

**TERMS OF REFERENCE
MID TERM REVIEW
SOWING DIVERSITY = HARVESTING SECURITY (SD=HS)**



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TERMS OF REFERENCE	
Program / project title / affiliate identification code:	SD=HS, Sowing Diversity = Harvesting Security component (A-05630) Part of SeedsGROW: Harvesting Global Food Security and Justice in the face of Climate Change Sida Contribution No. 11661
Partner organisation/s:	Oxfam Novib / SD=HS team: project implementation on global level Oxfam offices and partners: in Zimbabwe, Zambia, Uganda, Laos, Nepal, China, Peru and Guatemala Partners will be involved in the evaluation through the evaluation of national level implementation, and national, regional and global policy advocacy
Geographical coverage:	The evaluation will cover global, regional and national levels including country level work in Zimbabwe, Zambia, Uganda, Laos, Nepal, China, Peru, Guatemala and globally and The Netherlands
Program/project lifespan:	The period covered will be from 1 Jan 2019 to date Project lifespan is 1 Jan 2019 to 31 December 2022
Program/project budget in the period covered by the review:	Sida budget for SD=HS between 1 Jan 2019 – 31 Dec 2020 was slightly less than Euro 6 million
Evaluation budget:	Euro 70,000, excluding VAT and logistics (e.g. consultants' flights, accommodation, etc.) This does not include additional country level budgets for local activities
Sponsor for the evaluation:	Harrie Oostingh, SD=HS Program Manager
Evaluation commissioning manager:	Jorge Chavez-Tafur, SD=HS MEAL Advisor jorge.chavez-tafur@oxfamnovib.nl
SD=HS MTR Steering Group:	Members of the SD=HS Steering Committee SD=HS Program Manager Two members of the Global Project Advisory Committee: Bert Visser (Chair of the GPAC) and Andrew Mushita (SD=HS partner Zimbabwe and member of the GPAC)

1. INTRODUCTION

With the financial support of the Swedish International Development Agency (Sida), in 2014 Oxfam Novib started the first phase of the SeedsGROW program and its two separate components, the Sowing Diversity = Harvesting Security (SD=HS) project and the Oxfam International GROW campaign component. This program was meant to address a paradox situation: millions of small-scale food producers in developing countries produce the majority of the world's food, while they are themselves at risk of going hungry. The main goal was to empower small-scale food producers and their communities, and to put their rights at the heart of food systems while mobilizing citizens across the world to address the grave injustices of the global food system.

Building on the good results and on the main lessons drawn, Oxfam Novib planned and started a second phase in 2019, with which it agreed to work together with other Oxfam offices and organizations in China, Guatemala, Laos, Nepal, Peru, Uganda, Zambia and Zimbabwe. The second phase of SD=HS continues much of the work that started during the previous phase, striving so that indigenous peoples and smallholder farmers enjoy their Farmers' Rights and have the capacity to access, develop and use plant genetic resources to improve their food and nutrition security under conditions of climate change. In this new phase, the focus is also on mainstreaming the SD=HS approach in the policies and practices of others; on knowledge management and innovation; and on increasing scale. Our ambition is that the SD=HS approach is adopted by public and private institutions and that knowledge and plant genetic materials are more effectively shared.

SD=HS uses different tools to measure progress towards its expected outcomes and overall objectives, and to enable informed decision-making by its stakeholders. These are all outlined in its monitoring, evaluation, accountability and learning (MEAL) framework, and build on Oxfam's Common Approach to MEAL and Social Accountability (CAMSA). The different Oxfam country offices are primarily responsible for monitoring activities and results at the country level, in close collaboration with the other project partners. But the framework also considers a Mid Term Strategic Review (Year 3) to measure the results in outcomes and overall objectives, and which will be used to draw key lessons and recommendations.

Whereas the project's regular monitoring steps help track trends towards the expected outcomes, the mid-term review will assess the implementation process, providing evidence for these trends and helping understand why they are (not) occurring. They are also expected to provide an opportunity to find unexpected outcomes, both positive and negative. These Terms of Reference outline the process to follow for the 2021 Mid Term Review, inviting bidders to present a proposal for a process that will help

- **Sida** to take stock of the progress made, see what works and what does not work in terms of governance and program set-up, and also shape potential future engagements and commitments;
- the **SeedsGROW Steering Committee** account for the progress made, showing the different stakeholders how to optimize the implementation and results both within and across pillars and at a local, national, regional and global level; and
- **project stakeholders**, including local partners, country offices and the Oxfam team, learn about the program implementation and the results seen, showing which lessons should be carried forward and how this could take place.

2. BACKGROUND

The overall goal of the SD=HS program is to uphold, strengthen and mainstream the rights and technical capacities of indigenous and smallholder farmers, and to influence local to global policies and institutions on access to and sustainable use of plant genetic resources for food and nutrition security under conditions of climate change. Some of the conclusions drawn at the end of the first phase, and which helped shape the second one, were that

- SD=HS has made effective strides to uphold the rights of smallholder farmers and indigenous peoples. It should continue its effort to increase scale by mainstreaming its approach in the policies and practices of public institutions.
- SD=HS should focus more on climate change adaptation, as its methodology is very well suited to developing farmer-centered innovations that can strengthen resilience.
- Although the participation of women and youth in the program is strong, more focus should be given to their leadership roles.
- As a network of civil society organizations working on agricultural biodiversity, the program should invest more in cross-organizational and cross-country learning.

