



Request for Proposal

Launch Date: November 14, 2022

RFP Title: IFDC 50 Year Impact Study

Proposal Due Date: December 16, 2022

IFDC BACKGROUND

Established in 1974, the International Fertilizer Development Center (IFDC) has played a critical role in the development and transfer of affordable, effective fertilizer technologies around the world. In nearly 50 years of operation, IFDC's contributions have spanned a wide spectrum of research and development work, including production research, applied research on soil systems, development of innovative fertilizer products and application technologies, market systems development to strengthen input and output value chains, and policy analysis to enable fertilizer importation, business development, and smallholder adoption of fertilizer and other soil fertility technologies. IFDC is currently active in 26 countries throughout sub-Saharan Africa and Asia.

CLARIFICATIONS

Clarification of questions regarding the Request for Proposal (RFP) must be submitted via e-mail to IFDC50@ifdc.org with a copy to jthigpen@ifdc.org no later than close of business December 2, 2022. The RFP name indicated above must be included in the subject line of all emails. Responses will be provided to all known bidders. IFDC is under no obligation to respond to questions that are not received prior to the deadline.

PROPOSAL DEADLINE

All proposals must be submitted via e-mail to IFDC50@ifdc.org with a copy to jthigpen@ifdc.org and received by IFDC no later than 11:59 PM on December 16, 2022. The RFP title indicated above must be included in the email subject line.

MODIFICATION

If at any time prior to award IFDC deems the need for a significant modification to the terms and conditions of this RFP, IFDC will issue such a modification as a written RFP amendment to all competing offerors. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFP term or condition, and no offeror shall rely on any such statement. Such amendments are the exclusive method for this purpose.

RESULTING AWARD

As a result of this solicitation, IFDC anticipates entering into an agreement with the selected vendor in February 2023.

PAYMENT TERMS

Winning bidders will be expected to invoice IFDC within 30 days of assignment completion. Payment is due net 30 days from the day on which IFDC receives an invoice.

APPLICATION PROCESS

1. Offers will be accepted by individual consultant teams, commercial companies, NGOs, and academics until December 16, 2022.
2. Applicants must provide a **technical** and **financial** offer:
 - 2.1 The **technical part** (80% weight) of the offer should include a reference to the perceived feasibility of the Terms of Reference (ToR). It should include the consultant's understanding of the scope of work, the technical approach, study design and methodology, a draft table of contents, and a work plan (maximum 10 pages). The proposal should provide basic information about the applicant company, organization, or individual(s) and relevant service offerings.
 - 2.2 The **financial part** (20% weight) includes a proposed budget for the complete study. It should state the fees, the number of working days proposed, and other costs such as travel. The cost of any training including logistics, stationery, transport, etc., must also be included in the budget. The proposed budget should not exceed U.S. \$100,000.
 - 2.3 CV with references must be included.
3. All proposals must be signed and valid for a minimum of sixty (60) days.

PROPOSAL TIMELINE

RFP Launch	<i>November 14, 2022</i>
Bidder Intent to Bid	<i>November 30, 2022</i>
Bidder Questions to IFDC	<i>December 2, 2022</i>
Q&A Document to Known Bidders	<i>December 6, 2022</i>
Complete Proposal Submitted to IFDC	<i>December 16, 2022</i>
Vendor Clarifications & Interviews	<i>January 2023</i>
RFP Award	<i>February 2023</i>

EVALUATION CRITERIA

Evaluation Criteria 100 possible points		Weight
1.	Proposed price (commercial/cost-competitiveness)	20
2.	Technical (capacity and resources), demonstrating a clear understanding of the scope of work required to ensure achievement of the project	15
3.	Educational requirements of the consultancy team	15
3.	Experience in conducting assessments and context knowledge of the regions in which IFDC operates	20
4.	Global/international research and analysis experience of 15 years	5
5.	Work plan development to achieve deliverables	10
6.	Bidder information, background, performance, and references	5
7.	Demonstrated knowledge of agricultural development and fertilizer systems	10
Total		100

IFDC is not bound to accept the lowest bid or any proposal and reserves the right to accept any proposal in whole or in part and to reject any or all proposals. IFDC shall not be legally bound by any award notice issued for this RFP until a contract is duly signed and executed with the winning bidder.

TERMS

IFDC reserves the right to cancel this solicitation at any point and is under no obligation to issue a contract as a result of this solicitation. IFDC will not reimburse any expenses related to the preparation of any proposal-related materials or delivery.

Draft Terms of Reference for Impact Assessment Consultant

As IFDC approaches its 50th anniversary, we are planning to conduct an organization-wide assessment of outreach and impact. The overall aim is to generate robust evidence that shows the extent to which IFDC's programs have or have not realized their anticipated results. We hope to use this information to showcase the impacts the organization has made so far, as well as a learning tool to improve our planning and implementation in the coming years.

