Food for Progress (FFPr) Project

Request for Proposals (RFP) to Conduct a Final Evaluation of the Food for Progress (FFPr) Program

Overview

RFP NUMBER: FFPr-RFP-01-2016
RFP ISSUANCE DATE: JULY 12, 2016
QUESTIONS DUE: JULY 25, 2016 – 5:00 PM EST
PROPOSALS DUE (DATE): AUGUST 22 – 5:00 PM EST

Counterpart International (Counterpart) is soliciting a Request for Proposals (RFP) to issue a Vendor Contract under the Food for Progress Project funded by the United States Department for Agriculture (USDA) and Implemented by Counterpart.

This RFP consists of the following sections:
Section A: Supplies or Services and Prices/Costs
Section B: Background
Section C: Statement of Work
Section D: Proposal Guidelines and Selection Criteria
Section E: Terms and Conditions of the Vendor Contract
Section F: Counterpart’s Results Framework

Counterpart invites proposals to be submitted electronically on or before the date and time specified above. Submissions should be sent via email to LACsubmissions@counterpart.org

All submissions should identify the RFP number: FFPr-RFP-01-2016 and the name of your organization in the subject line.
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<thead>
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<th>Acronyms</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>CADERS</td>
<td>Spanish Acronym for the Rural Development Learning Centers</td>
</tr>
<tr>
<td>FGD</td>
<td>Focus Group Discussion</td>
</tr>
<tr>
<td>FFPr</td>
<td>Food for Progress</td>
</tr>
<tr>
<td>KII</td>
<td>Key Informant Interviews</td>
</tr>
<tr>
<td>MAGA</td>
<td>Spanish Acronym for the Guatemalan Ministry of Agriculture</td>
</tr>
<tr>
<td>MT</td>
<td>Metric Tons</td>
</tr>
<tr>
<td>M&amp;E</td>
<td>Monitoring and Evaluation</td>
</tr>
<tr>
<td>PMEP</td>
<td>Performance Monitoring and Evaluation Plan</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for Proposals</td>
</tr>
<tr>
<td>SNER</td>
<td>Spanish Acronym for the National Rural Extension System</td>
</tr>
<tr>
<td>ToR</td>
<td>Terms of Reference</td>
</tr>
<tr>
<td>USD</td>
<td>United States Dollars</td>
</tr>
<tr>
<td>USDA</td>
<td>United States Department of Agriculture</td>
</tr>
<tr>
<td>USG</td>
<td>United States Government</td>
</tr>
</tbody>
</table>
Section A: Supplies or Services and Prices/Costs

A.1 PURPOSE:
The purpose of this Request for Proposal (RFP) is to solicit applications for an individual, company, or organization to conduct a final evaluation to assess the impact and achievements of Counterpart International’s (Counterpart’s) Food for Progress (FFPr) Project. The Project started in 2012 and will be ending in 2016, and was conducted in Guatemala. The evaluation should also explore lessons learned over the course of the Project such that the funder, the United States Department of Agriculture (USDA), and the implementer, Counterpart, will be able to achieve better results in future programs and initiatives.

The final evaluation will take place between September 1st and October 31st 2016. The evaluation team will be comprised of the lead evaluator and his/her assistants, and shall work in cooperation with Counterpart’s Regional Director – based in the USA, the FFPr Project Director – based in Guatemala, Counterpart’s Guatemala based field staff, and Counterpart’s Program Quality and Learning team at HQ.

A.2 CONTRACT TYPE
This is a Fixed Price Vendor Contract. All direct costs that are allowable, allocable, and reasonable will be on a cost reimbursement basis. For the consideration set forth in the Vendor Contract, the Contractor shall provide the deliverables or results described in Section C and comply with all Vendor Contract requirements.

A.3 PERIOD OF PERFORMANCE
The Period of Performance of this Vendor Contract will be August 29, 2016 through November 18, 2016.
Section B: Background

B.1 PROJECT DESCRIPTION

The United States Department of Agriculture (USDA) and Counterpart International, Inc. (Counterpart) signed an agreement on September 25, 2012 to sell 12,000 metric tons (MT) of Soybean Meal and use the proceeds, $5.7 million United States Dollars (USD), to implement the Food for Progress (FFPr) Project in Guatemala from September 2012 to October 2016.

The project supports the USDA FFPr objectives of increased agricultural production and trade by increasing the use of improved agricultural techniques and technologies among target populations and improving linkages between buyers and sellers. In addition, the project was designed based on the assumption that strengthened organizational capacities of the producers, increased access to agricultural finance, and expanded agricultural infrastructure are as well necessary for increasing the agricultural production and trade.

The project aimed to increase the use of “improved agricultural techniques and technologies,” as per Result 1.2 of Counterpart’s Results Framework (please see Section E for further details).

The main objectives of the project were to:

1. Improve the capacity of the Guatemalan Ministry of Agriculture’s Formal Extension Agents and certified non-governmental agricultural advisers to provide technical support to agricultural producers for increased productivity and expanded trade;

2. Expand financial services available to agricultural producers by developing financial products tailored to their needs, training credit unions and agricultural extension agents, and facilitate new market linkages between buyers and sellers; and

3. Increase the organizational capacity of local cooperatives representing smallholder producers through the identification of areas of critical weaknesses and execution of beneficiary-owned organizational development action plans.

These objectives were supported by the following activities:

1. Work with the Ministry of Agriculture’s (MAGA) extension services unit and other relevant units to strengthen the agricultural extension support provided to agricultural producers through the Government of Guatemala’s “Sistema Nacional de Extension Agricola” (SNEA).

2. Introduce and expand financial services for cooperatives by linking cooperatives to buyers and financial services, providing training on financial needs and issues of agricultural activities, and by providing technical support to extension agents to train potential buyers of local agricultural products;

3. Train farmers and cooperatives through Agricultural Extension Agents on using new techniques and technologies to improve agricultural productivity; and

4. Build the capacity of cooperatives through technical and financial support, including grants, training, assistance in mobilizing other resources;

In addition, the project was focused on the municipalities of Quiché, Huehuetenango, San Marcos, Quetzaltenango, and Totonicapán (all located in the western region of the Country); all of which align with the United States Government’s (USG’s) Feed the Future Initiative. Counterpart has,
over the course of the FFPR Project, worked with 198 local organizations and producer’s groups in 35 municipalities to provide assistance for capacity building and increased productivity.

