert]

D. Financial Proposal²

We, the undersigned, offer to provide the services for “The Survey of the Goksu Taseli Watershed Development Project in Turkey ” in accordance with your Request for Proposal No. UNDP-TUR-RFP(GTWDP)-2020/12 and our Proposal. We are hereby submitting our Proposal, which includes Technical Proposal and our Financial Proposal.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of 90 days following the proposal submission date.

We understand you are not bound to accept any Proposal you receive.

Currency of the proposal: Turkish Liras

Table 1: Summary of Overall Prices

	Amount(s) (TRY)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal³	

Table 2: Breakdown of Professional Fees

Position	Fee Rate (TRY)	No. of Days	Total Amount (TRY)
	<i>A</i>	<i>B</i>	<i>C=A*B</i>
KE1: Study Coordinator/Team Leader			
KE2: Survey Implementation and Field Supervision Expert			
KE3: Socio-Economic Researcher			
KE4: Computer Specialist in Data Entry and Databases			
NKE1: Field Supervisors			
NKE2: Survey Enumerators			

² The Proposer is required to prepare the Financial Proposal following the below format. The Financial Proposal should align with the requirements in the Terms of Reference and the Proposer’s Technical Proposal.

³ This amount will be the total contract amount and be the basis for the schedule of payments. The payments will be affected to the Contractor in the amounts and pursuant to the schedule of payments as follows:

- 30 % following the approval of “Inception Report” and its annexes
- 70% following the approval of “Final Report” and its annexes

Table 3: Breakdown of Other Costs

Description	Amount (TRY)
Travel expenses	
Accommodation	
Backstopping and support staff costs	
Out-of-Pocket Expenses	
Organisation of 2 seminars (at Provincial Directorates premises in Konya and Karaman Provinces or on online basis)	
Other Costs: (please specify)	
Subtotal Other Costs:	

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total (TRY)
Inception Report and its annexes				
Final Report and its annexes				

[Name and Signature of the Proposer's Authorized Person]

[Designation]

[Date]

<i>Proposer Information</i>	
<i>Legal name of the proposer</i>	
<i>Legal address</i>	
<i>Offerors' Authorized Person</i>	<i>Name and Title:</i> <i>Telephone:</i> <i>Email:</i>
<i>Contact person (Proposer)</i>	<i>Name and Title:</i> <i>Telephone:</i> <i>Email:</i>

ANNEX 3

UNDP GENERAL TERMS AND CONDITIONS FOR CONTRACTS

Hyper-Link: [English Version](#)

Link:

[http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

ANNEX 4**DETAILED TERMS OF REFERENCES****ABBREVIATIONS:**

FO	Farmer Organization
FST	Farmer Support Team
GCDFP	Gender and Community Development Focal Point
GTWPD	Göksu Taşeli Watershed Development Project
GDAR	General Directorate of Agricultural Reform
HH	Household
IFAD	International Fund for Agricultural Development
MoAF	Ministry of Agriculture and Forestry
M&E	Monitoring and Evaluation
PIM	Project Implementation Manual
PMU	Project Management Unit
PPMU	Provincial Project Management Unit
SBB	Strategy and Budget Office
SPD	Survey and Projects Department
VC	Value Chain

1. Background Information, Rationale and Project Description

In August 2014, the Government of Turkey requested IFAD assistance to develop a project to reduce the impact of climate change on small-scale family farms and help them to integrate into the market to improve their livelihood. The request is based on an agreement and discussions between Treasury (Ministry of Finance), TR Presidency Strategy and Budget Office (SBB) (former Ministry of Development) and Ministry of Agriculture and Forestry (MoAF) (former Ministry of Food, Agriculture and Livestock). At the end of October 2014 an IFAD mission provided elements for the development of the concept and in mid-April 2015 finalized the design of the Project, the first in a two-phased program. The GTWDP Loan Agreement was signed on 23 March 2016 and came into force on 26 May 2016. The Project Completion Date is on March 2023 and the Financing Closing Date is on October 2023.

In Ankara, Ministry of Agriculture and Forestry, (MoAF), SPD within the General Directorate of Agricultural Reform (GDAR) leads the project implementation in the Ministry of Agriculture and Forestry and supports two PPMUs in Konya and Karaman Provincial Agricultural and Forestry Directorates. PPMUs provide project implementation support through FSTs and Provincial Project Coordinators in the districts. There is one farmer support team in each district; two of its members are assigned by the District Agriculture and Forestry Directorates.

Institutional Background

The Implementing Agency of the project is the Ministry of Agriculture and Forestry (MoAF) located in Ankara. The overall management responsibility would rest with the General Directorate of Agrarian Reform (GDAR

of MoAF) in Ankara where a Project Management Unit (PMU) is established in the Department of Survey and Projects (SPD). The responsibility for field implementation is the Provincial Directorates of Konya and Karaman for the respective implementations in these provinces.

Two Provincial Project Management Units (PPMUs) is embedded in the Provincial Directorates of MoAF in Konya and Karaman, and are charged with the day-to-day field management and implementation of the Project. All staff of the PMU and the two PPMUs are seconded from the cadres of MoAF. Eight multi-disciplinary Farmer Support Teams (FSTs), each one comprising specialists for field crop production, horticultural production and agricultural economics, where one is female and assigned by the Provincial Directorates to the PPMUs to carry out extension services and maintain frequent contact with the beneficiaries as required by the GTWDP design. Each team will be responsible for one or more districts identified based on their number of villages and the proximity of those to each other and the district centers.

Several government agencies are active in the project area. Close collaboration and coordination is sought with the following that are directly related to the objectives of the project and would complement its rural poverty reduction and marketing enhancement initiatives: i) the Konya Regional Development Administration (KOP); ii) the Regional Directorate of Forestry of the MoAF; iii) the Greater Metropolitan Municipality of Konya; iv) the Governors' Offices of Konya and Karaman as Turkish Employment Agency (İŞKUR) and Ministry of National Education (MONE); v) the Mevlana Development Agency (MEVKA); vi) Agency for Small and Medium-scale Enterprises (KOSGEB), vii) DGRV viii) IPARD Local Offices in Konya and Karaman; and ix) the provincial Chambers of Agriculture and of Trade and Industry.

2. Project Description

Project Objectives

The overall Goal of the GTWDP is to reduce rural poverty by supporting economic diversification through value chain development and sustainable natural resource management. The Project Development Objective is to increase farmers' income from improved agricultural production and marketing activities in the targeted area with strengthened resilience to climate shocks.

The project outcomes would include: i) sustainably increased farm productivity; ii) higher product prices received by smallholder producer and iii) sustainable increase of soil water moisture. (See Logical Framework for more details).

Duration of the Project

The Financial Agreement was signed in March 2016, with completion set date to June 30, 2023.

Project Area

The project is being implemented in 238 highland villages of 11 districts of Konya (Ahırlı, Bozkır, Taşkent, Hadim, Yalıhöyük, Akören, Güneysınır districts and villages), and Karaman (Karaman centre villages, Başyayla, Sarıveliler, Ermenek districts and villages) provinces. It is being delivered in two key technical components ((i) Agricultural Productivity and Natural Resource Management; (ii) Market Access Enhancement) supplemented by a project management component.

Target Group

The project aims at reaching 32,000 households living in 212 villages with a total population of 118,800. The majority is engaged in fruit and field crop production on 166,536 hectares (of which only 15% is irrigated), and in keeping small flocks of small ruminants.

The GTWDP's target group is made of productive poor households (women and men) with a potentially adequate asset base that enables them to be engaged in mixed farming, with a focus on crop production. Average household size is 3.7. These households are semi-commercial; some have established links with the markets, while others' engagement with the market is "hit or miss" in nature. They cultivate an average of 3.5 hectares of cropland that are fragmented, and keep mostly goats (30-50 heads). The cultivated land is either: i) totally rainfed (most prevalent); or ii) mostly rainfed with some irrigated patches according to water availability and individual investment capacity. The target group suffers from production fragmentation and

poor organizational capabilities. This results in a failure to combine forces to provide products of sufficient volume and consistent quality to satisfy the large-scale buyers' expectations. Furthermore, other main constraints are the lack of training on modern techniques for upstream production and post-harvest handling, and insufficient marketing towards downstream systems and consumers.

Components and Main Activities

The GTWDP includes three components namely: i) Agricultural Productivity and Natural Resource Management; ii) Market Access Enhancement; and iii) Project Management.

