REQUEST FOR EXPRESSIONS OF INTEREST

For

Hiring of consultant firm for mid-term evaluation of the National Horticulture and Livestock Project (NHLP).

Publication Date: September 26, 2018
REOI Ref No: MAIL/ARTF/NHLP/59445-CQS
Name of Project: National Horticulture and Livestock Project (NHLP)
Loan No/Credit No./Grant No: TF013820 – Project ID: P143841

The Ministry of Agriculture, Irrigation and Livestock (MAIL) has received Grants No. TF-013820 for financing from the World Bank toward the cost of the National Horticulture and Livestock Project (NHLP) of MAIL, and intends to apply part of the proceeds for consulting services.

1. General Information to the Description of the National Horticulture and Livestock Project (NHLP)

1.1. Introduction

The National Horticulture and Livestock Program (NHLP) is a program of the Ministry of Agriculture, Irrigation, and Livestock (MAIL) of the Islamic Republic of Afghanistan. The program has scheduled to run for 6 years in the first instance, from January 2013 to December 2018 – with two year extension that becomes December 2020. The NHLP is a successor and up-scaling program to the Horticulture and Livestock Project (HLP), which was implemented in MAIL from January 2007 to December 2012 with financing from the World Bank and the Afghanistan Reconstruction Trust Fund (ARTF). The HLP developed and piloted a model for agricultural extension, which is the vehicle of service delivery to farmers in the NHLP. The NHLP is part of MAIL’s response to Afghanistan’s agricultural development strategy, the National Agricultural Development Strategy (NADS) whose objective is: Economic growth and food security depend upon natural resource management, increasing agricultural production and productivity, improved physical infrastructure and market development. This is the path to poverty reduction, licit crops and national security. This is the mission of the Ministry of Agriculture, Irrigation and Livestock.

Agricultural Production and Productivity is one of the 4 national priority programs of the NADS. Its objective is “to sustainably increase the production and productivity of Afghanistan’s farmers and herders through the provision of enhanced inputs, services and research; to move Afghanistan closer to self-sufficiency in basic crops, expand production of cash crops (vegetables, horticulture and industrial crops) to meet domestic and export demands, and improve the supply of animal products for the food and handicrafts industry”. The NHLP is MAIL’s lead program in the Sub-Programs
Horticulture and Livestock of the Agricultural Production and Productivity (APP) national priority program. In its approach, the NHLP follows closely the following guiding principles of the NADS: Demand-driven, diverse and flexible, relevance and impact, efficiency and sustainability require that agricultural development be driven by local consumer and market demand, adapting to Afghanistan’s changing conditions and agro-ecological, social and cultural diversity.

1.2. NHLP Objective, Components and Results Framework

Project Description: The project envisaged to contribute to the overarching goal of increased productivity and overall production of horticultural products and improved animal production and health. The technical strategy for achieving this objective is based on the delivery of extension and investment support through strengthened systems. The National Horticulture and Livestock Project (NHLP) have three components: (1) Horticultural Production, (2) Animal Production and Health, and (3) Implementation Management and Technical Assistance Support. These activities have been implemented in 291 focused districts spread over 34 target provinces.

Project Development Objective: The overall objective of the NHLP is “to promote adoption of improved production practices by target farmers, with gradual rollout of farmer-centric agricultural services systems and investment support”. Service delivery centered on farmers will promote in practice increased participation of beneficiaries both in defining the type of services required and in the delivery itself. The project would also promote improved ratio of overall costs reaching beneficiaries as direct investments. The aim is thus to promote sustainability, effectiveness and efficiency. Achieving the objective will result in increased production and productivity of horticulture and livestock of the intervention farmers.

Project components: To achieve the project development objective, NHLP has been organized into three separate but mutually reinforcing components – (1) horticulture production, (2) livestock, and (3) Project Management, Implementation and Technical Assistance Support to MAIL. The first two components have been organized around a specific set of overall expected project outcomes with a scope for developing national horticulture and livestock development modalities. The third component has been organized to support the two technical components with development of necessary human and institutional capacities for their effective implementation and institutionalization of the resultant development modalities.

Component 1-Horticultural Production: The component has been supporting target beneficiaries with mostly demand driven extension and productive investment support, based on their expressed interests and needs, through two subcomponents. Subcomponent 1.1 – Extension provides farmers with organizational support, and has delivering extension focused on three main thematic areas: orchard management, value addition and marketing. Subcomponent 1.2 – Productive Investments Support, complements capacity building delivered through the extension sub-component 1.1, by providing support to productive investments required for actual adoption of improved technology packages in thematic areas mirroring those covered by extension messages.

Component 2-Animal Health and Production: The component has been supporting beneficiaries with extension and investment support based on their needs through two subcomponents. Subcomponent 2.1 – Extension provides farmers with organizational support, and has delivering extension focused on two main thematic areas: animal production and animal health. Subcomponent 1.2 – Investments Support have a two pronged approach. At private sector level it complements capacity building delivered through the extension sub-component 1.1. It provides farmers with productive investments support required for actual adoption of improved technology packages in
thematic areas mirroring those covered by extension messages. It also supports public sector investments for the establishment of an Animal Health Surveillance and Control System, and in the development of improved models of intervention through trials and studies to inform policy on possible future private investment support.

**Component 3-Implementation Management and Technical Assistance Support:**
The component covers: (a) implementation management at national and regional levels, and; (b) technical assistance (TA) to inform implementation, policy development and capacity building (CB) of MAIL to mainstream and ensure long term adequate staffing and ability at all levels of the service delivery systems being deployed.

