1.0 Background

The AECF (Africa Enterprise Challenge Fund) is a nonprofit institution supporting early and growth stage businesses – through provision of patient capital – to innovate, create jobs, leverage investments and markets in an effort to create resilience and sustainable incomes for rural poor and marginalised communities in Africa.

AECF’s strategy is focused on agribusiness/agriculture and renewable energy sectors with increased support to climate technologies, deepened focus on gender, youth, and employment, aimed at attaining the institution’s vision of ‘A Prosperous and Enterprising Rural Africa’.

Since 2008, AECF has invested in 268 businesses across sub-Saharan Africa focusing on Agribusiness, Renewable Energy and Climate Technologies. As of 2018, we have impacted more than 17 million lives, created over 12,060 jobs and leveraged over US$ 750 million in matching funds from the private sector.

AECF is headquartered in Kenya with offices in Cote d’ Ivoire and Tanzania.

2.0 Tanzania Agribusiness Window (TZAW)

The Tanzania Agribusiness Window (TZAW) is funded by the Department for International Development (DFID) and Swedish International Development Cooperation Agency (SIDA) providing financing to private sector companies to grow or establish innovative agribusiness related projects in Tanzania that benefit rural communities. To date, the AECF has conducted four rounds of competitions with a total of 55 projects approved for funding.

3.0 Invitation

Through this request for proposals (“RFP”), the AECF seeks a consultant to provide technical support in designing a result measurement plan for the programme and investees as well as conduct knowledge and insights (monitoring and evaluation) activities for Tanzania Agribusiness Window (TZAW).
4.0 Description of the Assignment

Overall Objective and purposes

Results measurement is critical to AECF’s Portfolio Management providing the necessary and accurate data to derive insights and attribute impact value to its investments. The overall objective of this assignment is to update and improve the operational monitoring and impact measurement of the Tanzania Agribusiness Window (TZA W) Programme. The purpose is to provide the programme team with updated measurement tools and plans to effectively monitor program impact, as well as validate select results measurement plans and data rigorously.

5.0 Scope of Work

This consultancy aims to develop and update Monitoring and Results Measurement (MRM) Plans for TZA W program investees in Tanzania. The consultant will assist the Country Manager to review the MRM needs and establish necessary practical procedures and measures in order to operationalise MRM (data collection, processing and reporting). The consultant is expected to design a result measurement plan for the entire program and selected investees, with regards to key aspects and adherence to Donor Committee for Enterprise Development (DCED) standards;

5.1 Specific Duties and Responsibilities of the Consultant

1. Study the relevant project documents, including, but not limited to, the program document, provisional work plan, annual work plan and budget review and advise on the updates needed on the TZA W logframe and results matrix, and advise on reviewing the indicators if necessary.

2. Review MRM needs and plans of the program and keep a tab on relevant indicators to monitor the program outputs as indicated in the logframe. In line with this, develop 16 MRM for those investees without, review and update 16 MRM for the investees that have one in place. A total of 32 MRMs should be developed, reviewed and updated.

3. Review and recommend updates on existing data collection and investee self-reporting forms which capture quantitative and qualitative information.

4. Provide support on reviewing investee Site Visit Reports (SVR) and draw out human-interest stories from the reports on a monthly basis.

5. Based on the relevant indicators in the log frame, design baseline surveys for 15 TZA W R4 projects to avoid collecting redundant information.

6. Undertake secondary desk research and primary fieldwork to aid insight dissemination and program reporting, both internally and externally.
7. Coordinate impact verification studies for 9 investees with the support of external consultants. This will include TOR development and oversight of consultant ensuring quality of work carried out.

8. Identify sources of verification useful to the program with emphasis on use of existing data sources embedded in the existing system.

9. Design simple means and ways of registration, storage and dissemination of information for investees using Microsoft tools.


11. Work in collaboration with the communications team to develop five impact success stories and five documentaries.

6.0 Timing and Logistics

Based in Dar es Salaam, Tanzania, the consultant will be expected to carry out travel to all 29-project locations in upcountry regions within the country. In consultation with the Country Manager, the consultant will be required to prepare an annual MRM work plan that details field-monitoring activities.

This assignment will run from April 2020 to March 2021 with the consultant’s performance being reviewed on a quarterly basis.

7.0 Proposal submission

a. Interested consultancy firms and individuals are requested to submit their technical and financial proposals to procurement@aecffrica.org by 5:00 PM E.A.T on 6th March 2020. The Subject of the email should read “Terms of Reference for a Knowledge and Insight Consultant, TZAW”. The AECF shall not be liable for not opening proposals that are submitted with a different subject.

b. Technical and Financial proposals will need to be submitted as separate documents. Financial proposals will not be opened until the conclusion of the technical evaluation and then only for those proposals that are deemed qualified and responsive.

c. The Financial proposals shall include all applicable taxes quoted separately. If taxes are not mentioned in the financial proposal, The AECF shall consider that they are included in the prices provided.
8.0 Qualifications

Applicants must be able to illustrate in their CV the **minimum competencies** of:

- At least 7 years’ experience in data analysis and research in agriculture in a development context in Africa – through government, NGO, private sector, impact investor or donor employment.
- Strong understanding of qualitative and quantitative data collection methods, including analytical software tools. Knowledge of data visualization software an advantage.
- Ability to generate strategic insights from the data analysis process that inform AECF’s operations and strategy in both thematic areas and in managing for impact.
- Excellent understanding of private sector agribusiness value chain analysis.
- Fluency in written and spoken English and Swahili. Evidence of the ability to write to a professional standard will be required.
- At least a Masters’ degree in an appropriate technical field including a substantial component of statistics is required.

9.0 Management

The lead consultant will report to the AECF Tanzania Country Manager.

10.0 Evaluation Criteria

The following criteria will be used for the evaluation:

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<th>No.</th>
<th>Criteria for Assessment</th>
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<tr>
<td>1</td>
<td><strong>Understanding of the terms of reference</strong></td>
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<td>- Description of the service to be provided</td>
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<td>- Understanding of what AECF expects from the assignment</td>
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<tr>
<td>2</td>
<td><strong>Methodology and work plan</strong></td>
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<td>- Relevance of the methodology proposed to the needs of the assignment</td>
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<td>- Adequacy of the work plan, including key deliverables and capacity to deliver within a realistic timeline based on the consultancy days designated for the task</td>
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<td><strong>Technical experience of staff offered</strong></td>
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<td>- Relevant tertiary level qualification and years of professional experience</td>
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<td>- Registration and other relevant statutory documents (this applies to institutional consultants)</td>
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<td>- Evidence of similar previous experience in the last 5 years including reference list indicating the scope and magnitude of similar assignments;</td>
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<td><strong>Financial Proposal</strong></td>
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<td>- Clarity, relevance, reality to market of value/value for money of cost for the assignment (inclusive of any applicable tax).</td>
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<td><strong>Total Score</strong></td>
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**N.B:** In deciding the final selection of qualified bidder, the technical quality of the proposal will be given a weighting of 70% based on the evaluation criteria above. Only the financial proposal of those bidders who qualify technically will be opened. The financial proposal will be allocated a weighting of 30% and the proposals will be ranked in terms of total points scored.

**11.0 Disclaimer**

AECF reserves the right to determine the structure of the process, number of shortlisted participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.