



**WORLD BANK/IFAD PROGRAM IMPLEMENTATION UNIT
MINISTRY OF AGRICULTURE, REPUBLIC OF LIBERIA
SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS
REVITALIZATION PROJECT (STAR-P)
1st Floor LIBSUCO Building Japan Freeway (Formerly Somalia Drive), Gardnersville –
Monrovia, Liberia**

IDA 63600, PROJECT NO. 160945

Consulting Services for the Conduct Midterm Baseline Survey for STAR-P

REOI Reference No.: LR-PMU-MOA-346670-CS-CQS

Request for Expression of Interest

The Government of Liberia received a US\$25 million loan from the World Bank for the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P). Additional financing, US\$23 million, is expected to be contributed by the International Fund for Agricultural Development (IFAD). The Project Development Objective (PDO) is to increase agricultural productivity and commercialization of smallholder farmers for selected value chains in selected counties.

The STAR-P is seeking the services of a Consultancy firm to provide variable data and information for the project objectives to assess progress since the project launch and build an additional set of the evidence base for measuring change as a result of project implementation. It will provide statistically valid data to evaluate changes in the project's performance indicators and allow for comparisons with the measurements obtained during the project's final evaluation. The survey will also include a relevant study to validate yield and other indicators like adoption rate and satisfaction levels.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: www.moa.gov.lr or www.emansion.gov.lr or can be obtained at the address given below.

The Ministry of Agriculture through the Project Implementation Unit (PIU) now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.)

The shortlisting criteria are:

- i. Detailed company profile indicating the Core Business of the firm and Number of Years in Business
- ii. Technical and Managerial Organization of the Firm

- iii. Description of Similar Assignments carried out with considerable experience in qualitative and quantitative research, a clear understanding of research methodology, and experience in using different agricultural, and social research tools and techniques. Experience in Similar Conditions particularly in post-conflict contexts in Africa.
- iv. The firm is to indicate a minimum of three (3) year experience in carrying out similar assignments
- v. Availability of Appropriate Skills among Staff or within the firm

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017, August 2018 and January 2020, setting forth the World Bank's policy on conflict of interest. Please refer to paragraph 3.17 of the Procurement Regulations on conflict of interest related to this assignment which is available on the Bank's website at <http://projects-beta.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework>.

A consulting firm will be selected in accordance with the Consultants Qualification Selection (CQS) method set out in the Procurement Regulations.

Expressions of interest must be delivered in a written form to the address below or by e-mail to starp-bids@moa.gov.lr with a copy to gtoto@moa.gov.lr and rglaydor@moa.gov.lr by 8th May, 2023 @ 16:00 hours local time.

Galah Toto
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Signed by: Galah Toto
National Program Coordinator – STAR-P/RETRAP



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1st Floor LIBSUCO Building Japan Freeway (Formerly Somalia Drive),
Gardnersville – Monrovia, Liberia

Credit No.: IDA 63600

Project No.: P160945

TERMS OF REFERENCE

Consultancy for the Provision of Baseline Survey for the STAR Project

I. Background

The Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P) is aligned with the World Bank Group's (WBG) goals and the priorities of Liberia as reflected in the draft five-year National Development Plan (PAPD), launched in October 2018.

By focusing on the economic empowerment of rural poor farmers, the project is a direct contributor to increasing shared prosperity and helping Liberia tackle its worsening challenge of poverty. The project also aligns specifically with pillars One (human capital development and citizen empowerment) and Two (economic growth and job creation) of PAPD. The PAPD builds on earlier national strategies; Agenda for Transformation (Aft), the Liberia Agricultural Transformation Agenda (LATA), and the second-generation Liberia Agriculture Sector Investment Plan (LASIP II), which identified priority value chains for commercializing Liberia's agriculture sector. The project's support for increasing productivity and competitiveness of smallholder farmers in the horticulture, oil palm, and rice value chains is in line with the administration's priorities and its agenda for pro-poor and socially inclusive economic transformation. The Liberia Systematic Country Diagnostic (SCD), May 2018-Report No 113720-LR, identified four priority policy areas for sustainably reducing poverty and achieving middle-income status by 2030. The project activities contribute to two of the priority policy areas and related development interventions identified by the SCD.