**NHLP Results Framework:** The Results Framework (RFW) of the NHLP is following this structure. As per definition of the World Bank, a results framework is an explicit articulation of the different levels, or chains, of results expected from a particular intervention. Thus, the results framework captures the essential elements of the logical and expected cause-effect relationships among inputs, outputs, intermediate results or outcomes, and impact. The main focus of the NHLP results framework is on outcomes and outputs; project inputs and implementation processes are not emphasized. Results are defined through indicators, which are quantifiable - some indicators are qualitative – and measurable or observable. The NHLP, which is, as mentioned above, classified as an agriculture extension project in its sector codes reports data on the following indicators:

**Indicators in NHLP Results Framework:**

**Adoption of improved practices**
- Target farmers¹ that adopt (at least 5) elements of the horticulture technology packages promoted by NHLP.
- Target farmers that adopt (at least 3 elements) of the livestock technology packages promoted by NHLP
- Clients² who have adopted an improved technology promoted by the project.

**Farmer-centric focus of services**
- Target farmers satisfied with agricultural and rural advisory services

**Intermediate Results Indicators**

**Component 1: Horticultural Production**

**Sub-component 1.1 – Extension**
- Target farmers exposed to a practice and understand (it and) its benefits (disaggregated by gender)
- Technologies demonstrated in the project areas
- Client days of training provided (in thousands)

**Sub-component 1.2 – Productive Investments Support**

**Rehabilitation**
- Orchards rehabilitated (ha) and numbers of beneficiaries

**New Plantings**
- New Orchards (including vineyards) established with at least 70% survival rate
- Grape Trellising: new vineyards with trellising
- Dry Land Horticulture: new pistachio groves planted

**Annual Horticulture:**
- New area planted under kitchen gardening scheme
- Kitchen gardens in target areas productive and sustained beyond second year
- New area of off-season vegetables

¹ Defined as members of a CIG
² Defined as target farmers
• New area of soft fruit production planted
• Post-Harvest storage structure and facilities built (mainly Raisin Making Houses)
• IPM activities mainstreamed into the Plant Protection and Quarantine Department (PPQD)

Component 2: Livestock
Sub-component 2.1 – Extension
• Target farmers exposed to a practice and understand (it and) its benefits (disaggregated by gender)
• Technologies demonstrated in the project areas
• Client days of training provided (in thousands)

Sub-component 2.2 – Investments Support

Animal Production
• Target farmers adopting regular livestock inoculation (or VFUs stocking inputs recommended in extension messages)

Animal Health System
• Reduction in animal brucellosis prevalence in target areas

Policy Support
• Backyard poultry trials
• Semi-commercial layer trials
• Semi-commercial broiler trials
• Winter sheep feeding trial

Component 3: Implementation and Technical Assistance Support to MAIL

Sub Component 3.1- Management and Implementation:
• Decentralized NHLP Regional offices established
• MAIL/DAIL staff (M/F) trained and/or in staff exchange programs within NHLP to provide practical training
• Assessment of implementation performance and impact

Sub Component 3.2- Technical Assistance
• A Gender Mainstreaming Strategy and training modules for gender awareness are developed under NHLP
• Revised service or policy plan/strategy developed among the NHLP – components departments in MAIL

New Indicators of NHLP

Horticulture New Activities and Indicators:
• Demonstration Orchard: high and medium density orchards established
• Micro greenhouses established and sustained beyond the second year
• New area brought under High value horticulture (Supplementary irrigation scheme)
• Raisin making sheds established
• Farmer service centers established
• Capacity building training conducted on value addition
• Producer market organizations established
• Water harvesting structures established
• Solar powered water pumping system established
• Area brought under integrated nutrient management

Livestock New Activities and Indicators:
• Kuchi farmers exposed to the livestock practices, understand it and its benefits
• Backyard poultry beneficiary started the 2nd cycle of poultry production by their own sources
• Semi-commercial poultry beneficiary started 2nd cycle of poultry production by their own source

1.3. Intervention Zones of the NHLP

The NHLP expanded its efforts from the original HLP 11 provinces of the Northern and Central Regions in the past to 12 more provinces and then to all 34 provinces, which have been divided into 7 regions for administrative purposes. The regions and provinces under the HNLP coverage are as follows:

Central region: Kabul, Parwan, Bamyan, Logar, Paktia, Panjshir and Kapisa
North East: Badakshan, Takhar, Kunduz and Baghlan
North: Balkh, Samangan, Jawzjan, Saripul and Faryab
West: Herat, Ghor and Badghis
East: Nangahar, Laghman and Kunar
South-east: Ghazni, Khost, Logar, Paktia and Paktika
South-west: Helmand, Kandahar, Nimroz, Zabul and Uruzgan

. While both the Horticulture and Livestock Components of the NHLP operate in the above regions, the Livestock Component is designed to cover more provinces through the country-wide network of the Veterinary Field Units (VFUs).

2. Purpose of the NHLP Mid-Term Evaluation

The mid-term evaluation will investigate if the NHLP development hypothesis is still valid and whether the project is on track to meet the original objectives as the activities continue until December 2020 while identifying emerging opportunities for enhanced impact of project’s interventions in the horticulture and livestock development in Afghanistan. The mid-term evaluation will analyse the current status of the project and will provide feedback and recommendations to NHLP, MAIL, World Bank, and other stakeholders regarding the prioritization of project resources and activities to maximize impact and sustainability during the remaining life of the project. The mid-term evaluation will highlight and provide guidance on any necessary revisions to the activity’s strategy. Some major objectives of the mid-term evaluation are:

1. To review and analyze the effectiveness of NHLP in achieving the pre-defined program intermediate results and outcomes.
2. Measure and Analyze if the interventions including services delivery and investment support implemented by the project have been;
   • Adopted by the target beneficiaries
   • Positively impacted the production and productivity of the target groups
   • Improved target groups’ income
   • Improved post-harvest handling process
   • Improved access of the target groups in accessing new markets
   • Are environmentally sound and to what degree are sustainable
3. To review and analyze the impact of project on institutional capacity enhancement of the ministry of agriculture, irrigation and livestock (MAIL) and its effected directorates
4. To conduct an analysis of adaptation and mitigation benefits activities implemented by the project.
5. Impact on the VFUs
6. Evaluate major constraint in achieving expected project results and ways of overcoming those
7. Provide recommendations for more efficient and effective future implementation of the project, along with suggested adjustments on the project focus and any corrections required

The evaluation will cover the project implementation period from January 2013 through December 2017.

