

COMPANY REQUIRED TO UNDERTAKE MONITORING AND EVALUATION OF SUSTAINABLE HOUSEHOLD GARDEN PROJECT IN KWAZULU NATAL, SOUTH AFRICA

A] Project Background

During the COVID-19 pandemic, the United Nations Development Programme (UNDP) and the Institute of Natural Resources (INR) partnered to implement a sustainable household garden project that sought to strengthen the resilience of vulnerable communities. Three types of gardens were constructed and installed at 127 households around the KwaZulu Natal (KZN) province in South Africa, between September and December 2020. To effectively evaluate the impact of the interventions on household nutrition, food security and COVID 19 infections, a company is required to undertake a 3-month monitoring and evaluation (M&E) exercise for this project. The three garden types included trench beds, tower gardens and keyhole gardens. In addition, three small livestock options (egg laying hens, indigenous chickens and meat rabbits) were provided to households.

The company is required to assess the impact of all interventions on the participating households. Impact as it relates to household food security and nutrition, income/financial savings, skills development, social cohesion and COVID 19 resilience must be evaluated.

Due to the urgent nature of COVID-19 relief projects, this project was done using a “rapid-implementation” modality to ensure lives and livelihoods were protected timeously. The company is expected to examine this implementation modality, and unearth lessons, challenges, successes, and areas of improvement to guide future projects of this nature.

While aiming to provide COVID relief, the project also experimented on three garden types and 3 small-livestock options. The experiment aimed to understand which option offered the greatest benefit and which was most preferred by community participants. Additionally, the experiment seeks to understand how the garden methods and livestock options compare to traditional methods/livestock in terms of performance, cost, sustainability, quality, etc. The company will be required to investigate this aspect.

The sustainable garden project was implemented at rural and peri-urban households within the KZN province. The geographical locations are depicted in Figure 1, and the participating communities are listed in Tables A and B.

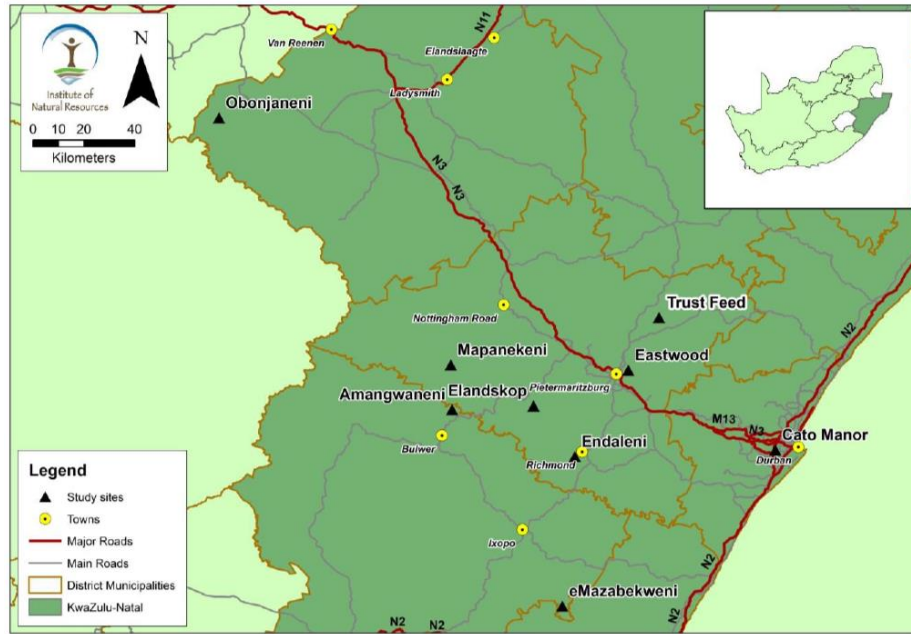


Figure 1: Location of households participating in the garden and small livestock project

Table A – Project Sites with Gardens

Project site	Households	Towers	Keyholes	Trenches
Indaleni	15	13	5	1
Obonjaneni	19	32	1	0
Mapanekeni	14	12	8	2
Amangwane	12	12	8	1
Madiba/Thembelihle/Eastwood	12	8	9	1
Gezubuso (elandskop)	10	10	15	1
Trustfeed	10	9	5	6
Emazabekweni / Ixopo	16	14	3	15
Cato Manor	12	8	12	0
Sweetwaters	6	5	4	5
Hammarsdale	1	1	0	0
Total	127	124	70	32

