

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

Ministry of Fisheries, Marine Resources, and Agriculture

Male', Republic of Maldives



Ministry of Fisheries, Marine Resources, and Agriculture

Terms of Reference for Consulting Services for Midline Survey

for

Data collection for Mid-term evaluation of Maldives Agribusiness
Program (MAP)

Ref No: MAP/CS/2023/014

Foreword

These terms of reference have been prepared by Project Implementation Unit of Ministry of Fisheries, Marine Resources and Agriculture and are based on the 1st edition of the IFAD-issued standard procurement documents template for terms of reference available at www.ifad.org/project-procurement. This document is to be used for the procurement of services in projects financed by IFAD.

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1. PROJECT BACKGROUND AND CONTEXT

The Government of Maldives (GoM) through the Ministry of Fisheries, Marine Resources and Agriculture (MoFMRA) is initiating the implementation of the Maldives Agribusiness Programme (MAP) with financing from International Fund for Agriculture Development (IFAD). The Project Implementation Unit (PIU) set-up within the MoFMRA will manage the Program in accordance with the guidelines provided by the design report, implementation manual and under the guidance of the project steering committee and IFAD supervision missions.

The main aim of MAP is to enable small farmers in the Program area to sustainably enhance their production levels, increase income, secure food and nutrition for their household demands and deliver produce to connected markets.

The Programme will be of nation-wide scale, covering all regional and sub-regional hubs, clusters and islands where agriculture is undertaken by small farmers. The main Programme hubs for Programme activities are in region 1-3 are Haa Alif Hoarafushi for region 1. Haa Dhaalu Vaikaradhoo for region 2, and Shaviyani Milandhoo for region 3. Each of these hubs will serve 8, 9 and 9 inhabited agriculture islands respectively. Specifically, under 3 different technical components:

- **Component 1** of Enabling policy, institutions, and services will be nationwide in scope covering all 19 atolls, 21 regions covering 188 inhabited islands of these 98 are inhabited where agriculture is practiced on around 800 registered hectares. Also belonging to the Programme area are 50 uninhabited islands leased for commercial agricultural purposes, with a total of 956 hectares of land of which 24 islands are actively doing agriculture on 582 hectares of land.
- **Component 2** of Climate smart production will initially focus on region 1-3, covering 3 atolls and 40 inhabited islands. Of these, 26 are inhabited agriculture islands with 280 hectares of registered land cultivated by 2,150 registered farmers, and 85 hectares cultivated by 645 non-registered farmers. Within this production area there are 6 active commercial islands cultivating a total of 250 hectares.
- **Component 3** of Market connection will initially focus on regions 1-3 during the first two years and then expand to regions 4-7 and eventually cover the whole country.

2. BACKGROUND OF THE ASSIGNMENT

Currently MAP is under the third year of implementation and based on IFAD procedure Mid-term evaluation of the project needs to be conducted. In this regard, mid-term data collection needs to be implemented by November 2023 – January 2023 before the IFAD mid-term team

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will be in the country. At the onset of the project a baseline study was carried out in 2022, midterm survey will focus mainly on the same respondents from the baseline for progress and impact of project activities.

3. PURPOSE

The planned study aims at carrying out a mid-term survey which will consist of quantitative and qualitative information. It will examine the effects of the project activities on Agricultural production, Nutrition, empowerment and value chain activities.

4. OBJECTIVES

The mid-term survey will be implemented between November 2023 and January 2024. The mid-term programme evaluation will focus on the project's implementation period from 2020 to 2023.

The main objective of the contract is to develop the sample design, conduct the data collection and analysis and report writing of the Mid-term survey to be used for the project evaluation process. The information to be collected includes information related to project activities in order to derive data on Outcome- level indicators.

The survey will measure the mid-term values of project outcomes indicators on the same indicators used for the baseline in order to compare midterm with baseline data (if available) and other relevant indicator of the project log frame not previously captured in the baseline. Mid-term data will provide early evidence of progress towards objectives assessing whether or not the project is on right track. The mid-term survey will be conducted on the same sample of beneficiaries as for baseline if feasible.