These lessons were used during the design of Phase II, helping define common strategies, plans and tools to expand work on plant genetic resources in China, Guatemala, Laos, Nepal, Peru, Uganda, Zambia and Zimbabwe. Activities started in 2019, following an integrated approach to achieve results on four complementary levels: the community, through work on food crops (Outcome / Pillar 1) and better use of local or wild food plants (Outcome 3); the market, through work with Farmer Seed Enterprises for wider distribution of quality seeds (Outcome 2); and institutions, through local and global efforts to create an enabling policy environment for farmers' rights (Outcome 4).

As mentioned in the 2019 Annual Report, during this year the organizations that are part of the SD=HS program directly strengthened the capacities of 33,600 households (19% of the four-year target) to improve their production systems and worked on an enabling institutional and policy environment. Indirectly this benefited 260,000 households in eight countries across three continents. SD=HS is particularly proud that women play an increasingly decisive role in all aspects of the program: approximately 63% of leadership roles are now taken by women, as master trainers, facilitators, lead farmers and entrepreneurs. For 2020 we are still drafting the final report, but despite the huge impact of COVID-19 in countries we do expect to meet or even exceed the targets for the year.

In the last two years, SD=HS was able to initiate project activities in all the countries and make significant strides towards the agreed outcomes. An issue that will require more attention in the years is to strengthen SD=HS as a network of organizations working on Farmers' Rights and the institutionalization of our approach. This means more attention to cross-country learning, as well as joint advocacy on regional and global levels.

An unexpected situation

SD=HS worked to complete its 2020 plan, but the situation turned out to be radically different. The COVID-19 pandemic and the measures taken by all governments had a significant impact on the implementation of all activities. At the same time, this also showed how the support to food systems, and the rights of small-scale food producers and food workers, which is at the heart of this program, is more relevant than ever. This also became an opportunity for our message to be stronger in our influencing strategies and campaigns.

On May 2020, Oxfam Novib presented the SeedsGROW Corona Risk Assessment to Sida with the specific risks for the program and a number of measures to mitigate these risks. It became clear that the impact of the pandemic on the implementation of the program was significant and a revision of the Operational Plan for 2020 was necessary. In general terms, the SD=HS partners in the 8 countries still expected to be able to continue key activities and deliver on its outputs. The SD=HS activities are very important contributions to the resilience of local communities facing COVID-19, and the response of the food system. It's because of this that Oxfam Novib, after extensive discussions with Oxfam offices and partners, did not propose a substantial readjustment of the original targets or substantial changes in the allocation of the budgets. However there were significant adjustments in the general ways of working.

The SD=HS project expected that local social capital could be a decisive factor in the resilience of local communities in facing the pandemic. In 2019 (and in some countries even before that), SD=HS trained master trainers and facilitators, established Farmer Field Schools, increased the capacity to produce locally adapted seeds, strengthened community seed banks and strengthened its relations with local authorities. In the current context many of the FFS and Community Seed Banks continued their operations with minimum external support (often provided via mobile phone or WhatsApp). Good relations with local authorities have been instrumental to obtain permissions for smaller scale social gatherings, social movement or access to inputs. Technical staff has mostly been unable to access the program areas and often fear infection. This means that the program relies much stronger on local staff and facilitators.

The activities most affected in the operational plan seem to be those that require (international) travel and public meetings. This is mostly the case in the SD=HS policy work, but also trainings and public events. In these cases, SD=HS looked for alternative ways of working, often by using online platforms. The best example is the replacement of the in-country Training of Trainers on Local food plants and nutrition (all planned for March 2020 and all cancelled) by an online pre-ToT training. Also, here the trend has been to strengthen local capacities and rely less on international experts visiting the countries.

3. OBJECT AND OBJECTIVES OF THE MID TERM REVIEW

The Sowing Diversity = Harvesting Security project works to build farmer-centred food systems in which sustained crop diversity, food and nutrition security and climate resilience are interconnected and addressed simultaneously, focusing on the steps to mainstream its approach in the policies and practices of others; on knowledge management and innovation; and on increasing scale.

The **overall objective** of the SD=HS programme is that: *indigenous peoples and smallholder farmers enjoy their Farmers' Rights and have the capacity to access, develop and use plant genetic resources to improve their food and nutrition security under conditions of climate change.*

To achieve this objective, four interrelated outcomes are defined, as well as a number of cross cutting issues like gender and youth:

Outcome 1: Farmers' crop diversity management	Resilient indigenous and farming communities are better able to access and sustainably use and maintain plant genetic resources for food and nutrition security, climate change adaptation and disaster management.
Outcome 2: Farmer Seed Enterprises	Indigenous peoples and smallholder farmers enhance their livelihoods, income and seed security through improved production or market access to high-quality seeds of diverse crops and varieties, which are adapted to farmers' needs and preferences
Outcome 3: Nutrition and local food plants	Strengthen coping strategies of communities by increasing the intake of nutritious food based on local biodiversity and improved management of local food plants (particularly NUS)
Outcome 4: An enabling policy environment	Policy makers and other stakeholders support an enabling policy and institutional environment for farmers' seed systems and the implementation of Farmers' Rights.

Together with the Annual Progress Reports, this MTR is meant to report on all this. It aims to determine the extent to which the different activities have contributed towards the overall objectives and outcomes, the lessons we can draw and helping all stakeholders have the necessary information to take timely and informed decisions about the future of the SD=HS program.

