

SCOPE OF WORK

Consultant Name:	TBD					
Project/Activity Name:	USAID/Sweden FARMA II Project {Bosnia}				Activity #	
Assignment Title:	External Evaluation Consultants for FARMA II Small Grant Program					
Position Type:	Full Time		Part Time		STTA	X
Consultant Nationality:			TCN	X	CCN	X
Engaged By:	Cardno Emerging Markets USA, Ltd.					
Position Reports to:	Chief of Party or designate					
Assignment Period:	Start Date: February, 2019			End Date: July, 2020		
Total LOE for Position:	Total LOE: TBD days		On site:	Offsite (desk work):		

USAID/Sweden FARMA II - Description of Project

USAID and the Government of Sweden have awarded Cardno Emerging Markets USA a five-year US\$18 million contract for implementation of the Fostering Agricultural Markets Activity II (FARMA II) project in Bosnia & Herzegovina (BiH). The purpose of the FARMA II Project is to create agricultural and agribusiness economic opportunities for BiH farmers and entrepreneurs. USAID/Sweden FARMA II will achieve this by assisting agricultural producer organizations to adopt European Union (EU) and international agricultural and food standards and new production techniques, produce new high value products and expand their access to foreign and domestic markets.

Scope of Work: External Evaluation Consultants for FARMA II Small Grant Program

FARMA II includes a Small Grant mechanism with a remaining available grant fund of approximately \$ 3 million. Grants to private sector Producer Organizations (POs) and Business Development Service Providers (BDSPs) are anticipated to support private sector led growth and exports in the FARMA II selected sub-sectors (dairy, poultry, fruits, vegetables, medicinal and aromatic plants (MAPs) and honey). Through its small grant mechanism FARMA II aims to support development of robust, better integrated, and inclusive value chains, better access to market information and markets for POs, and increased and sustained investment in the target subsectors. Specifically, the following types of interventions will be accomplished through grants: (1) technical assistance; (2) market research; (3) promotional campaigns; (4) networking and business-to-business (B2B) events; (5) training to private and public sector; and (6) equipment.

The purpose of this assignment is to provide an impartial evaluation of each grant application solicited through FARMA II public calls or directly. The evaluation consultants are expected to conduct the evaluation effort using the criteria of relevance, effectiveness, efficiency, sustainability, and impact and, more particularly, the results that are going to be achieved. The central question of the evaluation is: "To what extent did each grant application achieve the expected results and are these results in line with FARMA II objectives?"

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct, Confidentiality and Nondisclosure agreements, upon acceptance of the assignment. FARMA II Small Grants evaluations are conducted in accordance with the principles outlined in the FARMA II Grants Manual. Successful candidates can be contracted for multiple assignments through the end date.

Specific Evaluation Tasks:

The evaluation consultants will use desk review and data analysis methods to assess individual grant applications. The evaluator will review all relevant sources of information, such as Request for Applications with detailed activity descriptions, grant application, proposed activity budget, applicants' financial reports, registration and other legal documents. The Evaluation Form with all key evaluation

questions will be provided by FARMA II Grants manager to evaluation consultants. The following principles will be used when evaluating applications:

- The evaluation must be consistent with the criteria stated in the solicitation. In order for there to be objectivity in the process, the criteria by which applications will be scored and ranked will be set forth in the solicitation document and evaluators must adhere strictly to those criteria;
- The discussions must be "meaningful." i.e. evaluators must point out omissions, errors, or weaknesses that affected the application's score;
- All applicants will be treated equally. Responses to requests for clarification will be in writing and will be furnished to all applicants. If discussions are reopened with one applicant, all applicants must be given the same opportunity;
- Evaluators must document their evaluations and be able to defend their decisions

Competencies

Corporate:

- Demonstrates integrity by modeling the high values and ethical standards;
- Promotes the vision, mission, and strategic goals of FARMA II;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

Technical:

- Demonstrated knowledge in the planning, management, monitoring and evaluation of private sector businesses, associations and cooperatives, and non-governmental groups.
- Adequate understanding of agricultural concepts, financing, budgeting and business planning,;
- High degree of familiarity with international evaluation concepts;
- Proven experience and good track record of proposals/project evaluations.

Professionalism:

- Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills;
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Communication:

- Excellent writing and verbal communication skills;
- Communicate effectively in writing;

Required Skills and Experience

Education:

BSc or Master's degree in agriculture, statistics, economics, environmental studies or another relevant field are desired in combination with demonstrated experience.

Experience:

- At least three years' demonstrated expertise in the area of development ideally with experience in agriculture;
- At least 10 evaluations conducted on development projects/programs;
- Experience with USAID policies, procedures, and practices particularly about project development and implementation and working experience in an international organization is an advantage;

Languages:

- Fluency in oral and written communication skills in BCS languages with good English skills are required;

Documentation to be submitted:

- Applicants must submit a CV including Education/Qualification, Professional Certification, Employment Records /Experience;
- Two examples of past evaluations of similar projects
- Minimum of three professional references from direct supervisors of similar evaluation assignments

Timing and Level of Effort

- This is short term positions for BiH or Third Country Nationals;
- Total LOE will vary and is expected to take place as needed between February 2019 and July 2020, with a possibility of extension subject to performance and availability of funds. It is expected that several consultants will be engaged for this assignment.
- Work can be performed off site (desk work);
- Weekly written communication with FARMA II supervisors will be expected throughout the assignment period.

We encourage qualifying candidates to send a Cover Letter including three References and CV of 3-pages or less via option "PRIJAVI SE NA OGLAS" via email info@farmabih.ba.

The first closing date for the receipt of applications is January 25, 2019 and final closing date for all applicants is November 29, 2019 as there are multiple ongoing assignments envisioned. If a suitable number of candidate applications are received, we reserve the right to close the call early.

Candidate applications will be reviewed as they are received with the expectation that successful candidates will be contracted multiple times during the year. Do not wait until the deadline to apply.

Cardno Emerging Markets USA, Ltd is an equal opportunity employer.
All information received will be treated with confidentiality.
Incomplete applications may not be considered.
Only shortlisted candidates will be contacted.