



**SPECIAL AGRO-
INDUSTRIAL
PROCESSING ZONES
(SAPZ) PROGRAM
Terms of Reference
(ToR) for Consultancy
Services for the
Conduct of Baseline
Survey for the Special
Agro-Industrial
Processing Zones
(SAPZ) Program
under AfDB Support**

TERMS OF REFERENCE (ToR)

Baseline Survey for the Implementation of Special Agro-Industrial Processing Zones (SAPZ) Program in five (5) AfDB Participating States of Cross-River, Imo, Kaduna, Ogun and Oyo

1. Background

The Federal Government of Nigeria (FGN) has secured a facility from the African Development Bank (AfDB), International Fund for Agricultural Development (IFAD), and Islamic Development Bank (IsDB) to implement a five-year AfDB/IFAD/IsDB-Assisted Special Agro-Industrial Processing Zone (SAPZ) Program in partnership with the State Governments and Private Investors in seven (7) participating States (**Imo, Kaduna, Cross River, Kano, Kwara, Oyo, and Ogun**) and Federal Capital Territory (**FCT**) in the first phase.

The implementation of SAPZs is a major investment program of the Federal Government of Nigeria, driven by the Federal Ministry of Agriculture and Food Security (FMAFS) in collaboration with relevant Federal Ministries, Departments and Agencies (MDAs) to develop agro-processing clusters in areas of high agricultural production across the country. It is a strategic move to rapidly develop modern agro processing capacity to serve the vast and growing local market, create sustainable market for farmers and reduce postharvest losses of local agricultural produce and thereby create wealth for farmers, promote import substitution and create sustainable agriculture related jobs.

This clustering approach is to help address investment challenges in the development of agro-processing enclaves across Nigeria, including poor access to quality infrastructure, inadequate feedstock supplies and other challenges confronting agro-processing environment. SAPZs, therefore, will be developed with requisite infrastructure for agro processing environment which will help reduce cost absorptions and engender competitiveness in agro-industrial production that is critical to further unlocking the potentials of Nigeria's Agriculture to create ready markets and wealth for farming communities and reduce rural poverty.

The SAPZ is made up of two building blocks which include the Agricultural Transformation Centre (ATC) which is a community-based rural institution within the host community, supported with provision of quality production drivers for the production of feedstock and the Aggregation Centre (AC) for primary storage, and the Agro-Industrial Hub (AIH) equipped with desirable infrastructure to create modern agro-processing environment where secondary value addition will take place. The Agro-Industrial Processing hub (AIH) will draw its processing feedstock from the ATC where activities of the production clusters and Aggregation Centres are being coordinated.

The SAPZ Program goal is to increase household incomes, foster job creation in rural agricultural communities, especially for youth and women, and enhance food and nutritional security in Nigeria. The development objective is to support inclusive and sustainable agro-industrial

development. The specific objective of the SAPZ program is to increase the competitiveness and business environment of the Nigerian agriculture sector, through the provision of hard and soft infrastructure that would allow the crowding-in of private investment into the sector, both at the upstream and downstream axes of the value chains.

2. Target Groups

AfDB investments will target the development of 5 Agro-Industrial Hubs (AIHs) in the AfDB supported states of Cross-River, Imo, Kaduna, Ogun and Oyo to attract private sector investment. The Bank will also finance the development of 5 Agricultural Transformation Centres (ATCs) in the states under its support. Value chain actors and Micro, Small and Medium Enterprises (MSMEs) in the catchment areas to the ATCs will be supported to enhance their production skills and capacity and ensure adequate production surplus of produce to feed the industrial hubs. One of the expected outcome of AfDB support to SAPZ is to create 100,000 direct and 400,000 indirect jobs, corresponding to a total of 500,000 jobs within the locations of the Agro-Industrial Hubs, Agricultural Transformation Centres (ATCs) and Aggregation Centres (ACs).

