ToR
Consultancy Assignment – Baseline Study on Spice SPO (SRI-PROM Project),
Sri Lanka

BACKGROUND

NAPP is a Network of Fairtrade certified Producers in Asia Pacific region. NAPP is a part of a global organization Fairtrade International, working to secure a better deal for farmers and workers in Asia and Pacific. Given the geographic challenge of catering to Fairtrade producers from Iran in the West to the Pacific Islands in the East, NAPP has constituted seven National networks and two sub-regional networks as well as Product Networks. NAPP’s mission is to facilitate the incorporation of more producers to be able to join the Fairtrade movement in Asia and the Pacific through an existing wide range of products and services. For more information please visit: www.fairtrade.net and www.fairtradenapp.org

NAPP member organizations are Fairtrade certified producer organizations in Asia Pacific region spread across 21 countries. It works with 275 Small Producer Organizations in Asia & Pacific regions.

PROJECT BACKGROUND:

The SRI-PROM projects intends to contribute to the social and economic strengthening of rural areas in Sri Lanka, through the development of higher profitable, eco-sustainable supply chains for small farmers.

In particular, the objective is to provide technical and organizational support to the supply chains of two traditional Sri Lanka crops (rice and spices), from production to processing and marketing, favoring an ecological and fair trade conversion, promoting the access to domestic and international markets, and establishing public/private partnerships in the districts of Ampara, Monaragala, Badulla and Kandy, and others.

Fairtrade Italia, as partner of the SRI-PROM project, is implementing activities like Fairtrade certification for new groups of producers, Training for existing Sri Lankan SPOs in the spices sector, and marketing support to Fairtrade SPOs through the NAPP’s team intervention etc.

One component of the project activities is the conduct of a Fair trade Impact study on SPOs In the project. One SPO of spice growers (approx.300 farmers) is registered as a legal entity, and is in the process of applying for Fairtrade certification. The impact study needs to be done in small clusters in this newly formed SPO of spice growers, in the second stage of this process. i.e., one year after certification/receiving Fairtrade benefits such as, sale of products under the FT label, receipt of FT Premium, other producer support FT/NAPP interventions. (As there are no FT benefits, prior to certification).

Accordingly, the baseline study done in stage one of this project, should provide all impact measurement related baseline status data and information(in line with the pre-defined success indicators), covering all 300 or 100% of the target farmer families, spread among the 4 project districts being covered.

As such, this TOR covers the Baseline study component of this project.
OBJECTIVE/PURPOSE:
The primary objective of the study is to identify how the Fairtrade certification has positively impacted the Life and Livelihood, of the producers of Ampara, Monaragala, Badulla and Kandy and how the inclusion of Fairtrade standards, and certification support, in improving the socio economic status of producers. The impact study to be done in stage two will
1. Assess the effectiveness of Fairtrade standards on environmental compliance and Social compliance
2. Assess the impact of Fairtrade certification, and the effectiveness of measures taken by SPOs on
   - Livelihood of producers
   - Economic sustainability of farmer families, due to Fairtrade certification, and adequacy (living income)
   - Stability/ sustainability of markets for Fairtrade products
   - Adoption of Good Agricultural Practices
   - Standard of living covering health, education and sanitation
   - Factors like environmental protection, climate change adaptation/mitigation, eradication of child labour, Gender equity, Youth inclusiveness etc.

As such, this baseline study should be designed and executed to gather all baseline information that will enable realistic assessment of Fairtrade impact on the beneficiary farmers of this project and their families.

EXPECTED OUTCOME OF THE BASE LINE STUDY:

1. The expected outcome of the study is a comprehensive assessment of the current or pre-project socio-economic status of the targeted 300 beneficiary farmers, and their families, that will help ascertain the real impact of Fairtrade, at the impact evaluation stage.
2. Assessment of the processing unit, in terms of its production capacity, processes, management structure, marketing plan and gaps identified
3. This baseline study will also provide indications of project interventions that are necessary and could contribute to achieving of the specific objectives of the SRI-PROM project.

DETAILED TASKS:

Stage 1 – Baseline Study
• Determine the current/pre-implementation socio-economic status of the beneficiary farmers and their families
• Determine the current production and sale of Spices at the cluster and SPO levels
• Determine the current operation of the marketing support system.
• Determine the supply/value chain development needs
• Determine the living standards of targeted families including their health, nutrition, sanitation, and education status.
• Provide recommendation for effective implementation of the project
• Identify youth inclusion opportunities through the value chain
• Identify gender and nutritional issues that need to be addressed
• Identify climate and environmental risks and mitigation measures being practiced
• Identify other risks associated with proposed interventions of the project
• Determine external factors that may affect agricultural/spice production, such as climate change, politics and government policies, current trade, etc.
• Identify the stakeholders and partners engaged in/supporting production and marketing of the farmers produce
• Assess the current governance and operational structures of the registered SPO and existence/effectiveness of policies and procedures.
• Assess the production and marketing capacity, and gaps if any, of the processing unit.
• Assess the perception of farmers regarding Fair trade, and Fairtrade
• Assess the perception of farmers regarding Child labour, Gender and climate change issues

The proponent should present transparent and verifiable information concerning the baseline data and information gathered.