The components, respectively, have been designed to: i) improve access to effective technical advisory services, new knowledge and skills - particularly in farming as a business, modern inputs, and matching grants to improve adoption of new technologies, including solar energy; ii) build capacity for accessing early warning data through investments and training, while prompting the wider adoption of climate-smart technologies through investments in efficient irrigation and water harvesting, as well as improving land management in the rangelands and marginal agricultural land through investments in terracing; and iii) enhance the producers capacity to voluntarily organize to better interpret and respond to market signals.

Each component would focus on elements of the identified value chains (VCs). However, the components and their subcomponents are intricately woven with intrinsic complementarities to maximize the impact of each. No specific balance is contemplated as regards the available resources for any single one, but rather all individual interventions have been designed to multiply impact when used in any combination.

Current Situation of the Project

As of June 2020, the project reached 13848 beneficiaries. Its main achievements include:

Indicators				End of June 2020
Name	Baseline	Mid-Term	End Target	Reached
1.b Estimated corresponding total number of households members				
Household members - Number of people			128800	25255
1.a Corresponding number of households reached				
Households - Number			32000	6314
1 Persons receiving services promoted or supported by the project				
Females - Number			38400	1000
Males - Number			86900	7208
Young - Number			3500	4222
Not Young - Number			121800	3986
Total number of persons receiving services - Number of people			125300	8208

3. Specific Objectives

Purpose

The planned study aims at carrying out an outcome survey, which will consist of quantitative and qualitative information. The review will focus more on second level outcome indicators and to some extent, to impact indicators in the log-frame. The outcome survey will assess how and why an outcome is or is not being achieved in a given context, and the role that IFAD and the Implementing Partner have played. The outcome survey will also help clarify underlying factors affecting the project implementation, highlight unintended consequences (positive and negative), recommend actions to improve performance in future programming and partnership building, and generate lessons learned. The scope of the evaluation shall be expanded to include a sample of other non-project targeted areas in order to establish fair appraisal of project contribution toward the outcomes.

It will examine the effects of the projects on agricultural production, market access and climate resilience.

Objectives

The main objective of the study is to develop the sample design, conduct the data collection and analysis and report writing of the survey, to be used for the project evaluation process. The information collected will derive data on (but not exclusively) the GTWDP Logframe impact and outcome indicators listed below:

- Percentage increase in the average annual income of targeted Households
- Percentage of HHs with improvement in assets ownership index
- Percentage of farmers in targeted areas reporting increased net farm income through improved access to productive infrastructure, financial services and markets
- Households reporting an increase in production
- Percentage increase in soil moisture is reported
- Households reporting adoption of environmentally sustainable and climate-resilient technologies and practices

For the complete list of Logframe indicators, please go to Annex 4.b.

Where possible, the survey will measure the current values of project outcomes indicators on the same indicators used for the baseline, in order to compare data with baseline data. This survey will be conducted on the same sample of beneficiaries as for baseline. The survey results for the outcome indicators should be disaggregated by women and youth.

Administrative Permits

The Project Monitoring and Evaluation Unit will ensure that the necessary administrative permits are obtained from the relevant authorities and will provide institutional support for the provincial or district level research.

Risks

- Lack of interest, motivation and commitment of the farmers to participate the questionnaire.
- Unexpected lockdown due to pandemic situation (COVID 19)

4. Scope

The contractor will work in close collaboration with the concerned general experts of the implementing agency and under the supervision of the Project Team and IFAD in the development and supervision of all phases of data collection and following analysis of the dataset.

The expected commencement time of the contract is October 2020. The duration of the contract is 2 months.

List of Activities

Phase 2 and 3 will be implemented simultaneously.

Phase 1 - Inception phase - 5 working days

- Initial situational analysis - review of project materials and data:
The PMU shall be responsible for providing key background documentation to the contractor (Project Design Report, Financing Agreement, Startup reports, Supervision reports, Logframe, List of beneficiaries, Baseline data and survey sample, secondary data etc).
- Collect and analyze secondary data (from multiple sources where available).
- Internet based data collection and data entry system
- Household Listing Survey.
- Preparation and finalization of the inception report
- Translation of the inception report.

Phase 2 –Sampling strategy and survey instrument development –10 working days

- Development of the survey questionnaire based on the draft provided by the project.
- Development of the sampling design.
- Clearance by SPD and IFAD of pilot sampling design and the questionnaire.
- Develop interview manuals and instructions for field staff.
- Training of interviewers for the pilot study.
- Pilot study fieldwork.
- Revision of the pilot study questionnaires.
- Analysis of pilot study results, introducing adjustments to the draft questionnaire.
- Development of the Final Questionnaire.
- Development of an appropriate data management system with adequate quality controls.
- Clearance of the final questionnaire and sampling design by Project Team and IFAD.
- Determination of the number and names of the districts and village names.

Phase 3 – Fieldwork Activities - 10 working days

- Preparation for field work (recruitment of interviewers).
- Staffing and Enumerator training.
- Administrative approval from necessary authorities.
- Qualitative data collection at the appropriate level of analysis: households and value chain clusters.
- Data quality control.
- Qualitative data collection (focus group discussion/semi structured in-depth interviews, etc.): if qualitative survey also included in the ToRs
- To take the necessary measures during data collection and for the community activities against the Covid 19 pandemic situation including supply of the mask, individual transportation, hygiene and social distance etc. and conform to the rules/regulations of Ministry of Health

Phase 4 - Data Processing, Analysis and Final Report Preparation – 5 working days

- Database formation.
- Data entry and cleaning.
- Statistical analysis of the data.
- Preparation and finalization of the final report.
- Translation of the final report.
- Clearance of the report.

Deliverables

Once selected, the contractor will produce the following deliverables for this project:

- **Deliverable 1:** Updated working calendar and delivery schedule
- **Deliverable 2:** Survey design describing the sampling strategy, data collection instruments and data entry methodology
- **Deliverable 3:** Final questionnaire including electronic format (Stata, SPSS or SAS).

- **Deliverable 4:** List of households to be interviewed and list of communities/villages surveyed and questioners filled and results of the survey in excel and word format,
- **Deliverable 5:** Training records of field staff and enumerators
- **Deliverable 6:** Training of field staff and enumerators
- **Deliverable 7:** Final Survey Report Analysis and Reporting
- **Deliverable 8:** Clean dataset
- **Deliverable 9:** 300 English and Turkish knowledge sharing Books presenting the process and result of the study and distributing these books to the relevant MoAF departments and Stakeholders.
- **Deliverable 10:** Organizing 2 seminars informing central and provincial MoAF personnel about methodology and results of the study at Provincial Directorates premises in Konya and Karaman Provinces or on online basis.

The contractor should deliver all the material in electronic format.

The expected tasks for the contractor should be performed in accordance with a mutually agreed schedule. Final deliverables should be submitted according to this schedule and within the limits of the contract duration. The timeline suggested for each phase will be discussed with the contractor prior to the start of activities and adjusted accordingly, if needed.

Deliverables are subject to agreement by the Project Team and IFAD and preliminary versions should therefore be submitted by the contractor in time allowing for comments to be shared and if required changes to be introduced by the contractor.

5. Approach and Methodology

The Programme intends to conduct a survey to obtain quantitative and qualitative data that will enable to monitor and evaluate the Programme's results. The scope of the services required under this Terms of Reference include the collection of data at household levels. The set of indicators to be collected will be based on the Programme's Logframe indicators (Annex 4.b). The study will follow a quasi-experimental approach.

Specifically, the following issues should be addressed:

Outcome analysis:

- What is the current situation and possible trend in the near future with regard to the outcome?
- Has sufficient progress been achieved toward the outcome as measured by the outcome indicator?
- What are the main factors (positive and negative) that affect the achievement of the outcome?
- Are the selected outcome indicators sufficient to measure the outcomes?
- To what extent are synergies in programming such as partnerships among various programs related to outcomes?

Linkage between output-outcome:

- Whether Project's outputs or other interventions can be credibly linked to the achievement of the outcome (including the key outputs, projects, and soft assistance)
- What are the key contributions that the project has made/is making to the outcome?
- What has been the role of the project soft-assistance activities (i.e. capacity-building activities) in helping achieve the outcome?
- With the current planned interventions in partnership with other actors and stakeholders, will the project be able to achieve the outcomes within the set timeframe and inputs – or whether additional resources are required and new or changed interventions are needed?

- Whether the project's partnership strategy has been appropriate and effective;
- Assess the project's ability to develop local capacity in a sustainable manner (through exposure to best practices, holistic and participatory approach);
- Has the project been able to respond to changing circumstances and requirements in capacity development?
- What is the prospect of sustainability of the project interventions in relation to the outcomes?

