

Mid-Term Evaluation Consultancy Terms of Reference

Project Name:
CREATING A SUSTAINABLE SUGARCANE INDUSTRY IN NORTHERN BELIZE
ATN/ME-15051-BL
IDB/MIF

Background:

The Inter-American Development Bank entered into a technical cooperation agreement (the Agreement) with the Sugar Industry Control Board on behalf of the Sugar Industry Research and Development Institute to execute the project entitled, “Creating a Sustainable Sugarcane Industry in Northern Belize. IDB is seeking the services of an individual consultant to undertake a short-term consultancy to conduct a mid-term review and report of the project: “Creating a Sustainable Sugarcane Industry in Northern Belize”

The project “Creating a Sustainable Sugarcane Industry in Northern Belize” seeks to improve the capabilities, competitiveness and productivity of small-scale farmers in northern Belize through the design and implementation of a dedicated extension services and diffusion of new productivity enhancing technologies, while improving coordination among key stakeholders like the three associations, GOB and BSI/ASR.

OBJECTIVES AND ACTIVITIES OF THE CONSULTANCY

The objective of the consultancy is to prepare a mid-term evaluation of project ATN/ME-15051-BL.

Mid-term evaluation: The mid-term evaluation’s main goals are to:

- (i) determine whether the objectives, outcomes and impact as stated in the logical framework are being achieved;
- (ii) identify lessons learned to date and provide recommendations for the future of the operation; and
- (iii) Assess SIRDI’s role and performance as an implementing agency.

The mid-term evaluation will be conducted based upon the completion of project activities to date. The report will consider the project’s *relevance, effectiveness, efficiency, sustainability, and lessons learned*. Specifically, the evaluation will examine the following aspects:

- *Changes in context and review of assumptions (relevance):* Is the project’s design adequate to address the problem(s) at hand? What internal and external factors have influenced the ability of beneficiary groups and SIRDI to meet projected targets? Are the project’s objectives and design relevant given the political, economic and financial context? The consultants should present a brief overview of the policy environment and

the economic and business conditions that have had an impact on the sugar sector in general during the project implementation period to date.

- **Results in terms of outputs achieved (effectiveness):** Has the project reached the expected number of beneficiaries (individuals, firms, industries)? Are the beneficiaries satisfied with the quality and delivery of services? If not, in what way did the services not meet with beneficiary expectations and why? What concrete improvements and changes have taken place at the industry level, market, among the target beneficiary group, etc. as a direct result of the project?
- **Assessment of outcome/impact (effectiveness):** How has the project contributed towards project's goal? To what extent has the project contributed the capacity of sector, market, beneficiary group? How could the project's impact have been improved? As per condition 4.07 of the technical cooperation agreement, this consultancy objective will include measurement of impact of the Project on: (i) the individual financial performance; (ii) Institutional strength and sustainability; (iii) the quality and quantity of service delivery by SIRDI to its stakeholders, and (iv) the quality of supervision to the project unit, and (v) the identification of best practices and lessons learned from the Project.
- **Achievement of projected performance indicators and targets (efficiency):** What has been the executing agency's performance with respect to their projected performance indicator and agreed responsibilities relative to program implementation? Did the project achieve the targeted number of training projects, seminars, dissemination workshops, etc.? Provide a cost/benefit analysis on the services provided by the project and the efficiency with which executing agency provided them. Provide information on the difficulties faced by the executing agency and actions taken to overcome them (administrative, operational, financial, political or macroeconomic, etc.).
- **Sustainability:** The report should assess the level of the project's sustainability. Will the project's effects remain over time? Will the project's activities/services continue to be provided after the MIF funds have completely been expended? What cost-recovery mechanisms has the SIRDI established to ensure the sustainability of the project? Has the SIRDI devised a sustainability strategy/plan?
- **Lessons learned:** The consultant/team should provide information on the economic/political/financial conditions that should exist, qualifications of the executing agency, required stakeholder participation, and other factors that should be in place for the purpose of informing the design of future operations.

A. Responsibilities:

- i. Documentation review
- ii. Lead in planning, conducting and reporting of the evaluation in coordination with the Project Manager.
- iii. Use of best practice evaluation methodologies when conducting the evaluation.

- iv. Present the draft evaluation findings and recommendations.
- v. Conducting the debriefing for SIRDI and IDB/MIF staff.
- vi. Leading the drafting and finalization of the evaluation report.

Scope/Deliverables:

The contractual is responsible for preparing and submitting the following deliverables:

- (i) Work-plan submitted electronically to the Project Manager two (2) weeks after contract signature.
- (ii) Draft mid-term evaluation report and mid-term evaluation summary submitted six (6) weeks after submission of work-plan: The contractual is responsible for consolidating the report and take into consideration the comments received at the evaluation wrap-up meeting, to produce a coherent draft evaluation report and evaluation summary, according to the format to be agreed on. The draft report and summary are to be submitted electronically to the Project Manager and MIF Senior Specialist.
- (iii) Final mid-term evaluation report and mid-term evaluation summary submitted two (2) weeks after submission of draft report: Based on comments received on the draft mid-term evaluation report, the contractual will finalise the evaluation and summary and submit the final evaluation report and summary to the Project Coordinator and MIF Senior Specialist.
- (iv) The evaluation consultant's contractual obligations are complete once the Project Manager and MIF Senior Specialist has reviewed and approved the final version of the evaluation report for quality and completeness as per the TOR.

Payment schedule for consultancy:

Payment of fees to the consultant will be made in Belize dollars and in three installments for the mid-term evaluation. The total price of the contract will be negotiated and agreed upon by both parties. Payments will be made based on the deliverables outlined below:

- First payment: **30%** upon contract signature and submission of a Work Plan.
- Second payment: **40%** upon submission of the first draft of the mid-term evaluation report to the Bank.
- Third payment: **30%** upon submission and acceptance of the final mid-term evaluation report by the Bank.

Qualifications:

- Academic degree/level & years of professional work experience: Master's degree in Business Management, Economics or project evaluation-related field or equivalent and a minimum of 10 years of relevant professional experience, or the equivalent combination of education and experience.
- Substantial experience in: IDB private expenditure management and service delivery; capacity building for private expenditure management and operationalization of systems of planning and financing at local level; policy and regulatory reform related to rural development.
- Thorough understanding of the key elements of results-based project management.
- Good understanding of project monitoring and evaluation.
- Implementation and evaluation experience in agricultural development in Belize, specifically the sugar industry.
- Experience in conducting project evaluations – applied knowledge of evaluation methods and tools.
- Excellent English (oral and written). Able to effectively communicate with local stakeholders in Belize. Spanish proficiency would be an asset.

Characteristics of the Consultancy

- Contract duration: 30 days within a three-month period (November 2017 to January 2018)
- Place of work: Place of residence with three (3) one-day visit to SIRDI headquarters in Orange Walk.
- Project Manager: Dr. Michael Tewes (email: mtewes@gmail.com)
- MIF senior specialist: Wayne Beecher (e-mail: wayneb@iadb.org).

Diversity: The IDB and SIRDI are committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDS status. We encourage women, Afro-descendants and persons of indigenous origins to apply.