

TERMS OF REFERENCE TO CONDUCT AN END TERM EVALUTION

Project No	A-KEN-2022-0194
Project Title	Coordinated lobby and advocacy on pesticides and seeds in Kenya (PACATA II)
Project Duration	September 2022- August 2025

1.0 INTRODUCTION AND BACKGROUND

1.1 About the Biodiversity and Biosafety Association of Kenya

BIBA Kenya is a network of farmer organizations, animal welfare groups, consumer networks, faith-based organizations, local non-governmental organizations, and community-based groups. Currently, it comprises of 52 member organizations spread across 22 counties. These member organizations are distributed across regions including Nairobi, Central, Rift Valley, Western, Eastern, and Nyanza.

BIBA Kenya's mandate is to ensure the public is AWARE and ALERT on issues of concern on environment, agriculture, livestock, food safety, health and biodiversity. The network envisions a healthy nation that safeguards its biodiversity to promote community justice and sustainable livelihoods. BIBA Kenya's initiatives are grounded in addressing pressing challenges within food systems, including land reforms, irrigation, and the promotion of sustainable agro-ecological practices. Central to this work is the preservation of indigenous seeds and traditional farming knowledge, which have consistently demonstrated long-term benefits, particularly for communities striving to sustainably nourish growing population.

1.2 About PACATA II Project

The Coordinated Lobby and Advocacy on Pesticides and Seeds in Kenya (PACATA II) is a 3 year period project designed to address the challenges related to safe food production and the use of toxic agricultural inputs in Kenya. The project targets include;

1. Building the capacity of Member Organizations in the target project areas to further increase the knowledge base of the alternatives to the use of toxic agrochemicals in food production and the impact of the toxic chemicals to human health, environment, and biodiversity. In addition, capacity building trainings on the production of bio-pesticides and bio-fertilizers.
2. Sensitize and train farmers, farmer champions and trainers of trainers to create awareness on the impacts of toxic agricultural inputs as well as offer alternatives for use.
3. Sensitize and advocate for policies/regulations/strategies to support and create enabling environment for agroecology.
4. Involve the religious leaders in capacity building trainings to aid in amplification of advocacy campaigns in the grass-root levels.
5. To showcase the impact of the toxic agricultural chemicals on the health of human and environment through research and enrich promotion of agroecology campaign.

1.3 Project Specific Objectives and Indicators

Project Objectives	Indicators
1. Agriculture strategies, policies and programs by Government actors at county and national level incorporate agroecology and safe food production	1.1. By end of the project period, at least five (5) political measures (policies, regulations and strategies) have been influenced by BIBA Kenya in favor of an environmentally and health friendly agro-ecological production of food. 1.2. By end of the project period, at least 12 government officials and leaders at the county and national level now publicly support a transition to agroecology in favor of smallholder farmers
2. Targeted farmers are actively engaged in the support for safe food production and conservation of biodiversity.	2.1. By the end of the project period, at least 850 out of 1485 households and 290 out of 500 women, youth and PWDs have integrated agroecological practices in their farming systems. 2.2. At least 10 farmer organizations or networks have newly integrated biological/ecological farming practices for the reduction and treatment of pests and diseases, as well as knowledge about harmful effects of toxic pesticides into their training programs by end of the project

2.0 OBJECTIVES AND SCOPE OF THE EVALUATION

2.1 Objectives of the Evaluation

BIBA Kenya, is seeking qualified consultant(s) to conduct an end of project evaluation. This evaluation is a key project requirement, aimed at capturing lessons learned to inform the design and implementation of future initiatives.

The aims of the project evaluation include

1. Evaluate and document the quality of project design, relevance, delivery, and efficiency.
2. Undertake an independent assessment of the project performance paying particular attention to achieved results, both planned and unintended, positive, or negative arising out of implementing this project.
3. Review the sustainability of implemented project activities, results and potential for scale up.
4. Document key lessons learnt and best practices from the project implementation.
5. Provide conclusions and recommendations in respect to all assessed areas, particularly recommendations for follow up/ future project designs depending on each county context and respective target groups.