Questionnaire and variables

The company is required to develop the questionnaire in line with the questions asked during the baseline study. The questionnaire used at baseline will be shared by the PMU.

Sample frame

The sample frame is the list of all the units in the desired population, from which random samples of units are selected to build the survey samples. The sample of beneficiaries selected for the survey should reflect the share of women and youth targeted by the project.

The Project Team will provide the contractor with the sample frame including the list of projects beneficiaries as well as the composition of the samples at baseline.

Sampling method

The Project Team will provide the contractor with list of people interviewed at baseline, identifying among those the actual GTWDP beneficiaries.

Sampling method will be determined in cooperation with Project Monitoring and Evaluation Unit. This cooperation will also include:

- Identification of households and the realization of questionnaires
- Performing sample weight calculations following data collection
- Preparation and presentation of explanatory information on sampling methodology

Sample size

The sample size of the study can be calculated in two ways;

- Applying the IFAD standard rule of 750 household that received project services (treatment group) and 750 households that are not the beneficiaries of the project. The control group must be composed of units who have the same exact characteristics of the project beneficiaries but have never received any service from the project.
- Applying the below formula⁴:

$$N = \frac{4\sigma^2(z_\alpha + z_\beta)^2}{D^2}$$

Where:

D - the impact on the outcome variable measured as a difference in means. Note that this in a contribution-based study will be based on the difference in the outcome before and after the intervention; in an attribution-based study it will be the difference between the treatment and the control group outcomes.

⁴ World Bank. 2007. Data for Impact Evaluation. Doing Impact Evaluation N.6, Washington, D.C.: WB

σ^2 – the variance in population outcome metric. It refers to the range of differences you expected in the outcome measured (changes in income). This can be difficult to calculate and secondary data or data previously collected (national household survey, project assessment, piloting data, etc.) might be required.

z – The values of z are taken from a table depending on the values of α and β

α – relates to “type I error”

β – relates to “type II error”

Four elements are part of this formula:

1. the effect size or how much of an impact a project will have. In other words, the expected effect on the outcome variable (e.g. income);
2. the outcome variable’s standard deviation;
3. confidence level (usually 95%), and ;
4. statistical power.

Correction for intra-cluster correlation

In order to reduce sample variability and reduce costs, it is preferable to obtain the sample in two stages - according to a two stage cluster sampling design. In the first stage, the PSUs or primary sampling units - e.g. geographical areas (i.e. districts or villages) or non-geographical ones (i.e. cooperatives, producers organizations or sectors,) - are randomly selected, and in the second stage, smallholders households are randomly chosen within the already selected PSUs.

This two stage process requires a correction for intra-cluster correlation. This is because one can assume that the agricultural households or production units within the same cluster (PSUs) are likely to be very similar.

Hence intra-cluster correlation should be accounted for in the sample size formula:

$$N_{\text{corrected}} = N[1 + \rho(m-1)]$$

Where:

ρ – Also known as ‘Rho’, this is the intra-cluster correlation coefficient (ICC). This is a measure of how similar observations are within each PSU.

m - the number of observations in each cluster

Two of the items in this formula are “fixed” – specifically the population variance (σ^2) and the intra-cluster correlation effect (ρ). It is important to assess the level of heterogeneity of the units (to what extent the units are different) in the clusters because a high ICC requires larger sample sizes. To avoid intra-cluster correlation issues sampling design can select more PSUs (primary sampling units) and less households. This is likely to be more efficient because it considers the marginal value of each additional household survey. Contrastingly, a sampling strategy with less PSUs and more households, where households are likely to be similar (high ICC, i.e. homogeneity case), can waste resources by capturing data that adds no additional information to the sample. The more similar households are to each other and the more households are in each cluster, the higher the overall sample size will be needed as shown in the formula.

The Contractor will communicate to IFAD the sample size and which methodology was used to calculate it. The size of the treatment and the control group must be the same.

Probability sampling

The probability sampling refers to the sampling method in which all the members of the population has an equal chance to be a part of the sample and it uses random selection to select the sample within the desired population. Taking into account the characteristics of the GTWDP project, the villages involved and the different value chains, the contractor is required to suggest the appropriate probability sampling method. It will be the contractor's responsibility to suggest the appropriate method to not double count farmers who benefitted from more than one project activity.

Note that decisions on the final sampling strategy will be made upon IFAD's approval.

Data quality control

As data is collected and entered into a storage mechanism, checking for errors and data quality is an important step and sufficient time should be allocated to review the data and assure its quality.

The following strategies should be used:

- Double check data entry.
- Spot checking.
- Sort data to find missing data, outliers, high, or low values.
- Use automation, such as drop-down menus.
- Format a database to accept only numbers.
- Review data for anomalies.
- Discuss data discrepancies and/or findings with implementers.

Data-quality checks can be implemented while collecting the data rather than ex-post as in the case of paper-based surveys by using electronic devices for the data collection.

Computer entry

The Service Provider will be responsible for using the appropriate computer program for data entry. The project's schematic data labels, improvement of the data entry system, and availability of the necessary equipment, computer programs and surveyors (the research team) will be ensured during the research. The use of electronic devices and georeferencing is recommended.

The contractor is required to conduct interviews using tablets or other electronic devices, to allow the direct upload of data collected into a software where they can be easily verified, aggregated and analysed.

Analysis and report**Analysis**

The survey provides early evidence of progress towards objectives. It is indeed the first time that data is consistently collected at outcome level. Indeed, up to now most information collected through the project's M&E system related to the output level. However, results at mid-term should be analysed carefully since the survey does not include a comparison group; results then cannot be attributable only to the project's interventions but helps assessing whether or not the project is on right tracks. These measurements can also be crossed with complementary information gathered through the project's M&E system and other tools. The Project Team will provide the contractor with the documentation needed to complement the survey results and analyse the project outcome.

Reporting

While writing the report, the contractor will work in close collaboration with the PMU and other implementing partners, to enable a learning process and to maximise transparency and accountability. All the reports shall

be prepared in English and Turkish. The translations will be covered by the Contractor without any additional expense.

i. Inception report:

Inception Report shall be produced after 2 weeks from the start of implementation. In the report the contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme and staff travel. The PMU will approve/reject the inception report within 1 week. The contractor shall revise the report based on the comments and re-submit it within 1 week and the PMU will approve the final version of the inception report provided that the comments are reflected to the document.

ii. Final report:

Once the surveys have been conducted and their quality controlled, the analysis of the results should be presented within a draft final report which shall be submitted to the approval of PMU at the latest after 4 weeks following the approval of the inception report. The PMU will approve/reject the draft final report within 1 week. The contractor shall revise the report based on the comments and re-submit it within 1 week and the PMU will approve the final version of the final report provided that the comments are reflected to the document.

The report summarizes the conclusions emerging from the analysis and includes the following elements:

- the description of the methodology used
- the questionnaire
- the list of villages surveyed
- the results of the survey
- the updated Logframe (at least the outcome indicators in the Logframe mentioned at page 2)
- the analysis and interpretation of the results (detailed analysis with statistical significance and summarized tables for each indicator)

The survey database should also be provided to project staff and IFAD. The qualitative data will be presented in a separate chapter.

The clean dataset as well as the resulting reports will be property of the GDAR/SPD and IFAD.

Equipment and material

Ministry of Agriculture and Forestry (MoAF) will not provide any physical facility for the services of the Contractor.

The following issues will be organized by the Service Provider:

- Security of office and computer equipment for the management and data entry of the research,
- Equipment, vehicles and transportation arrangements for the households surveys,

It is the responsibility of the Service Provider to ensure that all vehicles and equipment are available and functional over the course of the contract duration..

The Service Provider will prepare all the materials required for the field staff. The Service Provider will also conduct appropriate transportation arrangements when conducting field work. All expert expenditure for travel to the pilot provinces shall be covered by the Service Provider.

