

TERMS OF REFERENCE FOR CONDUCTING A BASELINE STUDY FOR WRF EU-FUNDED PROJECT

1. Baseline summary

Organisation name	World Rural Forum
Project name	Strengthening the agency of CSOs in developing policy frameworks for equitable rural development and an enhanced contribution of family farmers towards the achievement of the SDGs.
Target Location	The project will cover 71 countries in Africa, America, Asia, Europe and Oceania
Project lifespan	1st January 2024 - 31st of December 2027 (48 months)
Baseline purpose	Assess and improve the baseline and the project Monitoring and Evaluation system to ensure its efficacy and relevance with the EU criteria and processes
Anticipate baseline release date	6 weeks after starting date
Budget	10 000€
Application deadline	17/06/2024

2. The organisation

The World Rural Forum (WRF) is a plural network promoting Family Farming and Sustainable Rural Development.

The WRF develops an intense activity aimed at promoting political dialogue and contributing to differentiated public policies for Family Farming. The WRF carries out recognised international advocacy work, through alliances and networks, while promoting the actions of its partner organisations in countries and regions.

The activities can be broken down as follows:

- Promotion of articulation, political dialogue and construction spaces between multiple actors, at national, regional and international levels.
- Strengthening the capacities of family farming organisations.

- Events, exchanges and knowledge management between different actors from the 5 continents.
- Promotion and strengthening of alliances with key actors.
- Technical support for public policy.

The WRF brings together organisations representing more than 35 million family farmers on 5 continents. In addition, it maintains partnerships with hundreds of external (non-member) organisations around the world.

3. Project description

The project is being implemented in collaboration with 6 other partners and members of the World Rural Forum:

- The Asian's Farmers Association (AFA) based in the Philippines
- The Asian Partnership for the Development of Human Resources in Rural Areas (AsiaDHRRA) based in the Philippines
- The Confederación de Organizaciones de Productores Familiares del MERCOSUR (COPROFAM) based in Argentina
- INADES Formation based in Ivory Coast
- The Plateforme Régionale d'Organisations Paysannes d'Afrique Centrale (PROPAC) based in Cameroon
- The Pacific Island Farmers Organisation Network (PIFON) based in Fiji

Target groups

International level:

- Direct Target Group: WRF and organisational members of the WRF
- Indirect Target Groups: Considering the collaborative nature of the WRF, there is a wide number of indirect target groups, including numerous CSOs, producers' and rural communities' organisations, NGOs, and academia, among others, engaged in advancing the 2030 Agenda, particularly in the areas of democracy, equitable rural development, family farming and food systems transformation and climate change.

Regional level:

- Direct target group: Regional networks promoting family farming and sustainable rural development
- Indirect Target Groups: National farmers and their organisations (support groups, agricultural producer cooperatives, women's and youth organisations, farmer organisation networks, local communities and mutual development organisations, among others), local authorities, NGO agents, civil society organisations at national and regional level, agents of parastatal development institutions and civil society organisations in Africa, America, Asia, and Oceania.

Final Beneficiaries: 35 million family farmers worldwide represented by the WRF.

4. Purpose and objectives of the baseline study

The purpose of the baseline study is to assess and improve the project Monitoring and Evaluation system to ensure its efficacy and relevance with the EU criteria and processes. It will also provide clear guidelines and tools for the project teams and partners on how to ensure quality and timely data collection, reporting and monitoring of the activities' results and evaluation. The Consultant or Consulting Agency will be responsible for:

- Analysing the indicators outlined in the project logical framework with regard to the expected results and impact of the project and offering suggestions for improvement.
- Suggesting new results and impact indicators to be included in the logical framework based on the [Core indicators for design and monitoring of EU-funded interventions](#).
- Designing the monitoring and evaluation processes to ensure efficient data collection and analysis.
- Supporting the design of tools to monitor the achievement of the project results for each implementing partner as well as for the overall project.
- Assessing the quality of the encoding of the project indicators in the European Commission online platform OPSYS and providing guidelines for reporting the project progress and results through the EU platform.
- Ensure all relevant indicators are disaggregated by gender, age, region or any other relevant subcategory.

More areas of support may be identified by the consultant as a result of the study of the project's logical framework and discussions with the project team.

5. Methodology and approach

The Consultant or Consulting Agency is tasked with crafting a methodology that considers the details provided in the Terms of Reference (ToRs), ensuring precision and thoroughness. The Consultant or Consulting Agency will develop a work plan that will be reviewed by the WRF team. The plan will indicate and explain the methods, techniques, and processes of data collection and analysis in the inception report submitted by the consultant at the beginning of the contract.

6. Timeline and deliverables

Timeline	Deliverable	Description
1 week from the starting date	Inception report	Conceptual framework to be used in the assessment, work plan detailing the activities and methodologies. The inception report will be discussed with the WRF and approved before the assessment commences.
2 weeks from the	Indicators evaluation report	A report sharing the conclusion of the

starting date		analysis of the current indicators, suggestions for improvement and recommendations for additional indicators to be included to the project framework.
4 weeks from the starting date	Preliminary report	Presentation of the final list of indicators and the elements of the monitoring and evaluation system to be put in place with the project implementing partners. This report will include the monitoring and evaluation tools and data collection methodologies.
6 weeks from the starting date	Final report and presentation	A comprehensive and well-organised final report gathering the description of the methodology, findings and conclusion

7. Consultant's or Consultancy Agency's qualification

- Excellent written and spoken English skills required, including demonstrated ability in writing reports and other information products.
- Fluency in Spanish and French.
- University Degree in sociology, agriculture, environmental science, international studies, law, human rights or related area
- A strong experience managing European Union-funded projects and an important knowledge of the EU reporting tools and systems.
- At least 3 years of experience in monitoring and evaluation, designing and implementing M&E systems.
- Experience in policy-making, capacity building, food security and gender is a plus.
- Ability to be flexible with time and work schedule while being culturally sensitive.
- Attention to detail and ability to meet tight deadlines.

8. How to apply

The consultant's or Consultancy Agency's proposal should include:

- CV, including consultant's profile, and experience, completed similar assignments. Include two references.
- Proposed methodology and work plan of the proposed Baseline study.

Applications must be submitted to wrfsecretary@ruralforum.org before June 17th.