

TERMS OF REFERENCE

Monitoring and evaluating the effectiveness of distribution of provided seed material and small agriculture equipment among vulnerable farms.

Background

1. Project description:

The Strengthening the Resilience Agricultural Sector Project is an IDA grant designed to support Tajikistan in establishing the foundations for a higher-level agricultural sector, providing public agricultural services including improved seeds, seedlings and planting materials; agrolological services; agrometeorological information, land extension, locust control and crop protection.

A project to support the development of Tajikistan in its gradual transition to a sustainable, more productive, climate-resilient and targeted inclusive growth model for the agricultural sector. Tajikistan in its gradual transition to a sustainable, more productive, climate-resilient, and targeted inclusive growth model for the agricultural sector.

The analysis of the Ministry of Agriculture of the Republic of Tajikistan showed that today about 126 thousand farms with a crop area ranging from 0.01 to 5 hectares are vulnerable. An analysis of the economic activities of these farms for 2021 showed that the yield in the farms of this group is much lower compared to the productivity in medium and large farms. Also, in 2022, about 13.7% of farms in this group, due to lack of access to quality inputs and agricultural machinery, were unable to sow crops.

Given the specifics of the implementation of the allocated Additional Financing, as part of the task of supporting emergency purchases and distribution of improved seeds, fertilizers and small equipment for vulnerable farmers, it is necessary to survey to determine the correctness of the sample of vulnerable farms.

As part of the Tajikistan Agricultural Resilience Project, the Ministry of Agriculture of the Republic of Tajikistan intends to engage a local firm or NGO to conduct a survey among vulnerable farms.

2. Objectives of the assignment

To survey the effectiveness of the distribution of provided seed material and small agriculture equipment among vulnerable farms (monitoring and evaluation after distribution of seeds and small agriculture equipment).

3. Scope of Work

The main tasks are:

1. Based on the list of vulnerable farms prepared by the Ministry of Agriculture of the Republic of Tajikistan, together with local executive authorities, conduct a survey on the effectiveness of distribution of provided seed material among vulnerable farms (monitoring and evaluation after seed distribution). The list of vulnerable farms to be surveyed will be provided by the PMU;
2. Develop a methodology for conducting sampling and surveys among vulnerable farms.
 - a. Development and approval of a methodology for conducting a survey among vulnerable farms;
 - b. Conducting a sample based on generally accepted statistical methods of vulnerable farms among which the survey will be conducted;
 - c. Development of a Questionnaire for conducting a survey among vulnerable farms;
 - d. Development of instructions for filling out the Questionnaire for conducting a survey among vulnerable farms;

- e. Conducting testing of the Questionnaire among vulnerable farms;
 - f. Conducting direct field research work (monitoring and evaluation after seed distribution) in all regions of the Republic of Tajikistan.
 - i. conducting field research in accordance with the assigned tasks.
 - ii. - Use of questionnaires/instructions for data collection and programming of data obtained in questionnaires
 - iii. - Data collection and site visits, meetings with beneficiaries.
 - iv. - Consolidation and primary processing of received data
 - v. - Presentation of preliminary and final data
 - vi. - a report with clear conclusions and recommendations.
 - g. Development of Software for entering fieldwork results into a single database;
3. Preparation on the results of the survey conducted among vulnerable farms and presentation of the final report.

4. Deliverables and Reporting

During the execution of the assignment, the Service Provider reports to the Project Director and management represented by the Project Deputy and the Monitoring and Evaluation Specialist. All actions related to the execution of this work must be agreed upon with the project staff.

The Service Provider shall submit the following reports:

- i. **Initial report.** (including an assessment strategy, a selection of methodologies for assessing indicators using questionnaires, household/farm questionnaires and a detailed work plan for surveys and assessment). Also: (i) electronic final versions of questionnaires in Russian, Tajik and English, (ii) copies of all manuals and training materials used,
- ii. **Weekly report:** The organization must provide weekly progress reports. All reports must contain audiograms of the interviews conducted, photos and videos and other evidence in two (2) hard copies (book bound) in English, Tajik and one electronic copy.
- iii. **Final report:** Final report on the completion of the study (materials and additions used, survey process, identified problems and threats for verification);
 - i. - Statistical analysis of the main results of the household survey (quantitative and qualitative) in the form of an appendix.
 - ii. Databases of surveyed vulnerable farms (electronic).

5. Corporate Values:

- i. Inclusiveness and respect for diversity: the consultant shall respect and promote the principles of tolerance towards individual and cultural differences;
- ii. Honesty and transparency: the consultant shall have high ethical standards and shall act in accordance with the principles/rules of the code of conduct adopted by the PMU
- iii. Professionalism: The consultant shall demonstrate the ability to work with composure, competence and purpose, as well as exercise caution in solving day-to-day tasks.
- iv. Behavioral Indicators: The consultant develops and promotes effective collaboration within and across departments to achieve common goals and optimize results.
- v. Delivering Results: The consultant shall deliver quality, service-oriented, and timely results shall control the exchange of information and continually strive for clear and open communication; A consultant's responsibilities also include explaining complex issues in an informative, inspiring and motivational way.

6. Separation of roles and functions:

Service Provider:

- conducting field research in accordance with the assigned tasks.
- Use of questionnaires/instructions for data collection and programming of data obtained in questionnaires

- Data collection and site visits, meetings with beneficiaries.
- Consolidation and primary processing of received data
- Presentation of preliminary and final data
- a report with clear conclusions and recommendations.

