



Vi Agroforestry

Agroforestry for Sustainable Livelihoods and Biodiversity (ASILI-B) Programme

Baseline Survey - Terms of Reference

1. Introduction & Background

Vi Agroforestry is a non-profit organization operating in Sweden, Kenya, Tanzania, and Uganda. The organization works with smallholder farmers and their organisations to fight climate change and poverty.

During the strategy period 2023-2027, Vi Agroforestry has an implementation framework designed to guide the realisation of the five-year strategy ambition; the ASILI-B programme (**Agroforestry for Sustainable Livelihoods and Biodiversity**).

ASILI-B programme is a five-year programme being implemented in partnership with local partners in Uganda, Kenya and Tanzania in East Africa. The overall objective of this programme is to ***‘improve smallholder farmer family’s food and nutrition security, sustainable livelihoods, gender equality, and resilience while enhancing biodiversity conservation and climate change mitigation’***. This objective will be realised through focus on the below key result areas and outcomes:

Result areas	Outcomes
<i>Stronger Farmer Organisations</i>	Outcome 1.1: Strengthened capacity of member-based farmer organisations to deliver rights-based services for the benefit of their members and wider community. Outcome 1.2: Increased participation of women, youth and other underrepresented groups in leadership and management of functional democratic farmer organisations Outcome 1.3: Enhanced capacity of farmers organisation to address attitudes, norms and practices that advance gender equality and women’s empowerment
<i>Sustainable Agriculture and Resilient Livelihoods</i>	Outcome 2.1: Improved incomes and diversified livelihoods of smallholder farmer families. Outcome 2.2: Increased and equitable access to business development services including financial services and technologies for investment in sustainable agricultural enterprises.
<i>Resilience building through Climate Change mitigation, adaptation, and biodiversity conservation</i>	Outcome 3.1: Increased smallholder farmers resilience to climate change Outcome 3.2: Enhanced agroecosystems functioning, climate change mitigation, biodiversity, and environmental resilience. Outcome 3.3: Increased adoption of water conservation technologies
<i>Food and Nutrition Security</i>	Outcome 4.1: Enhanced capacity of farmer organisations to address food and Nutrition issues. Outcome 4.2: Increased availability and access to diversified nutritious food
<i>Advocacy</i>	Outcome 5.1: Enhanced political will to drive meaningful evidence-based policy change at the local, national, regional, and international level to improve the livelihoods of smallholder farmer families. Outcome 5.2: Enhanced promotion, funding and implementation of agroforestry policies and strategies by governments. Outcome 5.3: Citizens collectively engaging to hold the states accountable at local, national, regional, and international levels on matters regarding agroforestry; food security; climate change adaptation, mitigation and resilience; conservation of biodiversity



Vi Agroforestry

At the centre of implementation of the programme are local partners. These are drawn from member based farmer organisations (Core partners), technical expert organisations (Technical partners that provide support to core partners), and strategic alliances and collaborations relevant to the working areas. The core and technical partners have developed their contextualised interventions, contributing to the results areas of the programme with each partner bringing in their unique strengths. The design of the programme places strengthening of the farmer organisations as the means through which most of the results areas will be realised. At the same time, there are results areas such as advocacy and climate action where Vi Agroforestry will have direct interventions.

It is with this background that Vi Agroforestry is seeking to procure a qualified consultancy firm to conduct a baseline study for ASILIB programme.

2. Overall Baseline Objective

The overall objective of the baseline study is to establish benchmarks for effective programme planning and implementation, as well as form the basis for the progressive monitoring, evaluations, reporting, learning and impact assessments.

The specific objectives of the baseline study are to:

1. Analyse the evaluability of the ASILIB result matrix and propose improvements where needed.
2. Assess the status of outcome and impact indicators at the start of ASILIB programme, to support attribution of intervention results
3. Identify the impacts of the socio-economic (including gender), cultural, environmental factors on the ASILI-B programme implementation and develop an environmental and social management plan (ESMP).
4. Assess ASILIB conflict sensitivity and how this can impact on realisation of the results.
5. Document existing resources, infrastructure, and institutional capacities supporting the implementation of ASILIB programme.
6. Identify suitable key performance indicators and their baseline values that will be used as milestones to monitor the program's progress during the implementation.
7. Assess the needs and priorities of the target communities and stakeholders.

3. Scope of Work

The consultant is expected to:

- i. Conduct a comprehensive literature review on the socio-economic, cultural, and environmental context of the programme areas.
- ii. Develop a detailed methodology for data collection, including quantitative and qualitative methods.
- iii. Collect and analyse data on key indicators related to the programme's focus areas.
- iv. Engage with community members, local authorities, and other stakeholders through interviews, surveys, and focus group discussions.
- v. Identify potential risks and challenges that may impact the successful implementation of the programme.
- vi. Conduct an environmental and social impact assessment and conflict analysis for ASILI-B

The baseline study will be conducted in current and potential programme areas in Kenya, Uganda and Tanzania

4. Methodology

The baseline survey will be conducted by an external consultant who will lead the study team and work under the supervision and support of Regional Advisor PMERL. The consultant is expected to come up with a detailed methodology for conducting the study, taking into consideration the local context. The consultant will develop appropriate tools and propose an appropriate sampling methodology and size that is statistically valid and cost effective. The sample size and proposed tools will be discussed and approved by the Vi Agroforestry team before the commencement of the survey.