B.2 Project Results to Date
Counterpart has been working directly with the Guatemalan Ministry of Agriculture (Spanish Acronym MAGA) Extension Services Unit to strengthen the National Rural Extension System (Spanish Acronym SNER) and enable Extension Agents to provide proper assistance to agricultural producers. To date, as per our internal monitoring and evaluation reports, 286 Extension Agents, including 183 males and 103 females, have graduated from the Certificate Rural Extension Program training. In addition, capacity building services were provided to agricultural Extension Agents and cooperatives through workshops on Organizational Development (OD), reaching 124 agricultural Extension Agents and 150 farmers organizations. OD participatory assessments were also conducted on to a group of 198 organizations (associations, cooperatives and Rural Development Learning Centers – Spanish Acronym CADERS), leading to the development of capacity building action plans. In order to carry out elements of the capacity building action plans, Counterpart awarded micro-credit loans to 8,356 farmers, in amounts ranging $1,500 to $3,000. Moreover, the project has strengthened and expanded the range and availability of four financial agricultural services and products by local credit unions in the Guatemala Western Highland region. Finally, Counterpart is currently training farmers through the establishment of CADERS where groups and promoters meet to learn best practices, technology, food and nutritional security, and rural development through hands-on training and farmer-to-farmer methodologies. CPI is looking to provide CADERS with small in-kind grants of above $2,500 for items such as equipment, tools, seeds, and fertilizers in order to improve agricultural efficiency and productivity, as well as cash grants of around $7,000 to implement capacity building action plans.

B.3 Previous Monitoring and Evaluation (M&E) Activities
Counterpart International has conducted a Baseline and Midterm Evaluation of the Program previously. This final evaluation will be the culmination of the project and should reference both prior studies.

For reference – below is a delineation of the results of the previous studies:

- The baseline study was completed on June 25, 2013 and provided USDA/FAS and Counterpart with an understanding of the field conditions prior to the start of FFPr and provided a sense of how the program would be able to track against the performance indicators specified in the Performance Monitoring and Evaluation Plan (PMEP). A qualitative study, the baseline study undertook the following:
  o Informal non-structured interviews with key informants,
  o A checklist assessing availability, quality and quantity of the Guatemalan Government’s Ministry of Agriculture extension offices to assess the functionality of equipment.
  o An analysis of The National Federation of Savings and Credits Cooperatives’ (MICOOPE’s) financial information.
  o Additionally, a literature review was conducted.

The baseline study’s most significant data limitation was the reliability of target beneficiaries’ income information, which might restrain the final evaluation from
providing reliable answers for a longitudinal economic study. Counterpart will provide the baseline study report in full to the selected contractor.

- The midterm evaluation was conducted in August of 2014 and consisted of:
  - Key Document reviews,
  - Key informant interviews - using subject-driven interviews\(^1\),
  - Focus group discussions, and
  - Sample surveys of farmer beneficiaries participating in *Centros de aprendizaje para el desarrollo rural* (CADERs) and grantee producer associations.
  - Site visits were also conducted for direct observation and data verification.

The midterm evaluation provided data against the performance indicators, assessed the likely effectiveness of interventions, as well as provided recommendations for the program to renew, revitalize, or reassess particular interventions to ensure that the project realizes its objectives. Two of the main takeaways from the midterm assessment were that 1) there is a general lack of organizational capacity and sustainability of the beneficiary organizations; and 2) there should be a focus on creating market linkages and improve the producers’ marketing skills.

As such, Counterpart is now applying its Organizational Development methodology to program beneficiaries and has revised MICOOPES’s training package to include topics such as basics farmers price and market information, importance of market and providers in an integrated risk management, community markets, etc. A full report of the midterm evaluation will be provided to the selected contractor.

Additionally, Counterpart has a comprehensive PMEP, which we track against quarterly through reports to USDA.

### Section C: Statement of Work

#### C.1 Evaluation Goal

Counterpart is seeking the services of a third-party evaluation specialist or team of specialists to carry out a final evaluation of the FFPr project in Guatemala in accordance with the terms of reference (ToR) herein, the framework laid out in the PMEP, and making use of the project baseline, mid-term evaluations, and monitoring tools and data. Counterpart anticipates that this evaluation will take place in all thirty-five municipalities of the western highlands.

This evaluation is meant to serve the following purposes:

1. For Counterpart to learn to what extent the project’s objectives and goals - at all result levels - have been achieved; and
2. For Counterpart to present to USDA the achievements, challenges and lessons learned from the FFPr project to further inform USDA’s future programming.

An optimal final evaluation will also contribute to USDA’s evidence base of the effectiveness, efficiency of the specific type of interventions that Counterpart implemented in the western region.

\(^1\)“Evolving subject-driven” interviews refer to an iterative process of interviews focused on broad thematic subjects, in this case relative to major activities, aggregating forward issues as they arise into subsequent interview topic lists.
of Guatemala through the FFPr project, and to its body of knowledge about the agricultural and economic issues of this region. It is anticipated that more efforts will be devoted to informing the new design of Counterpart’s future food security and other projects in Guatemala.

This will necessitate an evaluation design that is mixed methods – and employs both qualitative and quantitative methods for evaluating performance. Counterpart expects that the evaluation team will collect data from the following major beneficiaries:

- CADERS, cooperatives,
- Individual farmers and extension agents operating in the targeted thirty-five municipalities
  - Major local partners such as MAGA, MICOOPE, FAUSAC, and
  - Major international partners namely, the University of California Davis.

During the data presentation and dissemination process, findings from this final evaluation will be shared with USDA, the Project’s sub grantees, and other stakeholders to ensure data transparency.