2.1. Mid-term evaluation questions:
NHLP has its World Bank-approved project document, Activity plans, Results Framework, Operations manual, M&E Plan and Baseline Study Report. The consultant shall review the documents suggested by the project to check for the evaluation given. The consultant would undertake a descriptive and normative evaluation of the project relative to the baseline study completed in 2014 to gauge progress made in the implementation of planned activities toward reaching stated goals and objectives in the NHLP project paper and results framework. The consultant will assess the wider project context to validate project assumptions and results indicators against actual results, based on NHLP implementation to date. Additionally, the project would like to understand how the NHLP activities complement the other World Bank initiatives/projects within MAIL.

The mid-term evaluation will address the following questions:

**Relevance:** The consultant will assess whether and to what extent the NHLP interventions have been relevant to target beneficiaries (villages, common interest groups, and households) needs. It will adequately answer the following evaluation questions:

- a) To confirm if the interventions implemented by NHLP is in alignment with the MAIL APP Program and NADF including the recently emerged national prioritises?
- b) To what extent the project has been able to address the common priority needs related to improving horticulture and livestock farming practices of the intervention households in the project areas?
- c) To what extent the NHLP intervention male and female farmers who organized into producer groups/common interest groups (CIGS) have found NHLP as useful in addressing their horticulture and livestock development related common priority needs?
- d) Do the stakeholders, particularly the community leaders or the NHLP target villages care about the project interventions and believe it makes sense to them?
- e) How well is the project performing against stated results and objectives? What is working well and what is not?
- f) How will the arrangements in project focus affect the future project achievements?
- g) To what extent the project intervention strategy has been appropriate for achieving the project objectives under the prevailing situation in the target areas?
- h) How NHLP ensure sustainability and addresses environmental concerns
- i) How NHLP engage and integrate provide sector private sector, input suppliers and service providers in their project
- j) Effectiveness and suitability of the services by lead farmers and Village group leaders.
- k) Impact of the capacity building initiatives on the VFUs and other business the project work with
**Effectiveness:** Since without performing effectively the project is not likely to make effect and desirable results, the consultant will assess the major achievements of the project to date in relation to its stated objectives and intended result targets envisaged in the NHLP Result Framework. This will involve a systematic assessment of the NHLP annual and cumulative outcome achievements relative to the targets set in the NHLP Result Monitoring Framework. At this stage, the consultant will also relate the NHLP outcome achievements with the expected results of APP and assess the extent to which NHLP has contributed to the achievement of the APP objectives at least in the NHLP target provinces. The outcome data by year and organised by the project indicators will be accessible to the consultant for this purpose. The consultant will mainly focus on (but not limited to):

a) Has technology dissemination or general technical assistance and investment support services by NHLP to farmers motivated them to adopt new horticulture and livestock technologies and management approaches? (Consider different approaches that the project used: FFS approach, practical sessions, demonstrations and demo plots establishment, exposure visits etc.) If yes, what is the percentage of that?

b) What has been the most effective form of extension advisory assistance and investment support approach to the farmers by NHLP?

c) Has adoption of NHLP improved technologies correlated to an increase in individual farmer's production and productivity in the horticulture and livestock products?

d) Are the members of producer groups/farmer common interest groups (CIGs) gaining the benefits of farmer to farmer extension approach and collective action for purchasing inputs or selling output?

e) Are the farmer's producer groups/ common interest groups empowered to demand regular and need-based extension service from NHLP or other extension agents?

f) Have the farmer's producer groups/common interest groups benefitted by the organized exposure visits, trainings and workshops, in gaining access to inputs, financial services and output market opportunities?

g) Do the HNLP extension workers, VFU agents, Village group leaders and lead farmers recognize the benefits of working with the farmer's producer groups/ common interest groups?

h) Do the NHLP extension workers, VFU agents and lead farmers use/pilot the basic ICT and/or ICT based apps for improved horticulture and livestock service provision to the farmers? Will they continue using the ICT based apps till end of the project life or beyond? What are the advantages, opportunities and constraints to this practice being sustainable?

i) Has the NHLP approach for capacity building of extension workers, VFU agents and lead farmer been effective to enable them for proper horticulture and livestock extension service delivery to meet the farmers’ needs?

j) Do the lead farmers, extension workers and VFU agents recognize the importance of FFS approach in gaining and disseminating extension knowledge for the farmers?

k) What has been the effectiveness of the program in targeting women and empowering them?

l) How effective has the project been in ensuring better horticulture and livestock extension services for women farmers? Has it taken into account their needs accordingly?
m) How effective are the VFU agents, lead farmers in leading the producer groups/common interest groups on specific functions and further disseminating the information/knowledge gained by TOT, to the CIG members?

n) Description of any major failures of the project to date in achieving the target results, and explanation on why they have occurred; and

o) Identification of any exceptional experiences in project effectiveness and highlighting of the same case, stories, and description of best practices.

