

## Terms of Reference (“ToR”)

### Mid-Term Evaluation (MTE) for Improving Income and Nutrition of Smallholder Tea Farmers in Southern Tanzania

## 1. Background

The European Union (EU) and the Government of United Republic of Tanzania (NAO) have signed a financing Agreement called *Agri-Connect: Supporting value chains for shared prosperity* under the 11<sup>th</sup> European Development Fund (EDF).

IDH as a lead applicant was awarded with a grant of 5 MLN EUR under this Agreement. With this grant, IDH and consortium partners are implementing the Agricon Boresha Chai Program (the “**Program**”), which focuses on improving income, livelihoods and nutrition of tea smallholder farmers in the Southern Highlands of Tanzania. The consortium partners are: CEFA (Comitato Europeo per la Formazione e l’Agricoltura Onlus), TSHTDA (Tanzania Smallholders Tea Development Agency) and TRIT (Tea Research Institute of Tanzania). The Program focuses on improving the livelihoods and nutrition of tea smallholders in the Southern Highlands. The Program will reach 22,000 tea smallholders and their families.

### 1.1 Problem Statement

Tea is a high impact sector in Tanzania. Around 31,000 smallholder farmers collectively produce a third of the country’s output, with the balance produced by large estates. The tea crop is generally harvested all year round and thus provides a regular and dependable source of income to growers, especially in the peak season between December and June. However, the sector faces significant challenges. Tea smallholder farmers in Tanzania achieve yields that are less than half of what estates are recording, much below smallholder yields in Kenya. Factories are not getting sufficiently consistent supply of green leaf volume and quality throughout the year to operate efficiently and keep variable factory costs low, so they are only able to offer low prices to farmers. This is exacerbated by the fact that Tanzanian tea fetches relatively low prices (compared to e.g. Rwandan tea) on account of its inferior quality.

### 1.2 Objective of the Program

The objective of the Program is to promote the inclusiveness, productivity, competitiveness and resilience of smallholder tea farming, while fostering sustainable livelihoods, nutrition, gender equality, among tea farming families in Southern Tanzania. The Program has two specific objectives:

1. To sustainably improve the performance and climate resilience of smallholder tea farmers.
2. To diversify income generation and reduce malnutrition and stunting in tea farming communities.

### 1.3 Key Program Activities

The Program activities are grouped into work packages according to the respective Intermediate Outcomes (as outlined in Annex 4) to which they are contributing:

- 1. Strengthening tea farmer cooperatives:** strengthening cooperative governance, stimulate female leadership and youth participation in tea cooperatives; Grant financial support to cooperatives to improve service delivery to their members.

2. **Sustainable service delivery, training and quality-based payment for tea smallholders to:** Introduce sustainable Service Delivery Models (SDM) for tea cooperatives and farmers; Build capacity of tea smallholders through Farmer Field Schools; Implement a bonus system to promote and reward higher green leaf quality.
3. **Sustainable innovations:** Demonstrate and promote optimized nutrient application in smallholder tea farms; Demonstrate and promote mechanized tea harvesting services; Demonstrate and promote irrigation of smallholder tea plantations; Establish improved clone nurseries for increased climate resilience and productivity; Promote digital financial and information services for smallholder tea farmers.
4. **Income diversification:** Convenes partners for secondary value chain services and offtake; Implement SDM for secondary value chain and establish market linkage.
5. **Nutrition and household decision-making to:** Promote good household nutrition through sensitization, training and demonstrations; Build financial literacy and promote balanced decision-making in tea farming households.

A baseline study for the Program, including setting of baseline values for Program KPIs, has been done in Q2 2021 for all of the abovementioned work packages.

## 2. Financing

The program is financed by the European Union, in accordance with the rules of the EU Agri-Connect Program.

This Program has been produced with the financial assistance of the European Union. The contents of this ToR are the sole responsibility of IDH and can under no circumstances be regarded as reflecting the position of the European Union.

## 3. Objectives of the Mid-term Evaluation

- The main objective of this Mid-term Evaluation (the “MTE”) is to assess whether the program is on track to reach its main objectives and provide constructive recommendations that serve for orientation and improvements for the remaining program period.