C.2 EVALUATION QUESTIONS
Generally, the evaluation will provide information about the following five aspects of the project:

**Relevance:** the extent to which the project interventions met the needs of the project beneficiaries and is aligned with the country’s agriculture and/or development investment strategy and with USDA and US Government’s development goals, objectives, and strategies. Relevance should also address the extent to which the project was designed taking into account the economic, cultural, and political context and existing relevant program activities;

**Effectiveness:** the extent to which the project has achieved its objectives. Effectiveness should also assess the extent to which the interventions contributed to the expected results or objectives.

**Efficiency:** the extent to which the project resources (inputs) have led to the achieved results. An assessment of efficiency should also consider whether the same results could have been achieved with fewer resources or whether alternative approaches could have been adopted to achieve the same results.

**Impact:** assessment of the medium and long-term effects, both intended and unintended, of a project intervention. Effects can be both direct or indirect and positive or negative. As this final evaluation is a performance evaluation, attribution of effects to project interventions is not required, but attempts should be made to prove any likely contribution.

**Sustainability:** assessment of likelihood that the benefits of the project will endure over time after the completion of the project. Sustainability should also assess the extent to which the project has planned for the continuation of project activities, developed local ownership for the project, and developed sustainable partnerships.

The following table includes a suggested list of specific questions and evaluation methods:
<table>
<thead>
<tr>
<th>Evaluation Question</th>
<th>Suggested Method</th>
<th>Type of Information Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>How have project activities aligned with local government’s agricultural strategies and with USDA’s and the US Government’s development goals?</td>
<td>Document Review; Key Informant Interview</td>
<td>Descriptive; Comparative</td>
</tr>
<tr>
<td>Did project activities meet the proposed targets?</td>
<td>Document Review; Structured Survey; Key Informant Interview</td>
<td>Comparative</td>
</tr>
<tr>
<td>To what extent has each of the project’s activities contributed to its objectives and expected results?</td>
<td>Document Review; Structured Survey; Key Informant Interview</td>
<td>Descriptive</td>
</tr>
<tr>
<td>What impact have project activities had (or not had) on immediate stakeholders and beneficiaries, whether intended or unintended?</td>
<td>Focus Group Discussion; Key Informant Interview</td>
<td>Descriptive</td>
</tr>
<tr>
<td>To what extent were the capacities of the beneficiaries increased?</td>
<td>Document Review (particularly looking at OD scores and improvements therein); Key Informant Interview</td>
<td>Comparative; Descriptive</td>
</tr>
<tr>
<td>To what extent did beneficiaries note an improvement in their socio-economic condition as a result of the program?</td>
<td>Document Review; Key Informant Interview</td>
<td>Comparative; Descriptive</td>
</tr>
<tr>
<td>Will the beneficiaries be able to sustain the achievements under the program and continue their educational/economic growth?</td>
<td>Key Informant Interview</td>
<td>Descriptive</td>
</tr>
<tr>
<td>To what extent was the project able to provide access for the beneficiaries to financial services and markets?</td>
<td>Key Informant Interview; Document Review</td>
<td>Descriptive</td>
</tr>
</tbody>
</table>

C.3 Approach and Methodology
Due to the fluid context in the western region of Guatemala, Counterpart is looking for innovative suggestions regarding the methodology design of this evaluation. Generally, this final evaluation is a performance evaluation that should comprise a mix of quantitative and qualitative methods and tools appropriate to the evaluation’s research questions, with particular attention paid to engaging disadvantaged populations. It is highly recommended to have both quantitative and qualitative data available to support the final evaluation report, unless the evaluation team can provide logically sound reasons for collecting only one or the other. Additionally, even if/when secondary data are available for the evaluation team to build on, attempts should be made to obtain primary data with reliable methods to ensure data integrity.
The methods and tools used in the final evaluation may include a combination of the following:

**Document review:** The evaluation team will find it useful to consult a broad range of background documents related to the agricultural sector in the western region of Guatemala apart from project documents provided by Counterpart. Besides project documents, Counterpart will support the evaluation team’s efforts in obtaining secondary data from universities and local government offices, among other potential sources.

The package of briefing materials will include:

1. Program Award Agreement executed between Counterpart and USDA on September 26, 2012;
2. Semi-annual Performance Reports submitted by Counterpart to USDA, including narrative reports that Counterpart has included as part of the reports in FAIS;
3. PMEP submitted to USDA April 1, 2013 (revised July 14, 2014)
5. Proceso de Selección de Municipios por el Proyecto Alimentos submitted to USDA in August 2013
6. Carta de Constitucion de la Comision Consultiva Para el Proyecto Alimentos Para el Progreso Guatemala signed July 11, 2013

**Key Informant Interviews (KII’s):** KII’s are suggested to be conducted with key stakeholders, including Counterpart staff and associated consultants, DC- and field-based USDA staff, faculty of the University of San Carlos (USAC), staff at MAGA, MICOOPe, and faculty at UC Davis. They could also include sample farmer beneficiaries and producer associations for the understanding of the perceptions of the project.

**Focus Group Discussion:** It is anticipated that the evaluation team will conduct multiple rounds of focus group discussions with Counterpart staff, MAGA extensionists, farmer beneficiaries, and grantee producer associations to understand project impacts and emerging findings. Special attempts should be made to ensure even participation and careful wording of the key questions.

**Survey:** The evaluation team will carry out a survey of beneficiaries to test and verify the integrity of M&E data collected by Counterpart field staff and reported to USDA. Sample of beneficiaries should be randomly generated to include all sub-groups of beneficiaries. Flexibility on the sampling methodology is provided based on Counterpart field staff’s assessment of travel logistics and efficiency of field time. The evaluation team will detail in its Methodology Plan whether an in-depth survey, more relevant for qualitative information, or a broad quantitative survey will be conducted, with supporting reasons.

