



## Terms of Reference (ToR) for Final Project Evaluation of "Coffee Value Chain Development Project"

<b>Project Title</b>	Final Evaluation of "Coffee Value Chain Development Project"
<b>Type of Assignment</b>	Final Evaluation
<b>Project District</b>	Kaski, Syangja, Palpa and Gulmi

### Introduction

Coffee is one of the important high value commodities and popular beverages in the world. Arabica species of coffee is grown in higher altitudes of Nepal which begets better beans than Robusta. Coffee plantations have initiated by enthusiastic small holder farmers in recent times. A report by CoPP and NTCDB entails that more than 27,000 households are engaged in coffee farming in altogether 42 districts of Nepal. Nepalese coffee is considered environmental friendly and free of harmful chemicals.

Under "European Union Support to the Competitiveness of Quality Coffee in Nepal", Consortium of Good Neighbors International Nepal in partnership with Beautiful Coffee Nepal, is implementing **Coffee Value Chain Development Project (CVCDP)** in Kaski, Syangja, Gulmi and Palpa districts in Western Nepal. The two years long CVCDP, started on 15 March, 2017 and ends on 14 March 2019 (with no-cost extension until 14 June 2019). The primary target groups of the project are 3000 small-holder coffee farmers associated with Coffee producing groups and Cooperatives whereas secondary target groups include: institutions and market actors involved in production, processing and marketing of coffee in Nepal.

This Project intended to increase the production of coffee in targeted area through the expansion of plantation and increment in productivity of coffee in suitable ecological niches, with an aim of making small-scale coffee farming competitive and increasing the income of coffee farmers. The Project has been implemented in coordination with 46 Primary Coffee Cooperatives (PCCs) and 14

Coffee Producing Groups (CPGs) at village level and Union of Coffee Cooperatives at district level in its working districts.

The Project supported National Tea and Coffee Development Board (NTCDB) at the national level for their institutional strengthening through establishment of a comprehensive database management system (for Nepalese coffee sector).

## Objective of the evaluation

The overall purpose of the evaluation is to assess the progress made by the project towards achieving expected results based on the Project design and implementation in order to better inform and explore potential gaps and area-specific opportunities for program planning and improvement in next phase of similar intervention.

### The specific objectives of the evaluation are:

- To assess the Project's achievement and its delivery against expected results
- To capture working modalities of project and assess best practices to replicate them in similar types of interventions in the next phase.
- To capture lessons learned, issues and other data/information related to project delivery for assessing what has and hasn't worked as learning for designing similar interventions.

## Scope and focus of the Evaluation

The Project was implemented for two years (15 March 2017 – 14 March 2019<sup>1</sup>). The overall objective of this 'End-of-the-Project Evaluation' is to evaluate implementation methodologies adopted by the Project and generate learnings. The key stakeholders of the Project include coffee farmers and their associated PCCs, Coffee Cooperative Unions, and actors involved in marketing of coffee. The overall purpose of the evaluation is to assess the processes and achievements made to draw lessons that will inform the development of the next phase of the Project. The evaluation is expected to identify lessons learnt and explore effectiveness of Value Chain Development of Coffee in project districts.

The key questions that needs to be answered by the evaluation include the following:

Evaluation Criteria	Evaluation Questions
Relevance	<ul style="list-style-type: none"><li>▪ To what extent are the project strategy, activities and results are relevant to local strategy and priority?</li><li>▪ To what extent are the archived results continuing to be relevant to needs of beneficiaries?</li></ul>

<sup>1</sup> The No-cost extension period ends on 14 June, 2019

	<ul style="list-style-type: none"> <li>▪ Were the inputs and strategies identified, and were they realistic, appropriate and adequate to achieve the results?</li> <li>▪ Was the project relevant to identified needs?</li> </ul>
<b>Efficiency</b>	<ul style="list-style-type: none"> <li>▪ Were the activities implemented on schedule and within the budget?</li> <li>▪ Were outputs delivered economically and on time?</li> <li>▪ Have resources been used well and strategies to implementation been appropriate?</li> <li>▪ Could a different approach have produced better results?</li> <li>▪ How was the projects collaboration with GNI Nepal, local institutions, CBOs, National Tea and Coffee Development Board and line ministries?</li> <li>▪ How efficient were the management and accountability structures of the Project?</li> <li>▪ How did the project financial management processes and procedures affect project implementation?</li> <li>▪ What are the strengths, weaknesses, opportunities and threats of the projects implementation process?</li> </ul>
<b>Effectiveness</b>	<ul style="list-style-type: none"> <li>▪ To what extent were the intended project goal, outcomes and outputs achieved and how?</li> <li>▪ To what extent did the project reach the targeted beneficiaries at the project goal and outcome levels? How many beneficiaries have been reached?</li> <li>▪ What were the major factors influencing the achievement or non-achievement of the objectives?</li> <li>▪ How effective has the Project been in responding to the needs of the beneficiaries, and what results were achieved?</li> </ul>
<b>Impact</b>	<ul style="list-style-type: none"> <li>▪ What changes did the project bring in the lives of targeted beneficiaries?</li> <li>▪ Were there any unplanned or unintended changes resulted by the project?</li> <li>▪ What difference has the Project made to the beneficiaries?</li> <li>▪ Are there any unintended results? Cite examples</li> <li>▪ Are the Project beneficiaries more adaptive to coffee farming than before?</li> </ul>
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>▪ Are the benefits likely to be maintained or for an extended period after assistance ends?</li> <li>▪ What were the major factors that influenced whether the interventions and results were sustainable or not?</li> <li>▪ How effective were the exit strategies and approaches to phase out assistance provided by the Project including contributing factors and constraints?</li> </ul>