The evaluation will assess the programme' design, scope, implementation status and the capacity to achieve the expected outcomes. The evaluation will assess the performance of the programme against planned results. They will also assess the preliminary indications of potential impact and sustainability of results including the contribution to capacity development and achievement of sustainable development goals. The findings and recommendations of the evaluations will inform the key stakeholders of this evaluation who are the Government of Maldives and Ministry of Fisheries, Marine Resources and Agriculture and IFAD.

5. METHODOLOGY

The mid-term survey intends to collect qualitative and quantitative data that will enable to monitor and evaluate MAP's results. The scope of the services required under this Terms of Reference includes the collection of data at the appropriate levels of analysis: Individual / Household level and data on stakeholder level. The data collected will be based on MAP's log-frame indicators.

The midterm evaluation of the MAP will be carried out in accordance with IFAD requirements and evaluation principles and guidelines and fully compliant with the Core Outcome Indicators (COI) methodology. It is a mid-term evaluation involving qualitative and quantitative methods to evaluate the MAP implementation and its performance and to make recommendations for the remaining implementation period.

5.1. Questionnaire and Variables

The baseline survey questionnaire attached as annex will be used as a draft from which only the log frame indicator related questions will be used for the midterm survey. The mid-term Evaluations of the MAP will be carried out through a wide participation of all relevant stakeholders including the Ministry of Fisheries, Marine Resources and Agriculture, Agro National Cooperation (AgroNat), SME Development Finance Cooperation (SDFC) and other relevant stakeholders. Field visits to selected project sites; and briefing and debriefing sessions with councils, Island Farmers Forum's (IFF's) and Women Development Council's (WDC's). Data collected will be disaggregated (by sex, age and location), where relevant. In order to use existing sources/information and avoid duplication, data will be mainly collected from various information sources through a comprehensive desk review that will include the analysis of relevant documents, information, data/statistics, triangulation of different studies etc. Data will also be collected from stakeholder key informants through interviews, discussions, consultative processes, and observations in field missions and from quantitative interviews to project beneficiaries. This phase will be comprised of review and analysis of relevant documents including the Government of Maldives programmatic documents & reports, recent studies and research reports, developmental reports. In close coordination with PIU, MoFMRA consultant will prepare a detailed action plan and questionnaire which will include, methodologies and reporting mechanism.

Following are the indicative methods and tools that may be undertaken for the survey-

- Focus groups discussions, beneficiary assessments, rapid and participatory rural appraisal, gender analysis.

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- Interviews, questionnaires, field survey instruments and checklist for data collection and discussions.
- Prioritize social issues through different techniques such as ranking and composite index.
- The study should use primary/secondary data as well as demographic data already available with the revenue officials of the area, census records, land records, voters list, CBO register etc. Discussions with community, government officers/officials and voluntary agencies of the area shall be an important part of study.

Some of the Key indicators to be measured by the midterm survey are:

- ❖ Socioeconomic characteristics of the households
- ❖ Household income
- ❖ Food Security
- ❖ Access to agricultural support
- ❖ Women reporting minimum dietary diversity
- ❖ Individuals empowerment
- ❖ Adoption of inputs

5.2. Sample Frame

The sample frame should be based on the respondents from the baseline survey which will be provided by the MAP and the updated list of MAP beneficiaries as of September 2023. Probability based sampling method/methods should be used to draw samples from the sampling frame.

5.3. Sampling Method and size

The sample size would be the same as the baseline survey and all 26 project islands should be included in the sample. Sampling method should also be same or similar to the baseline survey sampling method. The consultant should maintain an accurate register of households sampled for future comparison and reference. The sample size will be of approximately 750 households, beneficiaries of MAP activities.

5.4. Data Quality Control and Data Entry

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 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
- The use of electronic devices and georeferencing is recommended

5.5 Analysis and Reporting

While writing the report, the firm will work in close collaboration with the Project Team and other implementing partners, to enable a learning process and to maximize transparency and accountability.

