



GHANA TREE CROPS DIVERSIFICATION PROJECT (TCDP - P180060)

TERMS OF PREFERENCE

CONSULTANCY SERVICES FOR DEVELOPMENT OF M&E MANUAL

BACKGROUND

The Government of Ghana (GoG) through the Tree Crops Development Authority (TCDA) and Ghana Cocoa Board (COCOBOD) is collaborating with the World Bank to implement the Ghana Tree Crop Diversification Project (TCDP). The objective of this project is to improve economic, climate and social resilience for selected tree crops among project beneficiaries. The objective will be achieved through the following project components:

Component 1. Institutional Strengthening and Value Chain Governance: The objective of this component is to strengthen the institutional capacity of COCOBOD and TCDA and improve sector governance for competitive and sustainable development of tree crops. This will be achieved by: (i) supporting organizational capacity development of both institutions; (ii) operationalizing policies and regulations meant to improve the enabling environment including for private sector investment; (iii) investing in digitizing the value chains for traceability including environmental and social sustainability. The project will support both TCDA and COCOBOD in their digital transformation for traceability, including setting digital payment and money collection systems, tree tagging and registration, bar coding, and monitoring of output from farm to port. It is expected that the digital management systems that trace every tree crop farmer under the project (and beyond) will contribute to improving the governance of the value chains; especially, in terms of transparency, and (iv) building the national capacity to monitor and prevent child labour in the tree crop sector. The component also includes a child labour subcomponent aimed at *Preventing and responding to child labour*. An integrated, area-based child labour prevention, identification, and remediation strategy will be applied in the 11 project districts. The project will collaborate with the PSNP to identify and leverage on social protection support (namely LEAP) to project communities.

Component 2. Improving Tree Crops Productivity and Climate Resilience. This component supports the productivity, profitability, and climate resilience of tree crop farms. These objectives will be achieved by: (i) strengthening research capacity for tree crops and ensuring collaboration with value chain actors to promote demand driven research; (ii) rehabilitating farms affected by cocoa trees disease on a voluntary basis through the use of a livelihood support mechanism and adoption of improved cutting, spraying, and other farming practices; (iii) supporting cashew, coconut and rubber nurseries engaged in climate-smart tree multiplication and input delivery centers; (iv) linking private sector service delivery to farmers via the coconut federation, cashew council and FBOs; and (iv) strengthening delivery of climate-smart extension and other relevant services. The component promotes reforestation, restoration of degraded lands, and carbon sequestration to maximize Climate Change Benefits (CCBs). Diversification is a central element of the project at the farm, landscape, and country level that the component will promote. On-farm diversification will be promoted as part of a climate smart strategy for all on farm investments. Diversification of tree crops in project areas is promoted according to geographic climate suitability to promote landscape level benefits.

Component 3. Support for Post-Harvest Management, Value Addition, and Market Access supports private investments in secondary value addition of SMEs in cocoa, cashew, and coconut value chains and in cashew and coconut processing units. The project will finance (i) the promotion, mobilization, and pre-screening of investments proposals via an independent selection committee; (ii) matching grants to partially finance the cost of eligible investments (iii) technical assistance (TA) to investors for detailed preparation of business plans to be presented to financial institutions; (iv) technical assistance to investors for the start-up phase of their investments; (v) support for export fairs in-country to link local businesses to buyers. PIUs of COCOBOD and TCDA will be responsible for implementation of the subcomponent with support from GIPC and GEPA for the mobilization of investors, and the facilitation of their investments and market access. Other entities providing support to the subcomponent will be Participating Financial Institutions (PFIs) meeting eligibility criteria for providing credit to eligible investors and GIRSAL for providing partial guarantees for de-risking the lending of PFIs that it considers eligible under its own specific criteria.

Component 4. Project Coordination, Management, Monitoring and Evaluation: The objective of this component is to support project coordination, management, and monitoring and evaluation (M&E) by the PIU at COCOBOD and PCU at TCDA. Under this component, the project will support the following activities: (i) establishing and maintaining financial management and procurement systems; (ii) reporting on program activities; (iii) ensuring the full implementation of environmental and social safeguards; (iv) maintaining and ensuring the performance of the monitoring and evaluation system; and (v) developing and implementing a knowledge management and communication for development strategy. This component will also design and monitor gender, child labour and other inclusion issues. The component will finance the needed recruitments of project personnel and the operating costs of the project. Through component 4, the implementation of a

project baseline and impact evaluation with quasi-randomized control trial (including surveys at baseline, midterm and endline) will be financed through an independent firm/s to be hired with the relevant expertise.

