



CAADP Ex-Pillar 4 Africa Regional and Sub-regional Organizations for Agricultural Research and Innovation (CAADP-XP4)



BASELINE SURVEY FOR THE CAADP-XP4 PROJECT

Terms of Reference (TOR)



This project is funded by
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Reference Sub-Activity

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1. INTRODUCTION

1. A) Background

The African Forum for Agricultural Advisory Services (AFAAS), the Association for Strengthening Agricultural Research in East and Central Africa (ASARECA), the Centre for Coordination of Agricultural and Development for Southern Africa (CCARDESA), the West and Central Africa Council for Agricultural Research and Development (CORAF/WECARD), and the Forum for Agricultural Research in Africa (FARA), are co-implementing the *EU/IFAD Support to CAADP Pillar 4 on Agricultural Research and Innovation (CAADP-XP4) Project*.

The CAADP-XP4 Project is financially supported by the European Union and administrated by the International Fund for Agricultural Development (IFAD) for a period of four (4) years 2019-2023.

The CAADP-XP4 project supports a science-led and climate-relevant agricultural transformation in Africa and aims at strengthening AR4D implementing organizations (AFAAS, ASARECA, CCARDESA, CORAF and FARA) to collectively support African countries implement relevant programmes of the Comprehensive Africa Agriculture Development Programme (CAADP) through: *inclusive regional and international partnerships; production and exchange of climate relevant agricultural knowledge; effective communication, monitoring and evaluation; promotion of systemic and effective use of science, knowledge and innovation; and representation of the sub regional and national organizations at continental level.*

In order to establish good basis for tracking the achievements and effects of the planned interventions under the CAADP-XP4 Project, the implementing partner institutions are commissioning a Baseline Survey that will help to collect the required qualitative and quantitative data prior to the commencement of the Project activities and consistent with the project objectives.

This Baseline Survey will be carried out through an independent consultancy and is expected to be useful, not only to undertake rigorous mid-term review and impact evaluation for the Project, but also to guide a focused regular monitoring and evaluation (M&E) exercise during the Project life cycle.

1. B) About CAADP

The Comprehensive Africa Agriculture Development Programme (CAADP) is Africa's policy framework for agricultural transformation that focuses on improving national planning processes and the implementation of related programmes towards attaining food and nutrition security and increasing incomes in Africa's largely farming-based economies.

In Maputo, Mozambique, in 2003, the African Union (AU) Summit made the first declaration on CAADP to respond to Africa's critical need for positive, sustainable growth in the agricultural sector. CAADP was therefore positioned as the unique continental framework for mobilising the required institutional, policy reforms and greater levels of investment that will drive the agricultural sector towards their productivity growth targets.

In June 2014 in Malabo, African Heads of State and Government heightened the importance of Agriculture on the continent and approved a strategy for an Accelerated Agricultural Growth and Transformation for Shared Prosperity and Improved Livelihoods. The Malabo Declaration put forward clear commitments to further help achieve the Africa Agriculture Transformation agenda through several thematic sector growth targets to be achieved by 2025.

Both commitments from Maputo and Malabo aim to achieve specific targets on food security, reduce poverty, wealth creation, and economic growth of African countries through agriculture, of which African governments are held accountable through the AU Biennial Review (BR) process.

The several commitments assessed in the AU BR process include: - *double agriculture productivity by 2025*; - *reduce post-harvest losses by 50% by 2025*; - *bring down child stunting to 10% or less, by 2025*; - *increase African youth employment in agriculture value chains by 30%*; - *increase public expenditures to agriculture as part of national expenditures, to at least 10%*; - *maintain growth rate of agricultural value added at a minimum of 6% annually*; *triple inter-African trade for agriculture commodities and services by 2025*; *ensure that at least 30% of farm, pastoral, and fisher households are resilient to climate and weather related risks, by 2025*; among others.

The Biennial Report and the African Agriculture Transformation Scorecards (AATS) emanating from the process are regularly submitted to the AU Assembly of Heads of States and Governments.

While CAADP provides a common framework for stimulating and guiding national, regional and continental initiatives on enhanced agriculture productivity, four continent wide entry points (Pillars) were identified for investment and action in pursuing increased and sustainable productivity in agriculture, forestry, fisheries and livestock management. These include:

Pillar I: Extending the area under sustainable land and water management;

Pillar II: Improving Market access through improved rural infrastructure and trade related interventions;

Pillar III: Increasing food supply and reducing hunger across the region by increasing small holder productivity and improving response to food emergencies;

Pillar IV: Improving agricultural research and systems to disseminate appropriate new technologies and increasing the support to help farmers adopt them.

