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INTERNATIONAL
RWANDA



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INDIVIDUAL CONSULTANCY

TERMS OF REFERENCE FOR CONDUCTING AN ASSESSMENT OF FARMERS SATISFACTION IN THEIR PARTICIPATION IN IMIHIGO PROCESS FOR 2020/2021 FISCAL YEAR

1. Background and Context

Agricultural development is key to food security and poverty reduction. The increase in agriculture production accounted for about 45 percent of the reduction in poverty, which has decreased by 14 percentage points over the last decade¹.

Underlying sustainable economic development in the agriculture sector in Rwanda are performance-based contracts called Imihigo. The Imihigo have a strong focus on results, which makes it an invaluable tool in the planning, accountability, monitoring and evaluation processes. To turn farmers' priorities planned in Imihigo into the reality, the entire process should be accompanied by quick and operative service delivery process that respects accountability of local Government, feedback to citizens and participation of citizens.

In that context, TI-Rwanda has designed, with the support of World Bank through its specialized branch in charge of Social Accountability called Global Partnership for Social Accountability "GPSA", the project named «Empowering Farmers at District level through Social Accountability tools to improve District Performance Contracts "Imihigo" in Rwandan Agriculture» in order to overcome the observed gaps in Imihigo cycle.

The project is being implemented in Kayonza and Nyanza District with around 4047 and 3284 farmers who are direct beneficiaries in Kayonza and Nyanza respectively. The objective of the project is to contribute to improving the effectiveness of public agriculture projects at the decentralized level in Rwanda by using social accountability tools to strengthen citizen participation in the planning, monitoring and evaluation of district performance contracts known as "Imihigo". This project is implemented in partnership with two others local CSOs namely Imbaraga farmer's association and SDA-Iriba in Kayonza and Nyanza respectively.

¹ World Bank (2013) The World Bank in Rwanda, *Rwanda Economic Update*, 4th Edition. Washington DC: The World Bank.

In order to achieve its objectives, 4 main strategies have been defined and termed as components:

Component 1: Increasing farmers' ownership of agricultural projects;

Component 2: Deepening and scaling up of the cooperation between CSOs and government officials for insuring efficiency of agricultural projects;

Component 3: Sharing knowledge and lesson learnt;

Component 4: Project Implementation unit.

To ascertain the level of farmers' satisfaction in respect with their participation in the planning, implementation and evaluation of agriculture and livestock projects planned in Imihigo, Transparency International Rwanda carries out a survey to assess farmers' satisfaction at the end of imihigo fiscal year. For this year, the survey of that kind will assess the level of farmers' satisfaction with their participation in imihigo planning in Kayonza and Nyanza Districts for 2019/2020 imihigo fiscal year.


2. Objectives of the Assignment

The general objective of the survey is to understand the trends in farmers' participation in imihigo planning and to find out if their participation enhances their livelihoods.

The survey is intended to provide the quantitative assessment and qualitative appreciation of farmers' priorities taken into consideration in all the dimensions of Imihigo process in agriculture sector.

Specifically, this survey will seek to achieve the following objectives:

- To determine the level of farmer's satisfaction with their participation in planning, implementation and evaluation of Imihigo in Nyanza and Kayonza Districts
- To make the trends analysis of the most relevant indicators (Farmers channel their priorities through Imihigo feedback mechanism using social accountability tools, Improved cooperation between CSOs and government authorities (national and district) in the Imihigo planning and monitoring processes, Social Accountability tools are scaled up to CSOs, local governments and line ministries, Increased Knowledge about politically informed social accountability strategies and Learning for improved results) in ligne with the GPSA project development objective.
- To identify the number of open data mechanisms in place on imihigo and assess its effectiveness in the framework of feedback.
- To assess the level of farmer's satisfaction on the functional mechanisms in place for them to provide feedback on imihigo/ Action plan in Nyanza and Kayonza districts



- To assess the level of citizen satisfaction with the planning and implementation of agricultural projects in Imihigo.
- To assess the level of CSO inclusion and participation in the imihigo planning, monitoring process
- To identify the number of public institutions that adapt the social accountability mechanisms to their context
- To examine the challenges related to farmer's satisfaction in planning, implementation and evaluation of imihigo in Nyanza and Kayonza District
- Provide recommendations to mitigate challenges.

3. Methodology

The methodology should combine both qualitative and quantitative approaches. It should also provide details on how data will be collected from citizens, how data analysis will be conducted, including data entry techniques and tools to be used. The survey will be carried out in Project intervention areas (Nyanza and Kayonza Districts) and will target respondents from both males and females. Data will be disaggregated by 2 districts. The methodology has also to show how the survey will be conducted in order to collect data measuring framers' satisfaction of performance contracts process in agriculture sector. Thus, the consultant will be appreciated for using participatory tools and techniques for data collection, which may include but not limited to questionnaire, in- depth interview, key informant interview, focus group discussion, etc. The consultant is required to produce a detailed research methodology and tools.

