

TERMS OF REFERENCE

Final Evaluation “Fruit Production Sector Development Project in Armenia” FRUITENIA

Country Armenia

Project number: 8358-00/2019

Partner Organisations: International Center for Agribusiness
Research and Education (ICARE);
Armenian National Agrarian University
(ANAU);
with funding from Austrian Development
Cooperation

Contents

1. Context and Background	3
2. Purpose and Objectives	3
3. The Scope	3
4. Evaluation questions.....	4
Effectiveness.....	4
Impact.....	4
Sustainability	4
5. Design and approach	4
I. Inception Phase	5
II. Data Collection Phase	5
III. Analysis Phase	5
IV. Reporting Phase.....	5
6. Workplan and deliverables.....	5
7. Evaluation Management Arrangements.....	6
8. Requirements for the Evaluator.....	6
9. Specifications for the Submission of Offers.....	7
Technical and Financial Offer.....	7
Tender subject.....	8
10. Contract price and Payment Schedule	8
11. Annex 1. ADA's Guidelines for Project and Programme Evaluations.	98
12. Annex 2. Results Assessment Form (RAF) Template	9

1. Context and Background

“**Fruit Production Sector Development Project in Armenia, (FRUITENIA)**” is a project funded by the **Austrian Development Cooperation (ADC)** and implemented by the **International Center for Agribusiness Research and Education (ICARE)**. The Armenian National Agrarian University (ANAU) is a key partner in this project. The total budget of the project is 761,733 EUR (685,560 EUR financed from the ADA, and co-financed by ICARE and ANAU in equal portions of 5% of the total budget amount). Duration of the FRUITENIA project is December 1, 2019 – April 30, 2024.

The **FRUITENIA** project (hereinafter: the Project) is designed to modernize the agronomy curricula, through introducing new courses and modernizing the contents of the existing ones at ANAU to include concepts of environmentally friendly, sustainable and climate-smart modern fruit production approaches. The Project aims to conduct Training of Trainers (ToT) for ANAU and agricultural Technical and Vocational Education and Training school (TVET) instructors to develop the capacity of the teaching staff of these institutions. The Project aims to establish a short-term professional academic certificate program in fruit production for the fruit producing farmers, instructors and students.

The Project aims to establish an environmentally friendly and climate-smart demonstration orchard of intensive fruit production, to be used for educational purposes. The students and faculty of ANAU, practicing professionals, farmer groups, and other fruit production sector stakeholders have an open access to the orchard for visits and hands-on trainings. The Project aims to develop and launch a fruit production related e-learning open-access platform in Armenian language which will be accessible to all fruit production stakeholders including farmers, students, ANAU and TVET faculty, and experts. The Project also aims to establish the format of and to organize a YouthCamp to raise awareness about the importance and opportunities of fruit production in Armenia among youth.

2. Purpose and Objectives

The primary purposes of this Final Evaluation are accountability and learning. The objectives of the Final Evaluation are to:

- Assess the extent to which the Project achieved its results at outcome level as well as its impact and prospects of sustainability.
- Analyze the strengths and weaknesses in project design, implementation and monitoring.
- Draw related conclusions and lessons-learned and provide recommendations at strategic and operational level to ICARE as an implementing organization, to ADA, and to other key stakeholders.

3. The Scope

The Final Evaluation of the FRUITENIA project will cover the period from December, 2019 until April, 2024; and will encompass all components of the Project. The Final Evaluation will be guided by the [2020 ADA Guidelines for Programme and Project Evaluations](#). As such it will ensure the universally recognized values and principles of human rights and gender equality need to be integrated at all stages throughout the process.

This Final Evaluation will include review of the project design, and the assumptions made at the beginning of the project development process. This evaluation will assess the extent to which the Project's results have been achieved, partnerships established, capacities built, and cross-cutting aspects of mainstreaming gender and human rights have been addressed. More specifically, it will assess how gender considerations were included in the Project design and implementation and make recommendations on how gender quality and the empowerment of women can be better included in the process. The geographic scope of the project should cover at its minimum the city of Yerevan where ANAU is located, and the village Voskehat in Armavir region where the FRUITENIA demonstration intensive fruit orchard is located. Additionally, this evaluation must include information collection from project beneficiaries among which are: participants of the intensive training programs, ANAU instructors, TVET instructors, participants of YouthCamps and student orientations.