6. Activities, Deliverables and Schedules

Activities	Deliverables	Submission Date	Approval Date	Target Delivery Time
Updated working calendar and delivery schedule	Inception Report and its annexes	2nd week	3rd week	4th week
Survey design describing the sampling strategy, data collection instruments and data entry methodology				
Final questionnaire including electronic format (Stata, SPSS or SAS)				
List of households to be interviewed and list of communities/villages surveyed and questioners filled and results of the survey in excel and word format				
Training records of field staff and enumerators	Final Report and its annexes	6 th week	7 th week	8 th week
Training of field staff and enumerators				
Final Survey Report Analysis and Reporting				
Clean dataset				
300 English and Turkish knowledge sharing Books presenting the process and result of the study and distributing these books to the relevant MoAF departements and Stakeholders				
Organizing 2 seminars informing central and provincial MoAF personnel about methodology and results of the study at Provincial Directorates premises in Konya and Karaman Provinces or on online basis	Organisation of 2 seminars	N/A	N/A	8 th week

7. Key Performance Indicators and Service Level

Deliverables	Acceptable Minimum Service Standards
Inception Report	Shall be submitted in both English and Turkish Shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme and staff travel.
Final Report	Shall be submitted in both English and Turkish Shall summarize the conclusions emerging from the analysis and include the following elements: <ul style="list-style-type: none"> • the description of the methodology used • the questionnaire • the list of villages surveyed • the results of the survey • the updated Logframe (at least the outcome indicators in the Logframe mentioned at page 2) • the analysis and interpretation of the results (detailed analysis with statistical significance and summarized tables for each indicator)

8. Governance and Accountability

The contract shall be managed by UNDP and the beneficiary is SPD. A Commission which shall be composed of UNDP and SPD representatives shall be established. The Commission shall meet in the Inception Phase to obtain information about the approach and about the Contractor, and to provide technical guidance for the results expected from the Contractor. The Commission shall meet regularly during the Project and shall finally meet upon the submission of the Final Report for review of the outputs.

UNDP shall govern the contract and the Contractor shall be directly accountable to SPD.

The Contractor agrees that the data and documents given to itself and its personnel shall not be used for any other purpose, that the data and documents shall be returned in the event of final acceptance and termination of the contract, that the records on the Contractor's computer shall be deleted, that the written documents of the Contractor regarding the Project shall be destroyed by incineration and the Contractor accepts to comply with the security rules.

A non-disclosure agreement shall be signed for each personnel within the scope of the Project. The Contractor shall take the necessary measures in terms of leave, sickness and dismissal of its personnel and shall not interrupt the project schedule.

9. Facilities to Be Provided by UNDP

No facilities shall be provided by UNDP. The proposer shall ensure that experts are adequately supported and equipped and shall ensure that the service is in accordance with the provisions of the national legislation. In particular, it shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It shall also transfer funds as necessary to support its activities under this contract and ensure that its employees are paid regularly and in a timely manner.

All expert expenditure for travel to the provinces shall be covered by the Contractor.

10. Duty Station

The project shall be based in Ankara. All experts shall perform in Ankara and visit the pilot provinces. The experts shall visit Provincial Directorates in Konya and Karaman and also the districts and villages of these provinces.

11. Professional Qualifications of the Successful Contractor and Key Personnel

In addition to the qualification requirements foreseen for the proposers, proposers shall have experience on the following areas;

- Proven experience in to disseminating results of the research to the Ministry of Agriculture and Forestry Personnel and institutions.
- Strong capacity in data management and statistics.
- Strong capacity in survey analysis and reporting of results.
- Able to prepare books regarding distribution of results of the conducted research studies and the research studies. (The book or other documents submitted with the proposal will be returned to the Proposer following the contract signature date.)
- Strong background in statistics, econometrics, communication and research methods.
- Strong capacity and experience in planning and organizing surveys and information campaigns together with provincial personnel of MoAF in rural areas.

12. Key Experts

The proposed team should consist of reasonable number of qualified and experienced professionals having proven track record in designing and implementing socio-economic studies and/ or evaluation studies and having good depth of understanding of rural development as well as of and gender and social inclusion. The proposers are expected to propose a study coordinator/Team Leader and appropriate number of experts, field supervisors, enumerators and support staff.

Key Experts have a crucial role in implementing the project. The proposer shall submit the CVs of the key experts and their extensive experience shall be highlighted as per the required qualifications below.

Key Expert 1: Study Coordinator/Team Leader

The roles and responsibilities of the Team Leader are as follows;

- Representing the project team against SPD and UNDP and managing the project expert team
- Monitoring the project schedule and being responsible for the quality of the outputs
- Coordinating the planning, implementation of the studies and ensuring that the work is conducted following the highest professional standards.
- Ensuring that the quality control and supervision mechanism in place for the survey is effective, manage the data collection team and ensure that each member performs his or her specific scope of work.

Qualifications and Skills

- Ph.D. in economics, statistics, agricultural economics or related field. (Academic career, and academic publications, lectures, published research reports, articles should be presented with the CV)
- Associate Professorship or Professorship degree will be an asset.

General Professional Experience

- At least 10 years of experience

Specific Professional Experience

- Proven academic record in designing and conducting social surveys in rural areas and villages in agricultural development field by working with the provincial and central MoAF personnel.
- Experience in MoAF projects, especially which were funded by international organizations will be an asset

Key Expert 2: Survey Implementation and Field Supervision Expert

Qualifications and Skills

- Bachelor or master's degree in economics, statistics, agricultural economics or related field

Specific Professional Experience

- At least five years of experience with large survey implementation,
- Working experience as an expert in implementing household and agricultural surveys.
- Working experience in carrying out projects in different social and cultural areas of the country regions/provinces.

Key Expert 3: Socio-Economic Researcher*Qualifications and Skills*

- Ph.D. in economics, agricultural economics or related fields
- Associate Professorship or Professorship degree will be an asset.

Specific Professional Experience

- At least five years of experience in analysing survey data using some of the data collecting software, such as STATA or any other.
- Strong background and working experience in the fields of communication, statistics and econometrics
- Working experience in impact evaluation will be an asset
- Previous experience in the field of gender and social inclusion will be an asset

Key Expert 4: Computer Specialist in Data Entry and Databases

The roles and responsibilities of the Computer Specialist in Data Entry and Databases are as follows;

- Developing appropriate data management system with adequate quality controls, and finalize the data management system before the data collection team moves to the field.
- Organising the data management system in such a way as to deliver partial datasets on a regular basis to the Project Team.

Qualifications and Skills

- Bachelor or master's degree in related fields

Specific Professional Experience

- At least three years of experience with large survey data sets and data entry software.

Other Experts:

The proposer shall select and hire other experts as required for the successful delivery of the project activities. All experts shall be independent and free from conflict of interest in the responsibilities they take on.

In their proposal, the proposers shall provide a detailed list of specific expertise areas that are required to achieve the objective of the project. The proposers shall also specify the number of days to invest for each activity of the project, and break down in terms of senior / young, international / local expertise and special expertise.

Below is a non-exhaustive list of specific expertise areas to be sought from the pool of other experts:

- **Field supervisors:** Preferably 4, but a minimum of 3 field supervisors should be hired (best ratio would be 1 supervisor every 4 enumerators). They should be chosen based on the contractor's best practices. Some degree of knowledge of local languages is expected at least from a sufficient number of the supervisors. At least one year experience in conducting or managing household surveys is required.
- **Survey enumerators:** Minimum of 10 enumerators should be hired. Due to factors such as knowledge of local language, knowledge of the region, and in order to get the maximized benefit from the surveys, survey enumerators could be hired from the survey regions. However, the survey enumerators must have at least a university degree and must be trained for 1-2 days. The survey team should include female enumerators.

13. Price and Schedule of Payments

Payment	Percentage of Payment	Pre-requisite for Payment
Interim payment 1	%30	UNDP's written acceptance (i.e., not mere receipt) of the quality of the following deliverables: "Inception Report" and its annexes. Receipt of invoice from the Service Provider.
Final Payment	%70	UNDP's written acceptance (i.e., not mere receipt) of the quality of "Final Report" and its annexes. Receipt of invoice from the Service Provider.

The contract price is a fixed price regardless of extension of the herein specific duration. The contract price is gross, and all inclusive of all travel, accommodation, transportation, equipment, office and etc. expenses required for the successful provision of services and deliverables as well all legal expenses, including but not limited to social security, income tax, pension, visa etc., which shall be required by applicable laws. Contractor will not receive any additional payment for whatsoever reason.

