

# **Ministry of Agriculture and Forest**

## **DECENTRALIZED RURAL DEVELOPMENT PROJECT (DRDP)**

### **Thimphu**

#### **Impact Assessment Study And Project Completion Report**

#### **Terms of Reference (ToR)**

### **BACKGROUND**

1. The Decentralized Rural Development Project (DRDP) is a ten year project being implemented in Chukha, Dagana, Trongsa, Tsirang, Wangdue, Zhemgang, Punakha, Sarpang, Samtse, Mongar and Trashigang Dzongkhags of Bhutan. The project first started with a USD 7.00 million IDA Credit from 2005 to 2010 covering six Dzongkhags of Chukha, Dagana, Trongsa, Tsirang, Wangdue and Zhemgang. With additional financing of USD 5.0 million as grant the project was extended by three years till 31 December 2013 and covering additional 5 dzongkhags. Owing to significant financial savings the project has been further extended by a year and will end on 31 December 2014.
2. The first phase of the project mainly supported rural infrastructures programs such as construction of farm roads & Power Tiller Tracks (PTT), irrigation canals and RNR Centres. With the additional financing, investments have been made on major crops such as rice, maize, potato and postharvest technologies to improve production and rural livelihoods.
3. The objective of the Project is to improve market access and increase agricultural output for rural communities in selected areas of Bhutan. To achieve this, the Project currently finances rural access subprojects (i.e. improvement of farm roads and rehabilitation of irrigation canals, agricultural productivity-enhancing activities, and capacity building for sustainable natural resource management. This is combined with institutional strengthening to ensure efficient financial flows, reporting, and social/environmental assessment. The project supports the above programs in six Dzongkhags: Trongsa, Zhemgang, Dagana, Tsirang, Wangduephodrang and Chukha, Samtse, Sarpang, Mongar, Trashigang and Punakha.
4. Under the additional financing, project activities are distributed among the three components as: (a) Rural Infrastructures (improvement of farm roads and irrigation canals); (b) Renewable Natural Resources Centers and Support for Improved Technologies and Marketing of Rice, Maize and Potato; (c) Institutional Strengthening, Project Management and Monitoring. The components & activities, physical targets, and financial allocations are described in detail in Appraisal document (original project) and Project Restructuring (Additional Financing) and annual work plans.

## **Rationale for Project Impact Assessment**

5. As the DRDP-AF draws toward end of its life after a period of ten years of implementation, it is an opportunity for all the stakeholders to reflect retrospectively as to the overall performance of project through the commissioning of an impact assessment. And it is the joint decision of the Ministry of Agriculture & Forests and World Bank supervision mission (April 2014) to engage a consultant to undertake the impact assessment. The Impact Assessment will enable us to identify ways and means to enhance sustainability of project supported initiatives. The closure of DRDP, therefore, does not mean the end of useful life of investments financed by project but rather ensuring that these investments generate benefits for the rural communities for years to come. Additionally, the findings of the Impact Assessment will build into the ICR and its preparation after the project closure.

## **Objectives of the Impact Assessment**

6. The primary objective of Impact Assessment report is to ascertain and record major achievements of the project, success stories and critically reflecting on the implementation performance of all project implementation partners, and assess the extent to which the project succeeded in reaching its stated objective and goals.

## **General Terms of Reference**

7. The lead Consultant (the consultant hereafter) will, under the overall direction and supervision of Project Coordinator, DRDP, PCU, undertake impact assessment for the DRDP covering the abovementioned dzongkhags and other central agencies such as RDC Bajo, RDC Wyengkhar, National Plant Protection Centre (NPPC), National Seed Centre (NSC) and National Post Harvest Centre (NPHC). Overall, the consultant shall undertake to report on the activities implemented by the project, describe the results achieved, identify main success factors and highlight success stories.

8. The consultant should carry out sample surveys to fill any gaps between information needed for a meaningful assessment of the project and the data available in the progress reports.

9. While gathering supplemental data from the field, the Consultant will use both quantitative and qualitative tools and methodologies to capture the full range of information. The Consultant will propose a sample size, which should be discussed and agreed with the Project Coordinator, DRDP, PCU. The Consultant would design and pilot-test the questionnaire to be discussed and agreed with Project Coordinator, DRDP, PCU prior to the field data collection and data entry activities. Field data collection will also involve a participatory assessment of the project. It will be preferable to conduct open ended discussion with the farmers/beneficiaries as this will provide opportunity for interactive discussions with the farmers' groups or individual farmers.

10. The DRDP has been implemented in geographically diverse locations and the proposed consultant's tasks will require extensive travel to the dzongkhags and to the geogs scattered across the project dzongkhags.

