

<b>Consultancy Title</b>	Farmer to Farmer Learning Agenda Consultancy
<b>RFP number</b>	US6838.06.06
<b>Location</b>	Remote
<b>Contract Duration and LOE</b>	July 10, 2023 – September 18, 2023, Full-time up to 45 days
<b>Due date for clarifying questions</b>	June 12, 2023 11:59 PM EST
<b>Due date for full proposal</b>	June 19, 2023 11:59 PM EST

## I. Background

Catholic Relief Services (CRS) is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Farmer-to-Farmer (F2F) is a five-year (2018-2023) USAID funded program implemented with the primary goal of reducing hunger, malnutrition, and poverty. The program seeks to achieve this goal by advancing inclusive and sustainable agriculture-led economic growth through the deployment of US-based experts on short-term assignments around the globe. The program's secondary goal is to increase the US public's understanding of international development issues and programs and share the knowledge back in the US. The CRS F2F program is

## II. Purpose

F2F is a broad, complex program with ten different specific country projects intervening in crops, livestock, agribusiness, horticulture, cashew, soy and modernizing agriculture in the six countries. This complexity comes with inherent uncertainty about what will work and what will not at all stages of program implementation. In order to effectively meet its goals in different sectors and contexts, the program applies learning approaches which involve monitoring progress with program implementation, planning, collecting data and making course corrections at all stages of its implementation. One key tool that guides this approach is a **Learning Agenda** which seeks to help CRS F2F generate, use and share knowledge on development themes related to the program's country projects.

This learning agenda comprises of:

- a. Learning questions
- b. Actions to promote learning and
- c. Plans for communication and dissemination of knowledge.

Specific activities include:

- a. Collecting data on a set of learning questions from hosts and volunteers
- b. Reflection and learning events
- c. A feedback mechanism
- d. After action reviews and
- e. Development of success stories, among others.

This agenda has, however, not been applied in a structured way and all specific activities are implemented independently, making it ineffective as a learning tool.

The purpose of this consultancy is:

1. To review the programs' existing Learning Agenda including
  - a. Learning questions

- b. Actions to promote learning.
  - c. Plan for communication and dissemination of knowledge, and
- 2. To recommend technical and operational adjustments to the Learning Agenda in order to enhance CRS F2F's adaptive management.

The consultant will develop a system to collect data on key learning from program staff, strategic stakeholders and selected host organizations to answer the program's key learning questions below.

- 1. Does our approach to working with host organizations to create and implement development plans advance impact at the host level? How can we improve on our approach?
- 2. How can our host-oriented approach to programming advance our objectives and have sector-wide impact (beyond hosts as described in our F2F country projects). The program objectives include.
  - a. Facilitating economic growth within targeted sub-sectors to influence value chains as a whole.
  - b. Enhance sub-sector inclusiveness to expand participation to a broader range of individuals and communities.
  - c. Increase the American public's understanding of international development issues and programs and international understanding of the US and US international development programs.

How can we improve on this model?

- 3. How effectively has the program worked with cooperatives and the private sector and what lessons can we draw from this work? How can we be more strategic in our work to maximize our impact in these two key sectors?

The consultant will conduct consultative meetings with selected program staff and develop an inception report. S(he) will work closely with the DCOP and MEAL Manager, and the broader F2F team, CRS country programs where the program is being implemented, and selected host organizations in these countries. The consultant will collect and analyze data from these meetings, develop a report and a presentation to the respondents above. The target audiences for this assessment include F2F staff, CRS Head of Programs in implementing countries, F2F implementing partners, host organizations, F2F Community of Practice (COP) and USAID.