The four lead pillar institutions are: Pillar I – Conference of Ministers of Agriculture in West and Central Africa (CMAOC); Pillar II – University of Zambia and CILSS; Pillar III – University of Kwazulu Natal; and Pillar IV – Forum for Agricultural Research in Africa (FARA).

As the CAADP pillars arrangements were operating like thematic and standalone process, there was a need to encompass the pillars under more integrated arrangement that were timely facilitated by the Malabo Declaration for which, the achievement of the specific targets requires cross-thematic cooperation. The pillars are therefore unpacked to jointly establish mutual accountability framework that is used now used to offer support to countries in fast-tracking achievements of the Malabo Declaration.

1. C) Brief overview of the CAADP-XP4 Project

The CAADP-XP4 Project is financially supported by the European Commission through IFAD to contribute to the Pillar II of the EU's DeSIRA initiative¹.

The overall objective of the CAADP-XP4 is to increase the contribution of Africa's regional and country level agriculture and food innovation systems towards achievement of climate relevant and sustainable transformation of the continent's agriculture and food systems.

The specific objective is to improve the individual and collective capacities of the key supra-national agricultural research and innovation institutions in their support to countries to achieve the programme's overall objective, through (i) establishing and strengthening multi-stakeholder partnerships (including European institutions) for climate relevant innovation; (ii) strengthening policies, regional institutional arrangements and markets access; (iii) enhancing knowledge management for advocacy and decision support; and (iv) strengthening coordination (including planning, M&E and learning) and reporting.

These guide the 5 main outputs areas of the project that include:

Output Area 1: Strengthen the capacities of the individual continental and regional organizations in technical and organizational capacities in coordination, multi-stakeholder program management, resource mobilization, fiduciary processes and MEL for Africa agricultural transformation;

Output Area 2: Multi-stakeholder Partnerships for Innovation established and in operation;

Output Area 3: Policies in support of climate relevant agriculture and food systems transformation formulated; investments increased, advocacy and market linkages strengthened,

Output Area 4: Knowledge Management: Knowledge Management & Communication for decision support, sharing innovation and advocacy related to climate relevant agriculture transformation, and

Output Area 5: Effective Planning, Coordination, Monitoring, Evaluation, Learning (MEL) & Reporting

¹ The Development-Smart Innovation through Research in Agriculture (DeSIRA) initiative aims at strengthening the deployment of science and innovation to achieve inclusive, sustainable and climate-relevant transformation. CAADP-XP4 responds to Pillar II of this initiative which aims at strengthening the institutional architecture necessary to achieve DeSIRA objectives.

The project's performance structure comprises of one impact statement, two outcomes statements and five outputs. Statements for each target at outputs level are specific for every implementing partner institution.

The detailed logical framework and results framework of the Project is presented in **Annex 1** and several other documents shall be provided to conceptualize this Baseline Survey.

2. OVERVIEW OF THE ASSIGNMENT

The main purpose of this assignment is to conceptualize the baseline study in line with the planned results (outputs, outcomes and impacts) of the Project, and carry out the survey to provide a good foundation for the project results monitoring, mid-term evaluation and impacts assessment.

As part of the responsibility, the Consultant will be assigned mainly to:

- (i) Study the results framework of the CAADP-XP4 Project and provide a critical analysis and external perspective with regards to the alignment, coherence and attribution of the project's interventions (outputs) towards reaching higher results (outcomes and impacts);
- (ii) Carry out an comprehensive literature review in consultation with FARA, SROs, AFAAS, that will help to better conceptualize the survey;
- (iii) Conceptualize methodology of the survey based on the critical analysis and the literature review;
- (iv) Design the survey tools and methodology that will later be adapted and refined after presentation and amendments at the inception meeting;
- (v) Plan and conduct the surveys (interviews, national and regional levels consultation, etc...) accordingly with the approved plan of stakeholders to consider during the survey.
- (vi) Compile the survey data and consolidate the *Draft Baseline Survey Report* and ensure validation, review and final submission.

3. SPECIFIC NOTES ON THE TASKS OF THE CONSULTANTS²

3.A) Conceptualizing the Survey: *Sampling and selection*

At this step, the consultant shall carry out the critical analysis of the CAADP-XP4' results framework and deepen literature review on how to observe data on change that will occur in the targeted beneficiaries' and other groups of stakeholders.