The Primary users of the evaluation results include the BIBA Kenya staff, board, BftW, member organisations, collaborating partners and the communities.

2.2 Evaluation Scope

The End Term Evaluation for the PACATA II project will focus on the 3 year project implementation from September 2022. BIBA-K expects the consultant to join this process and carry out several specific tasks:

1. Entry discussion about the End term evaluation of the PACATA II Project with the BIBA Kenya team
2. Literature review on data sources i.e., from key documents and target respondents.
3. Collect data both qualitative and quantitative from the targeted community members and /or member organizations through agreed data collection methods and tools.
4. Analyze the collected data and develop a draft report.
5. Present draft results of the study findings in a one-day feedback workshop for BIBA Kenya and the partners
6. Incorporate comments from the feedback workshop and present final report
7. Elaborate recommendations for a future phase/ follow on work in this area

The evaluation will cover the entire project period, focusing on what has been implemented to date. Field visits will be undertaken in sampled project areas.

2.3 Key Evaluation Questions

The evaluation will align with the OECD-DAC evaluation criteria (*Relevance, Effectiveness, Efficiency, Sustainability, and Impact*). The specific evaluation questions outlined below will be reviewed and refined in collaboration with the consultant during the inception phase of the assignment.

Relevance	a) To what extent is the project aim and objectives still valid? b) Were the target communities part of the project development? c) How well did the project respond to priority needs of the target communities and partners? d) To what extent do project activities, strategies, and objectives contribute to meeting project needs? e) Does the project design adequately address priority political, environmental, and social issues? How has the project design adjusted to respond to any changes in the operating context? f) How adequate was the rigour of analysis that informed the project design (e.g. quality/ comprehensiveness of analysis of risks, threats, assumptions, depth of gendered analysis etc.)? g) To what extent did the project contribute to the organization vision and mission?
Delivery and Efficiency	a) Has the project reached or likely to reach to all the intended stakeholders? b) To what extent were project outputs and objectives achieved on time, or are on track to being achieved? c) How effective were the project monitoring and evaluation systems/ practices (e.g., collection, organization, analysis, and use of baseline/ project implementation data to inform decisions)? d) What was the quality of day-to-day project management especially work plan and implementation, budgetary controls, the management of risks, and management and accountability/ governance structures? Are these adequate and fit for project purpose?

	e) Were interventions appropriate, efficient and adequate to lead to the realization of defined objectives? Would there have been alternative better ways of achieving similar results? Does value for money exist?
Effectiveness	a) To what extent have planned project benefits been delivered and received as perceived by all key stakeholders (including men and women and specific vulnerable groups)? b) What significant changes are visible because of the project intervention? c) What factors contributed positively or negatively to the extent of achievement of project results? d) What are the main challenges (at least 3) the project faced during the implementation?
Impact	a) What are the major long-term changes - direct or indirect, intended, or unintended, positive or negative - produced or contributed to by the project? b) What are the effects of the project to the environment? c) What are the main lessons learned over the time? d) Were there important changes within the implementing organisation during the project duration e) Did significant policy changes take place during the project implementation period?
Sustainability	a) To what extent can project outputs, outcomes, and impacts continue when the project/ funding ends? What can be done to improve the sustainability of the noted project results? b) What is the level of ownership of the project? c) To what extent has the project approaches supported, built resilience of the communities considering increasing disruptions such as droughts, floods, policy governance issues and other climate change disruptions? d) Which measures have been taken to ensure institutional sustainability of BIBA Kenya? e) Has the project helped to increase networking activities of BIBA Kenya?

3.0 APPROACH AND METHODOLOGY

The consultant is expected to develop a methodology based on structure of the PACATA II Project. It is envisaged that the consultant will adopt a participatory, interactive, inclusive, and collaborative approach that will entail engagements with BIBA Kenya, farmers and partners.