Once the surveys have been conducted and their quality controlled, the analysis of the results should be presented in a report. The report summarizes the conclusions emerging from the analysis and includes the following elements:

- Evaluation design, methodology and detailed work plan
- Questionnaire
- Inception meeting and Initial briefing
- Documents review and stakeholder consultations
- Inception report
- Field Visits, Data collection
- Data analysis (Including interpretation of the results)
- Debriefing and presentation of draft Evaluation Report
- Validation Workshop
- Finalization of Evaluation report incorporating all comments
- Final evaluation report and submission of Final report to IFAD

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In addition to the guide provided above, the consultant needs to capture, address and verify programmes which will lead to facilitate the process of Mid-term review.

- Success and failures
- Issues that led to the delay in creating the outputs
- Best practices
- Lessons Learned
- The gray areas related to the policy and operations including other stakeholders
- Program interventions that had led to innovations and possibility of scaling up these innovations

Key Activities:

- Develop a sample of households and other tools/material to ensure the proper identification of households in the field. Sample size as defined earlier should be approximately 750 households.
- Develop a questionnaire in consultation with MAP and team
- Develop a data entry system that allows for data errors to be identified as data are entered.
- Piloting of questionnaires. The pilot sample households will be from the project areas but cannot be any of those included in the survey itself.
- Training of field staff with fieldwork beginning immediately upon completion of training.
- Data entry will be performed concurrently with fieldwork. Bidders may propose to use direct data entry using tablets with the appropriate software.

6. LIST OF ACTIVITIES AND DELIVERABLES

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 quantitative questionnaire including electronic format (Stata, SPSS or SAS).

Deliverable 4: List of households to be interviewed and list of communities/villages surveyed

Deliverable 5: Training manual for field staff, PIU staff and enumerators

Deliverable 6: Training of field staff, PIU staff and enumerators

Deliverable 7: Completed interviews to 750 beneficiaries

Deliverable 8: Cleaned Data set, Analysis and Reporting

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Deliverable 9: Final Survey Report

Deliverable 10: Presentation of Final Survey Report to relevant stake holders

The firm/ Consultant should deliver **all the material in electronic format (including the clean dataset of interviews)**.

7 COMPETENCIES REQUIRED

7.1 Firm / Individual expertise and qualifications

The selected firm/ Consultant shall possess the following qualifications:

- Previous experience in carrying out evaluation surveys is a compulsory requirement, including demonstrated experience in designing and conducting evaluations and of organizing surveys on the scale of this project (including survey and sampling design)
- Strong capacity and experience in planning and organizing survey logistics
- Good network of experienced enumerators, supervisors and data entry clerks
- Strong capacity in data management and statistics
- Strong capacity in survey analysis and reporting of results
- Strong interpersonal skills and a team-oriented spirit
- Experience doing household survey work and carrying out evaluations in [country].
- Strong background in statistics and econometrics.

7.2 Key staff/ required staff

The proposed team should consist of reasonable number of qualified and experienced professionals, minimum 3 years' experience in similar work, having proven track record in designing and implementing socio-economic and baseline studies and/ or evaluation studies and having good depth of understanding of rural development as well as of and gender and social inclusion. The bidders are expected to propose a study coordinator/Team Leader and appropriate number of experts, field supervisors, enumerators and support staff.

Minimum staff requirement:

- Team Leader
- Statistician

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- FGD Moderators
- Data Collection / Entry/ Cleaning expert
- Agricultural Sector Expert

If the applicant is an Individual, the consultant should have minimum 3 years' experience in the same professional work background as stated above, including knowledge and expertise in all the key areas of staff requirement stated.

8 ADMINISTRATIVE AND OTHER ASPECTS

The overall guidance of the survey will be carried out under the supervision of the Project Director, and M&E expert direct technical guidance and supervision of the Chief Technical Advisor of project, operational support and direct supervision from the PIU, technical guidance from IFAD, in close collaboration with MoFMRA and in consultation with the relevant national stakeholders.

8.1 Proposal content

The proposal should be technical proposal and Financial proposal. The Technical proposal should include the profile of the company, relevant experience for the assignments, staffing (CV of each team member), proposed methodology to perform the assessment, the size of the sample to be analyzed, the work plan and schedule (activities) and resources (including number of person-day).