4. Evaluation questions

The Final Evaluation will answer the following evaluation questions:

Effectiveness

1. To what extent has the Project achieved its outcome level results?
2. Which facilitating and hindering factors can be identified in the context of effectiveness (focus on outcome level)?
3. To what extent have all project stakeholders collaborated as planned and how has stakeholder collaboration affected results achievement?
4. To what extent were gender mainstreaming and rights-based approach included in the project design and implementation and to how has the project contributed to outcome level results with regard to women empowerment, gender equality and human rights protection?

Impact

- A. Which institutions and direct beneficiaries benefitted from the project and how (special focus on the women/vulnerable groups)?
- B. To which extent has the competitiveness of the beneficiaries increased? What were the facilitating and/or blocking factors to that effect?

Sustainability

- I. Which project results, if any, are likely to be sustained beyond project duration?
- II. Which have been facilitating and hindering factors for the sustainability of project results?

5. Design and approach

The methodology and methods used for the evaluation must be adequate to answer the evaluation questions and the context in which the evaluation takes places. The proposed methodology should include the collection of qualitative information from all interested

partners and stakeholders via interviews, focus groups or other methods. It is suggested that the evaluation includes the following phases:

I. Inception Phase

Contract and Kick-off meeting: Contract is signed, and a discussion of the assignment takes place. First documents, including available data, are provided to the evaluation team.

Desk Study, Initial Document Screening and Interviews: The evaluation team studies all necessary project documents; re-construct and analyze the intervention logic theory and theory of change and its assumptions. Inception report is provided by evaluation team. First interviews take place.

Inception-Report: In the inception report the evaluators will describe the detailed design of the evaluation and will elaborate on how information will be obtained and analyzed.

II. Data Collection Phase

Field-phase: Data are gathered. This phase will also include interviews with beneficiaries, partners and other stakeholders.

III. Analysis Phase

Preliminary analysis: Data gathered during field-phase, data obtained from FRUITENIA team (reports, documentation), as well as data from other sources (studies, reports, statistical information) are analyzed and synthesized by the evaluation team.

Consultation with FRUITENIA team members and presentation of preliminary results. Collection of feedback, comments and possible open questions.

IV. Reporting Phase

Evaluation Report: Submission and presentation of draft evaluation report, inclusion of comments from partners and contractor. Feedback from ADA will be provided using a feedback matrix to be answered by the consultants. The draft evaluation report must be submitted together with the Results Assessment Form.

Final Report: Submission of final report. For the data collection phase, it is expected that data and information will be obtained through a variety of methods such as: analysis of documents, structured interviews, semi-structured interviews face-to face or by telephone, group discussions, online-survey (if applicable), others. All data collected need to be disaggregated by sex, age and residence geographical location.

6. Workplan and deliverables

It is envisaged that the selection of the service provider will be finalized by the end of January, 2024 and that the assignment can start from February, 2024. The Final Evaluation report must be submitted by **May 31, 2024**.

The expected deliverables are the following:

- a (draft and final) inception report
- a draft and final evaluation report plus the ADA Programme and Project Results Assessment Form (see Annexes 9, ADA PP Evaluation Guidelines).
- a presentation of the draft inception and draft evaluation report.

All deliverables must be produced in English.

Inception Report. The Service provider will prepare an Inception Report which will detail the Service Provider’s understanding of the Final Evaluation and how the evaluation questions will be addressed. This is to ensure that the Service Provided and the stakeholders have a shared understanding of the evaluation. The inception report (10 -15 pages, excluding annexes) will follow the quality checklist for inception reports outlined in Annex 5 of ADA’s Programme and Project Guidelines.

Draft Evaluation Report. The Service Provider will prepare a Draft Evaluation Report which will be submitted to ICARE for review and comments. The evaluation report will also undergo feedback loop between ICARE and ADA Programme Manager. The report will be reviewed to ensure that the Service Provider meets the required quality criteria outlined in Annex 6 of ADA’s Programme and Project Guidelines.

Final Evaluation Report. The final report must be submitted by May 31, 2024. The content and the structure of the evaluation report must follow the Quality Checklist for Evaluation Reports (Annex 6) of the ADA Guidelines for Programme and Project Evaluations.

7. Evaluation Management Arrangements

The evaluation review panel, i.e. FRUITENIA project management team, will provide logistical and other support as needed. The review panel will provide technical guidance on evaluation and ensure the independence of the evaluation process, and that the ADA Guidelines for Programme and Project Evaluation are followed.

8. Requirements for the Evaluator

The Service Provider must be **independent** from the beneficiary and will be selected through a tender process (it can be either a company or a group of individuals). The Service Provider must have solid experience in working with the international organizations and be qualified to carry out evaluation of projects similar to the Project. The evaluation team is expected to include, at least, two team members, one of them being the designated as a Team Leader. At least one team member should be female.

