



# TERMS OF REFERENCE (TOR)

## GOVERNMENT OF GRENADA – MINISTRY OF FINANCE

### MARKET ACCESS AND RURAL ENTERPRISE DEVELOPMENT PROGRAMME (MAREP)

#### Impact Survey for the Market Access and Rural Enterprise Development Programme (MAREP) and

#### Baseline Survey for the Climate-Smart Agriculture and Rural Enterprise Programme (SAEP)

## I. BACKGROUND

The Government of Grenada (GOG), through financing agreement with the International Fund for Agricultural Development (IFAD) and the Caribbean Development Bank (CDB) embarked-on a US\$8.5 million a six-year Programme (2011-2017), the **Market Access and Rural Enterprise Development Programme (MAREP<sup>1</sup>)**. MAREP is currently in the final stage of implementation, with a final date for field operations envisaged by March 31<sup>st</sup>, 2018. MAREP's objective is to improve the income of rural unemployed or self-employed men, women and vulnerable groups by contributing to the reduction of rural poverty and vulnerability of the rural population in 50 rural communities and households in Grenada, Carriacou and Petite Martinique (**goal**).

Upon completion of MAREP, the **Climate-Smart Agriculture and Rural Enterprise Programme (SAEP)** a six-year Programme (2018-2024) has been embarked on by the Government of Grenada (GOG) through financing agreement between the International Fund for Agricultural Development (IFAD) and Caribbean Development Bank (CDB) at an estimated cost of US\$12 million. The **goal** of the SAEP is to contribute to the reduction of poverty and vulnerability of men and women in rural communities in the tri-island state of Grenada. The programme will seek to achieve this by improving the livelihoods of beneficiaries through access to new jobs, start-up businesses or consolidating of new businesses and adopting CSA practices (**objective**).

In order to achieve both programmes' goal of contributing to the reduction of poverty and vulnerability of men and women in the tri-island state of Grenada, a number of strategies have been developed.

To evaluate the progress of the expected impacts and outcomes of MAREP and to set the baseline to measure the impact of SAEP in the future, two (2) studies in parallel have to be conducted.

- (i) An Impact Survey of MAREP to measuring the impact in the identified 50 rural communities and;
- (ii) A Baseline Survey to set the stage baseline for SAEP in 75 randomly selected rural communities all over the tri-island state (Grenada, Carriacou and Petite Martinique).

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<sup>1</sup> The Programme received a one (1) year postponement; thus, the extension period ends 31 March, 2018

## II. PURPOSE AND OBJECTIVES

The main **purpose** of this consultancy is to assess the asset and income levels of households over time and the activities carried out at the households' levels that contribute to the improvement of the social and economic conditions of resources poor and vulnerable households within rural communities in the seven (7) parishes in the tri-island of Grenada.

The core **objectives** of the surveys/studies are to:

- i. Measure MAREP's impact through administering and executing an Impact Survey that includes the Results Impact Management Systems (RIMS) as well as measuring changes in the Logical Framework indicators at the level of outcomes, objectives and goal;
- ii. Provide ex-ante (baseline) information the SAEP programme, required to measure overtime the changes in the indicators defined in the Logical Framework at the level of outcomes, objectives and goal, through a Baseline study.

**The objective of MAREP Impact Survey** in its final year of implementation is to measure impact by comparing the results from the Impact Survey with those of the Baseline survey results.

The methodology to be proposed by the consultant/consultancy firm should allow to evaluate the impact of MAREP in terms of the main Logframe (LF) indicators, including, if considered useful, the use of IFAD's RIMS Questionnaire Tool (to be expanded where necessary with LF indicators).

The method used should allow to compare the results with those of the Baseline Study of MAREP and to measure impact according to the LF indicators.

The questionnaire should be applied to single households (number to be defined in the proposal of the consultant based on the statistical needs) in fifty (50) rural communities in the seven (7) priority parishes - St. Patrick, St. Mark, St. Andrew, St. John, St. George, St. David, Carriacou and Petite Martinique in the tri-island of Grenada. The consultants will have to provide a sample questionnaire to be submitted to households in order to be able to assess the impact of MAREP.

The **SAEP Baseline Survey**, before the programme start-up has the objective to assess the initial status of the critical information required, the economic and social condition of the potential beneficiaries of the programme, in order to be able to measure changes in the Logical Framework Indicators over the six (6) years implementation period. The consultants will have to provide a sample questionnaire to distinguish the status of the different types of beneficiaries foreseen under SAEP.