Beside these above mentioned evaluation criteria, it is expected that the evaluation process will also explore and point out additional information related to project, which are as follow:

- The main lessons that have emerged, the lessons might include on its working modality, selection of right beneficiaries, delivering the expected results, etc.
- The inclusive modality adopted by the project to strengthen the engagement of marginalized groups in project for their economic empowerment.
- The thematic recommendation based on the evaluation findings for improving the similar types of intervention in next future.

## Evaluation Methodology

The evaluation will include both quantitative and qualitative research approaches and generate varieties of primary and secondary data. **Primary data** will be collected from the project areas, beneficiaries, likeminded stakeholders through applying different qualitative data collection approaches. **Secondary data** will be gathered from the Project's periodic reports, monitoring visit reports, review meeting reports and database available with GNI Nepal as well as the implementing partner. **Quantitative data** can be collected from Primary Coffee Cooperative PCC), Union of Coffee Cooperatives at the local level, available project data from GNI Nepal's implementing partners at the district level and National Tea and Coffee Development Board (NTCDB) at the national level. Collected quantitative data from these sources can be verified or triangulated with farmers, producers utilizing sampling methods and qualitative tools. For qualitative data collection approaches, it is suggested (but not recommended to limit) to conduct Focus Group Discussion (FGD), Key Informant Interview, Group meeting, verification of documents, observation and other PRA approaches.

*Note: as per the need of evaluation objectives, the consultant can propose several varieties of data collection approaches for both quantitative and qualitative data.*

## Expected Deliverables of the Evaluation

The evaluation team will finally generate a **comprehensive report** which includes key observations and findings against each evaluation criteria mentioned above. Additionally, the report should capture lessons learned, best practices and some representative cases from the working areas to demonstrate the results delivered by the project. The report, should further, include recommendations and way forward that will be useful for planning and implementing similar types of interventions in the future. The consultant/firm will also prepare a **brief presentation** based on the evaluation findings and share the presentation to GNI Nepal.

Specifically, the list of deliverables are as follow:

1. Inception Report along with data collection approaches, tools and field survey plan
2. Draft Evaluation Report
3. Final Evaluation Report
4. A Brief Presentation of evaluation findings in a specific meeting

### Duration and Time Plan

This assignment is expected to complete within 30 working days, before May 31, 2019. However, the working days can vary based on the nature of the task. Tentative working days for the assignment is as below:

SN	Major tasks	No. of Days
01	Desk Review	2
02	Preparation of inception report (including evaluation framework, tools, and field work plan)	2
03	meeting with GNI Team and agree on survey plan & approaches	2
04	Field work	7
05	Data management & Analysis	4
06	Draft Report	6
07	Feedback incorporate on Draft report	3
08	Work on final report & Presentation	4
	<b>Total Days</b>	<b>30</b>

### Budget and Payment details

The individual consultant/firm shall submit the total budget with a detailed breakdown including applicable taxes at the time of proposal submission. The budget covers consultancy fee along with travel and accommodation costs and other applicable budget lines. Final budget will be agreed between GNI Nepal and the consultant/firm prior to signing the agreement.

The consultant/firm shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work.

The total consultancy cost (agreed) will be paid in three installments:

- 20% upon submission and approval of survey proposal
- 50% upon submission of draft report, Key findings report and sharing the finding on internal review meeting of GNI Nepal.
- 30% upon acceptance of the final report from GNI Nepal

[Note: *the GNI Nepal will not be responsible for insurance and other hidden costs for consultants*]

### **Role of Good Neighbors International Nepal**

Good Neighbors International Nepal will be responsible for overall management and coordination for the assignment. Specifically, GNI Nepal will

- Provide data related to project, reports and relevant documents as per need for evaluation process;
- Organize inception session and provide inputs to finalize the detailed evaluation plan, methodologies, tools, approaches, and instruments;
- Communicate with relevant stakeholders about evaluation process for data collection process (field work);
- Bear all direct costs of survey as per agreement;
- Monitor, provide feedback and ensure effectiveness of survey;
- Organize a one-day internal workshop to share the findings of the evaluation;
- Give inputs to draft and support the finalization of the report.