Client:

Data/Support to be provided by the Client

1. Providing relevant information on the implementation of the Project, including list of vulnerable farms prepared by the Ministry of Agriculture of the Republic of Tajikistan, the Project Operations Manual, and any other information necessary for carrying out the research.
2. active participation throughout the study
 - Provision of regional office staff to assist with organizational matters.
 - Assistance in organizing meetings with stakeholders and implementing partners.
 - Coordination of activities between all parties involved (development partners, involved NGOs, etc.))

7. Preliminary time frame:

No.	Name of activity.	Content	Time period for submission of reports after contract signing
1	Initial report.	Preliminary work plan including evaluation strategy, sampling methodology for evaluation of indicators. Also: final versions of questionnaires in Russian, Tajik and English,	2 weeks after signing the contract
2	Approbation of the Questionnaire among vulnerable farms.	Conducting a pilot study to determine the effectiveness of the questionnaires with a view to refining and updating the questionnaire.	2-3 weeks after signing the contract
	Weekly report/ field research Reports	Compilation of findings from organizing meetings with project beneficiaries (vulnerable farms) in each of the following: <ol style="list-style-type: none"> i. Khatlon region ii. Sughd region iii. GBAO iv. “District of Subordination” All reports must contain audiograms of the interviews conducted, photos and videos and other evidence.	3-8 weeks after signing the contract.
4	Preliminary final report.	Includes but is not limited to: Results and analysis of data obtained during the field survey.	7-8 weeks after signing the contract
5	Presentation of the research conducted to key stakeholders	Conducting a presentation to project management and other stakeholders (MoA, WB, technical committee, etc.)	7-8 weeks after signing the contract
6	Providing the final version of the final report.	Preliminary final report incorporating comments of the Stakeholder engagement	8-9 weeks after signing the contract.

All reports must be submitted in two (2) hard copies (book bound) in English, Tajik and one electronic copy. When conducting field research, all questionnaires/manuals/sheets, etc. must be translated into the language appropriate to the area being surveyed (Tajik). The Consultant will submit a report for the PMU's review and clearance which will be done in a maximum of 7 working days, and thereafter either provide clearance or provide comments for the Consultant's incorporation.

8. Qualification requirements for the company.

- ✓ Legal status recognized by the Republic of Tajikistan and allowing the company to perform the above-mentioned tasks in accordance with national legislation;
- ✓ The company must have experience in conducting surveys, developing methodology and questionnaires for conducting surveys, as well as in conducting trainings and field work for at least 10 years, confirmed by constituent documents, copies of earlier implemented contracts, letters of recommendation/positive reviews of organizations.
- ✓ Availability of own field network in all regions of Tajikistan, confirmed by staffing or contracts with regional offices
- ✓ The local company or NGO staff includes at least 5 specialists with experience in research and analytical work in the field of marketing as the head of a company, department, project or leading researcher/analyst for at least 5 years.

9. Qualification of firm key experts

1. Team Leader:

- i. Higher education in IT/technical + additional training.
- ii. Have at least 3 years of work experience in conducting sample surveys;
- iii. Experience in developing survey methodology and questionnaires, including instructions for completing them;
- iv. Have at least 3 years of work experience in conducting training and conducting fieldwork
- v. Good command of oral and written Tajik and Russian languages, and knowledge of English is advantageous.

2. Interviewers:

- i. Knowledge of the principles and methods of conducting interviews.
- ii. Higher or secondary vocational education in the field of personnel selection psychology or equivalent.
- iii. Have at least 3 years of work experience in in the field of personnel selection, recruiting or similar fields.
- iv. Communication and personnel assessment skills.
- v. Good command of oral and written Tajik and Russian languages, and knowledge of English is advantageous.

3. Database Specialist:

- i. Higher or secondary vocational education in the field of information technology, or equivalent.
- ii. Have at least 3 years of work experience in data collection and creating output tables.
- iii. Have at least 3 years of work experience in integrating various databases.
- iv. Good knowledge of Tajik and Russian languages, and knowledge of English is advantageous.
- v. Ability to work in a team.

4. Statistician Specialist:

- i. Higher or secondary vocational education in the field of statistics and mathematics, economics and computer science or related disciplines.
- ii. Having additional training (courses and certificates in data analysis, machine learning or big data) is an advantage.
- iii. Have at least 3 years of work experience in statistical processing and mathematics data collection.
- iv. Have at least 3 years of work experience with software packages for statistical analysis such as "SPSS, Python".
- v. Good knowledge of Tajik and Russian languages, and knowledge of English is advantageous.
- vi. Ability to work in a team.

5. M&E Specialist:

- i. Higher or secondary vocational education in social sciences, economics, management, statistics, or related fields
- ii. Have at least 5 years of work experience, conducting field research, monitoring and evaluation in the agriculture.
- iii. Have at least 3 years of work experience in integrating various databases, data collection and creating output tables.
- iv. Good knowledge of Tajik and Russian languages, and knowledge of English is advantageous.
- v. Ability to work in a team.

6. Agricultural Specialist:

- i. Higher or secondary vocational education in the agriculture, ecology, biology or, related fields
- ii. Have at least 5 years of work experience, rural farm management.
- iii. Have at least 3 years of work experience in agricultural projects or agricultural research.
- iv. Good knowledge of Tajik and Russian languages, and knowledge of English is advantageous.
- v. Ability to work in a team.