The methodology will include the use of selected techniques (questionnaire, interview, focal group among others) and will consider that a final Impact study will be conducted at the end. The questionnaire<sup>2</sup> should be applied randomly selected poor rural households living all over Grenada, in 75 randomly selected rural communities (extreme poor and poor, less poor but vulnerable rural households, small scale commercial farmers in the 7 parishes of Grenada (*6 parishes on the main island and the parish with two minor islands: Carriacou & Petite Martinique*)). The data collection should be disaggregated/distinguish the age group and sex of the interviewees, the number of people in their household, the level of education in the household, the jobs in the household, whether they are part of a male or female led household, and all the data needed to classify the type of beneficiary and establish the impact of the SAEP on persons etc.

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<sup>2</sup> Survey area and sample definition should be provided to GOG-MAREP.

### III. SCOPE OF WORK / ACTIVITIES

The assignment is to administer and execute: one Impact Survey for MAREP and one Baseline Study for SAEP. **Consistent with the goals of GOG, IFAD and CDB, the consultant is responsible for:**

#### Impact Survey for MAREP

- Develop and propose the methodology to be used in the Survey considering IFAD's guidelines (see website: [www.ifad.org](http://www.ifad.org)), clearly specifying the indicators that would be measured. The Consultant would be required review and include the RIMS third level indicators in the Standardised Questionnaires but does not need to follow the RIMS method nor provide measurements on malnutrition.
- Reviewing survey areas and sample definition.
- Proposing Questionnaires according to MAREP logical framework and including the key indicators to be measured.
- Recruiting and training team (Enumerators<sup>3</sup> and Supervisors) to conduct the RIMS Impact Survey
- Modifying (if necessary) IFAD's Standard Supervisors and Enumerators Manuals
- Facilitating necessary expenses for supervisors and enumerators to conduct survey
- Testing and administering questionnaires to programmes' target group
- Managing the data collection.
- Overseeing the data entry.
- Undertaking data analysis.
- Preparing draft and final reports for the Impact study, including a methodological annex with detailed information regarding sampling, methods, techniques and tools utilized.

#### Baseline Study for SAEP

- Develop and propose an evaluation strategy (considering the final results foreseen in the future Impact assessment) and the methodology to be used in the Survey, clearly specifying the indicators that would be measured.
- Reviewing survey areas and sample definition.
- Develop the Questionnaire according to SAEP logical framework
- Develop a manual
- Recruiting and training team (Enumerators<sup>4</sup> and Supervisors) to conduct the Baseline Survey
- Facilitating necessary expenses for supervisors and enumerators to conduct survey
- Testing and administering questionnaires to programmes' target group.
- Managing the data collection.
- Overseeing the data entry.
- Undertaking data analysis.
- Preparing draft and final reports for the Baseline study, including a methodological annex with detailed information regarding sampling, methods, techniques and tools utilized.
- Any other details/requirements related to the assignment to be submitted upon completion.

In developing the methodology and questionnaires, consultants should consider what is realistically measurable in terms of impact and outcomes starting from household/individual data. Any impact that involves organizations can be measured only in an indirect way, through posing questions to households on the services provided by these organizations and how these services have changed over time.

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<sup>3</sup> Please note that CVs of Enumerators and Supervisors (*at least 10 persons: Eight (8) Enumerators and Two (2) Supervisors*) should be submitted along with technical proposal to the GOG MAREP. Email: [marepgrenada@gmail.com](mailto:marepgrenada@gmail.com) or Office: GIDC Business Complex, Sauteurs, St Patrick.

<sup>4</sup> Please note that CVs of Enumerators and Supervisors (*at least 10 persons: Eight (8) Enumerators and Two (2) Supervisors*) should be submitted along with technical proposal to the GOG MAREP. Email: [marepgrenada@gmail.com](mailto:marepgrenada@gmail.com) or Office: GIDC Business Complex, Sauteurs, St Patrick.

## IV. SKILLS AND KNOWLEDGE OF CONSULTANT

The Consultant / Consultancy Firm personnel should possess:

- A Degree in Social Sciences or a related field from a recognised / accredited University
- At least five (5) years' experience in development research and survey methodology;
- At least five (5) years practical experience in conducting quantitative surveys (preferably with a background in rural development);
- Specific experience in data and information analysis and report writing specific experience in biostatistical analysis (data gathering, arrangement and interpretation preferable);
- Excellent analytical skills (including compatible and general statistical software);
- Excellent computer skills;
- Knowledge of mainstreaming rural and vulnerable groups into social and economic development processes;
- Excellent communication skills and commitment to team work;
- Familiarity with gender and poverty issues, sensitivity and ethical responsibilities to research subjects and confidentiality with respondents' information and disclosures;
- Post-Graduate Degree and experience in United Nations Children Fund (UNICEF) Multiple Indicator Cluster or Demographic and Health Surveys would have an advantage.