Productivity-driven growth, diversification, and job creation were highlighted as top priorities to be achieved by, among other things, creating an enabling environment for the development of the agri-food sector and improving access to finance. Human capital development was the second priority policy area identified, and addressing gender gaps were among the development

interventions recommended for action. The project originally was in five counties, namely- Lofa, Margibi, Nimba, Bomi, and Grand Cape Mount. Following the implementation of the project for the first two years, it was agreed upon and accepted by the World Bank of a co-funding arrangement between the GOL and IFAD with additional funding of US\$23 Million. The government, therefore, includes four (4) additional counties; These additional four counties are Maryland, Sinoe, Grand Gedeh, and Gbarpolu. The project has just passed mid-term, and it is important to get an understanding of the project performance indicators and populate key project outcome indicators with variable data.

It is against this backdrop that the project requests the hiring of a suitable consultant/firm to conduct a survey of key indicators for the STAR Project. The survey will be in the project's geographic locations.

II. Purpose and Objectives

The main purpose of the survey is to provide variable data and information for the project objectives to assess progress since the project launch and build an additional set of the evidence base for measuring change as a result of project implementation. It will provide statistically valid data to evaluate changes in the project's performance indicators and allow for comparisons with the measurements obtained during the project's final evaluation. The survey will also include a relevant study to validate yield and other indicators like adoption rate and satisfaction levels,

This will be a participatory survey using the mixed-method approach to obtain valuable information on the project indicators. Findings will be used to provide statistical information for project goals and objectives, building on initial benchmarks at the starting point and probing various processes based on various indicators that measure change during the project implementation period.

III. Firm's Activities

The firm is expected to:

- Lead the overall survey process;
- Develop and review survey questionnaires and scripts, develop data collection tools and protocol as per the survey objectives;
- Finalize survey strategy, including data collection tools, timelines, techniques, and enumerators field guide;
- Guide STAR-P M&E team and partner on survey, relevant study, tools, and procedures;
- Supervise the data collection process, give advice and ensure the quality of the data;
- Tabulate, analyze data, and produce survey report;

- Measure the indicators to generate evidence-based and specific feedback of the project in line with the objectives and should be gender and age disaggregated;
- Present preliminary findings for discussion with STAR-P staff and the Operations Manager before final report;
- Respond to feedback from enumerators and share reports with all concerned;
- Present the survey report for review and validation
- Present the finalreport.

The firm will collaborate with the STAP-P M&E Team for the survey; manage coordination and communication with the Operations Manager and the National Program Coordinator.

The tasks and responsibilities of the firm are as follows:

- Prepare a detailed work plan and share it with STAP-P M&E Team and Operations Manager.
- Prepare an inception report and share same with STAP-P Team and Operations Manager for validation;
- Review coherent literature (both internal and external) based on the given criteria to gain a better understanding of the project activities and Liberia context;
- Impart in-person training to data collectors and ensure quality data through monitoring and supervising the data collection process in the field;
- Analyze and interpret data as required;
- Supply the index report after data collection
- Produce draft and final report that is informative and learning-oriented based on strong evidence and share with STAP-P M&E Team and Operations Manager;
- Present findings of the study in sharing meetings with the STAP-P Team
- Prepare summary report using both MS Word (4-5 pages) and PowerPoint;

IV. Methodology

To measure changes as attained because of the implementation of this program throughout project life against the status at the start of project implementation, the survey will use the mixed method approach (triangulation), which integrates qualitative and quantitative methods to gather the required information. For the quantitative data collection, a sample size should be determined by the firm. The qualitative data collection will be collected from the Government, CBOs, and communities. The survey will assess the current situation of targeted beneficiaries based on the project indicators that are in the Results Frameworks.