Counterpart anticipates that the evaluation approach will be mixed methods (both qualitative and quantitative) and will utilize some participatory methodologies in the application of various tools. These participatory tools can include but are not limited to the following: self-assessment, stakeholder evaluation, participatory social mapping, causal-linkage and trend and change
diagramming, scoring, and brainstorming on program strengths and weaknesses. Further methods that can be used are: Focus Group Interviews (FGD), Key Informant Interviews (KII), interviews with stakeholders, and direct observation techniques to collect primary data. Secondary data should be examined prior to the commencement or of primary data collection activities to inform the refining of the evaluation questions and the analysis frame. The evaluators should triangulate data obtained qualitatively with trends and findings derived from quantitative data obtained through regular monitoring activities.

Counterpart will assist in making appointments with partners, community members, government officials and other stakeholders at the request of the evaluation team, and ensure that the consultant has full logistical support. However, Counterpart staff/representatives will not present during the interviews or any other data collection activities performed by the evaluation team.

C.5 Deliverables
The evaluator is expected to provide to Counterpart the following deliverables, with the option of training in-country enumerators dependent on the evaluation team’s final methodology plan:

A) Final Evaluation ToR and Workplan
The evaluation will develop final evaluation questions, finalize the assignment timeline, clarify team members’ roles and responsibilities, and develop data collection methods, instruments, tools, and guidelines during the first week of work. The team should submit a final evaluation ToR and Workplan to detail the above mentioned information. Counterpart will support the evaluation team’s efforts in obtaining information about the logistical and administrative procedures for the assignment.

B) Methodology Plan
A strategy document that details the methodology that will be used, geographic and participant sampling structure, and evaluative procedures. Apart from basic requirements of sampling methodology and data collection instruments, the design document will include a data analysis plan that details how focus group discussions will be transcribed and analyzed; what procedures will be used to analyze qualitative data from key informant and other stakeholder interviews; and how the evaluation will weigh and integrate qualitative data from these sources with quantitative data from the survey to reach recommendations and conclusions. Each data collection, analysis, and/or presentation tool, including the specific instruments, needs to be approved by Counterpart prior to the start of the evaluation team’s field work.

C) Draft Evaluation Report
Prior to the in-country evaluation debriefing, the evaluation team will submit a rough draft of the evaluation report to Counterpart, including its field office in Guatemala and HQ, who will provide preliminary comments. Based on the draft report and comments, potential meetings among these three parties will be scheduled to discuss discrepancies between the evaluation plan and implementation.

D) In-Country Debriefing
The evaluation team will present the major findings of the final evaluation to Counterpart’s program staff in Guatemala and other stakeholders through a PowerPoint presentation prior to its
departure from country. The debriefing will also include pending data validation issues in order to ensure that all data have been collected and no further data collection is necessary.

E) Final Report:

The report, not to exceed 40 pages (not including annexes), should be concise and to the point, utilizing charts, graphs and diagrams where appropriate. In producing the evaluation report, the evaluation team will link findings to the data analyzed (all findings must be evidence-based). Those links must be made clearly in the report. Additionally, the conclusions will clearly relate to the findings. It may require back and forth consultation, payment will not be rendered until the report is approved.

The following table displays requirements for the final report:

<table>
<thead>
<tr>
<th>Final Report Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report Length</strong></td>
</tr>
<tr>
<td>Maximum of 40 pages, excluding the Table of Content and Annexes</td>
</tr>
<tr>
<td><strong>Executive Summary</strong></td>
</tr>
<tr>
<td>Include a 3 to 5-page Executive Summary that provides a brief overview of the evaluation purpose, project background, evaluation questions, methods, findings, and conclusions.</td>
</tr>
<tr>
<td><strong>Questions</strong></td>
</tr>
<tr>
<td>Address all evaluation questions in the ToR</td>
</tr>
<tr>
<td><strong>Methods</strong></td>
</tr>
<tr>
<td>• Explain evaluation methodology in detail.</td>
</tr>
<tr>
<td>• Disclose evaluation limitations, especially those associated with the evaluation methodology (e.g. selection bias, recall bias, etc.).</td>
</tr>
<tr>
<td>NOTE: A summary of methodology can be included in the body of the report, with the full description provided as an annex.</td>
</tr>
<tr>
<td><strong>Findings</strong></td>
</tr>
<tr>
<td>• Present findings as analyzed facts, evidence and data supported by strong quantitative or qualitative evidence and not anecdotes, hearsay or people’s opinions.</td>
</tr>
<tr>
<td>• Include findings that assess outcomes and impacts on males and females.</td>
</tr>
<tr>
<td><strong>Recommendations</strong></td>
</tr>
<tr>
<td>• Support recommendations with specific findings.</td>
</tr>
<tr>
<td>• Provide recommendations that are action-oriented, practical, specific, and define who is responsible for the action.</td>
</tr>
<tr>
<td><strong>Annexes</strong></td>
</tr>
<tr>
<td>Include the following as annexes, at minimum:</td>
</tr>
<tr>
<td>• Terms of References.</td>
</tr>
<tr>
<td>• Full description of evaluation methods.</td>
</tr>
<tr>
<td>• All evaluation tools (questionnaires, checklists, discussion guides, surveys, etc.).</td>
</tr>
<tr>
<td>• A list of sources of information (key informants, documents reviewed, other data sources).</td>
</tr>
<tr>
<td>Only if applicable, include as an annex Statement(s) of Differences regarding any significant unresolved differences of opinion on the part of funders, implementers, and/or members of the evaluation team.</td>
</tr>
<tr>
<td><strong>Quality Control</strong></td>
</tr>
<tr>
<td>Assess reports for quality by including an in-house peer technical review with comments provided to the evaluation team.</td>
</tr>
</tbody>
</table>
An English report should be submitted in electronic version to the Regional Program Director and local Project Director for approval.

Share the findings from the evaluation report as widely as possible with a commitment to full and active disclosure.

Integrate findings from the evaluation report into decision-making about future strategies, program priorities, and project design.

F) Presentation of Evaluation

A formal, final presentation of the evaluation to Counterpart, USDA, and other stakeholders will be required to ensure that findings and recommendations from the report are shared as widely as possible.