Focusing on the work and results seen at the local, national, regional and global levels, the expected outputs of the MTR include:

- An overall assessment of the extent to which the team and all partners followed the plan outlined in the project proposal, taking stock of the accomplishments so far
- An analysis of all activities and results in relation to the five main evaluation criteria (i.e. relevance, effectiveness, efficiency and sustainability)
- The development of clear case studies / stories / examples that illustrate the changes that the program is making on the lives of smallholder farmers (men, women and youth) and their communities.
- Identification of the project's main strengths and successes during the period 2019-2020, and an assessment of the extent to which SD=HS contributed to these accomplishments
- An assessment of how program adapted to COVID-19, and the main lessons and recommendations for new activities
- The identification of the internal weaknesses and external constraints faced in the implementation of the project; appraising the efficiency of Oxfam Novib (contract manager) and of the implementing partners,
- A series of lessons and recommendations on how SD=HS can be most efficient and effective and achieve its objectives.

4. KEY QUESTIONS

In order to obtain the expected outputs, the evaluation will address (but not limit itself to) the following questions:

(a) RELEVANCE

The extent to which the project responds to the priorities and policies of specific target groups, the individuals and organizations involved, and the donor:

- i. Have the needs and strategic interests of the specific target groups (women, local youth, smallholder farmers and indigenous people) been prioritized in the program design, implementation and choice of approaches?
- ii. Did the project contribute to relevant positive changes in the lives smallholder farmers, indigenous communities, youth and their communities, with regard to food and nutrition security and climate resilience?
- iii. Has the program's work responded to the need to consider social inclusion and gender equality integration?

(b) EFFECTIVENESS

A measure of the extent to which the project has reached or is on track to reach its objectives:

- i. What are the project's key accomplishments in relation to the preestablished goals, outcomes and results?
- ii. How can differences in accomplishments between countries be explained and what lessons can we draw for our strategies and ways of working?
- iii. Is it possible to point towards impact, e.g. in terms of biodiversity or food security? Or in terms of collective tenure rights, sustainable agriculture, or climate change adaptation? Is there a connection between FFPOs, social protection services and inclusive financial services? What are the main reasons behind the progress made, or the lack of it?

(c) SUSTAINABILITY

The extent to which outcomes and impact are still seen and continue after the project finishes:

- i. To what extent can the results / effects of the program be expected to be long-lasting at the families / communities level?
- ii. To what extend has the project contributed to mainstreaming the approach in policies and practices of public and private institutions?

(d) LEARNING

The degree to which the project has been able to put lessons and recommendations into practice – especially those coming from previous evaluations and assessments – and helped others do the same:

- i. To what extent have the lessons and recommendations drawn by previous evaluations been followed up? If not, what are the reasons behind this?
- ii. Are the separate pillars on track to answering their own research questions (see Annex 2)?
- iii. Does the project support the exchange of information and learning between countries and organizations?

5. SCOPE, APPROACH AND METHODS

On the scope of the midterm review, this paragraph deals with the next topics: period to be covered, thematic coverage, geographic coverage, and notes on approach and methods.

Time period

The period to be covered starts on 1 Jan 2019, running until today.

Thematic coverage

The evaluation will cover the SD=HS project as funded by Sida.

Geographical coverage

The evaluation covers project work at the local, national, regional and global level. At the local level, this will focus on specific areas in China, Laos, Nepal, Zambia, Zimbabwe, Uganda, Peru and Guatemala. On a global level, this relates to its work influencing different instruments and institutions, such as the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA) or the International Union on Plant Variety Protection (UPOV).

Main sources of information

In addition to the opinions of all those directly involved in the project, other sources of information to consider will include

- SD=HD Phase I final evaluation and the SD=HD project proposal for Phase II
- The 2019 Inception report, the 2019 Annual Report and the country reports
- The 2020 Annual Report (draft version) and the country reports
- The 2019 and 2020 Annual Plans and the updated COVID operational plan of May 2020
- The MEAL Framework
- The project baselines studies for Pillars 2 and 3
- Project website and electronic platforms (<http://sdhsprogram.org>)
- The surveys and data collected with Kobo

Notes on the approach and methods

The evaluators conducting this Mid Term Review will use a combination of data collection methods (desk review, interviews with beneficiaries and different stakeholders, focus group discussions), all of which will be outlined in the proposal. SD=HS, however, is interested in

- the opinions of beneficiaries and the different stakeholders,
- the specific context on which all activities take place, and country-specific issues,
- comparing countries or regions, considering the different factors that determine or hinder results,
- the use of online tools and platforms (especially when paying attention to the restrictions and limitations in place as a result of COVID-19) but which do not completely replace face-to-face meetings,
- innovative ways for triangulating information and validating findings, and
- innovative ways for presenting results, particularly on the level of peoples' life (case studies, stories of change, etc.).