Financial proposal will obligatory include the consulting fee and operational expenditures related to the assignment. The survey company will provide a break-down of the budget by the activities mentioned in the Activities section above.

8.2 Conditions for Offer's submission

To be considered interested companies/ Individuals should submit their proposal (technical and financial offer) in original and a copy in separate sealed envelopes. Each envelope will consist of the technical and financial offer sealed in separate envelopes as well (a total of 2 envelopes, each with 2 envelopes inside).

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8.3 Selection process

Quality and Cost Based Selection will be used in awarding the project. Hence, the quality of the proposal and the cost of the services will be given a high consideration in the selection of the successful firm.

8.4 Budget and Mode of payment

Budget should cover all costs for remuneration of experts/staff including their travel and miscellaneous cost. If the applicant is a firm or a company, Value-added tax certificate is a must. Prevailing national rules will be applied for tax purpose. According to the estimated timeframe and schedule of execution, payments for the services provided will be made, after the products/deliverables are submitted timely and cleared by the PROJECT TEAM and IFAD. A table presenting the payment schedule and conditions according to the delivery of the products will be included.

8.5 Evaluation Criteria

Proposals of successful firms/ consultant will be evaluated on the following criterion based on Quality and Cost Based Selection method;

Details	Marks
Experience in Survey Methodology	20
Experience in working with island communities at a grass root level in Maldives (Priority given to Agriculture Sector)	20
Knowledge of data collection tools and analysis of qualitative and quantitative data (Practical Field Experience with ability to analyze complex data sets)	20
Technology Tools used for data collection and analysis	15
Proposed Team's Academic Background	15
Participation by Nationals in proposed team	10
Total	100

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Quality and Cost Based Selection will be used in awarding the project. Hence, the quality of the proposal and the cost of the services will be given a high consideration in the selection of the successful Consultant/ firm. The selection of the Consultant/ firm shall be based foremost on its technical qualifications, since expertise and skill will, to a large extent determine the satisfactory completion of the project.

8.6 Inquiries and Submission

For further information please submit in writing to the Ministry's email address shazin.mukhthar@fishagri.gov.mv or by contacting +960 3033 410 or +960 3033 400 on or before **13th November 2023 at 14:00 hours**.

Interested parties shall submit proposals to the Project Implementation Unit of MOFMRA a proposal containing the following:

- Consultant (applicant) profile
- CVs of individual study team members that will conduct the Midline survey; the CV should make special reference to knowledge and experience related to matters specific to this assignment
- Understanding of the TOR and comments and suggestions
- Study methodology
- Time and work load envisaged for each task
- A detailed workplan and schedule

The proposal is to be prepared in two parts: the technical proposal and the financial proposal sealed in separate envelopes.

8.7 Annexes

- Annex 1: List of Project islands

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Annex 1: List of Project Islands

#	Atoll	Island
1	Haa Alif	Hoarafushi
2	Haa Alif	Uligamu
3	Haa Alif	Baarah
4	Haa Alif	Filladhoo
5	Haa Alif	Kelaa
6	Haa Alif	Molhadhoo
7	Haa Alif	Muraidhoo
8	Haa Alif	Vashafaru
9	Haa Dhaalu	Kumundhoo
10	Haa Dhaalu	Nolhivaranfaru
11	Haa Dhaalu	Vaikaradhoo
12	Haa Dhaalu	Finey
13	Haa Dhaalu	Hanimaadhoo
14	Haa Dhaalu	Hirimaradhoo
15	Haa Dhaalu	Makunudhoo
16	Haa Dhaalu	Neykurendhoo
17	Haa Dhaalu	Nolhivaram
18	Shaviyani	Kanditheemu
19	Shaviyani	Narudhoo
20	Shaviyani	Goidhoo
21	Shaviyani	Bilehfahi
22	Shaviyani	Foakaidhoo
23	Shaviyani	Milandhoo
24	Shaviyani	Feevah
25	Shaviyani	Feydhoo
26	Shaviyani	Funadhoo