## V. LEVEL OF DELIVERY

The activities of the deliverables shall include the following:

1. **1 Survey Work Plan** – for the implementation of the survey shall, at a minimum, include:
  1. Sample Definition
  2. Schedule of Activities;
  3. Training Methodology;
  4. Procedures for carrying out field survey exercise;
  5. List of Supervisors and enumerators with their Resume/Curriculum Vitae (CV);
2. **Survey Methodology and areas** – shall be applied to poor rural households (single-headed, extreme poor and poor, less poor but vulnerable rural households, small scale commercial farmers).
  - a) Selected techniques outlining specific questions
  - b) Purpose and Methodology Technique
  - c) Selection of beneficiaries (different types) and number of households/beneficiaries
  - d) Duration (per household/beneficiary)
  - e) Method and Outcome of data collection and analysis
    - a) MAREP
      - i. IFAD RIMS Questionnaire Tool (*to be expanded where necessary with LF indicators*).
      - ii. Data (*comparison of impact to baseline and measuring impact according to LF indicators*).
    - b) SAEP
      - i. Data (*must be effective/relevant for Impact study comparison at SAEP's end*)

3. **2 Manuals and Questionnaire and/or Techniques**
  - a. Sample of Questionnaires – shall be submitted to the Programme Management Unit with step outline in 2 above.
  - b. Enumerator Training Report – at least 2 to 3 pages shall include details of the training completed, list of participants, topics covered during the training, also concerns and issues that may have surfaced during the training sessions related the survey exercise.
  
4. **Bi-weekly Status Reports** - may be submitted by electronic mail to the Programme Management Unit shall include a brief update on the status of the assignment, any issues being faced and any inputs required by the Programme Management Unit.
  
5. **2 Interim Reports**
  - a. Survey Completion Report – at 2 to 5 pages shall include information on completed survey exercise. It shall include challenges encountered during the exercise and solutions implemented, the number of questionnaires completed, a schedule of the activities completed and information on the supervisors and enumerators who participated in the survey exercise.
  - b. Impact and Baseline Surveys Report - shall include the findings of the survey and analysis of findings. The draft report must be modified to include all suggestions made for approval before it can be considered finalized. The report shall also include a report on the methodology employed in conducting the survey.
    - i. Methodology Report – MAREP Impact will compare baseline to impact results. SAEP  
Survey will be carried out again at project end. To ensure consistency across all surveys, a detailed report on the methodology applied for the survey must be provided. The report should include, at a minimum:
      - Detailed description of the procedures/processes during the survey exercise;
      - Detailed description of problems/issues faced during the exercise and the steps/solutions (if any) adopted to overcome the problems/issues;
      - Recommendations for future RIMS Surveys.
  
6. **2 Final Report** – the submission should include
  - a. **Compiled Survey Data and Completed Survey Questionnaires** - the data collected throughout the MAREP Impact and SAEP Baseline surveys (in Excel, SPSS formats and or other formats) and all the completed survey tools must be submitted to the PMU along with the interim reports in **5 above**.
  - b. Software Database File – shall include compiled survey data, must be submitted to the PMU along with the draft RIMS Survey Report.

## **VI. PLACE OF WORK**

The Consultant and Team will be involved in field work in 50 rural-poor communities identified and in 75 randomly selected rural communities supported by MAREP. In other rural communities within the seven (7) parishes: (St. Patrick, St. Mark, St. Andrew, St. John, St. George, St. David, Carriacou and Petite Martinique) of the tri-island of Grenada that can be supported/engaged by SAEP. The total number of rural communities in Grenada is **around 428**

## VIII. INSTITUTIONAL AND ORGANISATION ARRANGEMENTS

The evaluation process for the Expression of Interest (EOI) will result in short-listed consultants. The short-listed consultants would be required to submit Simplified Standard Proposals (Technical and Financial proposals) separately in response to the Request for Proposal (RFP) with specific submission deadline according to GOG, IFAD, CDB guidelines. The final evaluation process will be carried out based on proposals submitted.

All consultants shortlisted and interested in submitting Technical and Financial Proposals can attend a pre-proposal meeting for guidance (possibly via skype, face-face, telephone or otherwise) on the preparation and completion of aspects of the Simplified Standard Proposal.

The expected start of the Consultancy is **March, 2018** and end is **August, 2018**.

Submissions can be sent to:

**Email:**

[marepgrenada@gmail.com](mailto:marepgrenada@gmail.com)

**By Post:**

Market Access and Rural Enterprise Development Programme  
P.O. Box 2972  
GIDC Business Complex  
Lower Main Street  
Sauteurs, St. Patrick  
Grenada.

For further information, please:

**Telephone/call:**

(473) 442-0100 / 0105