1. About IFDC

1.1. Strategic Goals

IFDC's strategy is based on the theory of change that providing farmers with more nutrient-efficient, profitable technologies and strengthening related marketing systems and policies leads to improved livelihoods, increased food security, and better environmental outcomes.

IFDC is guided by four strategic priorities for research and development:

- ***Develop Better Technologies:*** Develop, test, and adapt technologies that improve soil health and plant nutrition.
- ***Catalyze Farm Productivity:*** Increase farm productivity, profitability, and sustainability of target smallholder agricultural systems.
- ***Strengthen Markets:*** Strengthen market systems to scale technologies and improve livelihoods, environmental outcomes, and climate resilience.
- ***Enable Impact:*** Enable impact by improving policies, strengthening capacity, and sharing knowledge.

1.2. Outcome Areas

IFDC's strategic priorities guide the organization's activities and outputs, leading to outcome areas that coincide with each of the strategic priorities:

- Technologies and methods developed with partners.
- On-farm testing and demonstration of promising technologies and approaches toward scaling with partners.
- Technologies adopted at scale through facilitated networks (farmers, private firms, consumers, and associations).
- Evidence created to enable policies, institutions, market functioning, and investment priorities on soil health and plant nutrition.

These outcomes allow IFDC to create impacts that help us achieve our vision of healthier soils and plants for a food-secure and environmentally sustainable world.

1.3. Geographic Areas

IFDC works in three geographic areas, with projects currently active in 26 countries.

• ***North and West Africa***

In 1987, IFDC opened its first office in West Africa located in Lomé, Togo. IFDC now has offices in nine additional countries (Benin, Burkina Faso, Côte d'Ivoire, Egypt, Ghana, Mali, Niger, Nigeria, and Senegal) and projects operating in all 10 countries plus Guinea-Bissau. Previously, IFDC has implemented projects in Cabo Verde, Cameroon, Chad, Gambia, Liberia, Sierra Leone, and Mauritania.

• ***East and Southern Africa***

IFDC has worked in East and Southern Africa since the early 1990s and established a regional office in Nairobi, Kenya, in 2009. IFDC currently has offices in Burundi, Ethiopia, Kenya, Mozambique, South Sudan, and Uganda and projects underway in all six countries.

• ***Asia***

IFDC has worked in Asia since 1977, with activities in Bangladesh. Since the establishment of a permanent office in Dhaka, Bangladesh, in 1992, IFDC has implemented projects in 30 countries

across the continent. In 2020, IFDC opened its first office in India, located in Hyderabad. IFDC projects have been active in India and Nepal since 2021.

2. Objectives of the Consultancy

The objective of this consultancy is to assess the overall impact and outreach of IFDC and its work in the last 50 years based on the organization's results chain (Annex 1). The primary dimensions of the impact to be assessed in the study are:

- The social impact of IFDC's four strategic areas.
- The results chain for effectiveness in measuring the stated goals of the strategic areas.
- The effectiveness of partnerships in achieving the goals/outcomes.

3. Scope of Work

The consultant is expected to deliver a narrative report with actionable recommendations for improving impact and outreach of IFDC's work in all strategic areas across regions.

3.1. Study Design

The consultant is expected to develop a suitable framework¹ for such assessment, which includes the social impact created by IFDC's interventions, the ability of IFDC's results chain matrix to effectively capture such impact, and the contribution of partnerships in achieving the impact. Given IFDC's continued presence in various regions and the time constraints for this study, the consultant might be required to select a representative number of projects and partnerships for the assessment and develop criteria for selecting the same. This selection will be based on project specificities and types and the representativeness of the regions to ensure the contextualization of the assessment. These choices will be made in consultation with IFDC during the inception phase.

3.2. Methods

To fulfill the study, the consultant is likely (although not limited) to conduct the following:

- a. Extensive desk review of relevant documents, including project documents and reports from various regions, IFDC strategy documents, and related partnership documents. The consultant is expected to share major documents studied with the IFDC core team.
- b. Key informant interviews (semi-structured) with staff, partnerships, consortium members, community members, policy/government stakeholders, and/or other key stakeholders important for the successful implementation of IFDC's interventions. The consultant must finalize selection criteria and the sample size of interviewees in consultation with IFDC. The consultant is expected to prepare the interview guides in consultation with IFDC.
- c. Focus group discussions with stakeholders, such as community members, partner staff, and target groups, where needed. The consultant is expected to prepare the focus group discussion guides in consultation with IFDC.

¹ Reference framework by TCEP is [here](#) (for reference only, not binding for the consultant to be limited to this.)

Note: Given the dynamic logistical constraints imposed by the pandemic, online mechanisms may be adopted after due consultation with IFDC.

