



**Terms of Reference**  
**Consultancy for End-Term Project Evaluation of the**  
**Project BV 002**

---

**A. BACKGROUND**

The Institute for Culture and Ecology (ICE) is a national indigenous Non-Governmental Organization (NGO) that was started in 2006 and is registered in Kenya under the NGO Coordination Act. ICE was founded out of a visible need to promote the inherent and natural role of culture in environmental and resource management in Kenya. ICE vision is that of empowered communities harnessing indigenous knowledge for healthy people and ecosystems. Its mission is to promote indigenous knowledge for environmental conservation and to enhance the livelihoods of local communities.

Since 2011 ICE has been partnering with Biovision Foundation of Switzerland in supporting initiatives that enhance proper ecosystem management, sustainable farming practices and community resilience to climate change in Meru, Tharaka Nithi, Murang'a and Embu Counties.

ICE in partnership with Biovision Foundation has finalized a three-year project (2019-2021) in the four counties. The project aimed at promoting non-timber and ecological practices for food and income security by engaging farmers in promoting sustainable agricultural practices through multi-approach initiatives to build farmers' resilience against the effects of climate change and enhance biodiversity conservation.

This was achieved based on three main objectives namely:

- 1) To initiate ecological and nature-based farm initiatives and build linkages with relevant actors in production and marketing among 600 households in Meru, Tharaka-Nithi, Embu and Murang'a Counties by December 2021.
- 2) To enhance sustainability of agro-ecological farming practices among 600 households in Meru, Tharaka-Nithi, Embu and Murang'a Counties by December 2021
- 3) To enhance partnerships of small-holder farmers with six actors (government departments and agencies, policy makers, scientist and research institutions, civil society organizations and private sector) for information sharing and adoption of technologies for sustainable agricultural practices in Meru, Tharaka-Nithi, Embu and Murang'a Counties by December 2021

**B. DESCRIPTION OF THE ASSIGNMENT**

To provide an independent assessment of the impact of the project to the local communities in the target project areas. It will also involve assessment of the most efficient strategies employed towards realization of the set project objectives and will give comments on the sustainability of the initiatives undertaken. The evaluation will provide analysis on the strengths and weaknesses of different approaches used and prioritization for potential future intervention.

**C. SCOPE OF WORK**

In particular, the evaluation should consider the following:

- What impacts have been generated at the household level by project initiatives?
  - ❖ Agroforestry initiatives; growing and production of improved avocado, macadamia nut varieties and fodder (trees, shrubs, and herbs)
  - ❖ Linkages of scientists and research institutions with farmers to assist in disease and pest management and also linkages of farmers with licenced agroprocessors and marketers of macadamia and improved avocado
  - ❖ Application of Push and Pull technology in pest management and control
  - ❖ Bee keeping/honey production enterprises
  - ❖ Village Saving and Loaning Associations
- What strategies/measures were most effective? Which measures were easily adopted? What are the essential factors for the level of adoption?
- Analysis of strength and weaknesses on multi-intervention approach including recommendations for future priorities.
- Which aspects could be strengthened to achieve better impact and how?

#### **D. METHODOLOGY**

The consultant will;

- Review project documents
- Interview the ICE project team
- Interview key project areas stakeholders and beneficiaries and carry out in-depth assessments at the project sites.

The consultant will propose in the technical proposal how he/she will conduct the evaluation and present the findings. The consultant will also submit financial report alongside expression of interest. Both the technical and financial proposal will be reviewed and approved by ICE Management before commencement of the work. The consultant will however have the overall responsibility in the evaluation and will be independent of the implementing organisation's interference.

#### **E. STARTING DATE, DURATION, AND LOCATION**

##### **Duration of the assignment and starting period**

The consultancy should be completed in 14 working days as indicated below

<b>Activity</b>	<b>Number of days</b>
A briefing meeting with ICE Management on the consultancy, discussion and giving inputs to the inception report, contract signing and collection of project documents for review.	1
Consultant planning and preparation: Review project documents and develop evaluation tools and share them with ICE for comments.	2
Field work for assessment and data collection	6
Developing and submission of the draft report to ICE	3
Incorporating comments and submitting/presenting the final Project Report to ICE and Biovision Foundation	2
<b>Total Days</b>	<b>14</b>

#### **F. DOCUMENTS TO BE PROVIDED TO THE CONSULTANT**

- Project proposal and budget
- Project progress reports
- Baseline surveys and beneficiary data
- Internal and project activity reports
- Project documentations
- Mid-term evaluation report

## **G. DELIVERABLES**

The following outputs are expected of the consultant:

- Inception report of less than 5 pages, including technical and financial proposals
- A draft report detailing the methodology, findings, discussions and recommendations. This report will be shared with ICE for comments/input.
- An electronic report, including all the raw data, video clips and photos taken in the field
- 3 hard copies of the final report with inputs/comments made by ICE

### **Report Content**

- i. The report will include an executive summary that highlights key findings and the recommendations.
- ii. There should be a selection of case studies, stories and/or testimonials, particularly with the communities, which explain how the project's objectives have been met and some of the lessons learnt.
- iii. The report will also include lessons learnt and how these can be shared.

The report will be written in jargon-free accessible English and will be approximately 25 pages (including the summary, without appendices).

Proposed Report format:

- i. Executive summary
- ii. Evaluation findings including analysis of learnings (including photos)
- iii. Selection of case studies, stories and/or testimonials
- iv. Recommendations including specific actions to move forward.
- v. Annexes

## **H. OBLIGATIONS OF ICE AS THE CONTRACTING AUTHORITY**

The contracting authority shall be obliged to;

- provide all project documents necessary for the review
- provide means of transport during the field visit
- provide accommodation and meals during the field visit
- pay the agreed charges - 50% at commencement and clear the remaining 50% balance after submission of final report

## **I. I. MEDICAL AND PERSONAL ACCIDENT COVER**

The consultant is expected to have their own medical and personal accident covers since ICE is not under any obligation to provide these under this contract.

## **J. STATUTORY DEDUCTIONS**

ICE will deduct withholding tax in accordance with its statutory obligations as provided by the Kenyan law.

## **K. QUALIFICATIONS AND SUBMISSION OF BIDS**

### **Consultants Profile, Qualifications, and skills**

- Higher University degree (MSc and above) in Monitoring and Evaluation or other relevant disciplines such as Natural Resource Management, Agronomy, Project Management, Community Development, Agricultural Economics, Agribusiness
- Should have about 5 years of professional experience in relevant fields, with experience in design, monitoring and evaluation of projects
- Should have experience on participatory consultation and facilitation approaches
- In depth knowledge of small-scale production systems in developing countries

- Proficiency in English with excellent report writing and communication skills
- Computer skills and proficiency in MS Office (MS Word and Excel)
- Familiarity with relevant developments in the region and some understanding of the local dialects spoken in Central and Eastern Kenya will be an added advantage

#### **L. HOW TO APPLY**

Qualified and interested consultants are invited to submit their expression of interest to undertake the above defined work. A technical and financial proposal to undertake the consultancy should be attached and both the EoI and the proposals submitted electronically not later than 10<sup>th</sup> February, 2022 to [procure@icekenya.org](mailto:procure@icekenya.org) and cc. [martin@icekenya.org](mailto:martin@icekenya.org).

Please send your application together with an indication of your availability, detailed profile (CV) and references of similar assignments. Also provide in the technical proposal an interpretation of the Terms of Reference and outline the proposed methodology, work plan/timeframe plus a financial proposal with detailed budget indicating fees and related costs.