6. QUALIFICATIONS AND SKILLS NEEDED

Both individuals and teams are invited to bid. Given that these TORs relate to a multifaceted evaluation and with work that has to be conducted in a limited time period, a multidisciplinary team is preferred for running and completing this evaluation. The following specific expertise is required:

- Language: Functional ability to work both in Spanish and English, with the ability to communicate (written and verbal) clearly and concisely
- Excellent analytical, writing and synthesis skills
- Knowledge and use of Code of Ethics mandated by a relevant evaluation society

At the same time, it is expected that the consultant or team shows

- Experience in the evaluation of NGO-led, multi stakeholder agricultural programs, specifically regarding indigenous peoples and smallholder farmers, farmers seeds systems and the development of plant genetic resources for food and nutrition security
- Experience in evaluating institutional innovation and changes in policies and practices of national and multilateral institutions
- Demonstrable experience and expertise in multi-site, international evaluations – in particular, focusing in Asia (Nepal, Laos), East and Southern Africa (Uganda, Zambia Zimbabwe), and Latin America (Guatemala, Peru)
- Excellent knowledge of and experience in NGO-led programming and policy work – including both public communications and policy/advocacy strategies
- An exciting and innovative evaluation approach and methodology which responds to the context and to the needs of the project.

7. SCHEDULE, BUDGET, LOGISTICS AND DELIVERABLES

Four phases are envisioned in order to conduct this review. What follows is a short description, including the expected deliverables, as one that will have to be described in detail and then followed by the selected candidate.

(a) Phase One: Inception

The evaluation will start with an extensive desk review, considering all the available SD=HS reports, reviews and publications. This will also include a series of interviews with the Oxfam Novib team and with the key staff members of the partner organizations. This phase will be completed when:

- A first inception report is produced by the evaluation team with the first findings of the desk review and interviews; and
- The evaluators have developed an evaluation framework and related research proposal, submitted to and approved by the SD=HS Steering Group

(b) Phase Two: Data collection

The second phase will focus on the collection of data and information needed to answer the main evaluation questions – building on the general methodology and on the information collected during

Phase One, and following the general approach and methodology outlined by the evaluator(s). This will result in Draft 1 of the MTR report.

(c) Phase Three: Feedback & consultation

The SD=HS MTR Steering Group, but also the global team, Country offices and partners will provide a first feedback to the draft report completed with Phase Two. Based on this, the evaluators will draft a second version of the report. This second version will be tabled for feedback to the Sida representative, a group of SD=HS key staff and partners. The design (methodology) and facilitation of this discussion will be responsibility of the evaluator(s).

(d) Phase four: Finalization

Based on the feedback obtained, the evaluators will prepare the third and final version of the report, which may still be subject to revision based on the feedback provided by the SD=HS Steering Group. This phase will conclude when the SD=HS Steering Group signs off the final evaluation report and issues a management response.

Schedule

The detailed implementation schedule will be agreed between Oxfam Novib and the selected evaluator or team, considering the following key dates:

Step	Date
Publication ToR MTR	31 st of March
Deadline for the submission of evaluation proposals:	18 th of April
Signature of the contract with the evaluator	30 th of April
Beginning evaluation process:	1 st of May
Inception report and evaluation framework (end Phase One):	30 th of May
Presentation of the draft 1 evaluation report to the SD=HS MTR Group (end Phase Two):	15 th September
Presentation of the draft 2 report to MTR Steering Group and Sida	15 th of October
Presentation of draft 3 report to the SD=HS MTR Steering Group	15 th of November
Final report signed off by SD=HS Evaluation Committee	1 st of December
MTR Evaluation Group sign off on the management response	7 th of December
Evaluation report posted online on the Sida and on the Oxfam Novib websites, as well as on sdhsprogram.org	15 th of December
Modification in the SD=HS project and 2022 Operational plan based on findings of the MTR	28 th of February 2022

Budget

The budget reserved for the evaluation is 70,000 Euro excluding VAT and logistics (e.g. consultants' flights, accommodation, etc.). The final budget made available is based on the quality of the proposals.

Final deliverable

The report must be written in English, and should not exceed 60 pages (excluding annexes). It should have the following outline:

1. Cover page, including the date of completion
2. Table of contents
3. Glossary and list of abbreviations
5. Executive summary (2 – 4 pages, to be used as a stand-alone document)
6. Introduction, stating objectives of the evaluation and evaluation questions
7. The intervention and context
8. Methodology, including an indication of any perceived limitations of the evaluation itself
9. Presentation of the main findings and analysis
10. Conclusions
11. Key lessons and recommendations
12. Appendices
 - The Terms of Reference
 - The MTR program (main activities carried out, dates)
 - A list of interviewees (name, function and working environment) and of the places visited
 - A list of the documents reviewed and the bibliography used
 - Details on the composition of the evaluation team (names, nationality, expertise, working environment)
 - Links to other methodological documents, including the evaluation proposal submitted; the evaluation instruments used (such as questionnaires and interview guides) and the pathway research report(s)

8. GENERAL COORDINATION

Different persons and groups will be involved in the evaluation process, playing different roles. These are outlined as follows:

SD=HS Steering Group

(the SD=HS Steering Committee + representatives of the Global Project Advisory Committee)

- Approves and signs off the Terms of Reference for the Evaluation
- Approves and signs off the final report as well as the management response

- Provides advise – together with the Commissioning Manager – to the program manager on the consultant/agency to be selected for the evaluation, following the Oxfam Novib procurement policy
- Reviews the draft report and provides feedback
- Advises the Commissioning Manager in formulating management response
- Signs off on the final report as well as the management response

SD=HS Program Manager

- Approves the Terms of Reference for the evaluation and the final report
- Leads the selection process of the consultant / agency, in close coordination with SD=HS MTR Steering Group – on the consultant/agency to be selected for the assignment;

Commissioning manager

- Drafts the ToR and finalizes them with the inputs coming from Sida and from all partners
- Together with the Procurement Specialist, organises the selection procedures of the evaluator
- Assures the issuing of the contract and the fulfillment of all the contractual obligations (when positively advised by the SD=HS Steering Group)
- Serves as contact point for the consultant for any issue related to the assignment
- Co-reads all forthcoming reports and advises the SD=HS Steering Group thereon
- Drafts the management response on behalf of Oxfam Novib

Co-readers

- The Co-readers will provide technical advice to the SD=HS steering group and commissioning manager (methodological proposal, report).