Specifically, the MTE aims:

- To have a critical look at the achievements (results) of the program and at the probability to reach the targets as defined in the log-frame.
- To assess the soundness of different approaches applied for improving performance and climate resilience as well as diversifying income generation and reduce malnutrition and stunting in tea farming communities.

## 4. Scope and focus of the MTE – evaluation questions

### 4.1 Scope

The Mid-term evaluation (MTE) shall cover 22,000 Program beneficiaries (tea farming households) from the four District Councils in three regions (Mufindi District in Iringa region, Njombe District Council in Njombe region, Rungwe and Busokelo District Councils in Mbeya region).

## 4.2 Focus and evaluation questions

The MTE will apply the DAC framework for evaluation with its criteria of: *relevance, effectiveness, efficiency of planning and implementation, coherence, and impact and sustainability*. In addition, special focus is put on *gender and social equity*. The following guiding questions shall serve as an orientation<sup>1</sup>.

### 4.2.1 Relevance

- Did the program identify the right beneficiaries and facilitating access to and delivery of services?
- What do the program stakeholders and beneficiaries think of the program regarding appropriateness of applied approaches?
- How do the FFS facilitators see themselves in the role of agents for improving smallholder tea farming? Are they able and willing to take on this role? What are their constraints? Is the situation conducive enough for champion farmers to become agents of change?
- How has the program responded to challenges in the tea sector? How could this be strengthened?

### 4.2.2 Effectiveness and Impact

- What is the progress on the program KPIs and the Theory of Change?
- Are there any unexpected impacts (negative/positive)? If so, is the program aware of them?
- How have the program results been affected by external factors (such as rising fertilizer prices, tea prices, the roads)
- What are the main strengths and weaknesses of the program? What would strengthen the effectiveness and impact for the remainder of the program?
- Does the knowledge of the trained farmers reach a sufficient level on the topics? What are recommendations in this regard?

### 4.2.3 Efficiency of planning and implementation

- Is the monitoring system well-functioning and efficient? Is there room for improvements? Are the indicators defined and used sufficiently and adequately to evaluate the impact of the program? Or are new/other indicators recommended?
- How has working in a partnership with various tea stakeholders affected the efficiency of program implementation?

### 4.2.5 Coherence

- Is the program consistent with other programs/initiatives in the country?
- Is the program coherent with IDH Theory of Change?
- Is the current role that IDH and the consortium partner assume in program implementation coherent with the proposed approach in the program document?

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<sup>1</sup> These questions are guiding questions, it is not expected that the review answers them 1:1 in the report.

#### 4.2.6 Sustainability

- Does the program have a clear vision of sustainability? What steps can be taken to strengthen the sustainability of the program results?
- What (other) actions by the partners/associates demonstrate ownership and sustainability? Are the outcomes sustainable? What were the main steps put in place to achieve the sustainability of this program?
- What incentives exist to beneficiaries / smallholder farmers to keep using the various areas of program support, i.e. maintaining quality?
- To what extent will the benefits of a program (including maintaining the quality) continue after the funding/implementation has ceased?
- To what extent the Program's activities and approach are scalable for implementation in other sectors, or further implemented in the tea sector in Tanzania?

## 5. Evaluation Methodology and deliverables

### 5.1 Methodology

We foresee a mixed-methods approach. Both quantitative and qualitative methodologies should be used to derive and triangulate information. The MTE should be done in a culturally sensitive way to create a maximum of ownership for the evaluation and its findings among the stakeholders. The quantitative methods will aim at collecting information to evaluate the program KPIs while the qualitative methods will aim at collecting information to provide more in-depth understanding and help explain or add perspective to quantitative data. The consultant is also expected to use the baseline datasets to evaluate the performance of specific indicators. Additionally, where possible, we expect the consultants to use monitoring data, such as progress reports and private tea company reports, to triangulate findings.

