



Ministry of Agriculture

Tree Crop Extension Project-II (TCEP-II)

Expression of Interest

for

Consulting Services for TCEP-II Outcome Survey

Ref No: LIB/IFAD/TCEP-II/CS-004/23

Issue Date: May 9, 2023

Instructions to Consultants¹

Reference Number:

Date: April 24, 2023

Consulting Services for TCEP-II Outcome Survey

1. The Government of The Republic of Liberia received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of the Tree Crop Extension Project-II (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with TCEP-II Project.

2. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) **to conduct TCEP-II Outcome Survey**. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**.
3. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
4. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on

¹ This document refers to legally constituted consulting firms as “consultant”.

Preventing Fraud and Corruption in its Projects and Operations².

5. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, “IFAD’s Anticorruption Policy”) in competing for, or in executing, the contract.
 - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD’s Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD’s Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD’s Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
 - e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.

² The policy is accessible at www.ifad.org/anticorruption_policy.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

6. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.⁴
7. **Procedure:** the selection process will be conducted using Consultant's Qualification Selection (CQS) as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. Only the highest-ranked firm will be invited to submit a combined technical and financial proposal. If such proposal is responsive and acceptable, the firm will be invited for negotiation. Both technical and financial aspects of the proposal may be negotiated. If negotiations with the selected firm fail, the procuring entity may terminate the negotiations after obtaining IFAD's no objection (NO) and invite the second-ranked consultant to submit a combined technical and financial proposal.
8. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to recruit@moa.gov.lr no later than **May 17, 2023**. The client will provide responses to all clarification requests by **May 19, 2023** at **16.00h** GMT.
10. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than **May 23, 2023** at **16.00h** GMT to the address below:

IFAD PIU/PMU/MOA

Ministry of Agriculture Annex, Libsuco Compound

Somalia Drive, Gardnerville, Montserrado County

Telephone: 0775901977

recruit@moa.gov.lr , Cc: rcole@moa.gov.lr, ddoe@moa.gov.lr

Yours sincerely,

⁴ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

Form EOI-1

EOI Submission Form

Re: Consulting Services to Conduct TCEP-II Outcome Survey

Ref: LIB/IFAD/TCEP-II/CS-004/23

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁵, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report

⁵ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name and title of signatory]

[Name and address of firm]

Form EOI-2 Organization of the Consultant

Re: Consulting Services for *TCEP II Outcome Survey*

Ref: LIB/IFAD/TCEP-II/CS-004/23

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	
Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies (<i>wherever applicable</i>):	

<p>(details in the following format to be provided for all associates) –</p> <ul style="list-style-type: none"> (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words) 	
<p>Any other information that the consultant would like to add:</p>	

Maximum 10 pages

Form EOI-3
Experience of the Consultant

Re: Consulting Services for *TCEP II Outcome Survey*

Ref: LIB/IFAD/TCEP-II/CS-004/23

[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.]

Maximum 20 pages]

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current US\$):

Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

ANNEX 1
PRELIMINARY TERMS OF REFERENCE
Consulting Services for TCEP-II Outcome Survey

1. Client

The client for this assignment is the TCEP-II Project

2. Background on Project

The Ministry of Agriculture is implementing the Tree Crop Extension Project II (TCEP-II) with funding from the International Fund for Agricultural Development (IFAD). The project is designed to reach about 15,000 households (HHs) of which 10,000 HHs will be from the cocoa smallholder farmers; the other 5,000 farming HHs will benefit from roads, input supplies, market linkages and spillover effects along the value chain. Considering an average household size of 4.28⁶, this adds up to 64,200 household members. The Tree Crops Extension Project II (TCEP II) is also designed to build on the achievements and capitalize on lessons learned from the IFAD co-financed Smallholder Tree Crop Revitalization Support Project (STCRSP) implemented in Lofa County over the last five years and which came to an end in September 2017.

The goal of TCEP-II will be to “increase income and improve the livelihoods of poor rural households farming cocoa on a smallholder basis in Lofa County”. The Project Development Objective (PDO) of TCEP-II is to improve incomes and climate resilience of smallholder cocoa producers in Lofa County. The objective of the project is to improve incomes and climate change resilience of smallholder cocoa producers, particularly women-headed households, youths and Farmers Based Organizations (FBOs). The project objective will be accomplished through the following four components:

Component 1: Revitalization of Cocoa Plantations. The expected outcome of Component 1 will be “increased quantity and quality of cocoa sold by smallholders”. Component 1 will involve five Subcomponents as follows: a) Subcomponent 1.1 - Basic Rehabilitation and New Cocoa Plantations; b) Subcomponent 1.2 - Improving Post-Harvest Handling and Quality; c) Subcomponent 1.3 – Germplasm Garden Support; d) Subcomponent 1.4 - Alternative Livelihood Agricultural Activities (crop diversification through intercropping on existing plantations for food and nutrition security, shade management needs and to help generate and protect income flow on new plantations before newly planted cocoa start to produce); and e) Subcomponent 1.5 – Transformation of Cocoa Waste as an Alternative Source of Incomes.

