



TERMS OF REFERENCE (TOR)

PROVISION OF CONSULTANCY SERVICE TO UNDERTAKE AN ETHERNAL REVIEW OF BIOVISION-FUNDED PROJECT ENTITLED ‘INTEGRATED SUSTAINABLE PRODUCTION OF TOMATOES (ISPOT) IN KENYA

Background

The Biovision Foundation funded and *icipe* led **ISPOT project** (grant number BV DPP-012/ 2019-2022) have been piloted in Kenya specially Kirinyaga county with the purpose of implementing, disseminating and promoting, a sustainable and ecologically friendly holistic approach to the production of tomatoes, free from synthetic chemical pesticides and inorganic fertilizers and sustainable management strategies for arthropod pest of economic significance in the region. The direct beneficiaries of the project implementation are; tomato growers, extension officers, farm workers, while non direct beneficiaries include but not limited to other actors involved in tomato value chain such as tomato vender and processors. To implement this project Biovision Foundation provided a grant of USD 500,000, for the period of 1st January 2019 – 31st December 2021. Due to onset of COVID-19, the project implementation period was extended by one year under no cost extension.

1. Specific objectives of the review will be as follows:

- a) Assess long-term sustainability of the intervention and its contribution to improvement of management of tomato key pests and soil health
 - ❖ accessibility and affordability of IPM and soil fertility inputs.
 - ❖ willingness-to-pay to pay for intervention inputs
- b) Assess the effectiveness of the project implementation, including assessing the institutional arrangement, partnerships, and M&E.
- c) Assess the probability of achieving the planned objectives/results.
- d) Identify lessons learned and provide recommendations.
- e) Critically assess all publications and working papers up to date

2. Review Questions

The consultants will be required to answer the following questions:

Effectiveness:

- a) To what extent are the project monitoring and evaluation systems, reporting, and communication supporting the implementation?
- b) To what extent is *icipe* able to document, report and learn from activities not going according to plan and as well as unintended consequences of the intervention? Has the project been able to adapt to any changing conditions?
- c) What are the strengths, weaknesses, opportunities, and threats of the project implementation process?
- d) Is the capacity and competence within *icipe* adequate to support the implementation of the project?
- e) To what extent is *icipe*'s partnerships working?

- f) Are the capacities of the collaborating partners adequate?
- g) Is the partnership structure effective in achieving the desired results?

Results

- To what extent is *icipe* and its partners achieving the project objectives; how and why?
 - o What are the results so far of the project, intended or unintended, positive or negative, short-term or long-term?
 - o Which factors have contributed to achieving or hindering the achievement of the intended outputs and outcomes?
 - o Is the broader policy environment conducive to achieving intended results?

Lessons learned and Recommendations:

- What lessons can be drawn from the project?
- Do the project objectives remain valid and relevant?
- To what extent do critical assumptions on which project success depends still hold?
- Is the project concept and design optimal for achieving the desired project results?
- Are the project's institutional and implementation arrangements suitable for the successful achievement of the objectives?
- Based on the assessment, what measures need to be taken in order to increase the chances of objectives being achieved?
- Based on the assessment, what measures need to be taken in order to increase the chances of sustainability?

3. Scope

Geographical Area: Kenya, Kirinyaga county

4. Approach and Methodology

The consultants are expected to develop a review plan based on the suggested review questions above but may suggest additional questions or modifications. The consultants will answer the review questions using a mixed approach including:

- Review of project reports.
- Discussion with technical and financial experts associated with the project (Workshop approach and one-on-one discussions where appropriate).
- Visit to project site.
- Individual and group interviews with stakeholders.
- Other approaches and methodologies as appropriate.

The consultants should ensure that the proposed methodology adopts consultative and participative approaches to ensure that all the key stakeholders are involved.

5. Quality Standards

OECD/DAC Quality Standards for Development Evaluations will serve as a reference point for ensuring the quality of the review and evaluation processes and reports. The project PI and co-PI will facilitate the quality standards in line with both *icipe* and Biovision Foundation policies.

All findings and conclusions should be backed by reference to evidence and proper analysis and their magnitude/representativeness commented.