The main stakeholders shall be consulted, and their perceptions be integrated into the evaluation. These main stakeholders are consortium partner (IDH, TRIT, TSHTDA, CEFA), tea processors (Unilever/ Ekaterra, Ikanga, RBTC-JE/WATCO), Local Government Authorities, Tea board, Ministry of Agriculture and farmers (women, men and youth).

The sample size to be used should be calculated based on the scientific methods but with the consideration of adequate representation from each target location (District Councils).

### 5.2 Deliverables

The consultant is expected to ensure the following deliverables:

1. **Inception report** clearly outlining the MTE approach and methodology (both quantitative and qualitative including research tools, sampling frame and evaluation matrix), data-analysis plan, outline of the evaluation report, and execution plan for this work. This inception report will need to be approved by IDH after review and satisfaction.
2. A **presentation** (PowerPoint) to the Program consortium and other stakeholders, right after the evaluation to present the findings and give the project team the chance to react on them.
3. A **draft report** of 30 - 40 pages (excluding annexes) with a summary of 5 pages maximum that will summarize the findings based on the purpose and objectives of this mid-term evaluation as described in this ToR.



4. A **final report** incorporating the comments received on the draft report at the specified deadline.

## 6. Timelines for the MTE Tender Process

	DATE	TIME*
<b>Publishing the ToR</b>	7 <sup>th</sup> October, 2022	5:00 PM EAT
<b>Deadline for requesting any additional information from IDH</b>	13 <sup>th</sup> October, 2022	5:00 PM EAT
<b>Last date on which additional information is issued by IDH</b>	17 <sup>th</sup> October, 2022	5:00 PM EAT
<b>Deadline for submitting tenders</b>	28 <sup>th</sup> October, 2022	5:00 PM EAT
<b>Tender opening session</b>	31 <sup>st</sup> October, 2022	11:00 AM EAT
<b>Notification of award to the successful tenderer</b>	17 <sup>th</sup> November, 2022	5:00 PM EAT
<b>Signature of the contract</b>	15 <sup>th</sup> December, 2022	5:00 PM EAT

This assignment has a defined timeframe to be completed by **April 2023**. The consultant is expected to propose an activity/deliverable timeline for the assignment as part of their proposal.

## 7. Selection Criteria

The consultant will be selected upon the following criteria:

- Technical expertise and knowledge on conducting mid-term evaluations using quantitative and qualitative research methods;
- Experience in similar assignment in Tanzania and East Africa;
- Knowledge of Swahili language: able to communicate and undertake evaluation discussions with interviewee using Swahili language;
- Clarity of methodology/proposal on how the assignment will be undertaken;
- Experience working with smallholder tea farmers is preferred;
- Value for money (best price and quality).

## 8. Minimum criteria

Proposals not fulfilling the minimum criteria will be excluded from further assessment.

- a. Minimum of three client references;
- b. The applicant must have experienced and qualified staff on conducting evaluations. All staff members must have at least three (3) years appropriate experience who are fluent in both written and spoken English. Fluency in spoken Swahili is also an essential requirement;
- c. A sample of previous work relevant to the deliverables in this ToR. IDH reserves the right to ask for copies of certificates of final acceptance signed by the supervisor/ contracting authority of the project concerned.
- d. Ability to engage private sector and policy makers/ government both at local and national level.

- e. The tender and all correspondence and documents related to the tender exchanged by the tenderer and IDH must be written in the language of the procedure, which is English.

## 9. Presentation of the Offers

The purpose of the proposal is to demonstrate the qualifications and capability of the applicants seeking to undertake this assignment in conformity with the scope and technical requirements set forth herein. Financial and technical offers should:

- Demonstrate the qualifications of the applicant, references and relevant samples of assignments done in this sector;
- Specify the approach, work plan and timelines for the assignment;
- Describe the planned work methodology and data collection tools to be used;
- Contain a separate financial bid, containing a detailed breakdown of the budget, including a daily rate for work done. The proposed budget should be in EURO and contain all applicable taxes

The proposal should be maximum 10 pages (excluding annexes) and must include:

- A description of the methodology and sampling strategy that will be undertaken for the assignment that suits the assignment as outlined in this Terms of Reference;
- A timeline/schedule and management of the assignment;
- Confirmation of availability over the assignment period;
- Curriculum Vitae of staff to be involved; Confirmation that consultants are not in any of the situations as listed in Annex 1.