C.7 Evaluation Team

The Contractor must have a team comprised of the individuals with strong leadership skills, experience in qualitative and quantitative evaluations, study design, data collection and analysis, and technical competence in key project activities. In particular, the evaluators will have the following qualifications:

- At least five years of demonstrated experience in evaluating agricultural development programs (required) and hold an academic qualification at least of B.S. in agriculture, monitoring and evaluation, or any other related field.
- Experience in conducting evaluations in Guatemala or the Central American region (required)
- Experience in evaluating USDA, USAID, or other USG projects (required). Preference will be given to those who demonstrate experience with these agencies.
- Experience in quantitative data collection, statistics/econometrics such as randomized control trials, propensity score matching, regression, design effects, questionnaire design, etc.
- Experiences in focus group discussions, key informant interviews, and survey design
- Knowledge of participatory methods.
- Experience in monitoring and evaluation projects and demonstrated experience in conducting mid-term and final evaluations.
- Experience and capability in producing survey reports.
- Experience in evaluation design collection and analysis of qualitative and quantitative data, report writing in English, and supervisory capabilities of each of these competencies.
- Fluent in English; conversant in Spanish

The consultant is expected to:

- Develop a comprehensive evaluation and data collection methodology (sample size and sampling methods, etc.)
- Train staff in research methods, including how to conduct in-depth interviews and focus group discussions and test their knowledge before data collection starts
- Conduct/coordinate and supervise qualitative data collection
- Conduct data analysis and generate summary of findings
- Present de-briefing to Counterpart staff, USDA staff, and other stakeholders
• Draft the final report
• Communicate directly with Counterpart headquarters and field staff

The evaluator will work closely with Counterpart Project Director, Program’s M&E specialist, Agricultural Specialist, OD Specialists in the field and with the Regional Director, Program Manager, and M&E specialist in HQ.

In-country staff will be available to answer technical questions about program structure and implementation, and they will provide assistance with logistics, arranging meetings, lodging, and other matters.

Section D: Proposal Guidelines and Selection Criteria

The candidate shall submit a full proposal to Counterpart Guatemala via an electronic submission to LACsubmissions@counterpart.org no later than Monday, August 22, 2016 at 5:00 PM EST with the following:

• Curriculum Vitae of the lead Evaluator
• References of similar work conducted by consultant and recommendations if available.
• A technical proposal not to exceed 10 pages that includes a clear description of the evaluation plan demonstrating a good understanding of the scope of work, the evaluation methodology, and a detailed plan for data collection and analysis
  o The evaluation methodology should include a detailed data collection plan, describing the data collection technique(s) to be used, related data collection sources, and a rationale for reasons the data collection was chosen. In addition, the data collection should indicate the evaluation questions/focus that each data collection technique will address; how data will be analyzed (i.e. descriptive statistics, content analysis-coding, etc.) and what will be the end result
• A detailed work plan showing the resources needed, the time anticipated, and the outcomes/deliverables reached.
  o The work plan should include a timeline of deliverables that resembles the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>First draft of Final Evaluation design</td>
<td>September 2, 2016</td>
</tr>
<tr>
<td>Evaluation design finalized</td>
<td>September 9, 2016</td>
</tr>
<tr>
<td>Final schedule, work plan and data collection tools</td>
<td>September 16, 2016</td>
</tr>
<tr>
<td>Guatemala City meetings with Counterpart staff</td>
<td>September 21</td>
</tr>
<tr>
<td>Data Collection Phase</td>
<td>September 26 – October 7, 2016</td>
</tr>
<tr>
<td>Preliminary analysis of results</td>
<td>October 10-13, 2016</td>
</tr>
<tr>
<td>Sharing preliminary results with Counterpart staff &amp; USDA</td>
<td>October 14, 2016</td>
</tr>
</tbody>
</table>
### Detailed Budget in the format provided below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Labor</strong></td>
<td></td>
</tr>
<tr>
<td>a) Individual 1 (daily rate) x (level of effort)</td>
<td>Subtotal Labor ($z.zz) a) Individual 1 ($a.aa)</td>
</tr>
<tr>
<td>b) Individual 2 (daily rate) x (level of effort)</td>
<td>b) Individual 2 ($b.bb)</td>
</tr>
<tr>
<td>c) Individual 3 (daily rate) x (level of effort)</td>
<td>c) Individual 3 ($c.cc)</td>
</tr>
<tr>
<td>d) Etc.</td>
<td>d) Etc.</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>Subtotal Travel ($y.yy)</td>
</tr>
<tr>
<td>a) Local Travel</td>
<td>a) Local travel ($a.aa)</td>
</tr>
<tr>
<td>b) International Travel</td>
<td>b) Flights ($b.bb)</td>
</tr>
<tr>
<td>i. Flights</td>
<td>c) Lodging ($c.cc)</td>
</tr>
<tr>
<td>ii. Lodging</td>
<td>d) M&amp;IE ($d.dd)</td>
</tr>
<tr>
<td>iii. M&amp;IE</td>
<td></td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>Subtotal Supplies ($x.xx)</td>
</tr>
<tr>
<td>a) Telephone calls (interviews)</td>
<td>a) Telephone calls (a.aa)</td>
</tr>
<tr>
<td>b) Office supplies</td>
<td>b) Office supplies (b.bb)</td>
</tr>
<tr>
<td>c) Internet</td>
<td>c) Internet (c.cc)</td>
</tr>
<tr>
<td><strong>Contractual</strong></td>
<td>Subtotal Contractual ($w.ww)</td>
</tr>
<tr>
<td>a) Data Collection company</td>
<td>a) Data Collection company (a.aa)</td>
</tr>
<tr>
<td>b) Translators</td>
<td>b) Translators (b.bb)</td>
</tr>
<tr>
<td><strong>Other Direct Costs</strong></td>
<td>Other Direct Costs ($v.vv)</td>
</tr>
<tr>
<td>a) Meeting space (venues)</td>
<td>a) Meeting space (a.aa)</td>
</tr>
<tr>
<td>b) Etc.</td>
<td>b) Etc. (b.bb)</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td></td>
</tr>
</tbody>
</table>