### **Competencies of the consultant/firm**

All public, private and non-governmental organizations as well as individual consultants registered with authorized agencies of Government of Nepal and having proven experiences in conducting endline or similar surveys are eligible to apply.

GNI Nepal is looking for consultant/firms having professionals with the following qualifications;

- Masters or above in agriculture, economic or social science with team formation related to value chain components
- Experience in conducting program/project evaluation and various evaluation methodologies, tools, and techniques.
- Experience and knowledge of relevant national policy instruments

- Demonstrate strong technical and practical knowledge of value chain development
- Excellent communication, presentation, and report writing skills in English

Note: *Team composition for this assignment depends upon the experience of proposed consultant/firm in similar types of assignment.*

## Termination of the Contract

GNI Nepal shall terminate the contract, if the consultant/firm commits a breach in the performance or observance of its obligation under this TOR. The consultant/firm shall be notified in written form within a week prior to the termination of the agreement.

## Confidentiality

During the performance of the assignment or any time after expiry or termination of the agreement, the consultant/firm shall not disclose to any person or otherwise make use of any confidential information which the consultant/firm has obtained or may obtain in the course of the survey relating to partner organization/GNI, the respondents or otherwise.

## Copyright

The firm/consultant shall collect and document required information during the entire course of the survey and include information/data that are not included in the report under annexes. The consultant/firm shall also take relevant pictures. Copyright of all of the data and documents will remain with GNI Nepal. The firm/consultant cannot publish the findings.

## Application (Proposal) Evaluation Criteria

The award of the contract will be made to individual consultant/firm based on following criteria:

- Responsive/compliance/acceptable,
- Application Evaluation criteria:

<b>Evaluation Criteria</b>	<b>Score</b>
<b>Part A – Technical Proposal</b>	<b>70</b>
Understanding of the task	10
Analytical framework of evaluation	15
Methodology	15
Data collection , assurance	10
Operational plan	10
Relevant working experience of the team/expert	10
<b>Part B – Financial Proposal</b>	<b>30</b>
<b>Total</b>	<b>100</b>

## Submission of Application

The consultation/firm shall submit an application with the following documents;

### Technical and financial proposal

- Technical proposal: A concept note including the approach, methodology and work plan, flow-chart, timeline of activities and list of team members, etc.
- Financial proposal: Detailed budget breakdown including taxes.

Additional documents include with the application (proposal):

#### ***For organization/firm:***

- Organization profile with relevant experiences
- CVs of Evaluation team members including their proposed assignment and job description
- A copy of company/firm registration with renewal
- A copy of Tax clearance certificate
- VAT/PAN registration
- Audit report
- Any other relevant documents

#### ***For individual consultant:***

- CVs of Evaluation team members including their proposed assignment and job description
- Copy of PAN Registration of Team
- Other relevant documents that demonstrate the experience of proposed team

The proposal should reach the address below via courier/hand delivery and/or e-mail by **5 April,2019**, 17:00 hrs (Local Time). The application can also be forwarded via email to [eoig@gninepal.org](mailto:eoig@gninepal.org) or dropped at the following address. Please, enclose the application and proposals in an envelope and mark it "**Proposal for final evaluation of CVCDP**"

#### **Good Neighbors International, Nepal**

Ekantakuna-13, Lalitpur, Nepal

GPO: 8975, EPC 1605, Kathmandu, Nepal



## Annex 1: CVCDP Result Framework

	Results chain	Indicators	Sources and means of verification	Assumptions
<b>Overall objective: Impact</b>	Reduced poverty and stimulated trade led economic growth in Western Region of Nepal through strengthening competitiveness of small scale coffee growers.	<ul style="list-style-type: none"> <li>• % Increase in income of small scale coffee growers in Western Region of Nepal</li> <li>• % increase of coffee trade volume in domestic and international market</li> </ul>	a. Database of NTCDB b. Data base of chamber of commerce (Agricultural commodity) c. Ministry Agriculture Development, Export and import data base	
<b>Specific objective(s): Outcome(s)</b>	<ol style="list-style-type: none"> <li>1. Increased coverage, production and productivity of organic coffee.</li> <li>2. Institutionalized coffee value chain through capacity strengthening of institutions of coffee sector.</li> <li>3. Improved marketing system of organic coffee.</li> </ol>	<ol style="list-style-type: none"> <li>1.1. % increase in coverage, of organic coffee.</li> <li>1.2. % increase in production of organic coffee</li> <li>1.3 % increase in productivity of organic coffee</li> <li>2.1 # of institutions involved in primary and secondary coffee processing.</li> <li>2.2 # of institution's capacity enhanced</li> <li>3.1. # of institutions exporting coffee</li> <li>3.2. # Ton of organic coffee exported</li> <li>3.3. # Types of coffee product available in domestic market</li> <li>3.4. # types of information disseminated by NTCDB</li> </ol>	<ol style="list-style-type: none"> <li>a. Monthly, quarterly, semiannual and annual report</li> <li>b. Project completion report</li> <li>c. Database of NTCDB</li> <li>d. Project monitoring report</li> </ol> Local level farmer's institutions are mobilized by DCC to collect the data. Data will be collected on monthly basis and after completion of each event.	<ol style="list-style-type: none"> <li>1. Farmers cooperate and have active participation</li> <li>2. Quality standard set</li> <li>3. Strong network and coordination among coffee stakeholders</li> </ol>