The study should employ both quantitative and qualitative methods. The following conditions should be given due consideration while designing the research methodology.

1. The programme continuously onboards partners throughout the programme period, hence expanding the geographical coverage.
2. The programme is implemented through partner organisations' projects which also carry their own project baseline surveys.
3. There are some interventions owned by Vi Agroforestry and not necessarily implemented by partner organisations.
4. The programme results are reported annually, and the baseline study will form a basis for annual reporting, midterm evaluation and end term evaluation.

4.1 Deliverables

The consultant is expected to deliver the following:

1. At the commencement of the assignment, deliver an inception report detailing how the assignment will be carried out including the sampling methodology, the field plan, the considerations to be factored in the assignment etc. This will be discussed with Vi Agroforestry before commencement of the field surveys.
2. A clear and concise well written **baseline report** containing lists and tables, facts and figures on the situation at the beginning of the programme.
3. ASILI-B **ESIA** (Environmental and Social Impact Assessment) report with a clear **ESMP** (Environmental and Social Management Plan)
4. ASILIB conflict **sensitivity analysis report**.
5. **Power point presentation** of not more than 20 slides summarising the baseline report.
6. Final workshop presentation with Vi Agroforestry and partners on the findings of the baseline.
7. The final report will be submitted to Vi Agroforestry in English, including:
 - Scanned copies of the survey data collection questionnaires used (if any)
 - Digital files of the survey data used in the analysis.

4.2 Outline of the baseline report

The baseline report should respond to the objective and specific objectives of this study and will contain among others:

- Cover page



Vi Agroforestry

- Table of contents
- An executive summary that can be used as an **independent document**. It should include the methodology, major findings of the baseline and summarise conclusions and recommendations.
- The objectives of the baseline
- The main questions or central survey question and derived sub-questions.
- A justification of the methods and techniques used (including relevant underlying values and assumptions, theories) with a justification of the selections made (of persons interviewed).
- Eventual limitations of the survey.
- A presentation of the findings and the analysis thereof (including unexpected, relevant findings). All key priority areas above (as defined in the objectives and scope of work) should be addressed, paying attention to gender issues.
- A section on ESIA & a section on conflict analysis.
- Conclusions derived from findings and analysis thereof.
- Recommendations clearly related to conclusions but presented separately. Recommendations should be practical and if necessary, divided up for various actors or stakeholders.
- Potential risks identified and recommended mitigation actions.

Report appendices that include:

- The Terms of Reference.
- The techniques used for data collection (including the people interviewed).
- The list of questions used or 'interview guide' or topic list (also for possible group discussions).
- Concepts and list of abbreviations.
- List of documents and bibliography.
- Composition of the baseline team

5. Baseline Duration and Reporting

A total of 30 working days will constitute the baseline period; an estimated five days to prepare relevant tools and review documentation, ten days for data collection, five days for compiling the information gathered, analyse, draft and complete the baseline report. The consultant will arrange for a feedback meeting to share a draft of the baseline report with the programme staff. A final report will then be provided after including the comments.

6. Profile of Consultant(s)

The consultant(s) should have the following qualifications/expertise:

- Post graduate degree in international relations, natural resource management, Agriculture, economics, or others as may be relevant.
- 10 years' experience of carrying out programme baselines and research.
- 5 years' experience and knowledge of governance, human rights, gender, and participatory development programmes



Vi Agroforestry

- Experience of working with local communities, non-governmental organisations, and government in relevant thematic areas
- Experience in the design and use of participatory methods for assessment and evaluation
- Excellent writing, editing, attention to detail and organisational skills.
- Licensed LEAD expert in ESIA is an added advantage.
- Fluency in English and Kiswahili

7. Application:

Qualified consultants (or consultant teams/firms) are invited to bid with technical and financial proposals including their timeline and budget. The proposals should also include.

- Three references (with contact information) from previous clients
- Curriculum vitae (CVs) of the consultants. The CV should include details on similar/ relevant engagements carried out by the consultants, including ongoing assignments indicating responsibilities assumed, qualifications and experience.
- The period when the consultants are available to undertake the assignment.

Submissions will be done through email with the subject heading as:

‘EXPRESSION OF INTEREST TO CONDUCT BASELINE SURVEY’

Send Technical and Financial proposals to the procurement.roea@viagroforestry.org

Submission deadline: **8th March 2024**

EXTENDED DEADLINE: 15TH MARCH 2024