Table B – Project Sites with Small Livestock

Project site	Layers	Boschvelders	Rabbits
Indaleni	11	2	2
Obonjaneni	10	3	2
Mapanekeni	1	12	1
Amangwane		10	3
Madiba/Thembelihle/Eastwood	0	5	6
Gezubuso (elandskop)		9	1
Trustfeed		10	
Emazabekweni / Ixopo	2	10	4
Cato Manor	0	0	1
Sweetwaters			9
Hammarsdale			1
Total	24	61	30

In summary, the objective of this M&E exercise is to surface lessons about how to effectively implement rapid food and nutrition security projects, to assess and compare the performance of the various interventions, and assess the project's impact on food security, nutrition, income, skills development, social cohesion and COVID 19 resilience.

B] Scope of Work

Major activities to be undertaken by the company include the following:

- a) Evaluate the “rapid design and implementation’ project modality and its donor-implementer-community model, identifying factors that influenced the success of the project and areas of improvement. In this regard INR and UNDP will make available project documentation, meeting minutes, contracts, etc.
- b) Evaluate the impact of the project on participating households in respect to food security, nutrition, COVID 19 resilience, income, skills development, and knowledge advancement. Where applicable, data should be disaggregated for women, youth and persons with disabilities.
- c) Identify unintended benefits and beneficiaries of the project and impacts on social cohesion. Where applicable disaggregate data for women, youth and persons with disabilities.
- d) Evaluate and compare the performance and impact of the three garden systems and small livestock options through the development and use of a testing framework. Where possible, compare this to traditional household agricultural and livestock practices. Make recommendations on the best performing garden type and small livestock option.
- e) Evaluate the different garden systems and small livestock options with respect to long term sustainability, barriers to uptake, maintenance concerns, cultural views, etc.
- f) Identify occurrences where households modified/enhanced the systems to better fit the local context and/or improve the quality or quantity of crops and small livestock (i.e. grassroot innovation).
- g) Convert the information obtained through project analyses into recommendations on how to improve future developmental projects.
- h) Research findings on other similar interventions implemented by other service providers/responsible parties, drawing on published and grey literature, and incorporate into future project recommendations.

To support the scope of activities, INR will provide the following data which was collected during project initiation to serve as a baseline for M&E activities:

- Household inventories - data was captured on the socio-economic status of households and current agricultural practices.
- Construction sheets - documenting the types and volume of materials sourced and used in the building of the vegetable gardens.
- Daily record sheets - completed by household representatives to record the harvesting of produce from each garden element, the volumes of water applied as irrigation, and any additional inputs into the garden (e.g. manure and seedlings).
- Input obtained from local facilitators and implementation teams during focus group discussions at each project site which sought to reflect on project implementation and the different interventions.

The company is expected to undertake extensive engagement with the participating communities, households, community leaders, community facilitators and the UNDP/INR teams to collect the necessary information to successfully implement this M&E exercise.

C] Expected Outputs

Outputs	Delivery Dates
1. Project inception report incorporating a well-defined and clearly thought through plan of work, tasks and timeline which respond to the terms of reference (TOR). The sequence of activities and the planning are logical, realistic and promise efficient implementation to the project. The frameworks, tools, and research methods are outlined.	2 weeks after project commencement
2. Mid-term presentation and draft report covering results and findings. All expected outcomes/outputs of the TOR are addressed. Draft Images/diagrams/tables/charts/flow diagrams, etc., are incorporated to present major trends and findings.	1.5 months after project commencement
3. Final report and presentation capturing major findings, lessons and recommendations, addressing all aspects of the TOR. Final version of images/diagrams/tables/charts/flow diagrams, etc., are incorporated to present major trends and findings.	3 months after project commencement

D] Institutional Arrangement

- a) The company will be directly supervised and will report to the Head of Experimentation at UNDP's Accelerator Laboratory in South Africa. All approvals/acceptances of outputs will be communicated through this supervisor. The supervisor will bring in other teams of UNDP experts to co-evaluate and design outputs.
- b) The company will be required to report on progress at intervals as deemed necessary by the UNDP supervisor, but will be expected to provide feedback at least once a month. During progress feedback the company may be required to produce presentations or documents covering work to date.
- c) The company is expected to interact with INR and UNDP teams involved in the implementation of the sustainable household garden project, while performing M&E activities. Interactions with all other agencies, project co-implementors, donors, communities, local government units, etc., will be required to fulfill the TOR.
- d) UNDP will be responsible for managing this contract. UNDP will provide guidance on resources/persons to confer with, serve as the approving authority and is responsible for evaluating performance.
- e) The company is responsible for arranging and financing all aspects of data collection, analysis, reporting and all other needs to fulfill the contractual outputs. This includes but is not limited to travel, facilities, infrastructure, support services, logistics, etc.