Annex 4.a Detailed targeting strategy

The total number of project beneficiaries is 32.000 households consisting of the following groups:

1. **Productive smallholders** (men and women) farmers (main target group) in targeted districts who practice mixed farming in the uplands as permanent residents. This group comprise of farmers with marginal and adequate surplus and farmers with producing surplus for marketing.
2. **Poor households**, youth that are looking forward to have some livelihood opportunities to continue their lives in the otherwise may migrate and women (including women headed households that are rare). This group will benefit from direct targeting mechanisms guided by quotas for livelihood support and for women in participating in FOs and value chain development. Poorest households are the ones that are almost near landless, not fully engaged in agricultural production and rely on social assistance. The project will mobilize effort to target at least 20% HHs of the project belonging to this group.
3. **Nomads (pastoralists)**: This group (the total number may vary over 150 families) engaged in livestock production as primary livelihood and reside in the Project area for about 4-5 months per year. They live in the Mediterranean Region during the winter and move northwards to the Project area with their herd (estimated as 50.000 goats and sheep) in order to graze them. Their livelihood is affected by the fragile eco-system and climate change further distressed by human activities and land use change (grazing land management/forest protection) has endangered their livelihood and lifestyle. The Project will target all families, with particular attention to the poorest ones (estimated around 120) vulnerable and those having less access than others to key services for their livelihood. They will benefit from direct-targeted interventions.

In support of existing field veterinary services training of selected Yörüks pastoralists as Community Animal Health Workers on basic animal health practices (e.g. deworming) to improve livestock health.

Use participatory methodology to increase understanding and competence through community conversations, behaviour change communication for consulting with rangeland users (nomads and resident HHs) this include information on law and regulation for the rangeland as well as explaining the relevance of animal mobility for the eco-system. Support nomads families to identify representatives Include representatives in the Committees for grazing plan preparation

4. **Secondary target group**: These will be extension services providers (public and private), providing other support services to smallholders' farmers as well as nomads. The project will also aims at building capacity to provide better services to farmers essential for inclusive and effective value chain growth on one hand and also on sustainable use and management of natural resources (land, water, rangelands) and enhancing local governance and consultative processes. This is particularly relevant for the demand-driven nature of the intervention.
5. **Beneficiary selection and self-targeting**: All target groups can apply to benefit from project opportunities (self-targeting). However, to benefit from investments (through matching grants) the applicants need to comply with the eligibility criteria set in the PIM. There will be no criteria to participate in awareness raising and training. Poor households as indicated above, rely on government social assistance that identify beneficiaries through a local committee and based on a set of criteria (paragraph 14). The Project, instead of setting up a parallel and potentially a conflicting system to identify such households will rely on the current well-functioning system. The Gender and Community Development Focal Point (GCDFP) would work closely with the head of the District Director of MoAF and village headmen (members of the local committee and will receive relevant sensitization training) to ensure that poor women and youth are evaluated objectively.

6. **Direct targeting.** Particular attention to reach out the more disadvantaged families of nomads will be put in place. The small group of 120 poorest families, which appears to be more poor and disadvantaged than the other families. Nomadic families will be receiving support as the resident communities such as overnight shelters, livestock drinking water troughs, portable solar energy panels for milking machines and pumps for drinking water, In support of existing field veterinary services, training selected Yörüks pastoralists as Community Animal Health Workers on basic animal health practices (e.g. deworming) to improve livestock health.
7. **Youth Targeting and mainstreaming.** For the youth, limited land availability is an incentive to look for an income outside agriculture. Despite increased openings in income generation linked to non-farm activities the main livelihood source remains agriculture. The project will therefore assist youth in exploring agricultural income generating activities and it will reach out to those who have managed to buy land through non-agricultural wage earning and are ready to grow into future entrepreneurs and leaders. The project will: i) profile young people as part of the baseline value chain analysis and locate those that are household to have a better understanding of their poverty levels ii) prioritize young people for training related to the development of skills and capacities in off-farm income generation iii) promote poorer young households gaining access to labour generated by the project; and iv) identify within cooperatives the high potential youth that has good literacy skills and can be selected for the future leaders training.
8. **Incentives for women inclusion.** Proposals presented by FOs whose number includes at least 30% women would have preferential consideration in the selection. Specific process for selection of beneficiary groups will be developed in the PIM building on the above principles, ensuring screening as an ongoing process.

Annex 4.b Project Logframe

Results Hierarchy	Indicators				Means of Verification			Assumptions
	Name	Baseline	Mid-Term	End Target	Source	Frequency	Responsibility	
Outreach Number of persons (males and females) receiving services promoted or supported by the project.	1.b Estimated corresponding total number of households members				project M&E reports and impact survey	BL, annual	PMU	
	Household members - Number of people			128 800				
	1.a Corresponding number of households reached				impact survey and M&E reports	BL, annual survey	PMU	
	Households - Number			32 000				
	1 Persons receiving services promoted or supported by the project				impact survey, annual reports.			
	Females - Number			38 400				
	Males - Number			86 900				
	Young - Number			3 500				
	Not Young - Number			121 800				
	Total number of persons receiving services - Number of people			125 300				
Project Goal Reduced rural poverty by supporting economic diversification.	Percentage increase in the average annual income of targeted Households				BL, MT and final impact survey	BL, MTR, PCR	PMU	Stable macroeconomic atmosphere and poverty reduction remains a priority agenda.
	Households - Percentage (%)		10	20				
	Males - Number			17344				
	Females - Number			7616				
	Percentage of HHs with improvement in Assets ownership index				BL, Final Impact survey	BL and PCR		

Results Hierarchy	Indicators				Means of Verification			Assumptions
	Name	Baseline	Mid-Term	End Target	Source	Frequency	Responsibility	
	Households - Percentage (%)		10	20				
Development Objective Increased farmers' income from improved agricultural production and marketing activities in targeted areas with strengthened resilience to climate shocks.	Percentage of farmers in targeted areas reporting increased net farm income through improved access to productive infrastructure, financial services and markets.				Beneficiaries impact survey	BL, MTR and PCR	PMU	Programme outcomes stimulate economic growth.
	Farmers - Percentage (%)		10	20				
Outcome 1. Farm productivity sustainably is increased and climate resilient are adopted for natural resources management.	1.2.4 Households reporting an increase in production				Beneficiary impact survey	BL, MTR, PCR	PMU	Climate change is in line with current predictions. Availability of qualified service providers.
	Households - Percentage (%)		5	25				
	Total number of household members - Number of people			32000				
	Males - Number			22400				
	Females - Number			9600				
	Households - Number		2500	8000				
	Percentage increase in soil moisture is reported.				Specific impact survey	BL, MTR, PCR		
	increase in soil moisture - Percentage (%)	0	10	25				
	3.2.2 Households reporting adoption of environmentally sustainable and climate-resilient technologies and practices				Beneficiary survey	MTR, PCR	PMU	
	Households - Percentage (%)			25				
	Total number of household members - Number of people			8000				
	Males - Number			5600				

Results Hierarchy	Indicators				Means of Verification			Assumptions
	Name	Baseline	Mid-Term	End Target	Source	Frequency	Responsibility	
	Females - Number			2400				
	Households - Number			2000				
Output Agriculture productivity and quality is improved.	1.1.2 Farmland under water-related infrastructure constructed/rehabilitated				Progress reports	annual	PMU	Farmers are willing to invest in development of the farm production capability.
	Hectares of land - Area (ha)	0	420	1000				
	1.1.4 Persons trained in production practices and/or technologies				Training reports	annual	PMU	
	Total number of attendances to training sessions - Number							
	Men trained in crop - Number			42000				
	Women trained in crop - Number			18000				
	Young people trained in crop - Number			2720				
	Not young people trained in crop - Number			57280				
	Total persons trained in crop - Number of people			60000				
	Output Improved natural resources management	2.1.5 Roads constructed, rehabilitated or upgraded				project progress reports	quarterly/annual	
Length of roads - Length (km)		0	95	150				
Individuals engaged in NRM and climate risk management activities								
Males - Number							21000	

Results Hierarchy	Indicators				Means of Verification			Assumptions	
	Name	Baseline	Mid-Term	End Target	Source	Frequency	Responsibility		
	Total - Number of people		24000	30000					
	Females - Number			9000					
	3.1.4 Land brought under climate-resilient practices				FST	annual	PMU		
	Hectares of land - Area (ha)		1512	11750					
	3.1.3 Persons accessing technologies that sequester carbon or reduce greenhouse gas emissions				FST	Annual	PMU		
	Females - Number		1100	2200					
	Males - Number		2500	5000					
	Total persons accessing technologies - Number of people		3600	7200					
Outcome 2. Smallholder producers receive higher product prices.	Percentage increase in farm gate product value in the selected Value Chains				impact survey, TARBIL statistics	BL, MTR, PCR	PMU		
	increase in farm gate prices - Percentage (%)	0	15	30					
	Percentage reduction in post harvest losses for smallholder farmers				impact survey, TARBIL statistics	BL, MTR, PCR	PMU		
	reduction of post-harvest losses - Percentage (%)	0	10	20					
	2.2.1 New jobs created								
	Job owner - men - Number			150					
	New jobs - Number		150	200					