Component 2: Rehabilitation and Maintenance of Roads. The expected outcome of Component 2 will be “improved and climate-proofed access to markets”. It contains two subcomponents. a) Subcomponent 2.1 -Road Construction, Rehabilitation and Climate Proofing. Approximately 110 km of Feeder (or secondary) roads and 270 km of Farm Tracks roads will be rehabilitated and climate-proofed; and b) Subcomponent 2.2 - Maintenance of Roads.

Component 3: Service provision for value chain development. The outcome of Component 3 will be: “improved value chain organization and performance”. This will be achieved through a set of concurrent activities using the following subcomponents: a) Subcomponent 3.1 - Support

⁶Household Income and Expenditure Survey, LISGIS 2016
Tree Crop Extension Project (TCEP II)
Consulting Services for TCEP-II Outcome Survey – LIB/IFAD/TCEP-II/CS-004/23

to Farmer Organizations (including the establishment of a Platform or Platforms, for value chain players) to discuss sector and business arrangements); b) Subcomponent 3.2 -Improved market linkages with the construction of humidity-controlled warehouses to store cocoa beans during the wet season when roads are not practicable and c) Subcomponent 3.3 - Support to Extension Service Development and Outreach; d) Subcomponent 3.4 - Dry storage; and e) Subcomponent 3.5 - REDD+ strategy implementation support.

Component 4: Project Coordination, Management and M&E and Policy. Under the country Programme approach, TCEP-II will adopt a similar approach to that of TCEP. This will ensure effective and efficient strategic and operational planning, implementation, monitoring and evaluation, as well as knowledge management while considering environmental and climate change resilience. In addition, Component 4 will work on improved policy engagement and will drive forward gender and social inclusion activities and the dialogue related to the establishment of a functional Road Maintenance Fund.

The project is being implemented in seven (7) districts in Lofa County for a period of six (6) years. The project will adopt a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and FFS, to markets and services through cooperatives and Private Sector Partners (PSPs).

3. Background of the assignment

As per the IFAD Core Outcome Indicator (COIs) guidelines, it is mandatory for IFAD-funded projects to conduct baseline, mid-term, and completion surveys based on the COI methodology. The COIs guidelines became effective in 2019 replacing the Results and Impact Management System (RIMS), which is based on Annual Outcome Survey (AOS) methodology. IFAD COIs survey results are used to:

- (i) Update project log-frame and assess whether the project is on track or not to achieve their outcome targets (including forecasts);
- (ii) Conduct statistical analysis (possibly combing with other data sources) to better understand the drivers of performance
- (iii) The COI, therefore, is not only a measurement tool but rather a trigger to evaluative reasoning in frontline managers for data-driven and adaptive decision-making to accelerate delivery. The TCEP-II Outcome Survey data will be collected on households benefiting from the project living in the targeted project communities.
- (iv) The Survey will conducted on separate scenarios; namely a mid-term survey for TCEP II

4. Overall objectives

The main purpose of the TCEP Outcome is to assess the progress and performance of project based on the achievement of outcome indicators compared to their targets. To this end, the survey will focus on collecting and analyzing in a systematic way all information needed to assess not only the overall performance of the project but also the approach used to implement the activities in order to measure the real progress in achieving the assigned objective. This TCEP-II Outcome Survey will enable the PIU to identify at an early stage the risks linked to the achievement of results and

sustainability of the project's actions and to make recommendations and thus to undertake the necessary changes. This will ensure that the project is aligned with the achievement of the results.

5. Scope of work

The tasks of the outcome survey under this assignment will specifically cover household information, farmers' access to production resources, knowledge gained, access to market due to farm-to-market roads construction, job creation, farmers' cultivation and farmers' organizations related information. The scope of the services required under this assignment will include the collection of data for the outcome survey (at the appropriate level of analysis, namely, the individual, household and community level). The outcomes measured will be consistent with the with the IFAD COI which support project's theory of change, MOA development's objectives and IFAD's corporate mandate.