3. Program Components and Key Performance Indicators

Pursuant to the above goals and objectives, the SAPZ has been designed to be implemented through four distinct components, namely:

- i. Component 1- Infrastructure Development and Agro-Industrial Hubs Management
- ii. Component 2- Agricultural Productivity and Production
- iii. Component 3- Policy and Institutional Development
- iv. Component 4- Project Coordination and Management

Progress towards achievement of the programme objectives would be measured using the key performance indicators (summarized) below:

Impact Indicator-

- changes in unemployment
- reduction in poverty rate
- reduction of household food insecurity

Outcome Indicators-

- Changes in private sector investments;
- Jobs created, and trainings/capacity building conducted;
- Percentage of the population living below USD 1.90 per day
- Households reporting increase in production
- Supported rural producer organizations providing improved services to members
- Supported rural enterprises reporting increase in profit
- Households reporting adoption of environmentally sustainable and climate-resilient technologies and practices
- Households reporting improved physical access to markets, processing and storage facilities
- Percentage increase in yield for commodities produced by targeted smallholder farmers

- Number of existing or new laws, regulations, policies or strategies proposed to policy makers for approval, ratification or amendment.

Output Indicators-

- Support to public institutions,
- Economic infrastructure provided for value chain development
- Farm level physical infrastructure developed,
- Support to farmers, groups, entrepreneurs, women and youth;
- Quantity of certified seeds provided
- Persons provided with climate information service
- Persons trained in production practices /technologies
- Persons trained in income generating activities or business management
- Households provided with targeted support to improve their nutrition
- Persons in rural areas accessing financial services
- Farmers, processors/traders and community-based service providers trained in financial literacy
- Number of Farmer Organizations established
- Rural producer organizations supported
- Policy-relevant knowledge products completed
- Existing policy documents reviewed, updated and approved by FG and SG
- Regulatory institution/special regulatory regime established

Detailed list of project key performance indicators are provided in the program's results framework and M&E Arrangement.

4. Justification for the Baseline Study

AfDB has provided funds to finance SAPZ in the five states of Cross-River, Imo, Kaduna, Oyo and Ogun. The programme intends to conduct a Baseline Survey to obtain benchmark data and information against which the SAPZ performance would be measured. The baseline study would provide the initial values of the program's key performance indicators (KPIs) before the commencement of program interventions. Results from the baseline study would be useful in updating the baseline values for some outcome indicators in the program logical framework. Furthermore, the baseline instrument would be of great importance during the program mid-term and completion evaluations. The baseline report would add to the dossier of SAPZ program source documents.

5. Objectives of the Baseline Survey

The main objective of this assignment is to support the SAPZ Programme in establishing benchmarks (pre-intervention economic and social conditions of benefitting individuals/households, state, rural enterprises and producers) against which outputs, outcomes and impact of the project would be assessed during implementation and at completion; as well as provide pre intervention baseline documentary of SAPZ sites. Toward this objective, the Baseline

Survey intends to collect both quantitative, qualitative and graphic/digital information from beneficiaries and intervention sites at the appropriate levels of analysis.

The Specific Objectives of the baseline survey are to:

- a) Review the previous baseline survey and similar studies conducted for SAPZ during/prior to the project design stages in the current participating states to identify additional information requirements to be incorporated in this survey.
- b) Review other studies and or surveys carried out by development partners such as AfDB, World Bank, IFAD USAID, FAO, DFID, UNICEF, WHO, Oxfam, etc. in the participating states for complementarities.
- c) Review the reports on beneficiaries profiling and household listing exercises (where available) conducted in the selected LGAs and communities which forms the basis on which the survey questionnaires will be administered on beneficiaries within the sample frame.
- d) Give specific attention to government and AfDB strategic priorities such as Level of Income of individual beneficiaries, food security, Household/Entrepreneur Ownership Index (Wealth/Asset), hunger and malnutrition and Nutrition Mainstreaming, Environmental and Climate Change Adaptation, Gender and Youth Inclusion, vulnerable population (such as Internally Displaced Persons), as well as Financial Literacy.
- e) Produce 10 minutes video documentary and still photographs illustrating the current economic status of targeted communities of SAPZ as well as the status and existing challenges within the anticipated project sites before intervention in Cross-River, Imo, Kaduna, Oyo and Ogun.
- f) Develop ready-to-use survey questionnaire/instruments that will capture SAPZ Programme-specific indicators as contained in the results framework, AfDB priority indicators, and government's household livelihood indicators. In the course of developing the ready-to-use instruments for data collection, the consulting firm is expected to pre-test, update, and finalize the instruments by filling all the gaps, if identified, at the pre-test level before the actual work.
- g) Collect sufficient data and information (using Computer-Assisted Personal Interviews) configured with data collection app- such as ODK or KoboCollect) to establish Household/Entrepreneur Baseline benchmarks for the SAPZ key performance indicators at output, outcome and impact levels, covering but not limited to the following modules: Household demographic data, Living Standards, Level of Income of individual beneficiaries, food security, Child and women malnutrition (Nutrition mainstreaming), Household/Entrepreneur Ownership (Wealth/Asset) Index, Environmental and Climate Change Adaptation (E&CC), Gender and