The contract will be awarded based on the technical and financial evaluation criteria:

Criterion	Weight
Technical Criteria	
Section 1: Expertise and work experience	40% total
<i>Required:</i>	
1.1 Relevant academic degree (Master’s level) in agriculture. Other relevant education will be considered (Master’s degree in Economics, Public Policy, Public Administration and Management, etc).	10%

1.2 Minimum 10 years of professional experience in Project Management or as a Team Leader in evaluation of projects of international organizations.	15%
1.3 Team leader has conducted and led at least three reviews or evaluations of projects in the last five years, ideally in the relevant field and for multi-donor funded projects (reference documents to be submitted with offer).	10%
<i>Desired:</i>	
1.4 Team member has participated in reviews or evaluations of projects, ideally in the relevant field, with substantial experience in planning and conducting qualitative interviews and in focus group discussions (reference documents to be submitted with the offer)	5%
Section 2: Approach and Methodology	
<i>Required:</i>	30% total
2.1 Approach to the requested Assignment: detailed description of the methodology how the Participant will achieve all objectives and tasks and deliver all outputs as described in the Terms of Reference of the assignment, keeping in mind the appropriateness to local conditions.	15%
2.2 Risks / Mitigation Measures: description of the potential risks for the implementation of this assignment that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.	15%
Financial criteria	
Financial Offer	30%

9. Specifications for the Submission of Offers

Technical and Financial Offer

The applicant is requested to submit an offer containing the following components:

- a. Letter of interest, stating the suitability of the applicant for the assignment.
- b. Technical offer of max. 8 pages, including
 - Understanding of the assignment
 - Presentation of the overall approach for stakeholder or beneficiary participation.
 - Work plan, including estimated working days per expert, including local expert(s)
- c. Financial offer
- d. CVs of members of the evaluation team
 - Financial offer
 - Fees per expert including estimated number of working days
 - Travel expenses
 - Other expenses
 - Indicate whether VAT applies, and if so which rate.
- e. Work references (fact sheet) i.e. companies for whom the applicant produced similar assignments.
- f. If the Service Provider is a company, submit the extract from the Register of Companies (not older than three months) or equivalent certificate issued by a court or an administrative authority of the firm's country of origin.

Tender subject

Hiring of an Evaluation company to conduct the evaluation of the FRUITENIA project.

Number: ICARE-FR/006/AM/24

The official website where the Bid Request Documents are posted

<https://icare.am/tenderannouncements/> ;

Deadline for submission of bids, day, time and place

January 26, 2024 at 17:00. Bids should be submitted to the International Center for Agribusiness Research and Education (ICARE) Foundation in a sealed envelope at the following address: 1, 12th Alley, 5th Street, Proshyan, Kotayk Marz, 2413 Armenia.

Venue of the bid opening session, day and time

International Center for Agribusiness Research and Education (ICARE) Foundation: 1, 12th Alley, 5th Street, Proshyan, Kotayk Marz, 2413 Armenia, January 29, 2024 at 11:00.

This tender will be conducted in accordance to the standard Procurement Procedures of ICARE Foundation.

10. Contract price and Payment Schedule

The maximum fee for this assignment is 25,000 Euros. This amount includes all other costs, income taxes and any other amount payable or cost that may be required for the completion of the work/service, including VAT. The selected Service Provider will be paid with payments made directly to the Service Provider's bank account. Payment shall be effected in a lump-sum payment as per the payment schedule below, comprising 3 instalments. The last instalment will be paid upon delivery of the final evaluation report.

• Inception Report	30% of the contract sum
• Final draft evaluation, including an executive summary and result-assessment form	30% of the contract sum
• Final evaluation report, final executive summary and the result-assessment form	40% of the contract sum

11. Annex 1. ADA's Guidelines for Project and Programme Evaluations.

The Guidelines need to be observed throughout the entire evaluation process. They are available here:

[https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Evaluierung/EvaluierungsLeitfaeden/Guidelines for Programme and Project Evaluations ADA 2020.pdf](https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Evaluierung/EvaluierungsLeitfaeden/Guidelines_for_Programme_and_Project_Evaluations_ADA_2020.pdf).

12. Annex 2. Results Assessment Form (RAF) Template

The template is available here:

https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Evaluierung/EvaluierungTemplates/Annex9_Results_AssessmentForm_Template.xlsx