E] Duration of the Work

- a) The expected duration of work is 3 months. This includes 2 months of engagement for data collection, and 1 month for analysis and reporting.
- b) The project is to commence once UNDP has issued the contract of services, and this will in turn inform the expected project completion date (i.e. 3 months following date of contract issuance).

- c) The company is expected to provide UNDP with adequate opportunity to review outputs and methods, give comments, and approve/accept outputs before the completion of the contract.

F] Duty Station

- a) The company's duty station during the contract may be remote. However, field work is expected to be undertaken in KwaZulu Natal, South Africa to engage with project implementation teams and participating communities.
- b) The company may be required to report to or be present at UNDP offices in Pretoria when feedback or one on one meetings are required. However, this will occur intermittently and only when required.

G] Qualifications of the Successful Company

- a) Members of the company's project team should have at minimum a BSc/B-Tech or equivalent in the following fields of study: Agricultural development, Urban agriculture, Agricultural science, Permaculture, Biotechnology, Crop science, Natural science, Biological science, Environmental science, and/or Community development.
- b) The project leader should hold a MSc or PhD, or equivalent, and have at least 15 years of experience in the agricultural sector, with at least 10 years of experience in project management and/or monitoring and evaluation for community based projects.
- c) Project team members should have between 3 to 7 years of experience, with a good distribution of experience levels.
- d) Preference will be given where project team members demonstrate experience and/or qualifications in project management and monitoring and evaluation.
- e) Project team must have at least 5 years' experience in working with indigenous people of the KwaZulu Natal area and be familiar with the key issues confronting these communities. Previous experience in implementing projects in this region will be an advantage.
- f) The company must demonstrate clear evidence of previous projects with other UN agencies, intergovernmental organizations, international donors, and national government.
- g) The project team must demonstrate an understanding of and an ability to relate and communicate with the culture/religion of locals in KZN and have knowledge of the local dialect in KwaZulu Natal.
- h) Companies able to incorporate local community facilitators into the project team will be given preference.

H] Documents to be Included with Proposals

Interested companies must submit the following documents/information as part of their application:

1. Proposal:
 - 1.1. Provide a motivation explaining why the company is the most suitable for the work.
 - 1.2. Provide a brief methodology on how the company will approach and conduct the work.
 - 1.3. Provide a work / activity plan that will ensure achievement of project objectives/TOR.
2. Financial proposal, including a budget with detailed line items for the full project.
3. Curriculum vitae of project team members including past experience in similar and or related projects and outlining requirements of Section G.
4. Offerer's letter to UNDP confirming interest and availability (template provided).

I. Financial Proposal

- a) In the computation of the total contract price all fees and costs related to project implementation must be included. This should include all professional fees, and be inclusive of travel, logistical and equipment costs.
- b) The financial proposal should stipulate the total amount required to conduct activities. Note that UNDP will not cover any other additional costs beyond the total amount specified in the proposal. The financial proposal shall specify the payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract).
- c) Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must include a breakdown of this lump sum amount per output.

J] Evaluation of Proposals

Cumulative Analysis

The award of the contract will be made to the company whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight: 70 %

* Financial Criteria weight: 30%

Only candidates obtaining a minimum of 70 technical points will be considered for financial evaluation

Criteria	Weight (%)	Max. Point
<u>Technical</u>		
Proposed Work Plan and Approach: <ul style="list-style-type: none">• The scope of work is well defined and responds to the TOR• The proposal is clear, and the sequence of activities and the planning are logical, realistic and promise efficient implementation to the project, within prescribed timelines.• The frameworks, tools, and research methods for data collection and analysis are clearly outlined.	40	40
Expertise of company submitting proposal demonstrates the following: <ol style="list-style-type: none">i) Knowledge and expertise in required fields of study as per the TOR.j) The project leader and team have the required experience.k) Project teams comprise a good distribution of experience levels and fields of expertise, and include KZN locals.l) Experience running projects in KwaZulu Natal, familiarity with local communities, their culture and language.	30	30

m) Previous projects with intergovernmental organizations/donors, and national government.		
<u>Financial</u>		
Financial Proposal: <ul style="list-style-type: none"> Budget is realistic and comparable to market-related costs for similar services Expected outputs are achievable within the proposed budget The budget provides for the most development impact for this project 	30	30