## 10. Proposed Assignment (MTE) Schedule

<b>Deliverable</b>	<b>Dates</b>
First Draft Inception report	5 <sup>th</sup> January, 2023
Final Inception report	27 <sup>th</sup> January, 2023
Design of data collection tools and sampling frame	27 <sup>th</sup> January, 2023
Data collection: Enumerator training, field testing of the survey, refining of the tools and data collection exercise	10 <sup>th</sup> – 24 <sup>th</sup> February, 2023
Data cleaning and analysis	27 <sup>th</sup> February – 3 <sup>rd</sup> March, 2023
Draft Report writing	6 <sup>th</sup> – 24 <sup>th</sup> March, 2023
Draft report and Presentation of results	31 <sup>st</sup> March, 2023
Final Report	30 <sup>th</sup> April, 2023

## 11. Scoring and weighing

### Step 1 of 3: Criterion Quality

The proposal will be assessed based on the following selection criteria:

Component		Criteria	Max. Grading
1	<b>Technical expertise and knowledge on conducting mid-term evaluations using quantitative and qualitative research methods</b>	<p>To what extent did the Consultant present the required level of expertise and knowledge to fulfil the requirements both at team member and company level?</p> <p>Did the consultant clearly demonstrate the ability to deliver as per requirements of the tender?</p> <p>Did the consultant provide a minimum of three client references, and did the client references reflect the consultant's ability to present the required level of expertise and knowledge for this assignment?</p>	<b>10</b>
2	<b>Experience in similar assignment in Tanzania and East Africa</b>	To what extent did the consultant offer sufficient evidence of experience with undertaking and completing similar assignments in Tanzania and East Africa?	<b>10</b>
3	<b>Knowledge of Swahili language: able to communicate and undertake evaluation discussions with interviewee using Swahili language;</b>	To what extent did the consultant provide information that is able to communicate and undertake the assignment using Swahili language?	<b>10</b>
4	<b>Clarity of methodology/proposal on how the assignment will be undertaken</b>	<p>To what extent did the consultant provide clear methodology and plan in undertaking the assignment?</p> <p>To what extent did the consultant demonstrate the application of quantitative and qualitative methodologies in the proposed methodology and data collection approach?</p>	<b>10</b>
5	<b>Value for money (best price and quality)</b>	Did the consultant offer the best price for the proposed quality?	<b>10</b>

#### **Scoring for each component**

The evaluation committee will unanimously score each component by assigning scores from 1 to the maximum grading (10), whereas the maximum grading represents optimal performance on the component and 1 represents extremely poor performance on the respective component.



### Step 2 of 3: Criterion

The criteria of assessment is “the best price for the proposed level of quality” with a maximum grading of 10.

### Step 3: Weighting

The final score will be weighted 70% on quality (technical aspect) and 30% on price.

## 12. Grounds for exclusion

Consultants shall be excluded from participation in a procurement procedure if they fall into any of the situations mentioned in Annex 1. **Consultants must confirm in writing that they are not in one of the situations as listed in Annex 1.**

## 13. Participation

Consultants may not tender for a given contract both individually and as a member of a joint venture/consortium. Participation by a Consultant in more than one tender for a contract will result in the disqualification of all those tenders for that contract in which the party is involved. The same Consultant may only participate as subcontractor in different tenders if that is justified by the specific nature of the market and cleared by IDH.

The call for proposals is open on equal terms to natural and legal persons established in one of the Member States of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed. Participation is also open to international organisations. All supplies and materials shall originate from one or more of those eligible countries. However, they may originate from any country when the amount value of the supplies and materials to be purchased is below EUR 100 000.

