INDIVIDUAL CONSULTANCY

Job Title: **TI-RW'S GPSA PROJECT MIDTERM REVIEW CONSULTANCY**
Location: Kigali-Rwanda
Application Deadline: 12/08/2019
Type of Contract: Individual Contract
Post Level: Local Consultant
Languages Required: English
Starting Date: 7/09/2019
Completion Date: 6/12/2019

1. **Background and context**

The Rwandan economy is driven by agriculture and underlying sustainable economic development in the agriculture sector in Rwanda are performance-based contracts called Imihigo. The Imihigo have a strong focus on results which makes it an invaluable tool in the planning, accountability, monitoring and evaluation processes”. Since 2006, the performance contracts have been used by the districts for setting local priorities, annual targets and defining activities to achieve them. Additionally, one of the 2012 National leadership retreat resolution was to include findings of the Citizen Report Card (CRC) as part of imihigo evaluation criteria at 10%. This gives a room to farmers to participate in evaluating the district performance contract in general and specifically agricultural performance contracts related.

In that context, TI-Rwanda is implementing, with the support of World Bank through its specialized branch in charge of Social Accountability called Global Partnership for Social Accountability “GPSA”, the project named «Empowering Farmers at District level through Social Accountability to improve District Performance Contracts “Imihigo” in Rwanda Agriculture Project» in order to overcome the observed gaps in Imihigo cycle.

The project is being implemented in Kayonza and Nyanza District with around 4047 and 3285 farmers who are direct beneficiaries in Kayonza and Nyanza respectively. The objective of the project is to contribute to improving the effectiveness of public agriculture projects at the decentralized level in Rwanda by using social accountability tools to strengthen citizen participation in the planning, monitoring and evaluation of district performance contracts known as “Imihigo”. This project is implemented in partnership with two other local CSOs namely Imbaraga farmer’s association and SDA-Iriba.
In order to achieve its objectives, 4 main strategies have been defined and termed as components:

Component 1: Increasing farmers’ ownership of agricultural projects

Component 2: Deepening and scaling up of the cooperation between CSOs and government officials for insuring efficiency of agricultural projects

Component 3: Sharing knowledge and lesson learnt

Component 4: Project Implementation unit.

2. Purpose of the Evaluation
The aim of this evaluation is to provide an external and independent performance review and an assessment of achievements under GPSA project expected results and positive changes. Additionally, the evaluation will assess whether the project has led to any unforeseen positive or negative results. The evaluation will review technical and managerial aspects and consider issues of effectiveness, efficiency, relevance, impact and sustainability. The evaluation will identify factors that have facilitated and/or impeded the achievement of the project objectives. Furthermore, the evaluation should result in recommendations and lessons learnt that would help GPSA project team in reorienting and re-prioritizing project activities and managerial arrangements as needed for the remaining part for implementation.

3. Objectives and Scope of the Evaluation
The scope and objectives of the midterm evaluation are to:
- Assess the status of project results and how they are being achieved
- Identify factors that have facilitated and/or impeded the achievement of objectives
- Assess the relevance, efficiency, effectiveness, and sustainability of the project
- Assess whether the project activities and operational modality are still relevant
- Provide implementation recommendations and measures to ensure long-term sustainability
- Document lessons learnt

4. Key issues to be addressed
The project should be evaluated against the following criteria:
- **Relevance**: The evaluation should assess the degree to which GPSA project is, and remains relevant to its objective during the rapidly evolving of citizen participation in imihigo implementation and evaluation in Agriculture sector. It should also look at the significance of the GPSA’s project interventions regarding donors, local and national requirements, policies and priorities such as SDGs, Rwanda vision 2050, NST1, PEST4 etc
- **Efficiency/management**: The evaluation should assess the outputs/outcomes realized in relation to the inputs provided in all GPSA planned activities. The evaluation should clarify findings on the utilization ratio of the utilized resources by showing to what extent were the
costs and benefits of the GPSA’s project interventions in a reasonable proportion to each component?

- **Effectiveness**: The evaluation should assess the extent to which GPSA project objectives are progressively achieved or are expected to be achieved as well as the extent to which farmers as the target group are reached. It should also identify factors which were crucial for the achievement or failure to achieve the GPSA’s project objectives so far (indication of strengths, weaknesses, opportunities and threats).

- **Impact and sustainability**: The evaluation should assess the progressive change brought about by GPSA project with special focus on deepening collaboration with government and other CSOs. The findings should show among others: What has happened as a result of the GPSA’s project implementation? And to what extent are the district officials and counterpart organizations capable and prepared to maintain the positive effects of the GPSA development interventions without support in the long-term?

5. **Methodology**

GPSA’s project midterm evaluation will utilize an impact monitoring approach, which will provide a highly relevant and effective framework for this evaluation. The methodology should combine both qualitative and quantitative evaluation. Data collection methods may include among others interviews with internal and external stakeholders, field visits, focus groups, workshops and desk review of relevant documents. It should also provide details on how data will be collected from all stakeholders, how data analysis will be conducted, including data entry techniques and tools to be used. The data will be collected from the Project intervention areas (Nyanza & Kayonza District as well as in Kigali where the project coordination is taking place). It is proposed to the consultant to follow the following sequence to achieve the desired results:

**Development & Finalization of evaluation Design:**

The consultant is responsible for developing a detailed work plan/evaluation design in line with the discussion/suggestions with the GPSA’s project team. The plan will describe detailed activities and their time line of completion. The work plan will be approved from GPSA’s project team before moving ahead to the other activities.