9. DISSEMINATION STRATEGY

The findings of the evaluation will be shared with partners, donors and relevant Oxfam affiliates and country offices. The document will be made public on the SD=HS site, as well as on those of Oxfam Novib and Sida. It will be for the program partners' discretion if they share the evaluation with their communities in which they work, but they will be encouraged to do so.

Within the SeedsGROW program itself and the SD=HS component, the findings will be used to inform program development and planning for the second phase, as well as organizational and program learning, accountability and advocacy. Following the completion of the evaluation, a management response to the findings and recommendations will be developed. This will include an action plan for addressing the prioritized findings including the program development initiatives in the implementation of phase 2.

10. SELECTION OF THE EVALUATOR OR EVALUATION TEAM

This procurement procedure is organised to contract the service of the evaluation of the SD=HS project. Potential suppliers can take part in the competitive negotiated procedure for the above-mentioned contract. They are asked to make a bid based in the administrative criteria and award criteria mentioned in section 6 above. The bid must include the documents listed in the table stating the administrative criteria. These bids will be assessed on their compliance, quality and price.

The contract will be awarded to the individual or to the organisation with the economically most advantageous bid. This means that not only the price, but all award criteria will be taken into consideration. Oxfam Novib withholds the right to conduct interviews with one or more potential suppliers before an award decision is made. The purpose of such an interview is to seek further clarification on the submitted bids and learn more about the background and previous experiences of the potential suppliers and their teams.

Bids should be titled “MTR SD=HS program” and sent to Cindy O’Regan via e-mail (cindy.oregan@oxfamnovib.nl) and received no later than **18 April 2021, at 5pm CET**. Short-listed candidates will be contacted and invited for an interview in the two following weeks.

Please address questions for clarification to Cindy O’Regan. The deadline for requesting any clarifications from Oxfam is **9 April 2021, 5pm CET**. The last date on which clarifications are issued by Oxfam will be **12 April 2021, 5pm CET**, via sdhsprogram.org

11. SELECTION AND ASSESSMENT

The assessment of the quotations will start with an assessment of the administrative criteria, which are all knock-out criteria. That means that if these criteria aren’t met in the quotation, this quotation will be put aside and the award criteria of this quotation will not be assessed.

The quotations that meet the administrative criteria will be assessed against the award criteria. The award criteria are assessed according to points below.

Administrative criteria	Knock out (KO)
Quotation received from a team of consultants	KO
Quotation received within deadline	KO
A set of documents is provided including the following:	KO

<ol style="list-style-type: none"> 1. A cover letter of no more than 3 pages introducing the evaluator(s) and how the skills and competencies described are met, with concrete examples as appropriate. Please also use this cover letter to indicate evaluator/evaluation team’s availability at critical periods 2. A maximum 2-page budget covering all major anticipated costs 3. A CV detailing relevant skills and experience of no more than 4 pages, including contactable referees, for each member of the evaluation team 4. One example per evaluator of a relevant previous evaluation that is comparable in content, time and money 5. A document describing your proposed methodological approach and organization of the evaluation including a schedule of activities 	
Copy of the registration with the Chamber of Commerce	KO

Award criteria:	Max. Points
Experience in conducting evaluations of NGO-led, multi stakeholder agricultural programs, specifically regarding indigenous peoples and smallholder farmers, farmers seeds systems and the development of plant genetic resources for food and nutrition security	20
Experience in evaluating institutional innovation and changes in policies and practices of national and multilateral institutions	15
Demonstrable experience and expertise in multi-site, international evaluations. Particularly experience in evaluations in Asia (Laos, Nepal), East and Southern Africa (Uganda, Zambia, Zimbabwe), and Latin America (Guatemala, Peru)	10
Excellent knowledge of and experience in NGO-led programming and policy work – including both public communications and policy/advocacy strategies.	15
Adequacy and feasibility of the evaluation methodology proposed (in relation to the analysis required for responding to the evaluation’s key questions)	20
Value for money.	20
Total (100%)	100

If necessary, interviews will be organised with the two suppliers with the highest scoring quotations. Purpose of the interview is to seek further clarification on the submitted quotations and learn more about the background and previous experiences of proposed consultants and their competencies. After the interviews the total points scored on the award criteria can be reassessed.

Disclaimers

Oxfam Novib may require the supplier to clarify its quotation and/or provide supporting documentation. However, the supplier may not modify its quotation after the deadline for submission of quotations mentioned above.

Oxfam Novib reserves the right to stop the purchase procedure completely or partly, temporarily or permanently until the moment of contract signing. In these situations, suppliers are not entitled to reimbursement of any costs or damages incurred in connection with this purchase procedure.