4. Deliverables and Milestones

The following deliverables are expected from the consultant:

- a. Inception report (Annex 2) post-kick-off meeting, documenting decisions, specifications, evaluation questions (Annex 3), agreed-upon study plan, reporting requirement, etc.
- b. Debriefing presentation to the core team at IFDC, after preliminary analysis that outlines the most important findings of the study. This is done to share early feedback before the report-writing stage.
- c. First draft of the study report by the end of December 2024 (or as decided upon during the inception meeting). The report will comprise the following components:
 - i. Single detailed report with region-wise narrative (approximately 10 pages per strategic area, plus annexes).
 - ii. Sufficient focus on strategic areas within the regions to highlight successes and challenges.
 - iii. Summary of major contextual factors of the crises during which IFDC was established.
- d. Final draft of the study report, within eight days after receiving feedback on the first draft of the study.
- e. Presentation/information dissemination workshop with country offices.
- f. Documents, photos, and data studied or collected during the research study.

5. Team Composition, Roles, and Responsibilities

The team will comprise one lead international consultant, preferably based in the United States, supported by two regional experts based in East Africa and West Africa. An additional team member with expertise in the Asian context is desirable. Local consultants will be primarily responsible for conducting regional data collection and analysis and supporting the team lead in preparing a contextually relevant narrative report. Suitable qualifications and experience related to agriculture, fertilizers, soil health, and market systems in IFDC's intervention areas are desirable.

IFDC staff based in country offices will assist the consultants with logistical and information support, including background information on projects, documents, data, contacts, and reports. Key staff from IFDC's country offices and from partnerships will play a coordinating role and will also review the study design, findings, and outputs.

6. Time Frame and Estimate of Days

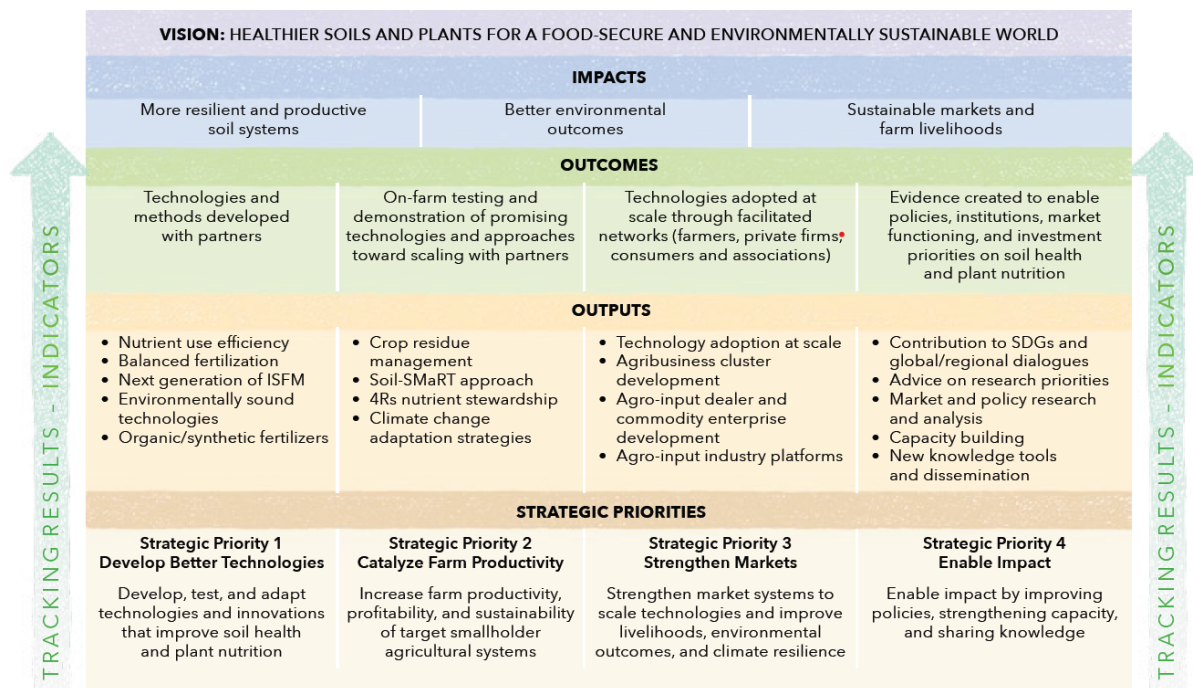
Phase	Timeline
Selection of consultant	February 2023
Inception and preparation	March–April 2023
Study design, including a selection of interventions	May–June 2023
Review of documents, data collection	July 2023–October 2023
Debriefing and report writing	October 2023–December 2024
Information dissemination	December 2024–February 2024

7. Requirements/Qualifications

- Established track record of conducting impact assessments in East Africa, West Africa, and Asia, with extensive research experience.
- Advanced educational qualifications in agricultural science with more than 15 years of experience topics related to IFDC’s strategic areas.
- Demonstrated experience and reports that highlight an understanding of agricultural development, farming systems, fertilizer systems, market systems, and relevant policy discourses for African and Asian countries.
- Locally stationed team members must have more than 10 years of regional expertise and demonstrated contextual understanding.

