

## **Program Evaluator Required**

Caritas Nepal is implementing Smallholder Adaptive Farming and Biodiversity Networks (SAFBIN) program ( [www.safbin.org](http://www.safbin.org)) in three districts of Nepal from April 2018 to March 2022. SAFBIN is an action research programme led by Caritas organisations of Bangladesh, India, Nepal and Pakistan and supported by Caritas organisations in Austria, Italy, Luxembourg and Switzerland.

Caritas Nepal is seeking for an experienced and professional external evaluator to review the programme performance and inform on the relevance, effectiveness, efficiency, sustainability and impact of the programme in the first three years and give recommendations on possible advantageous adaptations.

Interested candidates are invited to email their CV and a short cover letter to [vacancy@caritas.org.np](mailto:vacancy@caritas.org.np) or [chintan@caritas.org.np](mailto:chintan@caritas.org.np) on or before April 5, 2021.

Please refer the TOR below:



**Smallholder Adaptive Farming and Biodiversity Network (SAFBIN)**

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**REQUEST FOR SERVICE TENDERS FOR MID-TERM EVALUATION OF  
SMALLHOLDER ADAPTIVE FARMING AND BIODIVERSITY NETWORK (SAFBIN)  
PROGRAMME IN BANGLADESH, INDIA, NEPAL AND PAKISTAN**

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**MID-TERM EVALUATION  
Terms of Reference**

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## EVALUATION MANDATE

The mid-term evaluation of the SAFBIN (Smallholder Adaptive Farming and Biodiversity Network) programme is envisaged as part of the programme proposal. The mandate for organising the external evaluation is stated as part of the programme agreements.

## PROGRAMME BACKGROUND

**Title:** Smallholder Adaptive Farming and Biodiversity Network (SAFBIN) ([www.safbin.org](http://www.safbin.org))

**Programme Duration:** April 01, 2018 – March 31, 2022

**Contract holder:** Caritas Austria, Albrechtskreithgasse 19-21, 1160 Vienna, AUSTRIA

**Implementing partners:** Caritas Bangladesh, Caritas India, Caritas Nepal, Caritas Pakistan

**Strategic Partners:** Caritas Asia, Caritas Switzerland, Caritas Luxembourg

SAFBIN is an action research programme led by Caritas Organisations of Bangladesh, India, Nepal and Pakistan and supported by Caritas Organisations in Austria, Italy, Luxembourg and Switzerland.

The future of agriculture is in the hands of smallholder farmers. They are not only the target group of SAFBIN but they are the solution. Small-scale farmers are becoming researchers in their own farms. They exhibit higher productivity and cropping intensity while using the simplest means like improved varieties, shifting of sowing dates, seed banks etc. and contribute to reduce consumption of resources for achieving higher income and resilience to climate change.

Though they are the hardest hit by climate change, they are also the best adaptors of the phenomenon through the local practices that are unique to them. Bringing them together, SAFBIN banks upon the smallholder farmers' collectives to achieve the global goals of SDGs in the four countries of Bangladesh, India, Nepal and Pakistan in the South Asia region. The cooperation and the exchange of knowledge across the political boundaries of the four countries are also unique. The programme is headed by Caritas Austria with the support of Caritas Switzerland, Caritas Italy, Caritas Luxembourg and implemented by the Caritas organisations in Bangladesh, India, Nepal and Pakistan.

- **Impact:**

To contribute to SDG2: End hunger, achieve food security and improved nutrition and promote sustainable agriculture in South Asia

- **Expected outcomes (OC):**

1. Food and Nutritional Security and Resilience of Small holder farmer families improved
2. Income of the smallholder farmer families have increased

- **Outputs (OP)**

1. Resilient and capacitated Small farm households increased farm production and surplus with adaptation to climate change and disaster while maintaining ecosystem and soil health (merger of former outcomes 1 and 4, except for Value chain outputs 1.2 & 1.3)
2. Improved capacities of small farm households to consume a balanced diet (former outcome 2)
3. Smallholder farmers enhanced their land tenure security and access to water, seed, entitlements and knowledge (former outcome 3)
4. Increased dialogue around Small farmers in policy and actions (around research, extension and technology development) forums (former outcome 5)
5. Value chain of Small-Farm-Agri-Foods (SFAF) developed with their sustainable production & consumption (former outcome 6)

## **EVALUATION OBJECTIVES AND MAIN USERS**

### **i) Rationale of Evaluation:**

SAFBIN partners have discussed and planned for the mid-term evaluation at the in the month of April/May, 2021. Baseline and LFA monitoring data for the 3<sup>rd</sup> year (three quarters) of the programme will be available by the end of March, 2021 to quantify the achievements as per the results framework agreed in the revised contract. The mid-term evaluation will involve the process of carrying out a comprehensive joint external evaluation through involvement of programme stakeholders and national and international experts.