Results Hierarchy	Indicators				Means of Verification			Assumptions
	Name	Baseline	Mid-Term	End Target	Source	Frequency	Responsibility	
	Job owner - women - Number			50				
	Farm - Number							
	Non-farm - Number							
Output Improved value chain processes are functional.	2.1.3 Rural producers' organizations supported				FO reports, progress reports	annual	PMU	Competitiveness of local products are maintained.
	Rural POs supported - Number		10	10				
	Total size of POs - Number of people							
	Males - Number							
	Females - Number							
	Young - Number							
	Not Young - Number							
	Women in leadership position - Number							
	2.1.2 Persons trained in income-generating activities or business management							
	Females - Number			3000				
	Males - Number			7000				
	Young - Number							
	Persons trained in IGAs or BM (total) - Number			10000				
Output Investments in value chains are operational	2.1.6 Market, processing or storage facilities constructed or rehabilitated							
	Total number of facilities - Number		2	9				

Results Hierarchy	Indicators				Means of Verification			Assumptions
	Name	Baseline	Mid-Term	End Target	Source	Frequency	Responsibility	
	Processing facilities constructed/rehabilitated - Number		2	4				
	Storage facilities constructed/rehabilitated - Number		0	5				

Annex 4.c QUESTIONNAIRE

The questionnaire form prepared by the selected Service Provider may be supplemented with new questions with the approval of CPMU in relation to the objectives of the project, and changes may be made in the questions. This questionnaire should be applied in conjunction with qualitative assessments to complement the information at the household level, giving some indication of "why" and "how" success or failure has been achieved. In addition to the household interviews, the survey team is required to have specific focus group interviews and key informant interviews in each village. Within the scope of the project, surveys will be carried out in 45 villages out of 238 highland villages of 11 districts of Konya (Ahırlı, Bozkır, Taşkent, Hadim, Yalıhöyük, Akören, Güneysınır districts and villages), and Karaman (Karaman centre villages, Başyayla, Sarıveliler, Ermenek districts and villages) provinces.

In addition, one Focus Group Meeting and Key Informant Interviews will be held in each village where the survey is conducted. The households will be selected by simple random sampling method. Below you may see a draft questionnaire to be supplemented with new questions.

DRAFT QUESTIONNAIRE – TO BE COMPLETED

CONSENT FORM

The following form only intends to give guidance on the key elements which should be included in the FPIC form. It is **indicative** and can and should be adapted according to project and country's characteristics. For instance, The consent form might be adapted whether or not the respondent belongs to the treatment or the comparison group since mentioning the project and the government might bias the answers or might be sensitive to people not benefitting from those activities.

Basic information

Project:			
Country:		Village:	
Province:	1: Province A	Enumerator name:	
	2: Province B	Interview date:	
	3: Province C	Interview start time:	
District:	101: District A	Interview end time	
	102: District B	Household ID:	
	103: District C	Name of the respondent:	

Good morning/afternoon, Mr/Mrs _____. We are from [insert the name of your organization]. We are working on a project concerned with [insert main aspects of the project] in which you could participate/participated. [Include the objectives and a short description of the project]. Now, the project [is just starting/almost finished: choose depending survey stage] and we are completing a survey

among participants to know more about [your family background, farm and non-farm activities, etc.: **complete according to project and survey's characteristics**].

The interview will take about [**time estimated to conduct the interview**]. All the information we obtain will remain strictly confidential and your answers and name will never be revealed. Also, you are not obliged to answer any question you do not want to, and you may stop the interview at any time.

The objective of this study is to [**evaluate the effectiveness of an intervention, develop according to stage of the survey**]. I would like you to answer questions honestly, telling me about what you know, the way you live and work. Do you have any questions about the study or what I have said? If in the future you have any questions regarding study and the interview, or concerns or complaints we welcome you to contact [XX], by [XX]. In addition you can contact [XX], at [XX]. We will leave one copy of this form for you so that you will have record of this contact information and about the study.

Do you agree to participate in this interview?

Yes ____ No ____ *If yes, continue to the next question; if no, stop the interview.*

Do you have any question before we start? (*Answer questions*).

I _____, the enumerator responsible for the interview taking place on _____, 20XX certify that I have read the above statement to the participant and they have consented to the interview. I pledge to conduct this interview as indicated on instructions and inform my supervisor of any problems encountered during the interview process.

If the household does not give consent to all of the data collection, stop the interview and inform your team leader. Team leaders will discuss the reason for this refusal and decide whether a partial data collection is possible for this household.

COI QUESTIONNAIRE TEMPLATE

Module	CI OUTCOME (<i>short name</i>)	UNIT SURVEYED
[A] Household Roster	Identification and demographics:	Households
[B] Housing And Assets		
[B1] Housing	Household characterization	Households
[B2] Assets		
[C] Production And Natural Resources	1.2.1. Improved access to resources for production purposes	Households
[C0] Farm Information	1.2.2. Adoption of inputs/tech/practices	Households
[C1] Crop	1.2.3. Reduced water shortage	Households
	1.2.4. Increase in production	Households
[D] Processing And Market Access	2.2.6. Improved physical access to markets, processing and storage facilities	Households
[G] Environmental Sustainability And Climate Resilience	3.2.2. Adoption of environmentally/climate resilient technologies or practices	Households
	3.2.3. Reduction of time spent for water/fuel collection	Households
		Supported rural enterprises at HH level

[J] Producer Organizations	2.2.1. Jobs created	Rural producers' organisations
	2.2.3. POs engaged in partnership/agreement/contract	
	2.2.4. New/improved services from POs	
	2.2.5. POs with increased sales	

HOUSEHOLD ROSTER			CI
<i>A household is a group of individuals that eats together and share a common budget. This includes all members that live in the same dwelling, compound or close by. Members of a household don't need to be related by blood or marriage. If the household is polygamous, more than one spouse may be included if the spouse and associated household members eat together from the same pot and share a common budget. Spouses of the household head that do not eat together and do not share a common budget shouldn't be included. Members that live elsewhere (ex-students at boarding school, people who have migrated temporarily for work) may still be included if they share the common budget. If a member of the household (excluding students) has been away from the household for more than 6 months he should not be included.</i>			
A.1	Respondent:		ALL
A.2	Household head:		
A.3	List of all individuals part of this household	Create [HOUSEHOLD MEMBER] roster	
FOR EACH UNIT OF [HOUSEHOLD MEMBER] ROSTER: (A:4 TO A.12)			
A.4	Name:		ALL
A.5	ID:		
A.6	Sex:	1: Male - 2: Female	
A.7	Relationship to the HH head:	1:Head of household - 2:Spouse - 3: Child - 4: Grandchild - 5: Niece/Nephew - 6: Father/Mother - 7: Sister/Brother -8: Son/Daughter-In-Law - 9: Brother/Sister-In-Law - 10: Grandfather/Mother - 11: Father/Mother-In-Law - 12: Other Relative - 13: Other Non-Relative - 14: Other, Specify	
A.8	Age: Please state years of age	NUMBER	
A.9	Marital status:	1:Monogamous married or non-formal union - 2:Polygamous married or non-formal union - 3:Separated - 4:Divorced - 5:Widow or widower - 6:Never married	
A.10	What is the ethnicity of [HOUSEHOLD MEMBER]?	CONTEXTUALIZE list of ethnicity	
A.11	What language does [HOUSEHOLD MEMBER] mainly speak at home?	CONTEXTUALIZE list of language	