The evaluation process shall be carried out in accordance with recognised ethical standards. The rights and welfare of all participants in the evaluation shall be protected and informed consent obtained. When interacting with stakeholders the consultant shall behave professionally and

respectfully, strive to reduce the time and other demands on stakeholders, and actively manage expectations to avoid unjustified expectations. The evaluation team shall show sensitivity to gender, beliefs, manners and customs of all stakeholders and act with integrity and honesty. The anonymity and confidentiality of individual informants shall be protected when requested and/or as required by law, the context or ethical considerations. Direct references to informants' statements in reports shall be done in ways that do not make it possible to trace statements to individuals, unless agreed with the informant concerned or unless the statements were made in public.

6. Management of the review/evaluation

The consultants will report directly to the PI and co-PI of the project.

icipe will provide:

- Relevant project documents
- Guidance and technical support as required throughout the review.
- Copies of all key background resources identified.
- Introductory meetings with key stakeholders where necessary;
- Comments and feedback on, and approval of, all deliverables within agreed timeline.

The consultants will be responsible for:

- Developing a more detailed methodology and submit inception report;
- Review documents
- Conducting all data collection
- Analysis of data and reporting in a clear and accessible format
- Production of deliverables within agreed timeline and in accordance with quality requirements
- Seeking comments and feedback from *icipe* in sufficient time to discuss and incorporate these into the final report.
- Production of the final report containing evidence-based responses to the key evaluation questions, summary of lessons learnt and recommendations for future implementation.

icipe requires two reviewers with experience in assessing change in complex systems and with expertise and knowledge in the fields of agriculture, (in particular vegetables), capacity building and social science. In addition, the consultants shall have:

- IPM Specialist (reviewer 1): A PhD in Entomology with at least 5 years working experience on vegetable pests.
- Socioeconomist (reviewer 2): A PhD in Agricultural Economics and/or Rural development with at least 5 years working experience agriculture related pests.
- At least 5 years' experience as an evaluator with demonstrated quantitative and qualitative data collection and analysis skills.
- Proven experience in evaluating similar projects.
- Excellent written and verbal communication skills in English.

7. Time and Schedule

Invitation of Proposals:	5 October, 2022
Receipt of Proposals:	14 October, 2022
Evaluation of Proposals:	18 October, 2022
Contract Issuance:	21 October, 2022
Assignment commences:	24 October 2022

<u>Inception report</u>	25 October 2022
Draft report:	29 October 2022
Preparation and discussion of report:	30 October 2022
Submission of final report:	7 November 2022

8. Reporting

Inception report/ evaluation plan: The inception report will be prepared including an evaluation matrix presenting how the key issues will be addressed, the data sources, data collection methods and data analysis methods. The inception report will be approved by *icipe*. The consultant will develop an analytical framework of questions and sub-questions, based on the review questions defined in this ToRs, and consistent with the project Results framework and Theory of Change.

Draft report and preliminary findings presentation: The consultants will submit a draft report to *icipe* and present the preliminary findings for discussion with project management. It will include any areas that require further attention or discussion prior to drafting the Final Report.

Final report: The consultant will then prepare and submit a final report of his/her assessment of the effectiveness of the intervention and to suggest improvements or changes to the project to achieve its objectives. The recommendations shall be presented in order of priority. The report should include an executive summary of maximum 1 page. The executive summary should be able to be read as a standalone document. The report should clearly state that *icipe* has commented and agreed to the report.

Methodological challenges and hence potential limitation in findings and conclusions must be included in the report.

9. Budget and Payment terms

The maximum available budget allocated for the external review is inclusive of all applicable Kenyan taxes, travel, accommodation and any other related expenses. The Consultant(s) shall be paid by *icipe* upon completion of the following milestones.

- 20% after approval of the inception report
- 30% after preliminary findings presentation
- 30% after submission of draft report
- 20% after approval of the final report and final presentation.

10. How to apply

Interested consultants are requested to submit the following

- i. A Technical proposal which should include a description of the proposed methodology to be used and a schedule of planned activities (3 Pages Max). Provide your physical address and contact details (Tel/E-mail).
- ii. CV(s) of the professional(s) with suitable references to undertake the consultancy
- iii. Work plan clearly indicating the maximum time/duration required for the assignment.
- iv. Two (2) samples of previous work.
- iv) Financial proposal (KES or (USD) - Total discounted quote for the assignment clearly broken-down and showing all the chargeable taxes.

Consultants who meet the requirements of the assignment should submit their proposals by email to icipe@icipe.org and a copy to iciketenders@icipe.org not later than 14th October 2022.