The main objective of this mid-term external evaluation is to review the programme performance after three years of programme implementation. Experiences of farmers and other stakeholders with these process of appraisal-trial design and laying-monitoring and data collection-analysis and refining will help evaluators to better assess the progress, process and impact and suggest mid-course corrections for last year's trial and other recommendations. This evaluation will also review the progress made with respect to the indicators of the results mentioned in the revised programme logframe.

### **ii) Objectives of the Evaluation**

The main objective is to inform on the Relevance, Effectiveness, Efficiency, Sustainability and Impact of the programme in the first three years and to give recommendations on possible advantageous adaptations. The evaluation team shall furthermore analyse the following points:

- What was the added value of the regional aspect of the programme
- Identifying scope of future intervention and future areas; elaborate recommendations for eventual similar interventions in the future
- COVID impact and how the team and communities overcome it

The **main users** of the evaluation findings will be the members of the programme team. The evaluation report will also be shared with Caritas Switzerland, CLUX, Caritas Italy and potential future donors.

## **EVALUATION SCOPE AND EVALUATION QUESTIONS**

**i) Evaluation Scope**

The impact assessment will focus more on qualitative analysis processes and learning around the interventions enabling process.

**ii) Geographical scope:**

The programme is being implemented in 94 villages under 11 districts in four countries. The field visits for evaluation would include on-site visits to the selected programme locations lying across Bangladesh, India, Nepal and Pakistan.

**iii) Evaluation Period:**

This will be an mid-term evaluation covering the programme from April, 2018 to March, 2021.

**iv) Methodology, Tools and Main Deliverables**

The evaluation is planned to be carried out by a team of independent evaluators selected from each country. SARE (South Asia Regional Enablers) will work with the country level evaluators to generate uniform information required to prepare the consolidated report at the programme level. Each country level evaluator will also evaluate the regional aspects of the programme and the facilitation by SARE in their respective country of evaluation. SARE will facilitate meetings of the evaluators to develop common tools and formats for maintaining the uniformity of country level reports. Each evaluators will be solely responsible for the evaluation at their respective country.

Each evaluators at the country level will independently lead the country level evaluation of their respective country including the regional component and cooperation of SARE at the country level, prepare the final country level report and provide the pre-agreed information to SARE to generate programme level report. They shall visit sample villages in the programme district / country and interact with the relevant stakeholders in the programme. The country level programme report may be shared with SARE for preparing the consolidated report at the programme level.

**v) Evaluation Steps & Tools:**

The visits of the evaluator will be organised at the programme districts.

<b>Step 1 : Desk Review and validation of secondary information (inception phase)</b>
1. Programme proposal and Logframe (original and amended versions)
2. Programme reports
3. Baseline and LFA monitoring data
4. Research design and data, trial matrix
5. Homestead designs (Nutrition Garden)
6. Other programme reports, reporting formats and statistics/database, IEC materials and published documents.
7. Information on visibility and social media engagement

## Step 2 : Field Visits (Evaluation of Program impact among target population )

1. Focus Group Discussion (FGD) with stakeholder groups viz. SHFC, district forum etc.
2. In-depth Interviews (IDI) with Individual Stakeholders viz. farmers, scientists, agri. extension officials, members of local self-governance units, programme team members etc.
3. Field Observation : Climate change contexts, quality and quantity of physical interventions, locations, research design, rigour, data collection and analysis, participation, information dissemination and exchange – cross learning; yield improvements/resilience
4. Debriefing: Initial findings of the evaluation will be shared with the respective teams. SARE/CAUT team will virtually join the debriefing meeting of all partners.