A detailed Monitoring and Evaluation (M&E) Plan has been developed for the TCDP to guide results tracking and performance assessment. To operationalize this plan effectively, a comprehensive M&E Manual is required. The manual will provide practical guidance to the PIUs at COCOBOD and TCDA on standardized data collection, analysis, and reporting. It will clarify roles and responsibilities, promote consistency across implementing agencies, and support the use of evidence for decision-making and learning throughout the project cycle.

OBJECTIVE OF ASSIGNMENT

The objective of this assignment is to develop a comprehensive M&E Manual for the TCDP in order to facilitate the operationalization of M&E activities in the four tree crop sectors, ensure routine monitoring and reporting on performance indicators, regular assessment of progress of activities for COCOBOD and TCDA and periodic evaluation of project's results in an effective and efficient manner for decision making during the project lifespan and beyond.

SCOPE OF ASSIGNMENT

The consultant will work closely with the PIUs of COCOBOD and TCDA, as well as relevant implementing partners. The assignment will involve:

- a) Reviewing key project documents including the Project Appraisal Document (PAD), Results Framework, M&E Plan, Theory of Change, Implementation Manual, and reporting templates.
- b) Engaging project teams and relevant implementing agencies and partners to gather insights into current M&E practices and challenges.
- c) Documenting and standardizing M&E processes, tools, roles & responsibilities, and review mechanisms.
- d) Developing a practical and user-friendly M&E Manual based on Results-Based Management (RBM) principles.
- e) Develop relevant M&E tools and reference documents including *Roles and Responsibilities*, *Performance Indicator Reference Sheets (PIRS)*, *Activity matrix and field monitoring reporting formats*, *Data Quality Assessment (DQA) Sheet*, etc.
- f) Facilitating validation workshops and delivering training sessions on the manual's use.

The M&E Manual will:

- a) **Explain the Theory of Change (ToC):** Describe how project activities, outputs, outcomes, and impacts are logically linked, highlighting the causal pathways and underlying assumptions.
- b) **Define Key Terminologies:** Provide clear definitions of M&E-related terms to ensure consistency and shared understanding among stakeholders.
- c) **Outline the M&E Organogram and Coordination Mechanisms:** Present the institutional arrangements for M&E at national, regional, and district levels, showing reporting lines, roles, and responsibilities.
- d) **Describe the Data Management System:** Outline procedures for data collection, entry, validation, storage, and retrieval, including data quality assurance mechanisms.
- e) **Provide Templates and Procedures for Data Collection and Field Monitoring:** Include standard forms, checklists, and field monitoring guidelines to ensure uniformity and reliability of data collected.
- f) **Detail the Analysis, Reporting, and Visualization Procedures:** Explain the processes, timelines, and tools for data analysis, report generation, and results visualization (e.g., dashboards, scorecards, and infographics).
- g) **Include Provisions for Training, Capacity Building, and Supervision:** Describe the capacity development strategy for M&E staff and implementing partners, covering training in data collection, management, analysis, and reporting.
- h) **Serve as a Reference Document:** Provide guidance for all actors involved in project implementation from the national to the district level, to ensure a harmonized approach to monitoring and evaluation.

KEY DELIVERABLES OF ASSIGNMENT

The Consultant shall be responsible for delivering the following outputs:

- a) **Draft M&E Manual:** Develop a practical, user-friendly M&E Manual tailored to the TCDP implementation context across COCOBOD, TCDA and their regional/district offices.
- b) **Training and Capacity Building:** Conduct a training workshop for relevant project staff on the application of the manual. Feedback from the training will be incorporated to finalize the manual.
- c) **Final M&E Manual:** Submit the final version of the manual incorporating inputs from stakeholders, validation workshops and training feedback.

- d) **Implementation and Utilization Report:** Provide a brief report on how the manual has been introduced and applied, including key observations and early lessons.
- e) **Training Needs Report:** Identify and document further training or capacity gaps for effective operationalization of the manual.
- f) **Sustainability and Ownership Plan:** Recommend measures to ensure continued use, ownership, and periodic updating of the M&E Manual beyond the consultancy period.
- g) **End-of-Assignment Report:** Submit a comprehensive end-of-assignment report summarizing activities undertaken, challenges encountered, results achieved and key recommendations for strengthening the TCDP M&E system.
- h) **Post-Implementation Review Report:** Deliver a follow-up report three (3) months after implementation, outlining adoption status, lessons learned, and suggestions for ongoing improvement.