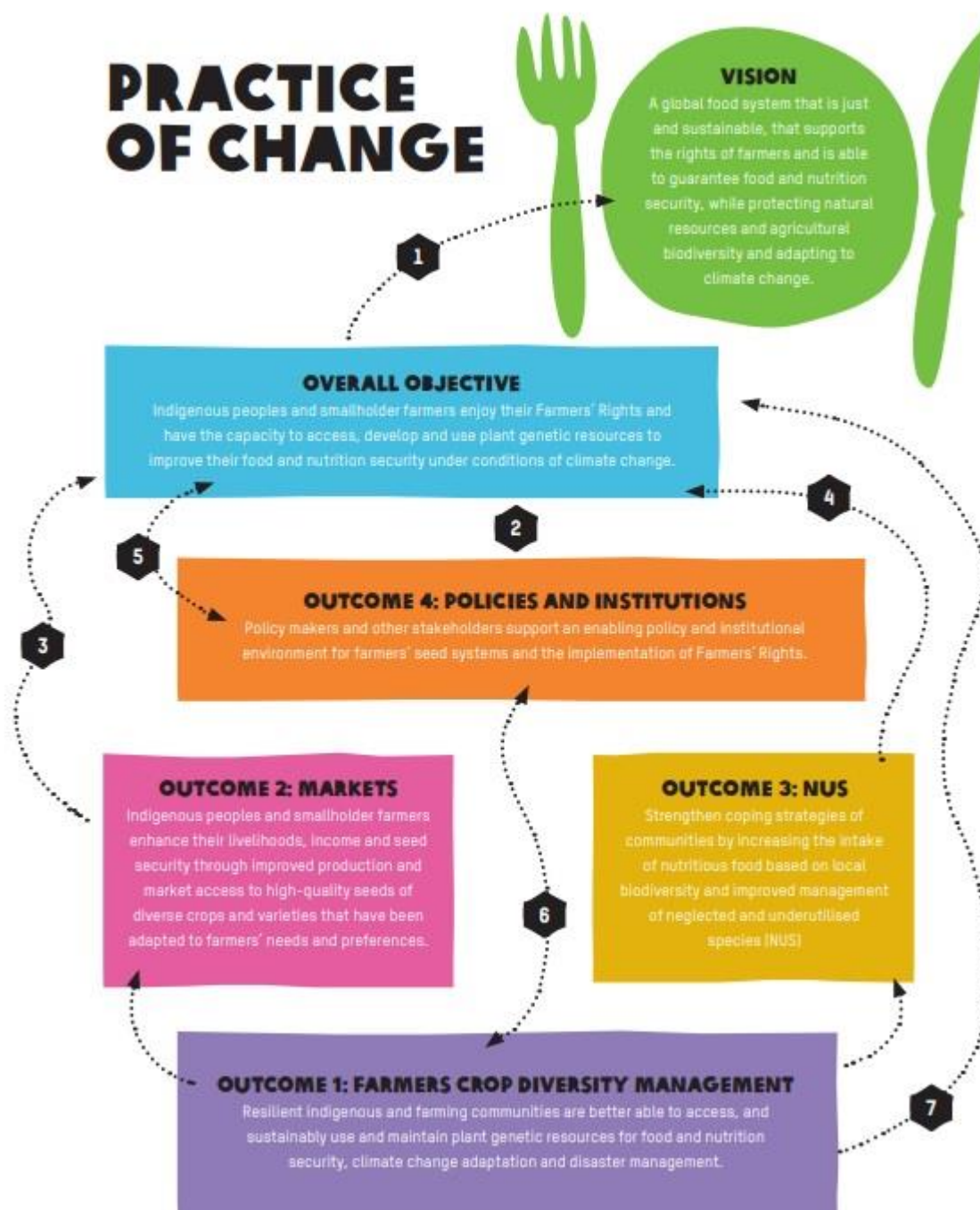
Quotations should be valid for at least three months after the deadline for handing in quotations mentioned above.

Oxfam Novib cannot be charged in any way for costs related to preparation and submission of a quotation. This can also include interviews and/or providing further information about the quotation.

The risk of any costs and/or damages which may arise by not awarding this contract to a supplier lay solely with the supplier. Oxfam Novib cannot be held responsible for any such costs or damages.

By submitting a quotation, the Supplier agrees all the terms and conditions specified in this procedure and the provisions of the contract template. The quotation will not contain any reservation(s) to these terms and conditions. A quotation with one or more reservations can be excluded from the procedure.

ANNEX 1: The SD=HS Practice of Change



ANNEX 2: Research Questions

SD=HS aims to be a knowledge and action research driven program. This means that we promote the development of new knowledge by fostering research and innovations as an important strategy to achieve our overall objective to further food and nutrition security. A number of strategic questions are meant to help to better understand the way that change is happening in the project and the effectiveness of the approaches and strategies.