A mixed method with emphasis on participatory quantitative and qualitative approaches is expected to be deployed. These should include as a minimum, secondary data reviews, interviews, Focus Group Discussions (FGDs), observation and workshops (validation). Secondary data will be gathered from factual statements identified from review of relevant documents including the project documents, activity reports, annual narrative reports and other relevant documents. The evaluation is expected to be keen on ensuring participation of all the relevant stakeholders. FGDs will be conducted both jointly as well as separately, if need be, for men and women.

The methodology proposed by the consultant(s) should clearly outline the data collection methods and approaches, detailed evaluation questions, data collection tools, target population and sampling criteria,

data analysis and management plans (where applicable), enumerator training strategy, data collection schedule, ethical considerations, and quality assurance measures

The evaluation exercise will be phased as follows:

- a) *Preparatory work*: Desk review of key documents, preparation and pre-testing of the evaluation tools & techniques, review evaluation criteria and questions and holding initial interviews with the PACATA II project team, and development of a clear evaluation plan and inception report.
- b) *Primary data collection*: Visit and collect data from all sampled communities and the BIBA Kenya. A debriefing of the results with the partner is anticipated.
- c) *Analysis and reporting*: The consultant expected to conduct the process of data consolidation, analysis, and synthesis and share draft evaluation report according to agreed time. BIBA Kenya will provide all necessary information and feedback for incorporation.

The Consultant(s) will liaise with the BIBA Kenya throughout the evaluation period and hold regular progress review evaluation meetings. The Consultant(s) will be provided with partner contact person for the field visits.

4.0 TIME FRAME OF THE EVALUATION AND PLAN

It is anticipated the evaluation process begin on 26th May 2025 and be completed by the (20th June 2025) at the latest. This includes submission of the final approved report.

The evaluation is expected to take a total of 20 days, allocated as follows:

#	Consultant Activities	Consultancy days
1	Preparatory work (entry meetings, inception report, tools development etc.)	2 days
2	Primary and secondary data collection (<i>subject to discussions with consultant(s)</i>) including travel days to the field	8 Days
3	Data organization and analysis	3 days
4	Draft report preparation and sharing	2 days
5	Feedback and finalize draft report (validation)	2 days
6	Revise report (as per comments) and provide final report	2 days
7	Presentation of findings	1 day

5.0 OUTPUTS AND DELIVERABLES

The deliverables will include among others the following:

1. Technical and financial proposals for the assignment (not more than 8 pages, excluding CVs and other attachments)
2. Inception report by the consultant within 1 week upon signing of the consultancy contract. The inception report will include among others:
 - Feedback (or expectations) on the evaluation ToRs, say, feasibility of evaluation design, potential limitations/ restrictions and additional issues and questions
 - Final/revised approach, methodology and instruments for data collection, organization, and analysis
 - Sampling of evaluation respondents (stakeholders, number of representatives etc.)
 - Support needed for successful delivery of the exercise
 - A detailed schedule/ workplan, with clear roles and responsibilities
 - Proposed evaluation report format

3. The consultant(s) will be required to submit a draft evaluation report outlining clear findings, lessons learned, conclusions, and actionable recommendations. This draft will be presented to BIBA Kenya staff and partners for review and feedback
4. Final evaluation report maximum 25 pages both in hard and electronic format (MS Word as well as Pdf) exclusive of appendices. The reports must respond to all evaluation questions in this ToR. The evaluation report shall as a minimum contain;
 - Preliminary pages (table of contents, list of acronyms, acknowledgements etc.)
 - Executive Summary (of 2-3 pages)
 - Introduction: short description of the evaluated project and relevant context conditions
 - Evaluation objectives process, design/methodology and limitations
 - Detailed evaluation findings for all assessed areas per the ToRs (highlight, findings, implications, and where applicable specific recommendations).
 - Conclusions, Lessons and Recommendations based on evidence and an analysis
 - Annexes/ appendices including List of all evaluation respondents; List of all referenced secondary data; and all primary source data/ data sets, both quantitative and qualitative, generated during evaluation in an electronic file in an easily readable format.