It is estimated that the sample size will be approximately 750 households from 40 communities. This sample 750 size is based on the Rule of Thumb, as indicated in the IFAD 2022 revised COI Guideline, which is mostly applied at Mid-Term Survey without a control group.

Generally, the required services will include the following:

1. Consulting firm lead the development of the survey methodology with technical inputs from MOA/IFAD technical team. The consulting firm will lead the development of on the sample size, the sample frame and the household questionnaire, based on the sampling guideline of IFAD. Specifically, the consulting firm is expected to lead developing tailored, context-specific questions that must reflect the country context given the logic of the project, and provide context-specific inputs on developing survey tools, capturing the IFAD COI
2. Based on the sampling frame, prepare a list of primary and secondary sampling units (such as households, producers' organization, community groups, etc.) for project areas identified. Specifically, the consulting firm must prepare a household and village enumeration plan according to the survey methodology developed.
3. Develop interview manuals and instructions/guidance notes for field staff (supervisors and enumerators). The interview manual should include a section on unit conversion factors, including but not limited to conversion factors for local units for weights, volumes, areas, etc.;
4. Develop an appropriate data management system with adequate statistical analysis and quality controls. The data management system should be finalized before the data collection team moves to the field;
5. Organize and deliver the training of the supervisors and enumerators on the survey methodology and survey questionnaire. Carry out the pre-testing of the questionnaire in project areas that are not selected for sampling;
6. Organize and conduct the field activities including all logistic arrangements;
7. Administer the household and community level surveys, using questionnaires translated into local languages where necessary, including appropriate geo-coordinates for the households and communities surveyed. The quantitative survey must be implemented

using a Computer Adaptive Personal Interviewing (CAPI) technique. CAPI should be administered using tablets;

8. Deliver datasets on a regular basis to the MOA/IFAD PIU according to the agreed quality standards and adhere to the agreed format. As per the Survey Solutions structure, all three parties responsible technical staff, including the consulting firm, MOA and the IFAD PIU will have ready access to the real time data collected from the field as soon as they are uploaded to the system by the enumerators;
9. At the end of the survey period (s), deliver cleaned datasets in SPSS or Stata and Excel format with a detailed variable library;
10. Prepare and submit an Inception Report within two weeks of the signing of this agreement with detailed study design including sampling and draft questionnaire (s), work plan, and outline of the outcome report format, based on information provided and discussions with the MOA/IFAD PIU;
11. Prepare and submit final Outcome Survey Report on data collection strategy, sampling distribution, statistical analysis and summary statistics of relevant indicators and key findings that can support the project to improve its targeting of investments for enhanced results. This should also include an analysis of the resilience scorecard data to provide guidance to the MOA/IFAD PIU in terms of what are the interventions that are most likely to produce an enhance Household resilience capacities. The firm together with the MOA/IFAD PIU will use the results to update the project log-frame

7. Methodology

The TCEP-II Outcome Survey will have a focus on quantitative methods to obtain required information to assess project progress in line with implementation, using a field survey and data collection approach. It is estimated that the sample size will be approximately 750 households from 40 communities. This sample 750 size is based on the Rule of Thumb, as indicated in the IFAD 2022 revised COI Guideline, which is mostly applied at Mid-term Survey without a control group.

The survey will cover information based on the results chain of project's theory of change, which is already designed in project Log-frame to capture outcome progress. The quantitative survey will be conducted using the CAPI software administered by using tablets:

1. The consulting firm is required to use the CAPI software. Specifically, the consulting firm is required to use Survey Solutions and other survey tools were applicable developed by the World Bank. MOA/IFAD and PIU will provide technical support to the consulting firm in designing the questionnaire in Survey Solutions where required;
2. Quantitative surveys (conducted at the household and at the community levels) must be administered using tablets suitable for collecting proper geo-reference of household dwelling and of community center. If tablets are not suitable for geo-referencing it is the consulting firm responsibility to ensure proper GPS devices are used;

3. The MOA/IFAD PIU will have responsibility to make arrangements for appropriate tablet devices compatible with the latest version of the Survey Solutions software. The recommended specifications of the tablets is provided below⁷:

Survey Solutions software works with Android tablets with the following specifications:

Version of Android: Android 10 +

RAM Minimum 4 GB, MicroSD, GB

Memory:32GB

Memory card slot

Battery: 5000mAH +

Processor clock: 2.0 GHz +, with 4 cores

Sim card Slots

WiFi 3G/4G connectivity

Screen size: 8 inches +

☞ Please note that better technical characteristics will improve responsiveness of the program