**Efficiency:** The consultant will assess the extent to which the project has utilised the allocated resources economically to achieve the project results. The consultant will assess whether NHLP is being managed with optimal financial efficiency through constructing substantive as a planned set of interventions and adequately answer the following questions with plausible explanations:

a) Has the project planned its interventions, used the plan for implementation and adapted in as necessary?

b) How frequently the NHLP-IMST has been reviewing the implementation progress and resources mobilisation status relative to the NHLP activity plan?

c) What percent is the financial spending in line with the plan?

d) Is monitoring data being collected as planned, stored and used to inform for management decision making and for future planning?

**Impact:**

a) What have been the achievements of activities implemented under NHLP to date?

b) Are there any early signs of impact visible throughout the project areas?

c) How are gender activities contributing to program achievements?

d) Are there any externalities or unintended consequences related to implementation of NHLP that the project should consider?

**Sustainability:**

a) Are the processes, systems, and programs in place to ensure that the results and impact of NHLP activities will be sustainable?

b) Does NHLP have an exit strategy planned and being implemented? Describe for beneficiaries and partners.

c) Has NHLP been able to develop institutional capacity of project employees, national consultants and its implementing partners?

d) What evidence has there been of the MAIL, Government of Afghanistan and other partners taking ownership of NHLP activities after project funding stopped?

e) What obstacles exist for achieving sustainability and what measures should be taken to increase sustainability?

f) Based on sustainability and cost effectiveness, which activities should be continued and which activities are irrelevant or no more important to contribute to the project development objective in the future?

g) Is there evidence of replication of the NHLP intervention and extension service delivery approach?

- Will intervention farmers continue using collective action / working in CIGs as a way to meet horticulture and livestock related needs?
- Will MAIL adopt the use of NHLP FFS approach and PGs/CIGs to their agriculture extension service delivery system?

Synergy with other World Bank and other Donor Funded Programs.

- How effectively has NHLP coordinated with the World Bank projects and other donor funded projects in the sector, line departments, relevant government ministries and other relevant public and private agencies?

2.2- NHLP Performance Measurement System:
Measuring program results and impact requires the existence of sound performance management systems at the level of individual partners as well as at the level of program management. The evaluation should investigate whether systems have been established internally for tracking, monitoring, and reporting results attributable to NHLP activities, outputs, and outcomes and whether these systems are effective and utilize independently verifiable information.

a) Do the performance management systems at all levels effectively measure the NHLP outputs/outcomes?

b) Are the indicators being defined, used by WB, MAIL and the project meaningful?

c) Do indicators create positive/negative incentives for NHLP-IMST and implementing partners?

Other:

- Are there other concerns by the NHLP stakeholders (GIRA, other beneficiaries), not mentioned above, that the project should be aware of?

The consultant will be able to seek clarification on any of these evaluation questions during an initial Team Planning Meeting. If required, the project may reform some of these questions based on discussions with the consultant.

3. Methodology for NHLP Mid-Term Evaluation:

The mid-term evaluation will use the counterfactual analytical technique as used in the NHLP baseline survey to attribute measure the results in a manner what would have happened to the NHLP intervention groups and areas in the absence of the NHLP or other similar interventions. This way, the consultant will be able to estimate the results by comparing counterfactual situation to those observed under the interventions. The key challenge in this kind of evaluation is that the counterfactual cannot be directly observed, but must be approximated with reference to a comparison group. For this reason, the “before-and-after” and “with-and-without” scheme (quasi experimental design) has been envisaged. The scope, sample size and targets areas had been used in NHLP baseline study are replicable in the mid-term evaluation.

During the consultant’s first meeting with the NHLP, a list of key questions and issues to be addressed should be developed. The consultant should work in close coordination with the NHLP management in particular M&E component. The consultant should collect data and information supported by valid evidence. The method should be both qualitative and quantitative and approach would be participatory. Wherever applicable, appropriate evaluation tools such as questionnaires should be developed and shared with the NHLP for final approval.

For each of the evaluation questions, the data collection and analysis method should be described using an Evaluation Design Matrix. This will include details on how focus group interviews will be transcribed and analyzed; what procedures will be used to analyze qualitative data from key informant and other stakeholder interviews; and how the evaluation will weigh and integrate qualitative data with quantitative data from the Monitoring and Evaluation (M&E) and NHLP performance monitoring records.

The evaluation methodology should yield gender disaggregated data and reflect attention to gender relations such as the participation of women in improved production practices, group leadership, farmers training, market linkage etc. Methodological strengths and weaknesses should be explicitly described in the evaluation report.

The Consultant will analyze the data and information collected and identifies correlations, major trends and issues. The basic unit of analysis will be data and information collected by the consultant.
3.1. Existing Sources of Information:
The consultant should consult a broad range of background documents apart from project documents provided by NHLP. The consultant will review NHLP existing documents, reports and data to build their evaluation report. The NHLP will make the documents available. The documents will be reviewed by the consultant include but not limited to the followings:

1. MAIL-NADF (National Agriculture Development Framework/Strategy)
2. NHLP Project Paper and Program Description
3. NHLP Baseline Survey Report
4. NHLP and all World Bank Aid-Memoires
5. NHLP Annual Outcome Monitoring Reports
6. Sub award agreements with the implementing partners,
7. NHLP Result Monitoring Framework
8. Project Quarterly and Annual reports
9. Project Annual Implementation Plans (Years 1, 2 and 3)
10. World Bank Country Development Cooperation Strategy for Agriculture and Rural Development Sector in Afghanistan (public version) if available
11. Other special studies relevant to this study available with NHLP

3.2. Main Tasks for the Consultancy

For conducting a comprehensive Mid-Term Evaluation for NHLP, in general the following steps and task need to be under taken by the consultant:

1. Gather/collect and review existing relevant background information related to NHLP interventions on horticulture and livestock sub sectors in Afghanistan.
2. Meet with NHLP management and M&E staff to get a solid understanding of program objectives under its current and planned interventions;
3. Prepare the Mid-term evaluation plan for NHLP
4. Hold meetings with relevant government agencies, donors and other organizations including civil society and the private sector;
5. Continue reviewing assessments and reports related to NHLP interventions and services on horticulture and livestock sub sectors in Afghanistan
6. Design evaluation methodology, sampling and survey strategy consistent with NHLP baseline survey, sampling scheme based on the requirements and standards mentioned in data collection part, the sampling strategy must present reasonable precision in reporting results in different point of the zone, sampling method should be randomized in our control and treatment zones.
7. Conduct key interviews with targeted stakeholders. Stakeholders will be identified in consultation with the NHLP; i. Interview stakeholders and beneficiaries ii. Interview implementing partners at field level covering target provinces.
8. Prepare various questionnaires and tools for focus group interview, male household interview and female household interview and translate them into local languages (Dari and Pashto) as necessary.
9. Develop a survey manual to guide how questions are to be framed so as to ensure data is collected and recorded accurately for all indicators.
10. Hire and train field enumerators (B. Sc Agriculture) and their supervisors (B. Sc Agriculture with 5 years of experience in Agriculture field work or M&E) and conduct pilot testing of the survey instruments.
11. Have 30 % back check of the data during the data collection
12. Design a series of codes or processes for conducting checks on formats/questionnaires during data collection and cleaning the data after entry.
13. Have 40% recheck or double check of data after data entry
14. Consultant should provide the clean data (soft) in STATA (or every format analyst need)
15. Analyze the data and report the findings upon request by the client and the World Bank,
16. The consultant should coordinate closely with the technical and M&E staff of the project in all stages of assignment.
17. M&E and project team will do 10% back check if they find any data not filled by the field consultant, he/she should be asked re-do that village.
18. Consultant should send regularly report and have weekly meetings with M&E and project team.
19. Project and M&E team have right to check everything if it has any problem consultant should re-do the work.
20. Conduct the Mid-Term Evaluation according to the Evaluation Plan

Sampling Design: The study will cover all the 34 provinces. There are more than 291 target districts in the 34 provinces where NHLP have interventions. 25% sample will be taken from the approximately 291 target districts. In each selected district 20% of NHLP horticulture and livestock male and female CIGs (Common Interest Groups), poultry groups will be covered (Focus Group Interview will be conducted) and from each CIG 25% farmers (male and female) will be interviewed. In each district half of the control household (50% of the target household) will be interviewed. The list of the CIGs will be provided to the consultant by the NHLP Extension sub-component. Furthermore, key informant interviews should also be designed and conducted with VFU operators/agents, village group leaders, MAIL related departments/directorates in order to evaluate the effect of NHLP capacity building efforts on their performances and services delivery improvements.

Data Collection Methods: This part of the plan should describe the way in which the data will be collected (e.g. male and female household interviews, Focus Group Discussions, direct observation, analysis of statistics). The choice of methods is dependent on the anticipated information. The selected methods should be qualitative and quantitative. Participatory methods are suggested whenever possible. An inventory of existing information is vital. The methods used in the study need to be explained and justified in detail in the evaluation plan and in the mid-term evaluation report. When selecting data collection methods, the NHLP baseline study sampling scheme and context of the intervention need to be taken into consideration e.g. cultural aspects (i.e. conduct separate Focus Group Discussion for men and women).

Combined comparison with vs. without the project/program and before vs. after implementation of the project/program. Changes in the project’s sphere of influence, or in the target group, should be compared with those at a comparison or control location, or in a comparison or control group, before the start of the project and after its conclusion. So on the one hand, the NHLP needs the evaluation data that describe the project results and situation in the measure’s sphere of influence and that furnish target values for previously formulated indicators. On the other hand, the project/evaluation must measure what would have happened without the development measure. The actual results of the measure can only be assessed by considering the counterfactual.

The experimental design of the ‘with/without’ comparison usually uses a randomized selection process to form a control group prior to the start of the development measure. This group consists of individuals, institutions, and enterprises etc that are outside the measure’s range of influence. Evaluation data should be collected for the intervention and the control group the same used in NHLP baseline study.
In general, data collection must comply with specific methodological requirements as stipulated in the baseline survey report. To ascertain that this is the case, as much information as possible should be available about the method (random sampling, questionnaires etc.), the procedure and evaluation used. (Ideally, the original data should be available for independent evaluation.) The data must come from a reliable source. It should always be checked that data collection and evaluation were entirely objective and that the data have not been manipulated. The data must correspond precisely to the information that is to be provided by the relevant indicator. If information on a given indicator is meant to be available beyond the term of the project, it must be ascertained whether new secondary data are to be collected at similar intervals or whether you have enough information on the collection procedure to allow you to collect the data yourself. This is the only way to ensure that the data from the mid-term evaluation study can be compared with the data collected during monitoring. Furthermore, it is vital to show where the data will be accessed, and how many data sources will be used. It has also to be indicated by the consultant which tools and methods will be used to analyze data.

4. Framework of Consultancy

4.1. Consultancy Arrangements and Time Frame

Time Frame: The foreseen time frame for conducting the NHLP Mid-Term Evaluation is from 1st September 2018 to February 2019.

Coordination: The consultant has to undertake the Mid-term Evaluation study with close coordination with NHLP, MAIL M&E Department and NHLP Management in every level of the evaluation and act as requested by the client.

The ultimate ownership of the Mid-Term Evaluation data and results rests upon with the MAIL. The data will be stored in the MAIL MIS Unit and NHLP M&E-MIS and the report will be kept under the safe custody of MAIL Knowledge Management Unit. The consultant shall not use the NHLP Mid-Term Evaluation data and information without prior written permission of MAIL.