4. Scope of the study

The consultancy consists of conducting this survey in the area of farmers' participation in the planning, monitoring and evaluation of the district performance contracts in the agriculture sector. The survey will cover Nyanza and Kayonza districts. The consultant is required to design representative sample in both districts and determine the number of focus group discussions and interviews to be conducted.

5. Deliverables and Outcomes

The specific tasks under the consultancy will include:

- Developing an Inception Report that defines methodology and study tools, and identifies persons and groups to be interviewed.
- Designing an acceptable survey methodology, that ensures a representative sample, to capture the views of the farmers.
- Developing, in collaboration with TI-Rwanda, questionnaire to be used.
- Collect data using a methodology and tools agreed up on.
- Train the field enumerators for effective collection of data from different respondents



- Process and analyze the data and compile draft Report of findings and recommendations for presentation to stakeholders for comments.
- Finalize and submit final report of findings and recommendations (including soft copy in MS Word and associated database) by taking into account of comments and inputs of stakeholders in response to the draft report.
- Participate in the report dissemination

Specific milestones will be:

- ✓ Inception report
- ✓ Validation of research instrument report (methodology, checklist of areas to be monitored, group discussion in each district, guided interview and questionnaire);
- ✓ Draft report
- ✓ Final report

The final report must include but not limited to:

- ✓ Foreword and acknowledgment (on behalf of TI-Rwanda)
- ✓ Executive summary;
- ✓ A detailed methodological approach used for data collection and analysis;
- ✓ Survey findings and both qualitative and quantitative interpretation of data
- ✓ Conclusions and recommendations.
- ✓ Annex: Questionnaire (both English and Kinyarwanda Versions) and raw data.

All reports will be submitted in English, in both hard and soft formats, in addition to a summary of the report in Kinyarwanda.

6. Duration

The successful individual consultant will start this assignment as soon as possible following the completion of the recruitment process and signing the contract thereof. The duration of the consultancy is expected to be not more than 60 working days from the signature of the contract.

7. Responsibility

The individual consultant will be under the supervision of the TI-Rwanda Program Manager and will report to the Executive Director of TI-Rwanda.

8. Qualifications and competences for the consultant:

The individual consultant should have the following qualifications:

- PhD or Master's degree in Rural development, agriculture, economic development, Sociology of development, Demography, statistics and other social sciences related to the task;
- Have a minimum of 5 years of experience in conducting research in agriculture, citizen report card survey in different domain; baseline survey etc.
- Strong research skills and experience in both quantitative and qualitative surveys;
- Excellent command of English and outstanding written;

- Excellent analytical, interpersonal, communication and reporting skills;
- Proof of former conducted research assignments is a requirement;
- Have a strong understanding of the process of Imihigo planning, monitoring and evaluation in Rwanda. (This will be an added value).

9. Remuneration and other considerations:

The assignment requires in-country presence and dedicated work with milestone-based terms of payment for:

- a) Inception report;
- b) Research instrument report validated by different stakeholders

- b) Draft report;
- c) Final report.

Terms of Payment for this consultancy will be as follows:

- a) 30 % to be paid upon submission of the inception report and the validated research instrument report;
- b) 40 % to be paid upon submission of an acceptable draft report
- c) 30 % to be paid upon submission and acceptance of the final report.

How to Apply

Interested candidates are requested to read and strictly follow the detailed terms of reference and submit both the technical (including technical aspect of the proposal, methodology and operational plan) and financial proposals (including consultancy fees, questionnaire development cost, data collection cost, data processing and reporting cost and so on and letter of application and CVs by **not later than 15th June 2021 at 5:30 pm**. The proposals should be placed in separate sealed envelope, marked with the assignment title and addressed to The Executive Director of TI-RW,

P.O.Box: 6252 Kigali. The dossiers are to be submitted physically at Transparency International Rwanda's main office located at the following address:

Amajyambere village; KG 599 St, plot number 18; Cell of Rukiri I; Remera Sector; Gasabo District; Kigali City, Rwanda

For any further information or clarification, please contact us on albert.rwego@gmail.com or tel. +250788309583 during working hours.

10. Selection process

Submissions will be evaluated in consideration of the Evaluation Criteria in accordance with the World Bank procurement procedures.



11. Evaluation Criteria

Experience of the consultant in similar Assignments (20 points)

Methodology and survey plan (30 points)

Qualification of the consultant (30 points)

Financial proposal (20 points)

Done at Kigali, On 21/05/2021

Mr. Apollinaire Mupiganyu

Executive Director

Transparency International Rwanda

