



AGRI-AKKAR
PRIVATE SECTOR
DEVELOPMENT PROGRAMME
Inclusive • Elevating skills • Driving Competitiveness



TERMS OF REFERENCE FOR ARDI PROJECT EVALUATION

Project Title: “Akkar Rural Development Initiative”.

1. Project Description

The project implemented by Fair Trade Lebanon aims at increasing competitiveness of selected vegetables value chains in Akkar through Fair Trade practices.

This project aims at enhancing the socio-economic situation of the selected vegetables farmers in Lebanon as well as the selected vegetables value chain as a whole. The chosen vegetables are several varieties of tomatoes, peppers, lettuce, pumpkins and jute (mloukhieh).

Within the scope of the project’s overall objective, the action aims at reaching the following outcomes:

- Outcome 1: Farmers and women cooperatives are linked and organized into stronger groups for a more efficient and cost-effective use of inputs and resources
- Outcome 2: Small groups of producers have gained marketable skills
- Outcome 3: Job opportunities are created as a result of increased production and sales through a larger access to markets

2. Purpose of the evaluation

The evaluation is intended to assess the relevance, effectiveness, efficiency, impact and sustainability of the project. It looks at signs of potential impact of project activities on the beneficiaries and sustainability of results, including the contribution to capacity development of the relevant cooperatives and SMEs.

The evaluation focuses on relevance and efficiency, and identifies lessons learned and makes recommendations that project partners and stakeholders might use to improve the design and implementation of other related projects and programs.

3. Scope of the Evaluation

The evaluation is expected to cover the different project components:

- a) Optimization of managerial and technical capacities of beneficiaries;
- b) Establishing linkages between Value Chain actors;
- c) Creation of market linkages and increase of marketing knowledge;
- d) Increase business growth;
- e) Awareness and access to certifications;
- f) Job opportunities.

The principal task of this evaluation is to assess the performance of the project in terms of effectiveness, efficiency, and timeliness of producing the expected outcomes

4. Deliverables

The output of the mission will be the **Evaluation Report** in English. The structure and content of the report must meet the requirements of the European Union Evaluation Policy. The length of the report should not exceed 20 pages in total (excluding the annexes).

The report should:

- Contain an executive summary (mandatory)
- Be analytical in nature (both quantitative and qualitative)
- Be structured around issues and related findings/lessons learnt
- Include conclusions
- Include recommendations

5. Timing and Duration

The total duration of the evaluation will be **20 days** within the period of November 11 – December 11, 2019, according to the following plan:

Preparation

Collection of and acquaintance with the project document, project progress reports and other relevant project-related materials;

- Designing the detailed evaluation scope and methodology (including the methods for data collection and analysis), in coordination with PSD-Programme team;
- Setting up the mission dates and preparation of the detailed mission programme in cooperation with FTL Project Director/Coordinator. The Project Coordinator will organize the schedule of the mission, arrange transportation for the consultant and translation/interpretation, when necessary;
- Communication with the Project Coordinator to clarify any other matters.

Implementation

- Field visits to a selection of stakeholders (possibly including groups of producers, point of sales, beneficiaries/trainees, and partners)
- Evaluate the quality of the products (based on TEQ, organic, WFTO and Fairtrade certifications)
- Organize focus groups¹ and/or key informant interviews with stakeholder groups
- Presentation of preliminary evaluation results to key project stakeholders

Elaboration of the draft report

- Additional desk review

¹ Focus groups will be based on three criteria: type of producer groups (coop, sme), type of activity (farming or processing) and location.

- Completion of the draft report
- Presentation of draft report for comments and suggestions
- Round table with the project team of FTL

Elaboration of the final report

- Incorporation of comments and additional findings into the draft report
- Finalization of the report

6. Required Qualification

The evaluator should be a consultant, with an excellent knowledge of the Lebanese context, and be either:

- An agriculture expert and/or a socio-economic expert
- A monitoring and evaluation specialist
- Proven experience in project evaluation with NGO;
- Profound knowledge and experience in sustainable development with further experience and work in rural and agriculture areas;
- Understanding the political, economic and social dynamics;
- Understanding the agriculture sector and its challenges;
- Proven experience in project evaluation with NGO;
- Excellent writing skills;
- Fluency in Arabic and English required;

7. Budget

The total budget for the evaluation is 5,000 EUR (including taxes, local transport, insurance, per diem etc.)

One contract (in EUR) will be signed with the Evaluator.

The payment will be made in 2 installments:

- 50% upon signature of contract
- 50% upon submission of final report

8. Methodology

The Evaluator should submit a 3 page proposal explaining briefly the methodology that will be used for the development of the report, as well as its technical and financial (Annex 1) components.

The Evaluator shall submit along with the proposal, their respective CV to Fair Trade Lebanon by November 12, 2019 in soft copy to Benoit Berger, ARDI Project Director: b.berger@fairtradelebanon.org

FTL Project Director will review the documents and will schedule a meeting (or Skype) with the selected Evaluator at the latest early November 2019.

Annex 1: Estimated budget template²

Organization title:

Contact and address:

Quotation n° :.....

Report title:

Expense description	# units	Unit cost	Total cost
Per diem (lump sum per day)			EUR
- Expert		EUR	EUR
Local transportation (invoice required)			EUR
- Estimated cost in Lebanon		EUR	EUR
Salary (cost per day)			EUR
- Expert		EUR	EUR
Other cost (documentation, reprographie, communications...) (invoice required per item)			EUR
-		EUR	EUR
-		EUR	EUR
-		EUR	EUR
TOTAL AMOUNT (all tax included)			EUR

Remarks:

² To be submit with official header.