The following criteria will be used to review and score candidate proposals:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scoring (out of 100)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soundness of proposed methodology</td>
<td>55 points</td>
</tr>
<tr>
<td>Skills and Past Experience</td>
<td>20 points</td>
</tr>
<tr>
<td>Financial Competitiveness</td>
<td>25 points</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>100 points</td>
</tr>
</tbody>
</table>

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2 Only these two contract types are allowable under this award.
Section E: Terms and Conditions of the Contract

The following is a sample only – the actual contract may differ from this version in some or all of its parts

VENDOR CONTRACT

This Vendor Contract (“Contract”), by and between Counterpart International, Inc. (hereinafter, “Counterpart”), located at 2345 Crystal Drive, Suite 301, Arlington, Virginia, 22202, and Vendor Name (hereinafter, “Vendor”), located at Vendor Address, an organization registered in Vendor’s State or Country of Registration, is for services as set forth herein. Vendor warrants that it possesses the requisite capabilities and is authorized to work in the Country Work is to be Performed In. Accordingly, for good and sufficient consideration, the parties hereby agree as follows:

1. Term. The term of this Contract shall commence on **Beginning Date** and shall continue in effect through **Ending Date**, unless terminated in accordance with Article 6, Termination, of this Contract.

2. Vendor’s Obligations. Vendor shall provide, to Counterpart’s satisfaction, the services specified in Attachment A, the Statement of Work/Specifications (the Services). The Vendor will provide documentation of work performed to **Counterpart Staff Contact Name, Title, and E-mail Address**, Counterpart’s Representative.

3. Counterpart’s Obligations. Counterpart agrees to cooperate with Vendor, and shall provide Vendor with additional instructions and information as Counterpart’s Representative determines is necessary for Vendor to provide the Services.


   a) Rate and Limits. Counterpart shall pay Vendor an amount not to exceed **XXXX (Specify currency)**, in accordance with Attachment B, the Price List/Budget and Attachment C, Payment Schedule, inclusive of all costs including labor, material expenses, taxes, and fees.

   b) Payment. Vendor will be paid within thirty (30) days of submission and acceptance by Counterpart of the deliverables in accordance with the Statement of Work/Specifications. Vendor must submit an invoice for each requested payment to **Counterpart Staff Contact Name, Title, and E-mail Address**, 2345 Crystal Drive, Suite 301, Arlington, Virginia 22202, USA.

   c) Notwithstanding the foregoing, prior to being paid, the Vendor must provide to Counterpart a taxpayer identification number by submitting the relevant, required tax form (Attachment F), and bank account information (Attachments E or G).

   d) Program Code. Fees and expenses under this Contract will be charged to Counterpart’s Program Code **Program Code**, which should be referenced on all invoices.

5. Inspection and Acceptance. All equipment, materials, supplies, software, and services provided hereunder are subject to acceptance by the designated Counterpart representative. Equipment, materials, services and supplies that [i] are not found to be reasonably satisfactory to Counterpart according to the specifications set forth in the Scope of Work or [ii] fail to meet normal professional standards, will be rejected by Counterpart or promptly corrected by the Vendor at no additional cost to Counterpart. All items shipped and under warranty must be accompanied by valid shipping & warranty documentation.
6. **Termination.** This Contract may be terminated in the following circumstances:

   (A) By Counterpart
   
       i. Upon thirty (30) days written notice for any reason; or
   
       ii. At any time, upon notice to Vendor, if Vendor fails to fulfill its obligations under this Contract, or if project funding is terminated or reduced.

   (B) By mutual agreement of the parties.

   Notwithstanding any other provision in this Contract, Vendor understands and agrees that Counterpart has no obligation to provide Vendor with work or any minimum hours. This Contract shall not be deemed terminated as a result of any lack of work. Termination or expiration of this Contract shall not affect Vendor’s continuing obligation under Articles 12, 13, 14, and 15 of this Contract relating respectively to ownership of work product, confidentiality and non-disclosure, and indemnification.

7. **Notices.** Any Notice given by any of the parties shall be sufficient only if in writing and delivered in person, or sent by telegraph, cable, fax, Email, or mail as follows:

   To Counterpart: Counterpart International, Inc.
   
   Attn: Name of Authorized Representative
   
   2345 Crystal Drive, Suite 301
   
   Arlington, Virginia, 22202
   
   Tel: (703) 236-1200
   
   Fax: (703) 412-5035
   
   Email: Email

   To Vendor:

   Name of Vendor

   Address

   Tel: Telephone

   Fax: Fax

   Email: Email

8. **Nature of Relationship.**

   a) **Independent Contractor/No Agency.** Vendor acknowledges that it is acting as an independent contractor in the performance of this Contract. Vendor is not a partner, joint venturer, agent or employee of Counterpart, and Vendor is not authorized to enter into contracts on behalf of Counterpart or to otherwise undertake any legal obligation on behalf of Counterpart.

   b) **Duty of Loyalty.** During the term, Vendor agrees to act in the best interests of Counterpart, to conduct all business on behalf of Counterpart in a professional and ethical manner and to deal with third parties in a manner calculated to enhance, and not to detract from, Counterpart’s reputation.

   c) **Taxes.** All taxes of every nature and kind, including occupation, or property taxes, shall be the responsibility of the Vendor, and Counterpart, without limitation, franchise, net or gross income, license, shall have no obligation to the Vendor therefore. The Vendor shall report and pay, as an independent contractor, all taxes applicable to amounts received from Counterpart hereunder.
d) **Non-Liability.** Counterpart does not assume any liability with respect to any third party claims for damages arising out of this Contract.

9. **Conflict of Interest.** The Vendor warrants that, as of the effective date of this Contract, no conflict of interest exists or is likely to arise in the performance of its obligations under the Contract. If, during the term of the Contract, an or potential conflict of interest arises, the Vendor agrees to notify Counterpart immediately in writing of that conflict or potential conflict, and to take any steps Counterpart reasonably requires to deal with the conflict.