8. Enumerator Training, Pre-Testing and Pilot

The consulting firm is responsible for arranging the pre-testing, the enumerator training as well as the pilot phase of the survey tools. The pre-testing has the function of: verifying the accuracy of translation; identifying questions that are difficult to understand for respondents or are biased; and identifying where improvements can be made in the general questionnaire design and flow⁸. The pre-testing team should include all the supervisors and a few local experts (i.e. agronomist or agricultural experts). During the pre-testing, the MOA and PIU team will work in conjunction with the pre-testing team to refine and finalize the survey tools prior to the enumerator training and the pilot phase and make sure it is very well-tailored to the country context both from an agricultural as well as a cultural point of view. The pre-testing should take 3 days in total. It is required that the pre-testing is conducted in the field with respondents from households that resemble but are not part of the final sample area. Each supervisor should conduct at least two complete surveys in the field. Once the pre-testing is completed and the survey tools are finalized and translated, the consulting firm is responsible for arranging the equipment for the enumerator training as well as the pre-testing of the survey tools, including testing the survey in the field. This implies organizing the pre-testing and pilot location, accommodation, and equipment required. The consulting firm is also fully responsible for arranging the pilot, during which each enumerator must complete at least three questionnaires and upload at least the third interview to the server. Note that during the pilot phase, it is expected that each questionnaire will take around double the time that it will take during the live data collection⁹. The enumerator training and the pilot should be conducted concurrently. The consulting firm is responsible for formulating the training schedule given the specific needs of the project (i.e. sample size, logistics, type and level of complexity of the intervention, etc.) and the training schedule should be as rigorous as the following proposed examples (including pre-testing, training and pilot):

⁷Compatible tablet models are listed on this webpage. <http://support.mysurvey.solutions/customer/en/portal/articles/2505822-what-tablets-should-i-buy->

⁸Pre-testing of the survey tool might entail major changes to the questionnaire.

⁹ Minor changes to the survey tool are expected during training and pilot.

Proposed Indicative Training and Pilot Activities Schedule

Day	Activity
1 st -3 rd days	Pre-testing of questionnaire in Survey Solutions
4 th day	Revision and finalization of the questionnaire in Survey Solutions including translation into local language(s)
5 th -7 th days	Classroom training on Survey Solutions questionnaire
8 th day	First pilot of Survey Solutions questionnaire
9 th day	Debriefing on first pilot and addressing issues that arose
10 th day	(Morning): Second pilot of Survey Solutions questionnaire (Afternoon): Final debriefing and final recommendations for data collection

It is required that the enumerator training is undertaken in the **same location for the entire team**, and that all enumerators, supervisors and managers are present. The consulting firm is required to ensure enumerator's capability to collect high quality data within the average amount of time indicated for household survey. To this purpose the consulting firm must elaborate a plan to verify and test the quality and capability of enumerators and must be prepared to substitute enumerators as needed. This may require higher number of enumerators attending the enumerator training and pilot, after which, the consulting firm will screen out enumerators based on their performance during training and pilot.

9. Deliverables of the assignment

The consulting firm will be expected to deliver the following outputs:

Expected Outputs	Required Completion
Prepare and submit inception report at the start of the assignment with detailed study design and work plan based on information provided and discussions with the PC on outline of the outcome report format.	Month 1
In collaboration with the MOA/IFAD PIU M&E Team, finalize survey instruments (Questionnaire: producers, POs); and develop interview manuals and instructions for field staff (supervisors and enumerators). The interview manual should include a section on unit conversion factors, including but not limited to conversion factors for local units for weights, volumes, areas, etc.	Month 1
In collaboration with the MOA/IFAD PIU M&E Team, conduct training for supervisors and enumerators in the use of the data collection tools.	Month 1

Carry on Pre-testing questionnaires and make relevant changes based on outcome from the pre-testing exercise.	Month 1
Carry on field data collection in Lofa County + all data cleaning processes.	Month 1-2
Carry out data analysis and submit draft outcome report and raw data set (both hard & softcopies)	Month 3
Workshop for presentation of outcome survey findings	Month 3
Submit final report outlining key finding as per the outcome and impact indicators of the TCEP-II project objectives developed and submitted.	Month 3

10. Timing of the Assignment

The duration of the Outcome survey for TCEP-II is three months from the date of signing the contract. The tentative timeframe of the survey is presented below:

S/N	Activities	Month 1				Month 2				Month 3			
		1	2	3	4	1	2	3	4	1	2	3	4
1	Inception - Finalize Survey Tools	■	■										
2	Training to Enumerators			■									
3	Data Collection				■	■	■	■	■				
5	Data Analysis									■	■	■	
6	Draft Report Submission											■	
7	Workshop for presentation of survey findings												■
8	Final report submission												■