### **III. Specific Tasks and Deliverables**

#### **Specific Tasks**

- 1. Conduct inception meeting with F2F Senior Management team and selected project staff.
- 2. Develop an inception report on how he/she proposes to conduct the assessment.
- 3. Further develop the proposal work plan for review and approval, including adding a Description of steps to be implemented to complete listed tasks.
- 4. Develop data collection strategy and tools.
- 5. Collect data to answer the learning questions from respondents as per agreed sampling framework and sample adhering to CRS data management and protection standards.
- 6. Conduct consultative meetings with key respondents from CRS and other partners.
- 7. Review learning agenda including questions, actions to promote learning and plan for communication and dissemination of knowledge.
- 8. Collect data from selected host organizations, F2F program staff and HoPs, and selected partners to help answer the learning questions.
- 9. Develop a table summarizing findings.
- 10. Present draft report including findings and recommendations to F2F staff and other key stakeholders.
- 11. Develop final report

<b>Task Number</b>	<b>Task</b>	<b>Dates of Performance</b> July 10, 2023 – September 18, 2023 [ <b>Note to bidder:</b> Please enter the proposed date or dates range for each task based on this total period of performance.]	<b>Anticipated Number of Billable Days</b> Full-time up to 45 days [ <b>Note to bidder:</b> If, in your assessment, the number of billable days needed exceeds 45 days, please explain in your proposal.]
1	Conduct inception meeting with F2F Senior Management team and selected project staff.		
2	Develop an inception report on how he/she proposes to conduct the assessment.		
3	Further develop the proposal work plan for review and approval, including adding a description of steps to be implemented to complete listed tasks.		
4	Develop data collection strategy and tools.		
5	Collect data to answer the learning questions from respondents as per agreed sampling framework and sample adhering to CRS data management and protection standards.		
6	Conduct consultative meetings with key respondents from CRS and other partners.		
7	Review learning agenda including questions, actions to promote learning and plan for communication and dissemination of knowledge.		
8	Collect data from selected host organizations, F2F program staff and HoPs, and selected partners to help answer the learning questions.		
9	Develop a table summarizing findings.		
10	Present draft report including findings and recommendations to F2F staff and other key stakeholders.		
11	Develop final report.		

**Deliverables and Anticipated Deliverable Level of Effort**

<b>Deliverable Number</b>	<b>Deliverables</b>	<b>Anticipated Deliverable LOE</b>
1	Inception report	30%
2	2-month workplan	
3	Design of data collection tools	
4	Data collection completed	30%
5	Key informant interviews	
6	Data summary tables	
7	Draft report	
8	Key findings presented to F2F staff and key stakeholders	40%
9	Final report	
10	F2F Learning agenda	

**IV. Qualifications:**

1. Master's degree in development or related studies; experience working in INGOs or UN preferred.
2. Minimum five years' experience in Monitoring, Evaluation, and Learning (MEAL)
3. Demonstrated track record implementing USAID Learning and Adapting (LA) activities in an international project or organization.
4. Must possess ability to handle multiple priorities in a fast-paced environment.
5. Excellent English language oral and written communication skills.
6. Highly proficient in Microsoft Office applications especially Microsoft Word and Excel.
7. Experience implementing learning frameworks/Learning agendas (preferred)

**V. Application Components:**

1. Cover letter, which describes a brief summary of approach that demonstrates qualifications in undertaking the Scope of Work. This summary should highlight how the applicant will complete the deliverables.
2. The cover letter should also include the completion of the table found under Section III. Specific Tasks and Deliverables. (Document cannot exceed 3 pages single-spaced.)
3. Compensation rate per day, level of effort, and total cost.
4. Resume/ CV.
5. Contact information for three professional references, with the following details about the references: (a) name, (b) position, (c) company, (d) phone number, (e) email address, and (f) city, state, country

**VI. Proposal Deadline**

All proposals must be sent to [lauren.hamdy@crs.org](mailto:lauren.hamdy@crs.org) no later than June 19, 2023 11:59 PM EST. The solicitation name "US6838.06.06 Farmer to Farmer Learning Agenda Consultancy" must be included in the subject line.

**VII. Clarifying Questions and Responses**

Prospective bidders may submit any clarification questions to [lauren.hamdy@crs.org](mailto:lauren.hamdy@crs.org), by June 12, 2023 11:59 PM EST. Responses will be provided to any known prospective bidders by June 14, 2023. The solicitation name "US6838.06.06 Farmer to Farmer Learning Agenda Consultancy" must be included in the subject line.