This will help to develop a *matrix of parameters by group of stakeholders* that shall be discussed in detail during the inception meeting. While the baseline survey shall mainly focus on planned results at impact and outcome levels, some specific planned results at output level will also require baseline data (criteria of which shall be discussed and agreed during the inception meeting).

The *methodology for data collection and analysis* including the tools and instruments such as questionnaires shall be finalized at the inception meeting, as well as the sampling and selection of units of analysis (e.g. group of stakeholders to interview, etc...)

The survey should be consultative enough to involve stakeholders from National, Regional and continental levels where feasible.

Representative sample size for the survey shall be determined (taking into account number of countries, regional representation, etc..) within the financial limitations of the project to meet the objectives of the survey.

Data collection and field visits would be envisaged for partners including AUC-NEPAD, FARA, AFAAS and SROs, RECs, AGRA, RUFORUM, PAFO, EU, IFAD, World Bank... etc, plus a selected number of countries and project partners.

² This section will be removed from the TORs after amendment and kept to handover to awarded consultants.

An inception report on the conceptualization of the survey shall be prepared by the Consultant and discussed during the Inception Meeting. The inception report will indicate the milestones and the time frame for the different stages of the assignment, and any other important issues.

The Inception Meeting will be organized by the implementing partner institutions (AFAAS, ASARECA, CCARDESA, CORAF and FARA), herein referred as the *Consortium*, within two (2) weeks after the Consultant is recruited.

3.B) Carrying out the Survey: Data Collection

The Consultant shall consider the outcomes of the Inception Meeting to amend and refine the Inception Report, including survey tools and detailed implementation plan.

Plans for the Survey Implementation: Based on the agreed conceptual framework, the Consultants are responsible to design and execute the plans for implementing the survey.

Managing Field Operations: The Consultants are also responsible for field operations, including logistical arrangements for data collection and obtaining the consent of respondents. The Consortium can only assist with providing introduction letters whenever required.

Preparation of Fieldwork Progress Reports: The Consultant will regularly brief the Consortium on the fieldwork progress, at least at the end of each month. The Feedback Reports shall include the number of survey tools completed compared to planned target, problems encountered, and how they were resolved.

3.C) Data analysis and finalization of the Report

The Consultant is responsible for preparation of the plan for data analysis, data analysis, baseline report outline, quality control, data delivery, and data usage to compile the Report of the Baseline Survey.

The Consultant is responsible for preparing the final report based on the institutional reports and the progress reports with associated comments received from the Consortium.

The institutional reports shall be organized by unit of analysis, and clarify the main findings, conclusions and explanation, structured field-notes from interviews, observations, personal interpretations and an assessment of the methodological approach.

The final version of the survey tools, charts, maps, and field notes will be presented as annexes of the Final Report.

4. PRACTICAL NOTES FOR CARRYING OUT THE ASSIGNMENT

4.A) Duration and Time Schedule

The consultancy is to be fully completed within a period of 3 months maximum, and latest by 30th July 2020 all procurement tasks included.

The commencement of the assignment is expected latest by 1st May 2020.

The assignment will require in total about 30 man-days at senior consultancy level and 100 man-days at junior consultancy level, with an advice to have a team of consultants (see [Section 5.A](#)) to adequately cover the project area within the specified time frame.

The date of starting the work shall be at most the 15th day following the date of signing the contracts.

Once recruited, the Consultant shall provide a detailed time schedule of various activities to be undertaken during the consultancy, and with respect to the timeline for the delivery of each report, as expected in [Section Error! Reference source not found.](#)

4.B) Location of the Assignment

The assignment will be carried out at the Consultant's office with trips for the field work, and to the offices of the Consortium whenever required or as per the baseline survey's implementation plan.

The Consortium may provide temporary arrangements for office space, conveyance experts for discussion, telephone and communication facilities, when the Consultants are in mission in the institution.

4.C) Review Committee

The Directors of the Research or equivalent of each of the 5 institutions of the Consortium backed up by the M&E Specialist of respective institution will constitute the review committee, which is responsible for overseeing the work of the Consultant and ensuring effective implementation of the baseline survey.

The Consultant shall interact with the review committee during the implementation of the survey, by providing regular feedback, and submitting the critical reports highlighted in **Section 4.D**).