All the deliverables will be in English language.

The draft evaluation report should be delivered within 1 week of completing data collection, while the final report submitted within the 2nd week after validation /receipt of inputs into the draft report from BIBA Kenya and or BftW. The final report shall incorporate the comments and suggestions from BIBA Kenya and BftW.

6.0 OBLIGATIONS OF BIBA KENYA AND THE CONSULTANTS

BIBA Kenya shall be responsible for the following tasks.

1. Overall responsibility and accountability for the evaluation.
2. Guidance throughout all phases of execution, including clarifications on the TOR etc.
3. Providing relevant documentation for data collection.
4. Prepare/ facilitate access to staff and key stakeholders (evaluation participants)
5. Arrange meetings with or connect consultants to partners and relevant stakeholders.
6. Cover all reasonable aspects of the evaluation costs per agreed budgets and Terms of Engagement.
7. Approval of all deliverables.

The Consultant(s) is/ are responsible for:

1. Guidance and directions to achieve the purpose and objectives of the evaluation.
2. Conducting the evaluation.
3. The day-to-day management of operations.
4. Regular progress reporting to BIBA Kenya, particularly if any unforeseen issues arise.
5. Consolidation and presentation of evaluation findings and writing the final evaluation report.
6. The production of deliverables in accordance with contractual requirements.

7.0 KEY QUALIFICATIONS AND COMPETENCES OF THE EVALUATORS

BIBA Kenya is looking for a team of consultants/ consultancy firm with a strong record in conducting evaluations. The consultant shall have knowledge of monitoring, evaluation and learning in theory and practice. Additionally, the evaluating team will have the following skills and attributes:

1. At least a master's degree in Development Studies, Agriculture/ Agro Biodiversity, Biodiversity, Social Sciences, and or other relevant training.
2. Demonstrable knowledge and experience in working with civil society, culture, biodiversity, farming/agro biodiversity and seed systems, agricultural policies, governance, human rights and advocacy issues.
3. Conversant with participatory methodologies and approaches to project review and evaluation including familiarity with inclusion, gender, environmental issues and cultural sensitivity analysis
4. Must be available for evaluation between 26th May 2025 and 20th June 2025.
5. Proven track record of professional execution of similar consultancies/assignments. Significant experience of evaluating institutional donor funded programmes and experience in evaluating NGO work or Networks.
6. Significant experience in conducting evaluation in different rural communities, policy level and related work on biodiversity protection and livelihood improvement.
7. Full working knowledge of English and great report writing skills, developing case studies etc.
8. Experience of evaluating similarly BftW funded projects will be an added advantage.

8.0 THE APPLICATION PROCESS

Completed proposals should include:

- a) A **cover Letter** expressing interest and availability for the tasks
- b) A precise and clear **technical proposal** containing among other items the consultants' understanding of the ToRs, evaluation design, similar works previously done/ track record, an evaluation work plan showing expected deliverables at each milestone, and brief profiles of the evaluation team members.
- c) A **financial proposal** with a well outlined payment schedule based on clear deliverables. The financial proposal must include ALL envisaged evaluation costs (professional and ancillary costs such as travel, taxes, accommodation, validation etc.). The budget must specify the daily professional fees/ consultancy rate.
- d) Information on the proposed **evaluation team** including their updated resume with relevant qualifications (CVs must not be more than 3 pages)
- e) A list of possible documents for review
- f) Two samples of reports of previously undertaken for similar assignments.
- g) Contact of 3 organizations that have recently contracted the firm/ consultant(s) to carry out a similar assignment

Interested and qualified consultant (s) or firms should send their application by email addressed to BIBA Kenya National Coordinator, Anne Maina: anne.maina@bibakenya.org and cc: Kendi: kendi.juster@bibakenya.org by 16th May 2025. The application subject heading: Consultancy for PACATA II end of project evaluation _202_3/4/5