### Evaluation questions / Focus Areas

Key Words : Rainfed farming, Climate Change, Food and Nutritional Security, Smallholder farmers, Integrated Farming System, Value Chain, Farmers Control

#### Relevance:

- To what extent the programme and its activities were relevant to overcome the needs of the target population? Do stakeholders care about the programme and believe in its relevance to their challenges?
- Were the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives?
- In what way did the programme use innovative approaches including traditional knowledge system, farmer led institutions etc., and how did they work out?
- Are the poor and disadvantaged sections of the community included/involved in the programme?

#### Effectiveness:

- To what extent were the outcomes achieved / are likely to be achieved? (please give information on each outcome, especially on climate change adaptation)
- To what extent were the outputs / are likely to be achieved? (please give information on each output)
- What were the major factors influencing the achievements or non-achievements of the outcomes and outputs?
- Are there any unforeseen results (impacts) whether positive or negative?
- How the programme hampered due to cause of COVID-19 pandemic? How effective was the programme during the unprecedented time of COVID and how it helped the communities to sustain themselves?

- To what extent did women, poor and disadvantaged individuals benefit from the programme interventions in terms of capacity building, economic empowerment, increased multi-stakeholder statistics, and food security in the context of climate change?

**Efficiency:**

- How far the programme management system (programme staff, M&E, technical and mentoring support, and coordination with other organization) was efficient?
- Was the programme implemented in the most efficient way compared to alternatives?
- Did the programme appropriately react to changes in the context and to new information?
- To what extent are the capacities and synergies of the programme team and partners exploited and contributing to the achieved results?

**Sustainability:**

- To what extent are the benefits of the programme likely to continue after the funding/ implementation has ceased? What would be at risk if funding stopped?
- How far are the benefits of the programme institutionally, economically, socially and environmentally sustainable?
- What were the major factors which influenced the achievements or non-achievements of the sustainability of the programme?
- To what extent are interventions/results taken-up, up-scaled or replicated?
- Considering other related activities undertaken by Government or other donors, at the same level or at a higher level what is the likeliness that results and impacts will mutually reinforce one another?
- To what extent the programme has built synergies with similar actions in the region

**Impact:**

- What real difference has the intervention made to the target groups after three years of programme implementation?
- What environmental impact has been achieved and what climate change adaptation has been noticed?
- To what extent has the programme triggered change in the wider environment?

**Regional Aspect of the programme:**

- To what extent the regional aspect of the programme (learning exchange, knowledge management, common planning and implementation; regional SARE unit) created an added value?
- How far the regional aspect of the programme contributed to capacity building of the involved organisations?

### Step 3 : Reporting (synthesis phase)

#### 1. Writing of Draft and Final Reports

#### MAIN DELIVERABLES:

- a) Draft Reports (Each evaluator will deliver the one country report)
- b) Final Report (Each evaluator will deliver the one country report)

#### QUALITY OF THE FINAL EVALUATION REPORT

The final report should be based on the following broad based criteria:

- Evaluation report will be submitted on the prescribed format
- All the observations and recommendations should be based on the documented factual evidences
- The report should not **exceed 25 pages (5 page Summary + 20 page Report)**
- Standard units, measuring specifications and referencing should be adopted in the report

#### MANAGEMENT AND STEERING OF THE EVALUATION

Caritas Austria South Asia Regional Enablers (SARE) will manage and steer the evaluation process. SAFBIN team at the Programme Team Organisation in each country will coordinate and facilitate the visits of the evaluators in their respective country.

#### REPORTING REQUIREMENTS

Each country level evaluator should be in regular touch with SARE and Programme Team Organisation in their respective country for any matters pertaining to the assignment. He shall deliver:

- Draft Reports (Beginning of May, 2021)
- Final Report (Mid of May, 2021)
- Consolidated evaluation report by SARE – End of May, 2021

#### THE EVALUATION TEAM

The evaluation team will comprise of **4 local external evaluators**, i.e., one evaluator in each programme countries. The following **expertise and experience** shall be considered for selecting the right candidate to take up the task.