| No. | Deliverable/Key Milestones | Schedule and Time | Payment Schedule |
|-----|---|--|--|
| 1. | Kick – off Meeting with TCDP PIU teams and M&E Specialists | One (1) week after contract commencement | |
| 2. | Inception Report | Two (2) weeks after commencement of Contract | 10% of fee after submission and acceptance of deliverable |
| 3. | Draft M&E Tools and Frameworks including PIRS, Activity matrix, field reporting templates, Data Quality Assessment (DQA) Sheet, etc | Two (2) weeks after review and acceptance of Inception Report. | 30% of fee after submission and acceptance of deliverables |
| 4. | Draft TCDP M&E Manual | Three (3) weeks after development and acceptance of M&E Tools, relevant Frameworks and templates | 40% of fee after submission and acceptance of draft manual |

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| 5. | Validation Workshop on Draft TCDP M&E Manual and Training Report | Two (2) weeks after submission Draft M&E Manual | 10% of fees after validation workshop and training |
| 6. | Final M&E Manual, Sustainability and Ownership Plan and End-of-Assignment Report | Two (2) weeks after submitting validation workshop and Training reports | 10% of fee on submission and acceptance of finalized manual, Sustainability and Ownership Plan and End-of-Assignment Report |

CONSULTANT QUALIFICATION AND EXPERIENCE

The Consultant must have:

- a) A minimum of a master’s degree in in a relevant field such Agricultural Economics, Statistics, Development Studies, M&E, Sustainable Development or a related field.
- b) At least 10 years of demonstrated experience in developing M&E systems and manuals for donor-funded agricultural rural development projects, particularly in Sub-Saharan Africa.
- c) Proven familiarity with Monitoring and Evaluation requirements and frameworks of major development partners, especially the World Bank.
- d) A track record of successfully delivering at least three (3) comparable consultancy assignments related to M&E framework or manual development for large-scale agricultural or multi-sectoral programs, preferably under World Bank-funded initiatives.
- e) Strong analytical, communication, and facilitation skills, with demonstrated ability to train stakeholders and develop practical, user-oriented tools.
- f) Full proficiency in Microsoft Office Suite, as well as relevant data analysis and reporting tools (e.g., SPSS, Excel, web-based M&E systems, and basic GIS tools).

DURATION OF ASSIGNMENT

The Assignment shall be conducted within three (3) months and will be based in Accra. with possible travel to project regions. Activities include desk reviews, consultative meetings, field visits, and workshops.

REPORTING REQUIREMENTS

The consultant will report directly to the Project Coordinators of COCOBOD and TCDA PIUs, working in close collaboration with the M&E teams. All logistical costs such as transport, Daily Sustenance Allowances (DSAs), and any other costs necessary for completion of the assignment, training and field activities will be included in the negotiated contract.

FACILITIES, DATA AND INFORMATION TO BE PROVIDED BY THE CLIENT

COCOBOD and TCDA will provide all the required coordination for the assignment. The Client will source and provide the consultant with reports and other documents related to the assignment.

In addition, the client may also provide advisory services on logistical arrangements when required. The client will assist the consultant in all relevant local matters to ensure the smooth implementation of the assignment.

MANAGEMENT & ADMINISTRATION OF THE ASSIGNMENT

The consultant shall carry out the assignment in a professional manner in keeping with internationally accepted standards, using qualified and appropriate staff. The consultant shall hold consultative meetings with project staff and other relevant stakeholders to clarify the system and data needs. The consultant may have additional experts they may deem necessary to successfully undertake the assignment, but at no extra cost to the client. These shall endeavour to implement the assignment with diligence and within the time frame agreed upon in the contract. The consultant shall furnish to the client with the updated CVs for all team members proposed for the assignment.

At the end of the contract, all items procured for the assignment or for which reimbursement was claimed and received shall be handed over to the client. The consultant shall also keep complete records of all services carried out under the assignment and handover to the client all documents, working papers, calculations and computer data produced during the assignment.

CRITERIA

The Criteria and point system for the evaluation of the Simplified Technical Proposals are:

| | <u>Points</u> |
|--|--|
| i. Relevant Experience of the Consultant in similar assignments and Agricultural/ Tree crop sector. | Total points for criterion (i): 40 |
| ii. Quality of the proposed methodology and work plan in responding to the Terms of Reference. | Total points for criterion (ii): 30 |
| iii. Consultant's qualifications and competence for the Assignment. | Total points for criterion (iii): 30 |
| | Total points for the two criteria: 100 |
| | The minimum technical score required to pass is: 80 |