4.2. Deliverables

The consultant in general will be responsible for overall design, conduct and completion of the Mid-Term Evaluation including the timely submission of the reports, but particularly for the followings;

Consultant’s Planning Meeting: Essential in organizing the consultant’s efforts. During the meeting, the consultant should review and discuss the ToR in its entirety, clarify team members’ role and responsibilities, work plan, develop data collection tools and methods, review and clarify any logistical and administrative procedures for the assignment and instruments and to prepare for the in-brief with NHLP.

Working Plan: The consultant will prepare a detailed NHLP Mid-Term Evaluation work plan that will clearly organise the project mid-term evaluation exercises each with realistic timeframe, responsible human resources and the budget. The consultant is expected to implement the plan effectively and efficiently while maintaining highest professional standard.
Design of the Mid-Term Evaluation and Evaluation Design Matrix: The Evaluation should be designed using the quasi-experimental design technique - a combination of “Before-and-After” and “With-and-Without” to evaluate/measure for fairly determining NHLP’s share of contributions to the development/improvement taken place in perennial horticulture and livestock sectors as a result of the project interventions. In addition, a table that lists each evaluation question and the corresponding information sought, information sources, data collection sources, data analysis methods, and limitations. The matrix should be finalized and shared with NHLP Head of M&E before evaluation field work starts. It should also be included as an annex in the evaluation report.

Data Collection Instruments for Mid-Term Review/Evaluation: Guided by the World Bank approved concept note on NHLP Baseline Survey and using the NHLP Result Framework as a standard reference centre of focus, the consultant should develop a comprehensive mid-term evaluation measurement framework which will help identify the type of data needed and sources of such data, including the evaluation/survey method and tools for focus group interview, male household interview and female household interview (translated into local languages) for gathering the data as following:

1. A set of formats for sampling frames for (a) sample villages, (b) intervention farmers, and (c) control farmers
2. A general training guidelines on the management and conduct of the mid-term evaluation survey
3. A format for developing a complete list of villagers to use this as a base for selecting control farmers
4. A set of semi-structured Focus Group Interview tool and schedules for gathering community wide mid-term impact data (and a comprehensive guideline for using the tool)
5. A set of semi-structured “Household Interview tool Schedules” for gathering household level mid-term impact/evaluation data (and a comprehensive guideline for using the tool)
6. A set of orchard survey cum interview forms to gather orchard level Mid-term impact/outcome data
7. Other set of formats required by the client

While developing the evaluation tools/questionnaires the consultant should focus on the following parameters to focus on and collect the data for:

1. Perennial Horticulture Situation
2. Fruit Productivity
3. Status of access to extension services
4. Post-harvest losses
5. Assess to market
6. Access to the inputs
7. Inputs used in Orchard Production
8. Labour Use in Orchard Production
9. Orchard Production related Problems
10. Production of Dry Fruit Products
11. Fruit Marketing Situation
12. Field Crop Production and their Seed Productivities
13. Kitchen gardening and activities/practices around that
14. Livestock Situation
15. Dairy Production Situation
16. Milk Production and Productivity
17. Production and Sale of Other Livestock Products
18. Inputs used in Dairy Production
19. Labour Use in Dairy Production
Development of the Conceptual Framework: The consultant will review all relevant documents (project documents, annual outcome monitoring, secondary literature, etc) and develop a conceptual framework for the NHLP Mid-Term Evaluation.

Inception Report: The consultant will prepare and submit/present the inception report with a conceptual framework, presentation of the methodology, the used literature and a detailed working plan. This should also include staff involved in the study. The Inception report should be submit/present for approval within 20 days after signing the contract. The Inception Report will be reviewed and agreed by NHLP M&E and Management Team, prior to commencement of actual field work.

Regular Updates: The consultant will brief the NHLP Management/Project Director and Head of M&E on progress with the evaluation at least on weekly basis, in person or by electronic communication. Any delays or complications must be quickly communicated to NHLP as early as possible to allow quick resolution and to minimize any disruptions to the evaluation. Emerging opportunities to strengthen the evaluation should also be discussed with NHLP as they arise.

Preliminary Draft Evaluation Report: The consultant will submit a Preliminary Draft Mid-term Evaluation Report to the NHLP PD and Head of M&E eight working days before the project debriefing. Within three working days after receipt, NHLP will provide preliminary comments prior to the debriefing.

Debriefing with NHLP: The consultant will present the major mid-term evaluation findings to NHLP Management and its technical partners, IPs through a Power Point presentation. The debriefing will include a discussion of achievements and issues as well as any preliminary recommendations. The team will consider NHLP comments and incorporate them in the Draft Mid-Term Evaluation Report.

Debriefing with Stakeholders: The consultant will present the major findings from the mid-term evaluation to NHLP stakeholders (World Bank mission, MAIL, others as defined by NHLP) through a PowerPoint presentation when required. The debriefing will include a discussion of achievements and activities, recommendations for possible modifications to project approaches, results, or activities. The consultant will consider stakeholder comments and incorporate them appropriately in drafting the evaluation report.