<b>Outputs</b>	1.1 Area covered by coffee increased.	1.1.1 # of coffee nursery established. 1.1.2 # of plants in coffee nursery 1.1.3 # of coffee seedling planted. 1.1.4 # of coffee producers 1.1.5 #coffee coverage area in hectare	a. Monthly, quarterly, semiannual and annual report b. Project completion report c. Database of NTCDB d. Project monitoring report	1. Healthy coffee saplings are available in first year. 2. Farmers are cooperative to project 3. Cooperative and traders work for mutual benefit 4. Availability of fund in time 5. Substantial female participation
	1.2 Coffee growers trained on improved technology in production and productivity.	1.2.1. # of coffee growers trained 1.2.2. Quantity of organic green beans produced		
	1.3 Farmers adopted appropriate technology for organic coffee production.	1.3.1 # of farmers adopting appropriate technology for coffee production		
	2.1 Increased number of farmers in groups and cooperative.	2.1.1 # of groups formed 2.1.2 # of cooperatives registered 2.1.3 # of members in cooperatives		
	2.2 Enhanced institutional capacity of groups and cooperative	2.2.1. # of shareholder received training 2.2.2. # of female in groups and cooperatives and decision making level 2.2.3. # of cooperative with functional sub committee 2.2.4. # of nursery managed institutionally 2.2.5. # of institutions received management training 2.2.6. # cooperative with periodic business plan		
	2.3. Functional pulping and processing center run by group and cooperative.	2.3.1 # of pulping centers managed by cooperative.		

	<p>2.4. Improved financial access of coffee cooperatives.</p> <p>3.1. ICS implemented in farmers group for organic certification.</p> <p>3.2. Linkage between traders (national &amp; international) and cooperative established.</p> <p>3.3 Facilitated to established coffee branding</p> <p>3.4. Raised awareness of coffee product on domestic market</p>	<p>2.3.2 # of processing center managed institutionally</p> <p>2.4.1 # of farmers and cooperatives received loan for coffee</p> <p>3.1.1 # of functional ICS groups</p> <p>3.1.2 # of groups involved in organic certification</p> <p>3.2.1 # of interactions between farmer's institutions and traders</p> <p>3.2.2 # of coffee purchased by traders from cooperative.</p> <p>3.2.3 # of organic coffee (green beans) exported</p> <p>3.3.1. # of cooperative trading organic coffee</p> <p>3.3.2 # of IEC/BCC material developed</p> <p>3.4.3. amount of domestic consumption</p>		
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## Annex 2: Project Working Location

Name of District	Name of R/Municipality	Remarks
Gulmi	Municipality (Musikot - 5) Rural Municipality (Gulmi durbar - 3, Satyawati - 1,3, Ruru - 1,2,3,4,5,6, Chhatrakot - 1,2,4, Dhurkot - 4, Madane - 2)	1 Municipality 6 Rural Municipality
Palpa	Municipality (Tansen- 5,8,12,13) Rural Municipality (Nishdi- 7, Rambha - 5, Mathagadi - 2, Tinau - 6, Bagnas kalika- 6,9, Ribdikot - 2,3,4,7 and Rainadevi Chhahara - 7,8)	1 Municipality 7 Rural Municipality
Syangja	Municipality (Putlibazar - 8,13, Bhirkot- 5,7,8, Galyang - 8, Waling - 14)  Rural Municipality (Arjunchaupari - 1,2,6, Adhikhola - 3, Fedikhola - 2, Biruwa - 4)	4 Municipality 4 Rural Municipality
Kaski	Metropolitan City (Pokhara Lekhnath - 11, 19,20,21,23,24,31) Rural Municipality (Madi- 2,7,8,11,12; Rupa- 5,7)	1 Metropolitan 2 Rural municipality