



Project title	VETIVER FORWARD: DIGITAL INNOVATION FOR A FAIR AND SUSTAINABLE VALUE CHAIN
Reference no	HPI202307020 Vetiver
Country	Haiti

Terms of Reference

Short Term Consultant – Report Writing

Title	Short Term Consultant – Report Writing
Type of Appointment	Service Contract
Duration of the Assignment	The consultation will stand for a max period of 15 days
Eligible Service Providers	Consultant
Location	Remote

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1. Project details

Executing agency: Heifer International Haiti

Main Donors: Heifer International Haiti, IFF, IDB, Caron

Duration: 3 years

2. Context

Vetiver forward is a partnership between IDB Lab and Heifer International Haiti, International Flavors and Fragrances and Perfums Caron to promote inclusion and improve the position of smallholder farmers in the value chain. The expected outcome is higher incomes for vetiver farmers by facilitating access to high value markets, inputs, technical services, and business training.

The project will take a value chain approach by working with key actors along the chain including Unicode S.A. (“Unicode”), one of the three leading distillers in the country, and International Flavors and Fragrances (“IFF”), the third largest flavor and Fragrance Company in the world and one of the main buyers of Haitian vetiver. Together, the actors will promote direct access to markets for farmers, improve quality and productivity through technical assistance and extension services, improve climate-smart capacities for sustainable production, and focus on enhancing the quality and branding of Haitian vetiver so that it maintains its dominant position in global markets.

The main innovation of the project is the introduction of a digital supply chain management tool that will be used by vetiver cooperatives to manage and coordinate all aspects of their operations. Each farmer participating in the program will receive an identification card with their photograph, unique identification number and a QR code to store their data and private information. The platform will be adapted to the needs of the cooperatives so that it integrates farm data, weather data, farm gate prices, harvesting projections, and delivery and pick up schedules to improve transparency and help farmers and cooperatives make better decisions.

The beneficiaries of this project will be 3,000 vetiver farmers and 6 cooperatives in the communities of Port-Salut and Cayes in the South Department of Haiti.

3. Logic of intervention:

The central objective of this project is to improve incomes of small-scale vetiver farmers and increase the competitiveness and sustainability of the value chain. The expected outcome is higher incomes for vetiver farmers who are cooperative members by providing them with access to higher value markets, inputs, technical services, and business training.

Project Components

Component I: Increasing Farm Productivity and Sustainable Production

The objective of this component is to improve productivity and sustainable farm management through the provision of enhanced inputs and extension services to farmers.

Component II: Using Data to Improve the Supply Chain Performance

The objective of this component is to capture and analyze value chain data for improved management and greater efficiency.

Component III: Improving Market Standards Based on Quality and Origin of Haitian Vetiver

The objective of this component is to facilitate new market channels for Haitian vetiver based on its quality and unique attributes.

Component IV: Improving Governance along the Value Chain

The objective of this component is to improve the business capacity and professionalization of cooperatives and to strengthen their relationships with value chain actors.

The project is expected to achieve the following results by the end of the execution period:

- (i) 50% increase in agricultural income for producers implementing improved practices and agricultural diversification.
- (ii) 60% increase in annual sales of vetiver roots by cooperatives.
- (iii) increase from 40% to 70% in the proportion of harvested roots that are at least 12 months old.
- (iv) 1250 hectares of vetiver plots under sustainable production.

2500 farmers adopting best practices outlined in the cahier de charge, including complying with standard measurements.

4. Purpose and Objectives of the Endline Study

The purpose of this Endline study is to provide an assessed information base against which to compare and assess the situation of the project's progress and effectiveness against baseline situation after project completion. Being effectively the last step in the project monitoring and evaluation system, the Endline study is a key element of the project-monitoring framework.

The framework is based on the project log frame, which includes the expected project Outcome and outputs, the indicators of achievement and the potential sources of information. This Endline study will gather to see how efficiently the activity was implemented and the eventual results of the project. During the Endline also we will be measuring three Heifer's Global indicators.

5. Audience for Endline study

Vetiver producers (farmers) and or Cooperatives members

6. Geographical coverage

Department	Communes	Communal Sections	Locality	COOP
South	Aquin	4e Flamands	Lamarche	COPVECA
South	Cayes	4e Laurent,	St-Hilaire	COPVES
South	Cayes	4e Laurent,	Manceau	COPLAVEM
South	Cayes	5e Mercy	Tricon	COPVET
South	Port-salut	2e Dumont	FABRE	COPVIAPS
South	Arniquet	1ere Lazarre	FAVETTE	COPVEPA

7. The Endline Study process and Methodology

- The Endline study will be conducted in a participatory manner to bring the multiple perspectives from key stakeholders in assessing the current situation of the target beneficiaries and the context within which the project was implemented.
- The study will also assess women participation in the value chain; thus, we will be able to analyze the findings in terms of Gaps and opportunities faced by targeted women.

It is considered that the Endline study methodology will include:

- A desk review/research of project information including the key documents listed in these terms of reference.
- A planning meeting with the project management team and the MEL unit to gain a deeper understanding of the project and to review the project log frame to ensure clarity and shared understanding of what needs to be measured and the most appropriate and effective means of gathering the data (including identification of any known key informants).
- Review of the questionnaire designed for the baseline survey.