8. Annexes

Annex 1: Results Chain



IFDC's Strategy 2020-2030 can be found [here](#).

Annex 2: Inception Report: Suggested Format

COVER PAGE

TABLE OF CONTENTS

ABBREVIATIONS AND ACRONYMS (if applicable)

INTRODUCTION (1-2 pages)

Background and context: Provide a brief summary of the project, including the project background, the project objective, time frame, invested resources, and the implementing and funding organizations.

Purpose and scope of the evaluation: State the purpose and scope of the evaluation, in line with the ToR. What are the objectives of the evaluation, who are the intended users, what is the geographical coverage and the time frame covered?

Suggested adaptations to the ToR: Provide brief feedback on the feasibility of the ToR. Will it be possible to answer all evaluation questions (EQs) with the available information and resources? Have any questions been added or deleted during the discussion process? Is there a need to specify/expand upon overarching evaluation questions? If yes, what are your suggestions?

METHODOLOGY (2–3.5 pages)

Evaluation design: Describe the overarching logic of how the evaluation will be organized in order to answer the EQs. Some evaluation designs are better at answering particular EQs.

Methods of data collection and analysis: Present all data collection and analysis methods and tools that will be applied during the evaluation (e.g., document analysis, questionnaires, interviews, focus group discussions, surveys, direct observation).

Sampling (if applicable): Elaborate on the sampling techniques that will be applied for the different data collection methods (e.g., random, stratified, or opportunity sampling). Critically reflect on the statistical relevance of the sample size and the risks of sampling errors.

Limitations to the evaluation design/methodology: Ideally, the evaluation design/method is determined solely by the EQs. And, no evaluation design is perfect. The constraints imposed by timing, budget, data availability, and so on limit the options. The options chosen and the reasons for doing so should be noted in both the inception report and final reports.

WORK PLAN (max. 1 page)

Present a timeline, including key activities, deliverables, deadlines, and responsibilities.

ROLES AND RESPONSIBILITIES WITHIN EVALUATION TEAM– IF APPLICABLE (max. 1 page)

If the evaluation is conducted by a team, the roles and responsibilities within the team must be defined.

ANNEXES

As mandatory annexes, the consultant should attach the ToR and draft data collection tools according to the proposed methods (e.g., questionnaire, guides/key questions for semi-structured interviews and focus group discussions). An evaluation matrix is desirable. Minimum requirements for the evaluation matrix are the listing of the evaluation questions and the suggested methods for answering the questions. Many matrixes list assessment criteria/areas of observation to clarify the understanding of the evaluation question, sources of information, and sampling.

Annex 3: Proposed Evaluation Questions

The consultant is expected to improve upon these in consultation with IFDC and elaborate an evaluation matrix.

- a. What has been the impact of IFDC's interventions in priority and strategic areas to date?
 - Overall economic, social, and environmental impact
 - Special focus on soil (health, fertility, and nutrition)
 - Special focus on fertilizer (access and use)
 - Special focus on market access
 - Special focus on the following thematic areas: yield, post-harvest, income, nutrition and food security, resiliency, livelihoods
 - Efficiency of interventions (volume of financial investment, return on investment)
- b. To what extent and how have the results generated by IFDC interventions affected/improved the situations/conditions of the target groups?
 - Entrepreneurs (SME)
 - Special focus on smallholder farmers
 - Special focus on women and youth
- c. To what extent were the interventions coherent and adapted to the needs of the target groups and for the regions where they were implemented? What could be done to improve the adequacy of interventions with the needs?
 - Entrepreneurs (SME)
 - Special focus on smallholder farmers
 - Special focus on women and youth
- d. How effective have partnerships been in achieving results? What are the shortcomings of these partnerships? What steps can be taken to improve them and how?
- e. Does IFDC's results chain effectively reflect its intentions for each of the strategic focus areas? What improvements can be made and how?
 - Special focus on soil (health, fertility, and nutrition)
 - Special focus on fertilizer (access and use)
 - Special focus on market access
 - Special focus on the following thematic areas: yield, post-harvest, income, nutrition and food security, resiliency, livelihoods,
- f. What work approaches worked best on the ground? What were the challenges and lessons learned? What implementation approaches need to be improved/changed and how?
- g. What were the contextual factors/events over the 50 years that facilitated or obstructed the implementation of interventions and the achievement of outcomes? What lessons can be learned to better address adverse factors/events?