Draft Mid-Term Evaluation Report: A draft report on the findings and recommendations should be submitted to NHLP two weeks before the end of the contract. The written report should clearly describe findings, conclusions, and recommendations on each evaluation criterion. The report should answer all the evaluation questions and the structure of the report should make it clear how the questions were answered. The draft report must meet the criteria set forth under the Final Report section below. NHLP and World Bank will provide comments on the draft report within 10 working days of submission.
Final Mid-Term Evaluation Report: The Consultant will submit a Final Mid-Term Evaluation Report that incorporates NHLP and World Bank comments and suggestions no later than five working days after NHLP and World Bank provides written comments on the Draft Mid-Term Evaluation Report. The format for the final report is provided below. The report will be submitted in English, electronically. The final report should meet the following criteria to ensure the quality of the report:

- The evaluation report should represent a thoughtful, well-researched and well organized effort to objectively evaluate what worked in the project, what did not and why?
- Evaluation report shall address all evaluation questions included in the TOR.
- The evaluation report should include the scope of work as an annex. All modifications to the scope of work, whether in technical requirements, evaluation questions, consultant’s composition, methodology or timeline need to be agreed upon in writing by the NHLP PD and Head of M&E Unit.
- Evaluation methodology shall be explained in detail and all tools used in conducting the evaluation such as questionnaires, checklists and discussion guides will be included in an Annex in the final report.
- Limitations to the evaluation shall be disclosed in the report, with particular attention to the limitations associated with the evaluation methodology (selection bias, recall bias, etc.)
- Evaluation findings should be presented as analysed facts, evidence and data and not based on anecdotes, hearsay or the compilation of people’s opinions. Findings should be specific, concise and supported by strong quantitative or qualitative evidence.
- Sources of information need to be properly identified and listed in an annex.
- Recommendations need to be supported by a specific set of findings.
- Recommendations should be action-oriented, practical and specific, with defined responsibility for the action with time frame.

The format of the final mid-term evaluation report should strike a balance between depth and length. The report will include a table of contents, acronyms, table of figures (as appropriate), executive summary, introduction, purpose of the evaluation, research design and methodology, findings, conclusions, lessons learned and recommendations. Where appropriate, the evaluation should utilize tables and graphs to link with data and other relevant information. The report should include, in the annex, any dissenting views by any consultant team member or by NHLP on any of the findings or recommendations.

All quantitative data, if gathered, should be (1) provided in an electronic file in easily readable format; (2) organized and fully documented for use by those not fully familiar with the project or the evaluation; (3) owned by MAIL and made available to the public barring rare exceptions.

The final report will be edited and formatted by the consultant and provided to NHLP within 5 working days after the NHLP and World Bank has reviewed the content and approved the final revised version of the report. The final report should include but not limited to the following parts:

- Title
- Executive Summary
- Team members
- The reasons for survey design methods
- The data and collected
- Data analysis and interpretation
- Results and discussions
- The conclusions, lessons learned and recommendations
- Annex to include:
5. Qualifications Required of the Consultant

The consultancy firm itself should have a sound track record of conducting project evaluations in general and particularly in Agriculture development. Experiences in project appraisal, evaluation and/or M&E are mandatory.

The consultancy firm should have adequate high quality professionals (Evaluation specialist, Socio-economist, horticulture and livestock experts) are required to design and undertake the NHLP mid-term evaluation, including for instrumentation, field data collection, data organization, data analysis and report preparation and presentation of evaluation findings.

5.1. Mid-Term Evaluation Team Composition:

a. Team Leader (Evaluation Specialist):
   The team leader should have a post graduate degree in agricultural economics, project management, agribusiness management or any agriculture development field. The Team Leader should have experience in leading evaluation teams, especially for agricultural extension support of horticulture and livestock development projects, and preparing documents that are objective, evidence-based, and well organized. S/he should have extensive experience in conducting quantitative and qualitative evaluations and strong familiarity with agricultural extension approach and service delivery mechanisms. The Team Leader should be familiar with World Bank regulations and systems including monitoring guidance, gender policies and guidance, project management, budgeting, and financial analysis and reporting. Experience in international donor development program management and overseeing multiple program areas simultaneously is preferred. Excellent oral and written skills in English are required. Relevant experience in Afghanistan or similar surrounding area is preferred.
   The Team Leader will provide overall leadership for the team, and s/he will finalize the evaluation design, coordinate activities, arrange periodic meetings, consolidate individual input from team members, and coordinate the process of assembling the final findings and recommendations into a high quality document. S/he will lead the preparation and presentation of the key evaluation findings and recommendations to the NHLP, MAIL, World Bank team and other major partners.

b. Agricultural Economist:
   The Agriculture Economist must have a Master’s degree in agricultural economics or any other applicable field with a minimum of 10 years of experience in areas of agriculture extension projects in Afghanistan or regional countries, agricultural production, and evaluation of ARD sector development projects in Afghanistan. S/he will have excellent understanding of the developments in the agricultural extension system worldwide, gaps in public and private sector agricultural extension system of Afghanistan, opportunities to fill those gaps, work system and culture of Afghan agricultural extension system.
Familiarity with World Bank regulations and systems including performance monitoring guidance, evaluation guidance and project management is preferred. S/he will participate in team meetings, key informant interviews, group meetings, site visits, and draft the sections of the report relevant to his/her expertise and role in the team. S/he will also participate in presenting the report to NHLP or other stakeholders and be responsible for addressing pertinent comments.

c. Horticulture Specialist/Extension Specialist:
The Horticulture Specialist should have a Bachelor’s Degree in agriculture, specialized in horticulture. S/he will be an Afghan national with a minimum of 10 years of experience in areas of horticulture development and value chain, preferably with a focus on horticulture extension. S/he will have excellent understanding of the horticulture development approaches in the context of rural Afghanistan. Familiarity with World Bank regulations and funded projects including performance monitoring guidance, evaluation guidance and project management is preferred. The Extension specialist will support the Team Leader, serving as a “local resource person” on extension system in Afghanistan. S/he will participate in team meetings, key informant interviews, group meetings, site visits, and draft the sections of the report relevant to his/her expertise and role in the team. S/he will also participate in presenting the report to NHLP or other stakeholders and be responsible for addressing pertinent comments.

d. Livestock Expert:
The Livestock Expert should have a Bachelor’s Degree in Livestock, veterinary or relevant field with a minimum of 10 years of experience with a number of the project targeted livestock development intervention, livestock extension service delivery and animal health in the context of rural Afghanistan. S/he will have excellent understanding of the developments in the livestock sub sector in public and private arena. Familiarity with World Bank funded projects including performance monitoring guidance, evaluation guidance and project management is preferred.