**Desk Review:**

The consultant will undertake a comprehensive desk review of the existing available literature. Literature review will include but not limited to the GPSA Project proposal, Logical Framework, reports, Detailed Implementation Plan, Monitoring reports, beneficiaries testimonies, baseline study and other relevant documents and reports prepared by the TI-Rw and GPSA implementing partner(s).

**Development of Research Tools and Primary data Collection**

Based on the literature review the consultant will develop research tools for primary data collection. The research tools will be developed in line with project indicators, purpose and
objectives of the study. The research tools and guidelines shall be shared with GPSA’s project team for its comments before finalization. The following tools may be used in this evaluation:

- Structured interviews with beneficiaries and partners: (Farmers, local leaders, government institutions, SDA-Iriba, Imbaraga Association, WorldBank, and Others as identified during the inception period)
- FGD Guidelines;
- Workshops
- Field Visits, etc

**Sampling:**

The consultant will propose and share the sampling method and sample seize for the reviews. Selection of sample size should consider thematic areas, geographical basis, stakeholders’ categories, and other indicators as identified during the desk review.

**Deliverables and Outcomes**

The specific tasks under the consultancy will include:

- Developing an Inception Report that defines methodology and study tools, and identifies persons and groups to be interviewed.
- Designing an acceptable survey methodology, that ensures a representative sample, to capture the change brought by the project.
- Collect data using a methodology and tools agreed up on.
- Process and analyze the data and compile draft Report of findings and recommendations for presentation to stakeholders for comments.
- Finalize and submit final report of findings and recommendations (including soft copy in MS Word and associated database) by taking account of comments and inputs of stakeholders in response to the draft report.
- Participate in the report dissemination

**Specific milestones will be:**

✓ Inception report
✓ Validation of research instrument report
✓ Draft report
✓ Final report

The final report must include but not limited to:

✓ Foreword and acknowledgment (on behalf of TI-Rwanda)
✓ Executive summary;
✓ A detailed methodological approach used for data collection and analysis;
✓ Midterm evaluation findings
✓ Conclusions and recommendations.

All reports will be submitted in English, in both hard and soft formats, in addition to a summary of the report in Kinyarwanda.
6. Qualifications and competences for the consultant:

The Individual consultant should have the following qualifications:
- PhD or Master’s degree in Rural development, agriculture, economic development, Sociology of development, Demography, statistics and other social sciences related to the task;
- Have a minimum of 5 years of experience in conducting research in agriculture, citizen report card survey in different domain; baseline survey etc.
- Strong research skills and experience in both quantitative and qualitative surveys;
- Excellent command of English and outstanding written;
- Excellent analytical, interpersonal, communication and reporting skills;
- Proof of former conducted research assignments is a requirement;
- Have a strong understanding of the process of Imihigo planning, monitoring and evaluation in Rwanda. (This will be an added value).

7. Remuneration and other considerations:

The assignment requires in-country presence and dedicated work with milestone-based terms of payment for:
   a) Inception report;
   b) Research instrument report validated by different stakeholders;
   c) Draft report;
   d) Final report.

Terms of Payment for this consultancy will be as follows lump sum payable as follows:
   a) 20% to be paid upon signature of the contract and submission of the inception report;
   b) 40% to be paid upon submission of the validated research instrument report;
   c) 20% to be paid upon submission of an acceptable draft report
   d) 20% to be paid upon submission and acceptance of the final report.

How to Apply

Interested candidates (individual or consortium of two experts in the mentioned field) are requested to read and strictly follow the detailed terms of reference and submit both the technical (including technical aspect of the proposal, methodology and operational plan) and financial proposals (including consultancy fees, questionnaire development cost, data collection cost, data processing and reporting cost and so on) and letter of application and CVs by not later than 12th August 2019. The proposals should be placed in separate sealed envelope, marked with the assignment title and addressed to

The Executive Director of Ti-RW,

Kigali-Rwanda
The dossiers are to be submitted physically at Transparency International Rwanda’s main office located at the following address:

Amajyambere village; KG 599 St, plot number 18; Cell of Rukiri I; Remera Sector; Gasabo District; Kigali City, Rwanda

For any further information or clarification, please contact us on albert.rwege@gmail.com or tel. +250788309583 during working hours.

8. Selection process
Submissions will be evaluated in consideration of the Evaluation Criteria in accordance with the WB Procurement procedures.

9. Evaluation Criteria
Experience of the consultant in similar Assignments (20 points)
Methodology and survey plan (40 points)
Qualification of the consultant (40 points)

Done at Kigali, On 29/07/2019

Apollinaire Mutiza
Executive Director
Transparency International Rwanda