REQUIRED COMPETENCIES & EXPERIENCE:

Knowledge & skills:

- At least 5 years of experience in development work or related fields, including practical experience of conducting and leading study, evaluations of integrated projects and programs especially in Agriculture sector.
- Comprehensive value chain research experience
- Knowledge of political, economic and social developments trends in Sri Lanka as well as prior experience in conducting study and evaluating project in the field of sustainable Agriculture
- Demonstrable analytical skills and strong interviewing and drafting/report writing skills
- Excellent coordination and team working skills
- Fluency in spoken and written English
- Knowledge of Sinhala/Tamil language is mandatory

TERMS & CONDITIONS:

General
- Payment will be on submission of Commercial invoice on delivery against milestones
- All incidentals, equipment and materials, accommodation and travel required for the assignment are to be procured by the consultant, except where otherwise indicated in the consultancy agreement
- The consultant and team must abide by Fairtrade/NAPP child protection policy, code of conduct, sexual harassment policy and any other relevant policies.
- All requirements in respect of insurance including professional indemnity, workers compensation, public liability, superannuation and taxation, where applicable will at all times remain the responsibility of the consultant.

Time frame
- The time frame for the assignment is 1.5 months starting from the date of signing the contract until the submission of final report.
- Deadline for submission proposal with methodology: 29th February 2020

Available budget
- The available budget for this assignment is Euro 4000.00

Schedule of payments
- 30% of total value of consultancy will be paid upon the signing of agreement
- 20% of total value of consultancy will be paid upon the completion of field data collection (HH, KII and FGD)
- 30% of total value of consultancy will be paid upon the submission of first draft report
- 20% of total value of consultancy will be paid after the acceptance of final report.

HOW TO APPLY

Interested Qualified consulting firms/consultants are invited to send their proposals to hr@fairtradenapp.org indicating “Consultancy assignment – Impact study on Small Producer Organization-SRI-PROM Project” in the subject line by 1st of March 2020. The proposal should include the following information:
- Organizational profile and description of the relevant expertise of the consulting firms/consultants, demonstrating compliance with the requirements presented in this document.
- A brief outline of the methodology and approach proposed for this consultancy.
- Consultancy fee in Euros and estimated costs, including travel/logistics for fieldwork required within the available budget as indicated above.
- Submission of a report done for another organization may not be possible due to confidentiality aspects. The CVs of the consultants indicating their experience, as well as the quality of the proposal being submitted should be adequate, to judge the capability of the consultants and consultancy organization responding to this ToR.

For any queries/ further information please contact Partnership Manager, NAPP at bindu@fairtradenapp.org or Programme officer, iresha.sanjeewanie@fairtradenapp.org Sri Lanka.
Annex – 1

Proposal format

01. Covering letter
02. Introduction
03. Background and understanding of the assignment
04. Proposed approach and methodology
05. Literature review
06. HH Survey
07. Focus group discussions
08. Key Informant Interviews
09. Data entry and analysis
10. Work plan and timeline
11. Team composition
12. CVs of professional members of the proposed team
13. A profile of the consultant organization indicating past experience with similar assignments

Annex – 2

Budget Format

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<th>Description</th>
<th>Unit Description</th>
<th>No. of Units</th>
<th>Unit Cost</th>
<th>Total</th>
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<td>B) Field Work</td>
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<td>C. Logistics &amp; Local Administration</td>
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The baseline study should include a mix-method approach, integrating quantitative and qualitative methods to validate collected data through triangulation. The consultant(s) are required to conduct a comprehensive literature review. A key informants’ interview guide has to be designed to triangulate data gathered in the surveys and to get in-depth information from selected key stakeholders. The research organization will be required to conduct KII with following interviews with following number of stakeholders.

**Deliverables**

- A detailed inception report, including a detailed work plan, detailed methodology for both data collection and analysis, draft data collection tools and outline of the baseline report;
- A draft baseline report; The report will be reviewed by NAPP and may need revisions as appropriate.
- Prepare a PowerPoint presentation and discuss the findings and recommendations to NAPP team in an internal face to face meeting; and
- Submit final edited report in English with stipulated report structure with raw data and database.

The final report should basically include the following contents:
- Acknowledgements
- Glossary/Acronyms
- Introduction to the study
- Executive Summary
- Design of the study and method, and data analyses
- Limitations of the Study
- Findings – Context analyses and analysis of the main results
- Conclusion and recommendations
- Appendices

Pages: between 25-30 (without cover pages, tables and pictures)

**Logistical Support**

SRI-PROM will provide preparatory and logistical assistance to the research organization/team(s), which include:

- Background materials (Project Proposal/TOR, Log Frame, etc.);
- Preparation meeting with relevant SRI-PROM Officials/ Key program personnel

Support to identify the Farmers/survey’s participants and persons to be interviewed for KII's and FGDs

**Time Frame Task/ Deliverable**

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<thead>
<tr>
<th>Task/ Deliverable</th>
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<tbody>
<tr>
<td>Hiring the Consultant</td>
<td>5th March 2020</td>
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<tr>
<td>Submission of inception report and final approval</td>
<td>15th March 2020</td>
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<td>Data collection in the filed</td>
<td>20th March -10th April 2020</td>
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<td>Submission of first draft of baseline study report</td>
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<td>Final edited report</td>
<td>25th April 2020</td>
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