Position	Essential		Preferable
	Qualification	Experience	
Evaluator	Master's Degree in Agricultural Science or related discipline Ph.D. preferable	At least 10 years' experience in the field of agriculture research/ education with exposure to OFAR; proven understanding of issues related to Climate Change and Food Security and Small Farmers in rainfed area.  Experiences related to institutional issues around Natural Resource Management, Understanding of cross cutting issues around gender, equity and sustainability	Hands on experience on OFAR and/or Climate Change / Food & Nutritional Security Research.  Availability during the proposed duration of evaluation.



## BID REQUIREMENTS

Technical and financial bid should be based on the above-mentioned criteria as well include the following as separate PDF documents:

- Technical Offer (max. 10 pages incl. annexes)
- Financial Offer (max. 1 page)
- Work Plan and Time Table (max. 2 pages incl. annexes)
- CV of the evaluator (max. 2 pages)
- At least three work samples with reference contacts that were completed by the evaluator (no page limitations)

### i) Technical Offer

S. No	Activity	Description	# days	Location
			Per Evaluator (Country level)	
1	Desk review & Coordination with CAUT/SARE & Partner Organisation	Review of programme documents and secondary information	4	Desk
2	Field visit	Visit to programme villages and interaction with stakeholders Interaction with the implementation team and other stakeholders in Bangladesh, India, Nepal & Pakistan Debriefing	3	Field
3	Writing the draft report	Analysis, report writing	3	Desk
4	Presentation	Presentation of draft report	1	Desk
5	Writing the final report	Preparation	1	Desk
<b>Total (No. of days of each evaluator)</b>			<b>12</b>	
<b>Total person days required for the evaluation</b> (12 days x 4 evaluators)			<b>48</b>	

The potential evaluators are requested to provide a **technical offer**. The section should provide the understanding of the assignment, the approach to be used for the evaluation, the evaluation tools to be used, evaluation quality control for complex evaluation, etc.

### ii) Financial Offer

The potential evaluators are requested to provide a **financial offer** (use the financial bid format given below) in EURO for the complete service, covering all fees, all taxes and further expenses such as travel expenses, per diems etc.).

BUDGET			
	Person Days	Rate	Amount (Euro)
Evaluation Fee			
Per Diem			

Travel			
Printing / Stationaries / Communications			
<b>Total Cost</b>			

Payments will be released as per budget when deliverables are submitted and approved by Caritas Austria.

1<sup>st</sup> Instalment : 20% upon signing of the contract

2<sup>nd</sup> Instalment : 50% upon submission of the draft report

3<sup>rd</sup> Instalment : 30% upon submission of all deliverables & approval by Caritas Austria

This tender ceiling is set maximum at Euro 3500/Country inclusive of all taxes.

### iii) Evaluation Of Offers

The following criteria will be used to evaluate the offers:

<b>Criteria for evaluation of offers</b>	<b>Max. Score</b>
Total score for organisation and methodology	
Understanding of ToR and of the aim of the services to be provided	25
Overall methodological approach, appropriate mix of tools, quality control approach and estimate of difficulties and challenges	25
Organization of tasks including timetable	20
Evaluation of financial offer	30
<b>Sub Total</b>	<b>100</b>

### THE INDICATIVE WORK PLAN & TIMETABLE

ACTIVITIES	DURATION			
	Feb, 21	Mar, 21	Apr, 21	May, 21
<b>Step 1:</b> Preparation for Evaluation – ToR, Plan				
<b>Step 2:</b> Identification of Evaluators & Agreement				
<b>Step 3:</b> Secondary Review (Revision and validation of secondary information)				
<b>Step 4:</b> Field Verification (Evaluation of Program results among target population and stakeholders)				
<b>Step 5:</b> Draft report (Presentation of results and recommendations)				
<b>Step 6:</b> Final evaluation report				

As per the intended country of evaluation, the bid should be submitted by April 05, 2021 to the following email IDs with the subject – “Technical & Financial Bid for SAFBIN Mid-term evaluation”:

<b>Country</b>	<b>Contact Person</b>	<b>e-mail</b>
Bangladesh :	Mr. Arook Toppo	arook_toppo.rro@caritasbd.org
India :	Ms. Babita Alick	babita@caritasindia.org
Nepal :	Mr. Chintan Manandhar	chintan@caritas.org.np

Pakistan : Mr. Amir Irfan amir.irfan@caritas.org.pk