Depending on the characteristics of the targeted entity, the study will use both quantitative and Qualitative method. Assessing the situation of the vetiver farmers requires a quantitative method that will be done through a household survey.

As qualitative assessment method, the study will use a Rapid Appraisal (RA) to evaluate the cooperatives and the distillery, a method that:

- Seeks to gather information from the targeted respondents that are the cooperatives and the distillery with low levels of literacy.
- Allows learning about the organizational and transactional aspect of those two entities.
- Uses simple techniques (wealth ranking, oral histories, role-playing, games, small group discussions, village maps, etc.) to gather information.

c. Indicators

This Endline assessment will be conducted to analyze and compare the situation of the main actors of the vetiver value chain. It gives a picture of the outcome and impact indicators after project implementation and will compare with the baseline to understand the effects that the project has on the target population (i.e., assess impact).

Mainly the study will provide the benchmark related to the outcome indicators listed below.

Percentage of increase in agricultural income for producers implementing improved practices and agricultural diversification. (Outcome)
Percentage increase in annual sales of vetiver roots by cooperatives. (Outcome)
Percentage of roots harvested are at least 12 months old. (Outcome)
Number of hectares under sustainable production. (Outcome)
Number of farmers adopting best practices outlined in the cahier de charge, including complying with standard measurements (Outcome)
Average annual income of households in US dollars
Average annual income of households in vetiver in US dollars
Average annual income of male-headed households in US dollars
Average annual income of female-headed households in US dollars
Average annual income of male-headed households in vetiver in US dollars
Average annual income of female-headed households in vetiver in US dollars
Average disposable income per person per day in US dollars
Average disposable income per person per day in male-headed households (US dollars)
Average disposable income per person per day in female-headed households (US dollars)
Percentage of households adopting climate smart agriculture (either conservation farming or soil conservation techniques)
Percentage of households adopting soil conservation techniques
Percentage of households adopting conservation farming techniques
Average annual income of households adopting climate smart agriculture
Average annual income of households which didn't adopt climate smart agriculture
Percentage of households harvesting vetiver roots after 18 months of planting or more
Percentage of women contributing to most of, or all the decisions related to the income generated by the households
Breeding
Cash crop farming
Wage
Commercial activities
Percentage of women contributing to most of, or all the decisions related to the households' expenditures
Small expenditures

Large expenditures

Global Indicators

GI-01-SDG1-Actual Income of Household in US Dollars
GI-04-SDG5-Women making Household decisions jointly
GI-011-SDG13-Households Adopting Climate Smart Agriculture (CSA)

8. Objectif of this consultation

The Endline will be conducted in a hybrid manner, both internal and external. The MEL unit of Heifer project international will be responsible to collect the data and the database will be shared with the hired consultant who main responsibility will be to write the Endline report.

9. Analysis and reporting

- Data Analysis done using Survey CTO and Excel spreadsheet.
- For the report, the following tools will be used for extracting information:
 - Tables
 - Graphs and charts
 - Frequencies, percentages, and averages
 - Mean, mode, and standard deviations.
 - Minimum and maximum ranges.
 - Information will be disaggregated where possible into the following categories:
 - Gender
 - Geographically/districts _as per sampling frame
 - Asset categories

Endline report:

- It will present the overall findings of the endline study as per the KPIs above and presence of Log frame output indicators.
- It should describe in detail the final conditions (situation project implementation) as a basis to compare the progress of the project. This will help to show the effects and impacts of the project in the final project evaluation report.
- The report of the Endline study should not exceed 30 pages with additional annexes. A summary version of the report should be provided to be shared with participating organizations.

Report Requirements:

- Reports must be submitted electronically with three (3) hard copies related color.
- They must be in English and French with a Endline executive summary in both languages.
- The consultant will be required to provide presentations in zoom to present keys findings.

- It is expected for each key variable a cross tabulation identifies the correlations and appropriate T-Statistical tests so that significant differences are easily identified.

10. Budget

Please provide a detailed budget.

11. Deliverables:

- D1 (40%)
 - Review the questionnaire.
 - Participation in scoping meeting and sending of minutes.
- D2 (60%)
 - Data analysis
 - First version of the report
 - Presentation of findings
 - Final report

12. Consultation timeline

The consultation will stand for a max period of 15 days; depend on consultant proposition.

13. Consultant profil

- Degree in economics, agronomy, social and human sciences, statistics, or development.
- At least 7 years' experience in the monitoring and evaluation of development projects in the agricultural sector.
- Similar experience in drafting baseline and endline surveys reports or evaluation surveys for economic development projects, or in agriculture in general.
- Strong report writing skills.
- Knowledge of the project targeted area

14. Documents for applicants

Interested consultants are requested to apply with the following documents

- Cover letter
- A proposal documents
- 3 top clients' reference

Questions regarding this TOR may be submitted no later than November 10th, 2023, before 16h00pm local time email to logistique-ht@heifer.org

Applicant should send documents to logistique-ht@heifer.org no later than November 16th, 2023, before 10h00am local time, to attention of Heifer Project International Haiti