Pillar 1	<ul style="list-style-type: none"> • How could we further promote FFS on PPB as a sustainable vehicle to change the approaches in plant breeding towards farmer-led breeding? • On Institutional innovation: To what extent do NARS, CGIAR, MoA engage with and mainstream the FFS on PPB (farmer-led breeding) approach of SD=HS? Can we speak of a paradigm change in countries where the approach has been adopted? • How can we systematically measure the adoption and diffusion of FFS-developed varieties and knowledge? a • To what extent do CSBs and Seed Fairs facilitate the use, spread and/or diffusion of seeds and information? And how can sustainability be guaranteed? • Climate change: What is the role of locally available PGR in mitigation and adaptation?
Pillar 2	<ul style="list-style-type: none"> • To what extent do farmer seed enterprises improve the supply of appropriate good quality seed for IPSHF in marginal areas? • What livelihood opportunities/improved incomes are afforded to IPSHF (directly and indirectly) by engaging in farmer seed enterprises? • What farmer seed enterprise model(s) has/have the greatest impact on IPSHF and in what context?
Pillar 3	<ul style="list-style-type: none"> • Are households that consume more local food plants less prone to suffer from food scarcity, lower dietary diversity and quality? • Did farmers that participate in FFS increased their knowledge and consumption of local food plants, have more diverse and quality diets, and reduced food scarcity?
Pillar 4	<ul style="list-style-type: none"> • How can an enabling policy environment for farmers' seed systems and Farmers' Rights be established?

ANNEX 3: SD=HS Outcome Framework (2019 – 2022)

The overall objective of the SD=HS program is that indigenous peoples and smallholder farmers enjoy their Farmers’ Rights and have the capacity to access, develop and use plant genetic resources to improve their food and nutrition security under conditions of climate change.

Target: 200,000 households directly reached with at least 50% women and girls

	Proposed (meta) indicator	Target	Method /approach	Responsible	Participants
Targeted outcome 1: Resilient indigenous and farming communities are better able to access and sustainably use and maintain plant genetic resources for food and nutrition security, climate change adaptation and disaster management.	Number of households (men and women) with demonstrated capacities to adapt to various challenges on access and use of diverse of seeds and PGR materials		Focus group discussions / baseline questionnaire	National partners / Pillar 1 Lead (for development of Kobo tool to collect results)	FFS groups (FFS is the focus group)
	Duration (number of months) over which period of scarcity in targeted communities has been reduced as a result of more appropriate staple crops and varieties.		FFS diagnostics and progress reporting	National partners, FFS facilitators	FFS groups
	Number of crops and varieties developed and maintained in farmers’ fields as compared to baseline				
Outputs					
1.1 The network of Farmer Field Schools has expanded to new regions and program countries	Number of FFS (per country and total) with farmer-participants able to access, select and improve varieties		Annual progress reports	National partners	National partners
	Number of master trainers and facilitators providing training to FFS farmers on PGR: Data disaggregated by				
	# of male / female master trainers				
	# of male / female facilitators				
	# male / female-youth master trainers				

	# of male / female-youth facilitators				
1.2 Key stakeholders, such as breeding institutions, genebanks, research centres and extension services have contributed to farmers' access to new plant genetic materials	Cases of public sector institutions adopting and/or institutionalising FFS approach		Annual progress reports	National partners, FFS facilitators	National partners
	Number of climate resilient segregating populations and stable lines distributed to FFS from breeding and research institutions, genebanks		FFS diagnostics and progress reporting – real time		
1.3 The capacity of communities to adapt to climate change has been strengthened.	Number of varieties developed by FFS with traits needed to cope with flooding, drought and salinity and pest and diseases		FFS diagnostics and progress reporting (Kobo) –real time	National partners, FFS facilitators.	FFS group
	DRR module in FFS curriculum is tested and improved with inputs from all I countries				
1.4 IPSHF have established and strengthened community seed banks	# of well-established, operationalized and sustainable functioning community seed banks		Annual progress reports	National partners	National partners
1.5 The knowledge generated with farmers in FFS and related activities is documented, recognized and shared	Number of published documents (including tools, [web-based] articles, videos and other means) sharing knowledge and evidence.		Annual progress reports	National partners	National partners
	# of (local, national, international) events where knowledge is recognized and shared				

	Proposed (meta) indicator	Target	Method /approach	Responsible	Participants
Targeted outcome 2: Indigenous peoples and smallholder farmers enhance their livelihoods, income and	Number of improved/adapted crops and crop varieties in FSE product mix		Situational analysis (including in-country assessments and sections in feasibility	Pillar 2 lead + external consultants	Key resource persons
	Number of households accessing/using quality seed in project districts			FSE partners	FSEs

seed security though improved market access to and production of high-quality seeds of diverse crops and varieties adapted to farmers' needs and preferences	# of farmer producers		studies FSE progress reports End-line surveys		
Outputs					
2.1 Various FSE models are piloted and strengthened with capacity to increase farmers' market access to diverse, good quality and adapted seeds	Number of feasibility studies and business plans for FSEs performed		Feasibility studies	External consultants	Farmer groups, key resource persons
	Number and type of farmer seed enterprises piloted or strengthened		FSE progress reports	FSE partners	FSEs
2.2 IPSHF, especially women and youth have strengthened their capacities to produce and market seeds	# of farmers trained in seed production and marketing disaggregated by gender, youth (at least 60% women and 20% youth)		FSE progress reports	FSE partners	FSEs
2.3 Strengthened capacity of farmers' organisations to meet government and commercial standards in seed processing, storage, quality control, packaging and distribution.	Volume (tonnage) of seeds produced and distributed (including farmer varieties)		FSE progress reports	FSE partners	FSEs
	Percentage of seed passing seed inspection				
2.4 National and global institutions (including European seed companies, seed market regulators and business development specialists) have supported development of FSE models	Number and type of partnerships and total number of key stakeholders		FSE progress reports	FSE partners	FSEs
	# of MOUs signed with national research and breeding institutions and agricultural extension services allowing the marketing of specific varieties				