V. Firm Deliverables

The firm will work with the STAP-P Team to produce and submit the following deliverables:

- Detailed work plan;
- Inception report;
- Data collection instruments and questionnaires;
- Index report
- Draft report and presentation on draft report (preferably in ppt.);
- Two (2) copies of the final report (hard copy) and a soft copy of the final report.
- Data set (field notes, data set qualitative analysis, and other relevant documents should be submitted).
- Summary report and PowerPoint presentation (4-5 pages) hard & soft.
- Submit the final survey report which will be learning-oriented and take on a strong gender-sensitive approach in the analysis.

The report must contain the following:

1. Cover page, List of Acronyms;

2. Executive summary (2 to 3 pages): should be clear and concise giving the essential contents of the study report in 2 or 3 pages, previewing the main points to enable the STAP-P Team build a mental framework for organizing and understanding the detailed information within the report;

3. Background;

4. Description of objectives and limitations;

5. Methodology should present sampling methods including strengths and weaknesses of the method used, rough schedule of activities, description of any statistical analysis undertaken, including justification and software package used. The discussion of any statistically representative sample and random sampling used should include details on how the sample was calculated, how the random respondents were identified and invited to participate. The methodology section should also include a detailed description of data collection techniques used throughout the evaluation;

6. Results should be based on strong evidence including a concrete definition for the related outcome and output indicators (ensuring data disaggregation by sex, age, ethnicity, disability, and other exclusion criteria);

7. **Analysis/discussion on the findings:** All aspects of this section must be directly linked back to the information presented in the results section of the report;

8. **Conclusions/Recommendations**

9. **Annexes/Appendices:** data collection instruments in English, list of stakeholders group, qualitative and quantitative protocols developed and used, any data sets can be provided in electronic format,

VI. Eligibility Criteria

The firm team should have experience in qualitative and quantitative research, a clear understanding of research methodology, and experience in using different agricultural, and social research tools and techniques. Work experiences in rural and urban areas of the counties will be an added advantage; and the firm is to indicate similar assignments carried out with reference points – these can be three assignments carried out in the last 3-5 years. The Team Leader should have at least a master’s degree and experience in data collection methodology and analysis spanning a minimum of five (5) years. The firm should have at least two additional staff, with one one technical staff, with both presenting minimum requirements in terms of qualifications and experience. The ability to communicate in the local languages is an asset.

VII. Timeframe/Schedule

The firm in collaboration with STAP-P Team will submit a proposed work plan with key milestones within 1 day of signing the contract; this work plan will be reviewed and approved by STAP-P. It is anticipated that the final report will be produced within ninety (90) calendar days (maximum) of the signing of the contract. While the draft report is produced, it should be shared with STAP-P management and we will provide feedback on the draft report by one week after receiving the draft report. During the whole period of the assignment, follow-up meetings will be held between the contracted consultant/Firm and the STAP-P team as frequently as possible. Any field problems should be anticipated and addressed beforehand.

Time Schedule of Deliverables

S/No.	Deliverable	Timeline	Delivery Format	Percentage Payment
1	Inception Report and detailed work plan acceptable to STAR-P	Fifteen (15) calendar days after the contract signing	Three (3) hard copies and soft copies in MS Word and PDF	20%

2.	Submission of Draft Survey Report	Sixty (60) calendar days after contract signing	Three (3) hard copies and soft copies in MS Word and PDF	40%
3	Final Survey Report and Presentation of Survey Report to the PIU	Eighty (80) calendar days after the contract signing	Six (6) hard copies and soft copies in MS Word, one summarized PowerPoint and a PDF of the report	40%

VIII. Facilities to be Provided by the Client

The consultant will be provided with necessary documents that may be required, office space, and access to the relevant staff and key stakeholders.