And other Researchers: The Consultant may include other qualified researchers based on the mid-term evaluation plan and expertise required. The consultant will estimate and recruit research team members for conduct of field studies (data gathering), data organization, and data analysis based on the evaluation plan.
ANNEX 1

Recommended Report Format for Mid-Term Evaluation

Results of a Mid-Term Evaluation should be interpreted and narrated in standard, easy-to-read report formats. These should enable all the stakeholders and other users to understand the current situation of the selected performance indicators and clarify subtleties which cannot be explained quantitatively. The following is the proposed Outline of the Mid-Term Evaluation Report:

Title page
The report should have the project title, and the title page should include the names of the evaluation team and the dates on which the assessment was carried out.

Acronyms
Acronyms used in the text should be spelled out here for easy reference.

Acknowledgment

Table of contents
In the table of contents, the section headings should follow the numbering format suggested in these guidelines but this can be adapted where necessary.

Executive summary
The executive summary should be a brief presentation on the project focus, the context under which the mid-term evaluation was done, general findings and general conclusions including lesson learned and recommendations.

Introduction and background
This section should include some background information on the project, objectives, and an overview of the expected results, the extent of its activities, its geographic scope, and the situation in which it operates. Include a brief on the project results and performance indicators that have been assessed (mainly the status of horticulture and livestock before and after the project implementation as well as the expected results by end of the project). Issues to include are the context in which the assessment is conducted (e.g. socio-economic, physical, cultural, political etc. which might have bearing on expected results), implementing partners, and target stakeholder categories. The purpose and objectives of the mid-term evaluation should be presented and clarified.

Methodology
This section should include discussion of the following:
(a) The general framework of the assessment
(b) Techniques employed in information gathering
(c) The participative methodology used
(d) Tools used to collect and analyzed the information
(e) The composition of the assessment team and range of stakeholders involved
(f) The method of data analysis and results
(g) The limitations or constraints in terms of information gathering, the tool or other constraints faced by the evaluation team.

Analysis of the findings
This section should include an interpretation of the results within the context in which the assessment was conducted. Key performance indicators should be elaborated in detail clearly indicating the data elements, data source, analytical tools used, the data and interpretation. Identify components which may need further assessment.
**Conclusions**

Conclusions sum up the findings of the assessment. They facilitate the formulation of general and specific recommendations for tracking the indicators, modifying and/or developing new performance indicators.

**Annexes**

To include evaluation TOR, documents reviewed, evaluation methods, data generated from the evaluation, tools used, interview lists and tables. References, including bibliographical documentation, meetings, interviews and focus group discussions, must be included as an annex. Annexes should be succinct, pertinent and readable. Should also include if necessary, a statement of differences regarding significant unresolved difference of opinion by funders, implementers, or members of the evaluation team on any of the findings or recommendations. The Evaluation Design Matrix (methodology for each question) must be presented as an annex to the report. An electronic copy of the report should be submitted to NHLP at each step – preliminary draft, final draft, accepted. In addition, a printed hard copy of the finally accepted report should be mailed to NHLP office in MAIL.

The Ministry of Agriculture, Irrigation and Livestock, National Horticulture and Livestock Project now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services.

(A) The EOI (expression of Interest) can be submitted to NHLP office electronically and hard version, addresses for both are stated below:

(B) The short-listing criteria is as following:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The consultancy firm should have sound record of conducting project evaluations in general, particularly in Agriculture development; Experiences in project appraisal, evaluation and/or M&amp;E are mandatory, the consultant should have been in the business for the last 5 years.</td>
</tr>
<tr>
<td>2.</td>
<td>Available resources to carry out the assignment with an annual turnover of equal to or more than USD 300,000 or its equivalent in any other currency during any of the last five years in shape of Bank statement or Audit report.</td>
</tr>
<tr>
<td>3.</td>
<td>The firm should have at least one similar contract of equivalent to or more than USD300,000.00 or its equivalent in any other currency.</td>
</tr>
</tbody>
</table>

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers, January 2011* ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: as per paragraph 1.9 of Consultant Guidelines. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.
Consultants may associate with other firms in form of joint venture or a sub consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the Consultant Qualification Based Selection (CQS) method set out in the Consultant Guidelines.

The Period of assignment is **6 months**.

TOR for the assignment is available in the following websites. [www.mail.gov.af](http://www.mail.gov.af) and you may obtain it from the below mentioned email addresses.

For receiving soft copy of the TOR please contact Mr. Ahmad Waleed Khawar through the address below during office hours -08:00 till 16:00 hours.
You can also submit the soft version of EoI to the addresses below:  
[www.mail.gov.af](http://www.mail.gov.af) and [wkhawar@live.com](mailto:wkhawar@live.com), [waleed.khawar@mail.gov.af](mailto:waleed.khawar@mail.gov.af) and [ayaz.momand@mail.gov.af](mailto:ayaz.momand@mail.gov.af) copying [mohammadullah.sahil@mail.gov.af](mailto:mohammadullah.sahil@mail.gov.af)

Expressions of interest should be delivered to the address reflected aboveno later than **COB October 16, 2018 Kabul Afghanistan Local Time**

**Attn:** Mr. Mohammadullah Sahil,  
Procurement Director  
Procurement Directorate  
Ministry of Agriculture, Irrigation and Livestock  
Jamal Mina Kabul University Road, Kabul, Afghanistan