	Proposed (meta) indicator	Target	Method /approach	Responsible	Participants
Targeted outcome 3: Strengthen coping strategies of communities by increasing the intake of nutritious food based on local biodiversity and improved management of local food plants (particularly NUS)	Number of households affected by the food scarcity period decreased, because of strengthened coping mechanisms based on the access to and use of local food plants (particularly NUS)		Baseline household and dietary surveys developed in both affluent and scarcity periods	National partners / Pillar 3 Lead	Households in project areas
	Duration (number of months) over which the period of food scarcity in targeted communities has been reduced as a result of the improved access to and use of local food plants (particularly NUS)		Taxonomical identification and nutritional content of priority NUS	National partners in coordination with national research institutes, with guidance of Pillar 3 lead	
	Number of households with improved dietary diversity and quality as a result of the improved access to and use of local food plants (particularly NUS)				
Outputs					
3.1 SD=HS has identified major problems associated to food and nutritional security, as well as coping strategies that people use (i.e. in relation to the availability, access, utilization and stability of food) in the project sites.	Food and nutritional security situation in targeted communities described.		Baseline household and dietary surveys developed in both affluent and scarcity periods	National partners / Pillar 3 Lead	Households in project areas
	Nutritional content of priority NUS determined (in order to establish their role for tackling nutritional insecurity in each country)		Literature review on the nutritional value of NUS		
3.2 Strengthened capacity of IPSHF (including at least 50% women) in the management and sustainable use of local food plants	Full FFS NUS and nutrition curriculum developed, tested and implemented		Annual progress reports	Oxfam Country offices	National partners FFS group
	Number of FFS established.		FFS diagnostics and progress reporting	Pillar 3 Lead (for the development of the monitoring tool)	
	Number of master trainers and facilitators providing training to farmers on NUS and nutrition. Data disaggregated by				

	# male / female master trainers			National partners (lead farmers)	
	# male / female facilitators				
	# male / female-youth master trainers				
	# male / female-youth facilitators				
	Number of ToTs and refresher courses				
	Number of farmers that have strengthened their capacity to sustainably manage and use NUS, through their participation in FFS. Data disaggregated by:				
	# of men/women				
	#of male / female-youth				
	Number of people that have strengthened their capacity to sustainably manage and use NUS, through their participation in other empowerment and experiential learning activities. Data disaggregated by (specify per type of activity):				
	# of men/women				
	#of male / female-youth				
3.3 The knowledge and role of farmers – particularly women – in the sustainable management and use of local food plants and their importance for nutrition is documented, recognized and shared	Number of published documents (including tools such as ToT curricula, FFS field guides, FFS research designs addressing specific bottlenecks, recipe books, tools corresponding to other empowerment and experiential learning approaches), web-based articles, videos and other means) sharing knowledge and evidence.		Annual progress reports	Oxfam country offices	National partners
	Number of local food plants, particularly NUS, seed exchange networks supported. Data disaggregated by:				

	# of male / female led networks				
	# of male / female-youth led networks				
	Number of (local, national, international) events where knowledge is recognized and shared				

	Proposed (meta) indicator	Target	Method /approach	Responsible	Participants
Targeted outcome 4: Policy makers and other stakeholders support an enabling policy and institutional environment for farmers’ seed systems and the implementation of Farmers’ Rights.	Number of improved policies, laws and regulations in support of farmers’ seed systems and Farmers’ Rights.		Annual Outcome Harvesting is the main methodology used to capture the relative contributions of program actors and activities to the achieved policy changes.	Global P4 Lead, Oxfam country offices & National partner organizations	P4 Lead, Oxfam country offices & National partner organizations
	Number of influential explicitly supporting an enabling policy environment (i.e. political will).				
Outputs					
4.1 Research: The consequences of existing policies and laws on small-holder analyzed and documented.	Number of policy reviews published.		Focus group discussions (in combination with P1 & 2) on most relevant regulatory bottlenecks that farmers experience)	Global P4 lead Country P4 lead Pillar 1 lead program countries	National stakeholders (farmers, policy makers, public research organizations, private sector) IPSHF
4.2 Awareness Raising Improved awareness of policymakers and other stakeholders about Farmers’ Rights and the importance of farmers’ seed systems.	Number of cases to strengthen awareness of policymakers and other stakeholders.		Progress reports (Mid-year progress of outputs is monitored through annual Q1-2 reports)	Global P4 Lead, Country P4 lead	

4.3 Capacity building: Strengthened capacities of IPSHF (and their organizations) to claim a role in policy making.	Number of cases of IPSHF engagement in advocacy, policy making and implementation		Progress reports	Global P4 Lead, Country P4 lead	
	Number of cases to strengthen capacities of IPSHF to engage in policy making				
4.4 Proposing Solutions Innovative strategies to improve policies and practices developed.	Number of policy proposals published/presented.		Progress reports	Global P4 Lead, Country P4 lead	
4.5 Support Implementation Existing policies or new solutions implemented through pilots or other means	Number of pilots or other initiatives to implement existing policies or new solutions.		Progress reports	Global P4 Lead, Country P4 lead	
4.6 Alliance Building Building alliances for stronger support for Farmers' Rights and farmers' seed systems.	Number of alliances build or strengthened.		Progress reports	Global P4 Lead, Country P4 lead	