4.D) Key deliverables and Deadlines

Contractually, the Consultant will report directly to the Director for Research and Innovation of FARA, which is the institution coordinating the baseline survey of behalf of the Consortium.

The key deliverables of the assignment are:

- i). The Inception Report of the survey which comprise the Final Conceptual Framework of the Survey, that shall be submitted *1 week after the Inception meeting*.
- ii). The Monthly Progress reports that shall be submitted at the *end of each month* counting from the 1st day of commencement of the assignment;
- iii). The Draft institutional and aggregated Reports of the Baseline Survey shall be submitted by *1st June 2020*.
- iv). The Final institutional and aggregated Reports of the Baseline Survey shall be submitted by *25 June 2020*, with the following annexes: (1) The survey tools used for data collection; (2) institutional and aggregated Results frameworks with all indicators and their respective baseline values;
- v). institutional and aggregated clean datasets and syntaxes.

Key background documents on the project such as: the Project Appraisal Document, Reports of any special study conducted during the preparation of the project, the Final Grant Document for each institution of the Consortium, Reports of M&E consultation meetings, etc... will be provided to the Consultant right at the beginning of the assignment.

Proposal for specific meeting to discuss any issue related to the Baseline, will remain at the discretion of the Review Committee of the Baseline Study that is described in **Section 4.C**).

4.E) Confidentiality and Data Ownership

The Consultant shall protect the confidentiality of those participating in the survey at all stages. All data is confidential and is the property of the Consortium. No data or other information from this survey will be released to third parties without the written approval of the Consortium.

4.F) Budget

The Consultant shall provide detailed estimates of the budget including travels, other related activities and submit for discussion during the negotiation of the contracts and in line with FARA's procurement procedures.

4.G) Facilities to be provided by the CAADP XP4 Consortium

Beyond the Consultancy fees, the Consortium will cover the costs of the following: Travel and accommodation to attend or organize the stakeholders' consultations for data gathering. Any other logistical support, as may be agreed, to facilitate execution of the assignment will also be paid for by the Consortium.

4.H) Payment Schedule

The percentage of the contract amount to be paid at each phase and the requirements at each phase, are left to the discretion of the procurements team and will follow FARA's procurement rules and procedures.

4.I) Performance Criteria

The Baseline Survey will be undertaken with the highest standards of professional and ethical competence and integrity. Delivery of the listed tasks in [section 3](#) in a most effective and efficient manner, within the period of the assignment.

5. TEAM COMPOSITION AND QUALIFICATION

5.A) Team Composition

The desirable composition of the Consultants team is the following:

- A Senior Consultant (Team Leader).
- Five (05) Regional Junior Consultants.

5.B) Qualification for the Team Leader

The Team Leader should have the following expertise:

- Have at least a Master of Science in Agricultural Economics, Social Sciences, Rural Development, Agriculture or other Development studies. A PhD degree will be an added advantage.
- Be able to constitute a team of consultants with the relevant experience and competencies to perform the assignments.
- Have over 8 years professional or post-graduation experience in Agricultural Research for Development in Africa. Knowledge of the CAADP processes will be an added advantage.
- Have excellent track record of conducting Baseline Studies, Impact Evaluation, Ex-ante Evaluations on Agricultural Research and Development at a regional and continental level.
- Be hands-on with qualitative and quantitative techniques of data analysis, ability to undertake online surveys.
- Having access to already existing data is highly desirable.
- Show demonstrated ability to document and show impact using documentaries, videos, social media etc.
- Have demonstrable ability to write concise technical reports.
- Have excellent English writing and communication skills are required; French proficiency will be an added advantage.

5.C) Qualification for the Junior Consultants

The Junior Consultant should have the following expertise:

- Have at least a Master of Science in Agricultural Economics, Social Sciences, Rural Development, Agriculture or other Development studies.
- At least 4 years professional or post-graduation experience in Agricultural Research for Development in Africa.
- Be hands-on with qualitative and quantitative techniques of data analysis, ability to undertake online surveys.
- Have demonstrable ability to write concise technical reports.
- Excellent English writing and communication skills are required; French proficiency will be an added advantage.

6. APPLICATION PROCESS

Interested candidates should send their expression of interest and comprehensive curriculum vitae via email to the address below by close of business on **Wednesday, 25th March 2020**.

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FARA Affirmative Action Statement on Employment: there is no discrimination based on gender race, religion, ethnic orientation, disability or health status.