A.12	What is the highest educational qualification [HOUSEHOLD MEMBER] has completed?	CONTEXTUALIZE 1:None - 2:Partial primary - 3:Primary - 4:Partial secondary - 5:Secondary - 6:Partial tertiary - 7: Tertiary - 8:Certificate - 9:Post graduate	
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[B] HOUSING AND ASSETS			
This module does not directly relate to any COI but contains relevant information regarding the household characterization.			
[B₁] HOUSING			CI
B.1.1	What type of dwelling does this household live in?	<i>Select one :</i> 1 : Semi-Permanent – 2 :Structure Temporary Structure – 3 :Permanent Structure – 999 :Other (Specify)	ALL
B.1.2	Who owns the dwelling?	Select up to 2 from[<i>HOUSEHOLD MEMBER</i>] <i>roster</i>	IE.2.1
B.1.3	On what basis does the household occupy the dwelling?	<i>Select one :</i> 1: Privately Owned – 2:Free Of Rent – 3:Rented – 999:Other (specify)	ALL
B.1.4	How many separate rooms (excluding kitchen, toilet and bath room) do the members of your household occupy?	NUMBER	
B.1.5	What material are the walls of the main dwelling predominantly made of?	<i>Select one :</i> 1: Mud And Sticks – 2:Mud Bricks – 3:Zinc/Iron/Tin – 4:Stone/Clay Bricks – 5:Concrete/ Cement Blocks - 6:Wood Or Timber - 7:Poles/Reeds/Bamboo/Grass Or Mat -999:Other (Specify)8:Tarpaulin/Plastic Sheet	
B.1.6	What material is the roof of the main dwelling predominantly made of?	<i>Select one :</i> 1:Concerete/Cement - 2:Roofing Tiles - 3:Asbestos - 4:Iron Sheets, Zinc/Tin - 5:Tarpaulin / Plastic Sheet - 6:Straw, Grass, Bamboo Or Thatch - 7:Papo- 999:Other (Specify)	
B.1.7	What material is the floor of the main dwelling predominantly made of?	<i>Select one :</i> 1:Earth/Mud - 2:Concrete/Cement - 3:Tiles - 4:Wood/Planks - 5:Stone - 999 :Other (Specify)	
B.1.8	(CI 1.2.9) KAP: What kind of toilet facility does your household use?	CONTEXTUALIZE: SELECT ONE 1: Household latrine/toilet - 2:Communal latrine – 3:Open defecation – 4:Plastic bag – 5: Bucket Toilet - 6: Bush - 7:Other - 8: Don't know	
B.1.9	Do you have electricity working in your dwelling?	1: Yes – 0: No	
B.1.10	What is your main source of lighting?	1:None - 2:Kerosene/Paraffin - 3:Candle - 4:Palm Oil/(Jacko)Lamp - 5:Chinese Lamp - 6:Wood - 7:Torchlight - 999:Other (Specify)	
B.1.11	What is the main source of cooking fuel?	1:Collected Firewood - 2:Purchased Firewood - 3:Electricity - 4:Kerosene/Oil - 5:Gas - 6:Charcoal - 7:Eco-Stove - 999:Other (Specify)	
B.1.12	(CI 1.2.9) KAP:	CONTEXTUALIZE	

	What is your main source of drinking water?	SELECT ONE: 1: Public tap/standpipe - 2: Handpumps/boreholes 3: Protected hand-dug well - 4: Unprotected hand-dug well - 5: Water seller/kiosks - 6: Piped connection to house (or neighbour's house) - 7: Surface water (lake, pond, dam, river) - 8: Protected spring - 9: Unprotected spring - 10: Rain water (safely harvested) - 11: Bottled water/water sachets - 12: Tanker truck - 13: Other - 14: I don't know	
[B2] ASSETS			CI
FOR EACH ITEM OF [ASSETS] ROSTER (SEE BELOW):			
B.2.1	Does your household currently own the following items:	1: Yes - 0: No	ALL
B.2.2	Please state the number of [Item] this household currently owns ?	NUMBER	
B.2.3			
B.2.4			
[ASSETS] ROSTER: CONTEXTUALIZE AND INCLUDE ONLY RELEVANT ASSETS (Max 10) BASED ON COUNTRY AND PROJECT'S CHARACTERISTICS .			
Household Assets:		Productive assets:	
Table		Hand hoe	
Chair (not upholstered)		Slasher	
Upholstered chair, sofa		Axe	
Coffee table		Saw	
Cupboard, drawers, bureau, side table, bookcase		Sprayer	
Bed		Panga knife / machete	
Fan		Sickle	
Lantern (paraffin)		Treadle pump	
Clock		Watering can	
Sewing machine		Hilaire/daba	
Iron (for clothes)		Hand cart/wheelbarrow	
Refrigerator / freezer		Ox cart	
Charcoal stove		Ox plough	
Kerosene/paraffin stove		Tractor	
Electric/gas stove		Tractor plough	
Radio		Motorised pump	
Tape/CD/audio player		Mechanical dryer	
Television / VCR / DVD player		Solar dryer	
Satellite dish		Grain mill	

Solar panel	Seeder
Generator	Poultry house
Smart phone	Livestock enclosure
Mobile phone	Storage house
Computer equipment and accessories	Granary
Jewelry / watches	Livestock barn
Bicycle	Pig sty
Motorcycle/scooter	
Motor vehicle	
Boat	

MODULE [C]: NATURAL RESOURCES AND PRODUCTION			
[Co] FARM INFORMATION			CI
C.o.1	Do you own or have access to any land for agricultural or livestock rearing purposes?	1: Yes – 0: No	1.2.1 1.2.2 1.2.3
C.o.2	Please sketch of the house and the farms that the household has access to, please include all farm plot (new, old, homegarden, pasture, etc.)		1.2.4 IE.2.1
C.o.3	List of all plots:	Create [PLOT] roster	
FOR EACH UNIT OF [PLOT] ROSTER: (C.o.4 TO C.o.7)			
C.o.4	What is the area of the [PLOT]?	CONTEXTUALIZE UNIT Define unit for each plot (Hectare/Square meter / Acre/ Other local units) in each context and provide conversion table	1.2.1 1.2.4
C.o.5	How did your household acquire/get access to the [PLOT]?	1: Inherited – 2: Purchased or leased – 3: Allocated by government – 4: Allocated by local leader – 5: Rented in – 6: Share-cropped – 7: Borrowed for free – 8: Cleared and occupied – 999: other, specify	1.2.1
C.o.6	What is cultivated/present on this [PLOT]?	CONTEXTUALIZE LIST OF CROP and PASTURE Create [CROP] roster with crop relevant to the project	1.2.4
C.o.7	Who owns the [plot]?	Select 2 from [HOUSEHOLD MEMBER] roster Or 999: Other	IE.2.1
C.o.8	Did you or anyone in the HH participated in [activities aiming at improving access to land, forests, water or water bodies for production purposes from IFAD funded project: define according to project]?	1: Yes – 0: No	1.2.1
[C1] CROP			CI
C.1.1	Did you or anyone in the HH receive [production inputs and/or technological packages from IFAD funded project: define according to project]?	1: Yes – 0: No	1.2.2

C.1.2	Did you or anyone in the HH participate in [training on production practises and/or technologies from IFAD funded project: define according to project]?	1: Yes – 0: No	1.2.2 1.2.4
FOR EACH UNIT OF [CROP] ROSTER relevant to the project: (C.1.3 TO C.1.23)			
C.1.3	Who participates to the [CROP] cultivation?	Select from [<i>HOUSEHOLD MEMBER</i>] roster Or 999: Other	1E.2.1
C.1.4	Who in the household makes the decisions concerning crops to be planted, input use and the timing of cropping activities on the plot?	Select up to 2 from [<i>HOUSEHOLD MEMBER</i>] roster	1E.2.1
C.1.5	Was the plot on which [CROP] was planted irrigated during [reference period]?	1: Yes – 0: No <i>If No, skip questions C.1.6 to C.1.9</i>	1.2.3
C.1.6	What was the primary source of water for irrigation for [CROP] during [reference period]?	1: Borehole – 2: Well – 3: River/stream – 4: Pond/lake – 999: Other specify	1.2.3
C.1.7	Was the timing of water from the irrigation system adequate for production of [CROP] during [reference period]?	1: Yes – 0: No	1.2.1 1.2.3
C.1.8	Was the amount of water from the irrigation system adequate for production of [CROP] during [reference period]?	1: Yes – 0: No	1.2.1 1.2.3
C.1.9	What was the quality of the water from the irrigation system for [PLOT] during [reference period]?	1: Very Good – 2: Good – 3: Bad – 4: Very Bad	1.2.1 1.2.3
C.1.10	Have you ever heard about the following [production practises/ inputs /technologies define according to project]?	CONTEXTUALIZE: List of production practises/ inputs /technologies provided by the project: SELECT ALL THAT APPLY Improved seeds / Organic fertilizer /.Etc	1.2.2
C.1.11	Did you use/implement any of the following [production practises/ inputs /technologies define according to project] during [reference period]?	CONTEXTUALIZE: List of production practises/ inputs /technologies provided by the project: SELECT ALL THAT APPLY Improved seeds / Organic fertilizer /.Etc	1.2.2