10. **Gifts/gratuities/payments to third parties.** The Vendor shall neither accept nor offer anything of value, including, without limitation, any gifts, gratuities, meals or entertainment, free trips, personal property, or any other items or services of whatever nature from or to any person or organization as an inducement to perform, provide, or obtain any services of whatever nature on behalf of or from Counterpart, or for any personal gain as a result of the Vendor’s work for Counterpart under this Contract.

11. **Compliance with Law.**

   a) Vendor shall provide the Services in full compliance with Attachment D, Provisions Applicable to U.S Government-funded Contracts, all applicable laws, regulations, rules, and/or other requirements of the country, state, region, municipality, and other applicable jurisdiction or authority where the Services are to be performed.

   b) Vendor agrees to comply with all U.S. laws and funding agency requirements applicable to Vendor and/or the Services provided under this contract. In particular, Vendor hereby agrees and certifies that:

      i. Vendor will not pay, offer or promise to pay, or authorize anyone else to pay or offer to pay money or anything of value to a foreign official, political party or party official, or any candidate for foreign political office, directly or indirectly, including through agents or intermediaries, with the intent to induce the recipient to misuse his/her official position to obtain or retain business for Counterpart, or to direct business to any other person;

      ii. Vendor understands and acknowledges that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of support or resources to, individuals and organizations associated with terrorism. It is the legal responsibility of Vendor to ensure compliance with these Executive Orders and law;

      iii. Vendor understands and acknowledges that Counterpart shall have the right to terminate this award, without penalty, if the Vendor or its employees, or any subcontractor or its employees, engage in any of the following conduct:

         (1) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this contract;

         (2) Procurement of a commercial sex act during the period of this contract; or

         (3) Use of forced labor in the performance of this contract.

      For purposes of this provision, “employee” means an individual who is engaged in the performance of this award as a direct employee, consultant, or volunteer of the recipient or any subrecipient.

     iv. Vendor will provide Counterpart, any U.S. Government donor agency funding activities under this contract, the Comptroller General of the United States, or any of their duly authorized representatives, access to any of the Consultant’s books, documents, papers and records which are directly pertinent activities under this contract for the purpose of making audits, examinations, excerpts and transcriptions; and
v. Neither Vendor nor any of its principals is excluded or disqualified from participation in activities under this contract by any U.S. federal department or agency.

12. **Ownership of Work Product.** Any work partially or fully conceived, designed or produced at or by Counterpart (including, without limitation, services, deliverables, copyrightable works, technical or other data, and tangible or intangible property of any kind) (collectively, “Work Product”) prior to the effective date of this Contract shall be and remain the exclusive property of Counterpart. Any Work Product developed in the course of or as a result of Vendor’s performance of this Contract, whether by Vendor alone or in collaboration with others, shall also be and remain the exclusive property of Counterpart. Counterpart shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks with regard to such Work Product. Vendor waives any rights, including intellectual property rights, in all Work Product, and will not distribute or make any other use of Work Product outside Counterpart without Counterpart’s express written authorization. Vendor hereby assigns to Counterpart all right, title and interest in any Work Product, and agrees to execute and deliver to Counterpart any additional documents that may be necessary to effectuate such assignment.

13. **Confidentiality and Non-disclosure.** Vendor agrees to keep confidential and not to disclose, without the prior written approval of **Counterpart Staff Contact Name**, any information or data confidential to Counterpart, including but not limited to any trade secrets or information proprietary to Counterpart.

14. **General Indemnification.**

   a) The Vendor shall indemnify and hold harmless Counterpart, including its directors, officers, employees, licensees, consultants and agents, and be solely responsible for payment for all losses, claims, damages or liability of any kind, including, without limitation, claims for the loss of property, personal injury, death or otherwise, and attorneys’ fees and other reasonable expenses, arising out of any willful misconduct or grossly negligent act or omission of the Vendor or its agents and representatives in connection with the Vendor’s performance under this Contract.

   b) Counterpart shall not indemnify the Vendor for any loss, claim, damage or liability of any kind arising under this Contract, except and to the extent that such liability arises out of the willful misconduct or grossly negligent act or omission of Counterpart, its employees, agents or representatives in connection with Counterpart’s performance under this Contract.

15. **Special Indemnification.** The Vendor represents and warrants that any work produced under this Contract will constitute the original work of Vendor, and will not infringe any copyright, patent, trademark, trade secret, license, contract or other intellectual property, proprietary or personal right of any person, and will be free of any liens, encumbrances or other claims. Vendor, at Vendor’s own expense, shall defend, indemnify, and hold harmless Counterpart, its directors, officers, employees, licensees, consultants, and agents from any claim, demand, cause of action, or liability whatsoever, including attorney’s fees and other reasonable expenses, to the extent the Vendor acted intentionally or negligently to infringe or violate the copyright, patent, trademark, trade secret, license, contract, or other intellectual property, proprietary or personal right of a third party.

16. **Assumption of Risks.** The Vendor understands and acknowledges that in the Vendor’s performance of the Services under this Contract, the Vendor may incur risks to life, limb and health, including but not limited to mental health, and personal property. The Vendor acknowledges to Counterpart to third
parties, and to courts of competent jurisdiction, that the Vendor assumes all of those risks, except for risks resulting from the willful misconduct or gross negligence of Counterpart.

17.  **Return of Property.** At the end of the Term, or at any time upon Counterpart’s request, Vendor will return all documents or other materials, however stored, that belong to Counterpart, contain Counterpart confidential or proprietary information or Work Product, or relate in any way to Counterpart, its activities or operations, or any of its employees, and any other Counterpart property in Vendor’s possession.

18.  **Non-Competition.** During the Term, and for a period of one (1) year thereafter, Vendor will not directly or indirectly solicit or induce, or attempt to solicit or induce, any Counterpart employee or consultant to leave his/her employment or consultancy with Counterpart for any reason whatsoever.