## 14. Confidentiality

The Consultant will ensure that all its contacts with IDH, with regards to the tender, during the tender procedure take place exclusively in writing by e-mail to Marlies Huijssoon via [joseph@idhtrade.org](mailto:joseph@idhtrade.org) copying [huijssoon@idhtrade.org](mailto:huijssoon@idhtrade.org). The Consultant is thus explicitly prohibited, to prevent discrimination of the other Consultants and to ensure the diligence of the procedure, to have any contact whatsoever regarding the tender with any other persons of IDH than the person stated in the first sentence of this paragraph.

The documents provided by or on behalf of IDH will be handled with confidentiality. The Consultant will also impose a duty of confidentiality on any parties that it engages. Any breach of the duty of confidentiality by the Consultant or its engaged third parties will give IDH grounds for exclusion of the Consultant, without requiring any prior written or verbal warning.

All information, documents and other requested or provided data submitted by the Consultants will be handled with due care and confidentiality by IDH. The provided information will after evaluation by IDH be filed as confidential. The provided information will not be returned to the Consultant.





## 15. Disclaimer

IDH reserves the right to update, change, extend, postpone, withdraw or suspend the Terms of Reference, this tender, or any decision with regard to the selection or contract award. IDH is not obliged in this tender procedure to make a contract award decision or to conclude a contract with a participant. IDH reserves the right to suspend or annul the Tender Procedure at any moment in time.

Participants cannot claim compensation from IDH, any affiliated persons or entities, in any way, in case any of the afore-mentioned situations occur.

By handing in a proposal, participants accept all terms and reservations made in these Terms of Reference, and subsequent information and documentation in this tender procedure.

## 16. Contact

The contact person for this assignment is Michael Joseph, Senior Program Officer Operations, [joseph@idhtrade.org](mailto:joseph@idhtrade.org). All communications with regard to the assignment shall be directed to the contact person copying Marlies Huijssoon, [Huijssoon@idhtrade.org](mailto:Huijssoon@idhtrade.org).

## 17. Annexes

**Annex 1: Grounds for exclusion**

**Annex 2: Statement**

**Annex 3: Draft Contract**

**Annex 4: Program intervention logic and logframe**



## Annex 1 – Grounds for exclusion

Consultants shall be excluded from participation in a procurement procedure if they fall into any of the situations mentioned below:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c) they have been guilty of grave professional misconduct proven by any means which the IDH can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, or with those of the Netherlands or those of the country where the contract is to be performed;
- e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, where such illegal activity is detrimental to the MFA's financial interests.
- f) They fall into a situation set out in Section 2.4. (EU restrictive measures), 2.6.10.1. (exclusion criteria) or 2.6.10.1.2. (rejection from a procedure) of the PRAG.

**Consultants must confirm in writing that they are not in one of the situations as listed above.**

1. Consultants shall not make use of child labor or forced labor and/or practice discrimination and they shall respect the right to freedom of association and the right to organize and engage in collective bargaining, in accordance with the core conventions of the International Labor Organization (ILO).

## Annex 2 – Statement of acceptance draft Contract

Tender: Consultancy Service to Support the Strengthening of Gender-Responsiveness, Financial Literacy and Household decision making of Smallholder Tea Farmers in Southern Tanzania

By signing this statement of acceptance, the Participant accepts the draft letter of assignment, which is attached to the Terms of Reference d.d. [insert date ToR] as Annex 3.

	Participant
Name Participant:	
Number of entry in the Dutch Trade Register ( <i>handelsregister</i> ) or a comparable trade register in the enterprise's country of registration:	
Date:	
Place:	
Signature:  <i>Signed by a person with authority to represent the enterprise as appears from the Dutch Trade Register (<i>handelsregister</i>) or a comparable trade register in the enterprise's country of registration.</i>	

## Annex 4: Program Intervention Logic & indicator list

Activities will produce Outputs which in turn result in Intermediate Outcomes through which Specific Objectives of the Action are achieved, in turn contributing to higher level Overall Objectives, subject to Assumptions holding true at each level of the Result Chain.