## **Specific Terms of Reference**

### ***Part A: Desk work***

11. The Consultant will, under the direct supervision and direction of the Project Coordinator and in close liaison with counterpart staff, perform the following tasks:

- Familiarize themselves with the provisions of all the documents such as Appraisal document, loan document, progress reports, supervision mission reports, and various success stories done by the project;
- Determine the adequacy of data and information available with the Project Coordination Unit (PCU). If it is found that additional information is required, conduct supplemental surveys and case studies to fill the gaps. In order to do so, the consultant need to develop methodology, highlighting the various quantitative tools (e.g. survey) and qualitative techniques (e.g. key informant interviews; focus groups discussions, success stories) proposed.
- Determine the sample size to be used for the quantitative survey that should be representative enough to a sample population, and the sampling methodology for the identification of survey respondents, taking into account the households targeted and the typology of villages covered (broadly two types: (a) Villages with access to road; (b) Remote villages with no road access);
- Based on the agreed sampling methodology, select the study sites in each dzongkhags.
- Develop the survey questionnaire; as well as the open-ended questionnaires to be used during interviews with key informants and focus groups discussions.

### ***Part B: The main tasks including Field work***

12. The Consultant shall perform the following tasks:

- Assess the extent to which project succeeded in reaching its objectives and eventually the goals with reference to its established Results Framework and indicators. It should be supported by a justifiable and coherent representation of the linkage among various components that collectively contributed to its achievements;
- Conduct in-depth analysis of how effectively the project achieved its objectives and analyse if poor benefited from the changes promoted by project. The analysis of effectiveness should be linked to the type of activities implemented by the project such as farm roads, irrigation, on-farm activities, seed replacement, adoption of improved technologies etc.;
- An effort should be made to capture the following qualitative results;
  - Did the project facilitate the participation of women and other vulnerable people?
- Find out whether or not the technologies developed and offered were appropriate to the needs of the target group;
- Seek feedback from the beneficiaries on the project's capacity building activities on effectiveness and appropriateness.

- Analyse the extent to which the activities implemented by project responded to the needs of rural farmers. Participatory methods and in-depth surveys can provide insights in the perception of project beneficiaries with respect to relevance of activities;
- Review the overall project achievement vis a vis Project Development Objective to assess the tangible results achieved due to the implementation of the project activities using both quantitative and qualitative indicators; also compare the results achieved with the targets set out in the Appraisal and Results Framework and actual activities implemented on the ground,
- Throughout the field work, collect several key success stories and document them as box articles of the report
- Review the likely outcomes, on the social and environment due to project intervention by components;
- Assess the extent to which the implementation of project activities, realization of outputs and achievement of objectives contribute to realization of stated goal. The analysis should highlight how the project impacted on the livelihood of rural farmers using the domains typically presented in the livelihood approach. Analyse the changes promoted by program by looking at the following impact domains:
  - Physical assets
  - Food security
  - Capacity Building
  - Social capital and empowerment
  - Agricultural productivity
  - Institution and services
  - Financial assets; and
  - Markets

#### Part C: Consolidating a Project Completion Report

- Based on the analysis and findings of the Part A and B, provide lessons learnt and recommendation
- Compile all the above in the form of Project Completion Report with close consultation with the Project Coordinator, PCU

### **Reporting**

13. The consultant will report to the Project Coordinator, PCU, Department of Agriculture, Thimphu who will be responsible and accountable for the right use and delivery of outputs by the Consultant.

14. The consultant will work closely with the Assistant Project Coordinator, PCU who will assist the consultant in coordination of his work with the dzongkhags.

15. He/she will report from time to time on progress of the work and on any other issues during the course of implementation.

### **Deliverables**

16. The consultant shall, prior to departure for field work, prepare a detail work plan describing the timeframe and the way the work is to be carried out. He/she should prepare

the case study methodological note describing, among others, the quantitative and qualitative tools to be used, the closed and open ended questionnaires, and the sampling methodology.

17. At the end of the consultancy, a consultant shall provide the project management with a comprehensive draft Project Completion Report reflecting the results of the Impact Assessment. The draft report should cover all quantitative and qualitative aspects highlighted in this TOR.

18. The consultant will conduct presentation of the findings to all the concerned stakeholders towards the end of the consultancy work and will collect comments from the audience. Upon receipt of PCU comments, the Consultant shall then finalize the report, to be submitted both in hard copy (3 copies) and electronically to the Project Coordinator, PCU upon completion of the assignment.

### **Duty station**

19. The consultant will have to work from his/her own office space in Thimphu, but he/she has to perform extensive travel to the project dzongkhags and geogs. The consultant will spend most his/her time in the field conducting surveys.

### **Duration**

20. 100 days at a stretch starting from the day of Contract Signing

### **Language**

21. The consultant should be fluent in English as a working language. In addition Dzongkha language will carry more weightage.

### **Qualifications**

- 5.1 The consultant firm will have the following skills within its team (a suggested size of 3-4 members), each member having considerable experience in any one of the subjects:
- Economics/Social/Operational Research
  - Community development –Expertise in the field of conducting surveys for agriculture, food security, rural development and community development projects
  - Previous experience in designing, data collection and entry of similar surveys and reviews.
  - Good writing skills
  - Prior experiences and knowledge in impact studies and completion report preparation conducted in similar context will be an added advantage.

### **Photography**

22. The consultant may require to submit adequate number of relevant digital photographs based on the field works as considered appropriate in consultation with PCU, DRDP.