19.  **Force Majeure.** The parties are released from their obligations under this Contract for partial or complete failure to carry out obligations if this failure results from a “force majeure event”. Force majeure events shall include, but not be limited to, flood, drought, earthquake, storm, fire, pestilence, and other natural catastrophes, epidemic, war, riot, civil disturbance, strikes, other labor disputes, or failure, threat of failure, or sabotage of any facilities or equipment used in conjunction with this Contract, or other causes beyond the control of the parties and which could not have been reasonably foreseen or prevented. The affected party shall, within 7 working days after such force majeure event first occurs, notify the other party in writing and describe how each or both may overcome any difficulties resulting from such event. However, in the event that either party is prevented by such an event from fulfilling its obligations under this Contract for a period of more than **ninety (90) days**, the Contract may be terminated in accordance with Article 6, Termination.

20.  **Governing Law.** This Contract shall be governed by the laws of the Commonwealth of Virginia and the United States, without regard to the conflict of laws provisions thereof.

21.  **Assignment/Subcontracting.** Vendor shall not assign or subcontract this Contract, or any rights or obligations hereunder, in whole or in part.

22.  **Claims and Disputes.** In no event shall Counterpart be liable to Vendor for payments for any extra work performed in addition to that required under this Contract unless the Vendor performs such work by written directive of Counterpart.

In the event of any dispute, a claim by the Vendor must be made in writing and submitted to Counterpart for a written decision. A claim by the Vendor is subject to a written decision by Counterpart, who shall render a decision within 60 days of receipt of the Vendor’s claim. The decision rendered will be considered final unless appealed by the Vendor. The Vendor will proceed with performance of this Vendor contract pending final resolution of any claim.

23.  **Severability.** If any of the provisions of this Contract are held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

24.  **Waiver.** A waiver by one of the parties of any of the provisions of the Contract (or of any default by the other party in performing any of those provisions) shall not constitute a continuing waiver and shall not prevent the waiving party from subsequently enforcing such provision(s) or any of the other provisions of this Contract or from acting on any subsequent default.
25. **Modification.** Changes to the terms and conditions of this Contract may be effected only by means of a written modification to the Contract executed by both Vendor and Counterpart.

26. **Execution of Contract.** This Contract may be executed in more than one counterpart, each of which shall be considered an original and all of which taken together shall be considered a single Contract.

27. **Complete Contract.** This document together with all attachments hereto constitute the complete and exclusive Contract between the parties, superseding all representations, proposals or promises whether oral or written, and all other communications between the parties, relating to the subject of this Contract.

IN WITNESS WHEREOF, the parties have hereto affixed their signatures and dates:

<table>
<thead>
<tr>
<th>Counterpart International, Inc.</th>
<th>Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Signatory</td>
<td>Name of Vendor Signatory</td>
</tr>
<tr>
<td>Title of Signatory</td>
<td>Title of Vendor Signatory</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>
Attachment D

Provisions Applicable to U.S Government-funded Contracts

D.1 Executive Order No. 13224
Vendor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of Vendor to ensure compliance with these Executive Orders and Laws. This provision must be included in all subcontracts issued under this Contract.

D.2 Debarment, Suspension, Ineligibility and Voluntary Exclusion
Vendor certifies that neither it nor its principals is presently excluded or disqualified from participation in this transaction by any U.S. Federal department or agency, and neither Vendor nor principals have an “exclusion” associated with their names at www.sam.gov.

D.3 Worker’s Compensation Insurance
Pursuant to 42 U.S.C. 1651, et seq., Vendor is required to provide Worker's Compensation Insurance for persons employed outside the United States who are not United States citizens or residents, unless a U.S. Department of Labor waiver has been obtained, in which case Vendor shall provide adequate workers compensation protection for such persons in accordance with local law. A list of countries for which the U.S. Department of Labor has issued waivers can be found at http://transition.usaid.gov/policy/ads/300/302sap.pdf.

D.4 International Air Travel and Transportation/Fly America (Open Skies) Act

Vendor must comply with the requirements of the Fly America Act (49 U.S.C. 40118) which requires that all air travel must be made on U.S./EU flag air carriers to the extent service by such carriers is available. Regulations for this requirement may be found at 41 CFR Part 301-10, and are hereby incorporated by reference into this Contract.

D.5 Audit and Records
For the purpose of making audits, examinations, excerpts and transcriptions, Counterpart, the Cognizant, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Vendor which are directly pertinent to the fees and expenses claimed for services performed under this Contract.

D.6 Foreign Tax Reporting/VAT
Vendor shall report any foreign taxes assessed by the host government on commodity purchase transactions of $500 or more made with funds received from this Contract. For the purposes of this Section, “commodity” means any material, article, supplies, goods, or equipment, and “foreign taxes” means value-added taxes (VAT) and custom duties assessed by a foreign government on a commodity financed with U.S. assistance. It does not include foreign sales taxes. A sample VAT tracking form may be obtained from Counterpart.

D.7 Equal Employment Opportunity
D.8 Rights to Inventions Made Under a Grant or Contract
The rights of the Federal Government and Counterpart in any resulting invention shall be retained in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Contracts,” which is hereby incorporated by reference, and any implementing regulations issued by the awarding agency.
Section F: Results Framework

USDA Food For Progress Results Framework 1:
Increased Agricultural Productivity

FFPr Result 1.2
Increased Use of Improved Agricultural Techniques and Technologies
Activity: Farmers Trained by Agricultural Extension Agents
56%

FFPr Result 1.2.3
Increased Use of Financial Services
Activity: Introduce and expand financial services for producer groups
56%

FFPr Result 1.2.4
Increased Knowledge by farmers of Improved Techniques and Technologies
Activity: Build Capacity of Agricultural Extension Agents
16%

FFPr Result 2.2.2
Improved Linkages Between Buyers and Sellers
Activity: Introduce and expand financial services for producer groups
50%

FFPr Result 1.4.4
Improved Capacity of Key Groups in the Agriculture Production Sector
Activity: Introduce and expand financial services for producer groups
33%

FFPr Result 1.4.1 & 1.4.3
Increased Capacity of Government Institutions
Activity: Build Capacity of Agricultural Extension Agents
19%

FFPr Result 2.4.3
Increased access to improved market information
Activity: Build Capacity of Agricultural Extension Agents
16%