C.1.12	Do you think [production practises/ inputs /technologies: define according to project] is useful or effective?	CONTEXTUALIZE: List of production practises/ inputs /technologies provided by the project: SELECT ALL THAT APPLY Improved seeds / Organic fertilizer /.Etc	1.2.2
C.1.13	Have you adopted and will you continue to use [production practises/ inputs /technologies: define according to project] ?	CONTEXTUALIZE: List of production practises/ inputs /technologies provided by the project: SELECT ALL THAT APPLY Improved seeds / Organic fertilizer /.Etc	1.2.2
C.1.14	What quantity of [CROP] was harvested during [reference period]?	CONTEXTUALIZE Define unit for each crop in each context and provide conversion table	1.2.4
C.1.15	Who participates to the harvest of the [CROP]?	Select from [<i>HOUSEHOLD MEMBER</i>] roster	IE.2.1
C.1.16	Did you store any of the [CROP] harvested during [reference period]?	1: Yes – 0: No <i>If No, skip questions C.1.17 to C.1.21</i>	2.2.6
C.1.17	What quantity of [CROP] harvested was stored during [reference period]?	CONTEXTUALIZE Define unit for each crop in each context and provide conversion table	2.2.6
C.1.18	What is your [main storage facility] for this [CROP] ?	SELECT 1: [main storage facility] 1: Unprotected pile - 2: Metallic Silo - 3: Heaped in house - 4: Bags in house - 5: Traditional Granary - 6: Improved Granary - 999: OTHER, SPECIFY	2.2.6
C.1.19			
C.1.20			
C.1.21			
C.1.22	Who makes decision concerning the use of [CROP] harvest?	Select up to 2 from [<i>HOUSEHOLD MEMBER</i>] roster	IE.2.1
C.1.23	Who in your household decides the use of the earnings from [CROP] sales?	Select up to 2 from [<i>HOUSEHOLD MEMBER</i>] roster	IE.2.1

MODULE [D] PROCESSING AND MARKET ACCESS			
D.1	Do you process part of your production at a processing facility?	1: Yes – 0: No If No, skip D. 2 to D.4	2.2.6
D.2	What type of processing facility is it?	CONTEXTUALIZE list of processing facilities. Select 1 Home Cooperatives Agro-industry	2.2.6
For [processing facility] selected in D.2: questions D.3 to D.4			
D.3	Is the [processing facility] functional?	1:Very functional – 2: Somewhat functional – 3:Somewhat unfunctional – 4: Very unfunctional	2.2.6
D.4	What is the distance to the [processing facility]?	In minutes/hours (TIME)	2.2.6
D.5	To whom you sell to most of the production?	1: Sales to private individuals – 2:Traders/middlemen – 3: Cooperatives – 4.(Agro)Industry:- 5: Other producers- 999:other	2.2.6
D.6	Do you sell part of your production at a market?	1: Yes – 0: No If No skip D.7 to D.11	2.2.6
D.7	What type of market is this market?	1: Daily - 2:Weekly - 3: Bi-weekly - 4: Monthly - 999: Other, specify	2.2.6
D.8	Is the market functional?	1:Very functional – 2: Somewhat functional – 3:Somewhat unfunctional – 4: Very unfunctional	2.2.6
D.9	What is the distance to the market facility you use?	In minutes/hours (TIME)	2.2.6

MODULE [G] ENVIRONMENTAL SUSTAINABILITY AND CLIMATE RESILIENCE			
G.1	Did you or anyone in the HH receive [any training or advice on the management of climate related risks from IFAD funded project: define according to project]	CONTEXTUALIZE with list of climate related risks training provided by the project SELECT ALL THAT APPLY	3.2.2
G.2	Did you or anyone in the HH receive [any training or advice on environmentally sustainable practices from IFAD funded project: define according to project]	CONTEXTUALIZE with list of environmentally sustainable practices training provided by the project SELECT ALL THAT APPLY	3.2.2
G.3	During [<i>reference period</i>], have you been applying any technology or practice for the management of climate related risks based on the training/advice you received?	CONTEXTUALIZE with list of climate related risks SELECT ALL THAT APPLY	3.2.2
G.4	Do you think the technology or practice for the management of climate related risks are useful or effective?	CONTEXTUALIZE with list of climate related risks SELECT ALL THAT APPLY	3.2.2
G.5	Have you adopted and will you continue to use the technology or practice for the management of climate related risks?	CONTEXTUALIZE with list of climate related risks SELECT ALL THAT APPLY	3.2.2
G.6	During [<i>reference period</i>], have you been applying any environmentally <i>sustainable</i> technology or practice based on the training/advice you received?	CONTEXTUALIZE with list of environmentally sustainable practices SELECT ALL THAT APPLY	3.2.2
G.7	Do you think the environmentally <i>sustainable</i> technology or practice are useful or effective?	CONTEXTUALIZE with list of environmentally sustainable practices SELECT ALL THAT APPLY	3.2.2
G.8	Have you adopted and will you continue to use the environmentally <i>sustainable</i> technology or practice?	CONTEXTUALIZE with list of environmentally sustainable practices SELECT ALL THAT APPLY	3.2.2
G.9	How much time do you spend in a day collecting wood for fuel?	In HOURS	3.2.3
G.10	How much time do you spend in a day collecting drinking water?	IN HOURS	3.2.3

[J] PRODUCER ORGANIZATIONS			
<p>This survey module is not conducted at household level: it should be applied to producer organizations supported by the project and the questions should be addressed to a resource person knowledgeable about the organization.</p> <p><i>This information might already be available thanks to project 's M&E system. If so, no need to include the questions in the COI questionnaire.</i></p>			
J.1	What is the name of the producer organization/cooperative?	NAME	2.2.1 2.2.3
J.2	What is the name of the president of this cooperative / organization?	NAME	2.2.4 2.2.5
J.3	What is the sex of the president?	1:Female - 2: Male	
J.4	What is the age of the president?	YEARS OF AGE	
J.5	What are the main activities of the cooperative / organisation?	SELECT ALL THAT APPLY : 1: Crop production - 2:Livestock rearing - 3:Fishing - 4:Forestry - 5:Trading/Market access - 6:Processing/transformation - 7: Water Users - 999:Other, specify	2.2.1 2.2.3 2.2.5
J.6	How many permanent employees currently work for the organisation (full-time or recurrent seasonal)?	Number of females Number of males Number of Young people CONTEXTUALIZE if required with further disaggregation: Number of young females Number of young males Number of Indigenous people	2.2.1
J.7	How many members are affiliated?	Number of females Number of males Number of Young people CONTEXTUALIZE if required with further disaggregation: Number of young females Number of young males Number of Indigenous people	2.2.4
J.8	During [reference period], what was the value of total sales of products, goods or services?	CONTEXTUALIZE: LCU	2.2.5
J.9	What are the main services provided by the cooperative / organisation?	SELECT ALL THAT APPLY :	2.2.4

		1:Storage Facility - 2:Crop Processing facility - 3:Access to market and marketing - 4:Credit/loan - 5:Training - 6:Purchase of equipment or inputs - 999: Other, specify <i>Create [SERVICES PROVIDED] roster</i>	
J.10	How many members did use the [services provided] during <i>[reference period]</i> ?	Provide number of members using each item from the [SERVICES PROVIDED] roster	2.2.4
J.11	Is the organization/cooperative engaged in formal partnership, agreements or contracts with public or private entities? For instance: CONTEXTUALIZE	1: Yes – 0: No	2.2.3
J.12	In how many formal partnership, agreements or contracts with public or private entities is the organization/cooperative involved?	Number	2.2.3

RECOMMENDED REFERENCE PERIODS

The last 12 months :

Crop : C.1.5, C.1.6, C.1.7,C.1.8, C.1.9, C.1.11, C.1.14, C.1.16, C.1.17.

Livestock: C.2.1, C.2.13, C.2.17, C.2.18, C.2.19, C.2.20, C.2.21, C.2.22, C.2.23, C.2.24

Fishery :C.3.0, C.3.6, C.3.10, C.3.12

Financial services: E.2, E.3, E.4

Environmental sustainability and climate resilience: G.3, G.6.

Rural enterprises: I.1.1, I.1.2, I.2.1, I.2.2, I.2.3.

Producer´s organizations: J.8, J.10.

OTHER:

Livestock watering:

Last dry season: C.2.5, C.2.6 .

Fishing activities:

Last 12 months or last high season: C.3.16, C.3.18 and C.3.19