11. Qualification and Experience of consulting firm

The consulting firm shall possess the following qualifications:

- Must be a legally registered organization whose core activities are in research, and have more than 10 years' experience.
- Must have experience in conducting baseline, mid-term, and endline evaluation or other similar study in the agriculture sector or other related fields in Liberia or within the sub-region.
- Must have proven track records of successfully completing at least 5 projects in the similar field. This should be accompanied by at least reference letters and at least three certificates of successful completion.
- Having key staff with at least master's degrees in any of the following professions: Agriculture, Research/Statistics, Agricultural economics, Agri-business, Applied economics, Rural/Regional development, International development, and other social sciences;
- Key staff must have relevant work experience in line with the assignment, such as previous experience in baseline/mid-term/endline evaluation, research, etc.
- Proven skills in conducting computerized quantitative analysis, poverty assessment (pro-poor), gender and youth sensitive evaluations, stakeholders profiling and engagement, etc.
- Strong knowledge in at least two of the following software programs: CAPI, CS-Pro, Survey Solutions, SPSS, Stata, Power BI.
- Proven records of effectively and efficiently completing similar tasks with high quality reports.

11.1. Qualifications and experience firm's key proposed staff.

Consultant firms are encouraged to develop their methodology, staffing plan, level of effort and work approach to accomplish the TORs. The firms shall have key staff with relevant education and track record in research with specific reference to baseline, mid-term, and endline surveys, and staff to be involved in the assignment shall include the following:

Key expert 1: Team leader/Research Specialist

Qualifications and skills

Minimum Master's degree in Agriculture Economic/Applied Economic, Research, Development Study or related fields of study.

General professional experience

The person should have 10 years of experience in Research works, preferably Agriculture development projects.

Specific professional experience

At least 8 years' experience in leadership and management positions in area of research coordination. Must have work on baseline, mid-term and/or end line surveys.

Key expert 2: Data Manager/ICT Specialist/Data Analyst

Qualifications and skills

Minimum Master's degree in Data management/Data Science, ICT, or related field of study.

General professional experience

The person should have 8 years of experience in data management, data analysis, or related fields

Specific professional experience

At least 5 years of experience in data management, data analysis and interpretation. Must have knowledge in contemporary data management tools. Must have worked on baseline, outcome and end-line survey.

Key expert 3: Agricultural Specialist/Agricultural Economist**Qualifications and skills**

At least master's degree in Agriculture, Agricultural Economic, or related field of study.

General professional experience

At least 10 years of professional experience in Agriculture development project, agriculture search, baseline, outcome, and end-line surveys

Specific professional experience

At least 8 years of experience in baseline, outcome, and end-line surveys. Knowledgeable about the Liberia agriculture sector.

Key expert 4: M&E Specialist/Knowledge Management and Communication**Qualifications and skills**

At least Bachelor's degree or advance diploma in Monitoring and Evaluation, Project Management, or related field of study.

General professional experience

At least 8 years of professional experience in Monitoring and Evaluation/Knowledge management and communication, and project management.

Specific professional experience

At least 5 years of experience in conducting baseline, outcome and end line survey.

12. Procurement Method

Due to the specific needs of the End of Project Survey (i.e. using IFAD's Core Outcome Indicators Survey - COI Methodology) the PIU requests that REOI be open up to both International / Regional/National firms with expertise in IFAD's COI Methodology.

Note: The assignment may require a degree of flexibility and modification following new information, with additional tasks as agreed with the Project Coordinator and Head M&E Officer. In case additional days may be required, these should be agreed with the Project Coordinator in advance, following discussion of workload management but at no cost.

ANNEX 2

Qualification and Evaluation Criteria

Item	Criteria	Points
A.	General experience	10
i	<ul style="list-style-type: none"> • Minimum of 5 years' of existence and experience in Conducting similar survey/studies 	10
B.	Specific experience	40
i	<ul style="list-style-type: none"> • Experience in successfully completing at least five (5) assignments of similar kind (cost, scale etc.) within the last 5 years, with list of institutions worked for and type of work 	10
ii.	Research methodology to conduct the survey	30
C.	Personnel qualification and experience	50
i	<ul style="list-style-type: none"> • Team Leader/Research Specialist 	15
ii	<ul style="list-style-type: none"> • Data Manager/ICT Specialist 	10
iii	<ul style="list-style-type: none"> • Agricultural Specialist/Agricultural Economist 	10
IV	<ul style="list-style-type: none"> • M&E Specialist 	15
Total Score		100 points