We have arranged Activities as work packages, with each work package resulting in a set of Outputs that are needed to deliver a specific Intermediate Outcome (IOC). Activities and Outputs are numbered according to the respective IOC, linking Activity 1.1 to IOC 1 via Output 1.1, etc. The exception is Work Package 6 which contains general activities not specifically linked to IOCs but needed to engage and align stakeholders, make the Action gender-responsive, manage the Action, account for expenditure, and undertake M&E.

Assumptions at Activity level are preconditions, i.e. external factors that have to be met before activities can start, notably:

- EDF awards the contract with 90% grant funding for implementation of the Action to the consortium of co-applicants led by IDH.
- Co-applicants jointly contribute 10% of the budget for the Action.

Work Package 1 activities will address organisational weaknesses in tea farmer cooperatives by capacity building, resulting in the following outputs:

- managers of tea cooperatives, as well as women and youth members, trained in management and organisation skills
- communities (especially women and youth) aware of cooperative system
- gender committee in each tea cooperative
- new/improved services delivered by cooperatives to their members.

Delivery of the Work Package 1 outputs will result in IOC 1 “Strengthened tea farmer cooperatives with increased participation of women and youth”, assuming that:

- trained cooperative managers and gender committee members perform well and remain in function or transfer skills to their successors
- cooperatives maintain new/improved services.

Work Package 2 activities support delivery of services to smallholder tea farmers to promote climate-smart good agricultural practices and introduction of quality bonus system for green leaf supply, resulting in the following outputs:

- sustainable SDMs supporting tea farmers to increase their performance
- tea farmers trained in climate-smart good agricultural practices
- green leaf quality bonus systems that reward farmers that apply Good Agricultural Practices

Delivery of the Work Package 2 outputs will result in IOC 2 “Sustainable service delivery and incentives for productive, climate-smart and quality-oriented tea farming”, assuming that:

- SDMs (including extension service delivery) are maintained
- quality bonus is sufficiently attractive to farmers and processors.

Work Package 3 activities demonstrate and promote technical and financial innovations in smallholder tea farming, resulting in the following outputs:

- new SDMs based on innovations
- smallholder tea farmers have access to digital financial and information services.

Delivery of the Work Package 3 outputs will result in IOC 3 “Sustainable innovations for smallholder tea farming”, assuming that:

- new SDMs are profitable.

Work Package 4 activities support tea farming families to diversify their farm income through inclusion in secondary value chains and related service delivery and training, resulting in the following outputs:

- secondary value chains that include tea farmers



- tea farmers included in secondary value chains.

Delivery of the Work Package 4 outputs will result in IOC 4 “Smallholder tea farming families have diversified their income”, assuming that:

- tea farmers are able to meet secondary value chain requirements.

Work Package 5 activities promote awareness and knowhow of good nutrition practices and improved decision making in tea farming households, resulting in the following outputs:

- tea farming families trained to improve household nutrition
- trained Nutrition reference persons in each cooperative
- tea farmers (women and men) trained in financial literacy and inclusive household decision-making.

Delivery of the Work Package 5 outputs will result in IOC 5 “Improved nutrition practices and decision making in tea farming households”, assuming that:

- the training and promotion motivate tea farmers to adopt more nutritious diets
- tea farming families accept gender balance and youth participation in household decision-making.

Intermediate Outcomes 1, 2 and 3 result in Specific Objective 1 “Sustainably improved performance and climate resilience of smallholder tea farmers”, assuming that:

- cooperatives are willing to accept women and youth in leadership
- farmers, cooperatives and/or offtakers are willing to pay for service delivery
- new SDMs are rolled out at scale.

Intermediate Outcomes 4 and 5 result in Specific Objective 2 “Diversified income and improved nutrition in tea farming communities”, assuming that:

- secondary value chains are able to absorb the additional production of tea farmers
- tea farming families can afford to grow or buy ingredients for balanced diets.

Specific Objectives 1 and 2 contribute to achieving the Action’s Overall Objective “Inclusive, productive, competitive and resilient smallholder tea farming and sustainable livelihood, nutrition, and gender equality among tea farming families in Southern Tanzania”, assuming that:

- tea remains a profitable crop based on a good business case for farmers and processors
- production and market conditions for secondary farm products are favourable.