

TERMS OF REFERENCE
PROJECT ANNUAL IMPACT ASSESSMENT
RURAL FINANCIAL SERVICES AND AGRIBUSINESS DEVELOPMENT PROJECT (IFAD V)

BACKGROUND INFORMATION

Rural Financial Services and Agribusiness Development Project (RFSADP), the fifth IFAD funded project in Moldova became effective on the 4th of July 2011 and would be implemented during a 60 month period. The goal of RFSADP is reduction of income poverty and malnutrition among poor rural people in Moldova.

The M&E system follows the logical framework designed for the project. The indicators developed in the logical framework include the necessary and relevant IFAD Results and Impact management System (RIMS) indicators according to the requirements of the IFAD methodology as well as other relevant performance indicators. The M&E unit is responsible to collect, on an annual basis, information regarding the impact of the project on beneficiaries and present the main findings in the annual report.

SCOPE OF WORK

In order to perform the annual monitoring and evaluation of project beneficiaries, CPIU-IFAD is seeking a local consulting/service providing company to conduct the data collection and analysis for the reference year in accordance with the sampling specified. The data from the tracking survey will allow for the measurement of the impact of the project on key social and economic well - being indicators. The aim is to understand and quantify the impact of financing activities. The proposed indicators to be used in this survey are stated in questionnaires (Annex 1; Annex 2).

Sampling strategy for data collection: The **sample size** will be calculated using standard statistical formulae, using 95 per cent confidence level and with the margin of error at 5 per cent as the first choice. The sample will ensure proportionality and representativeness of the different project target groups and activities. As a guide, the *minimum* sample size for each component can be taken to be as under:

1. SME financing: 40 beneficiary SMEs;(out of 64)
2. Youth entrepreneur financing: 200 beneficiary enterprises;(out of 440)
3. Microentrepreneur-financing: 250 beneficiary HHs/individuals;(out of 800)

Thus, the *minimum* total sample size for the project will be: 490 beneficiaries. The sample size should also take into account the non-response rate, based on previous experience in the country, or 10 per cent, as a benchmark.

If an overall frame of households is available, then the survey could use one-stage or two-stage random stratified sampling design. If only separate frames of households are available for each area, then only two-stage sampling would be used. Selection of households, if an accurate list of all households in the community is available, will be done using the household list method. Alternatively, the community or village can be divided into 'plots' and households selected from each plot. If none of these methods are possible, then the random walk method should be used.

ACTIVITIES

As part of the assignment, following activities will be carried out:

Phase 1 - Preparatory Works

- Initial situational analysis - review and adapt project materials

Phase 2 – Fieldwork Activities

- Preparation for field work (recruitment of interviewers, printing of questionnaires and other fieldwork documents).
- Training of interviewers.
- Development of the fieldwork training report.
- Conducting the survey in the field, quality monitoring.
- Fieldwork quality monitoring.
- Revision and coding of the questionnaires.

Phase 3 - Data Processing, Analysis

- Database formation.
- Data entry.
- Data cleaning.
- Statistical analysis of the data.

Phase 4 – Final report

- Preparation of the final survey report based on data collected.
- Translation of the final report.
- Clearance of the report.

DATA COLLECTION

- The company is to use provided and agreed on questionnaires and beneficiary database.
- Data collection will be undertaken using phone/email/fax and/or field visits, as appropriate, to ensure completion of questionnaires.
- The service provider is responsible to check for completion errors.
- Beneficiaries not possible to be reached are to be replaced with others based on the service provider's request, in order to reduce non-response errors.
- The company will also ensure a system that minimises data capture errors caused due to faulty coding or incorrect data entry.
- To minimise errors associated with data entry, the double entry method can be applied. Alternatively, random spot checks should be done.

DATA ANALYSIS

- The collected questionnaires are to be checked for inconsistencies and introduction errors (crosschecking) using appropriate statistical measures (inter-quartile range check, standard deviation, etc.). Decision on treatment of outliers i.e. whether to include or exclude will be taken with due care.
- Indicators from the questionnaires are to be analysed using appropriate descriptive statistics (count, percentage, graphs, mean, median, max, min etc...) and presented in the final report.

DELIVERABLES

The following deliverables will be provided to the project upon completion of corresponding phases:

- Detailed implementation plan
- Raw questionnaires completed by beneficiaries
- Survey database (raw dataset). This will include:
 - i. A dataset that contains the raw data collected
 - ii. A dataset that contains cleaned data, after consistency and other validation checks
- Final Survey Report

COMPETENCIES REQUIRED

- Minimum 8- years experience in the coordination and/or management of quantitative household surveys;
- Expertise in statistical analysis;
- Experience in survey report writing;
- Expert in statistics with minimum 5 years of experience;
- Team members sufficient to conduct data collection in proposed time;
- Be aware of the context of assignment, namely the low institutional capacity of agricultural producers and availability of financial data.

Languages:

Fluency in Romanian and Russian (oral and written).

TIMELINE

The exact timeframe for this assignment will be negotiated in line with the proposal submitted by the interested party. It is envisaged that tasks could be completed no later than **15th March 2015**.

Note: Penalties for timing will be applied.

BUDGET

The contracted company will provide a break-down of the budget by the activities mentioned in the Activities section above.

OFFER CONTENT

Interested consulting companies should submit their applications consisting of the following documents/information to demonstrate their qualifications:

1. *Technical Proposal* will include:
 - a. the profile of the company;
 - b. relevant experience for the assignments including brief information on all the data collections undertaken;
 - c. staffing (CV of each team member);
 - d. proposed methodology to perform the data collection and analysis;
 - e. the work plan (activities) and resources sufficient to implement in the proposed timing(including number of person-day);
 - f. duration of the assignment;
2. *Financial proposal* will obligatory include a breakdown of the budget by the activities mentioned in the Activities section above. The cost of services must be provided in USD at 0% VAT¹.

THE EVALUATION CRITERIA

The consulting company will be selected in accordance with the procedures set out in the current edition of IFAD Procurement Guidelines, based on selection method "Quality and Cost-Based Selection (QCBS)", the final score obtained by each company being composed of 70% of the score for the parameter „Quality” (evaluated based on technical bid) and 30% - score obtained for the parameter „Cost” (established based on financial bid). The financial offer will be opened only if the provided technical offer will pass the minimum technical score of 60 points.

¹ As per the Government Decree no.246 dd. 08.04.2010 procurement of goods and services under the IFAD-funded programmes shall be carried out applying 0% VAT.

CONDITIONS FOR OFFER'S SUBMISSION

To be considered, interested companies should submit their proposal (technical and financial) in original and a copy in separate sealed envelopes. Each envelope will consist of the technical and financial offer sealed in separate envelopes as well (a total of 2 envelopes, each with 2 envelopes inside). Offers to be submitted to the following address: CPIU-IFAD, 162, Stefan cel Mare si Sfint blvd., office 1303, MD-2004 Chisinau, Republic of Moldova no later than **9 February 2015, 15:00**. Any request for clarification must be sent in writing by standard electronic communication to nicolae.babara@ifad.md or office@ifad.md.