Youth Inclusion, vulnerable population, as well as Financial Literacy for beneficiaries and members of farmer organizations. Others include general agricultural conditions, level of value chain activities chosen by the participating states (SAPZ shall provide the consultant with information on state-specific commodities/value chains). Data collection should cover project beneficiaries and counterfactual to help in the determination of attribution at the end of the program.

6. Methodology

The SAPZ intends to conduct a comprehensive baseline survey to obtain evidence-based quantitative and qualitative data on the socio-economic status of potential beneficiaries/households in the target project areas (catchment to Agricultural Transformation Centers {ATCs} and Aggregation Centres {ACs} and the Agro-Industrial Hubs {AIHs}), representing the programme target groups. The scope of the service required under this Terms of Reference include the collection of data at the Individual/household and Producers' organization levels. The set of indicators to be collected and analyzed will be based on SAPZ's log-frame indicators. The study will follow a quasi-experimental approach focusing on the treatment and control groups.

For effective data collection and coverage of the study area, enumerators and their supervisors will be recruited from the project clusters (preferably, the State ADPs for partnership and sustainability in program implementation and follow-ups), and trained by the study team. The training for supervisors and enumerators would cover the objectives, methodology and administration of the questionnaires, as well as modalities for identifying the selected respondent households.

The enumerators will interview the respondents face-to-face in their convenient places. The beneficiary programme clusters (communities) that will be covered in the survey will have their geo-coordinates captured through a Global Positioning System (GPS) device and these coordinates will later be mapped.

SAPZ Program Coordination Unit shall provide necessary logistic support to ensure the smooth conduct of the baseline survey, and ensure unhindered access to all needed requirements by the consulting firm. The project would equally provide counterpart staff /personnel to backstop the study team. In addition, a team comprising the SAPZ Monitoring & Evaluation Officer (PMEO) and other members of the PCU will undertake on-the-spot field level assessments and support to minimize likely challenges as well as ensure consistency and timeliness.

6.1 Sample frame

All the AfDB-supported States of Cross-River, Imo, Kaduna, Oyo and Ogun already chosen for the survey based on program design, thus the programme intervention is expected to run concurrently in all the states. The sample frame shall be the beneficiary listing derived from the profiled target groups for the SAPZ. The total sample size for the baseline survey shall be determined using a globally accepted formula or approach. These sample

households/entrepreneurs would be randomly drawn from the frame of beneficiaries in the clusters around the AIHs and ATCs selected from the states.

6.2 Questionnaire and Variables

Standard questionnaire to be developed by the Consultant(s) will be in line with SAPZ programme key performance indicators as detailed in the logical framework. The questionnaire developed for this study shall integrate both output, outcome and impact level indicators (where necessary). Moreover, the survey questionnaire has to aligned with the AfDB priority indicators while still taking cognizance of project-specific indicators to ensure completeness.

7. Scope of Work

The Baseline Survey shall be carried out by a team of experts from consulting firm with a lead consultant to coordinate the entire exercise of designing data collection instrument, training the field workers, collecting the relevant data, conducting data quality assurance, analyzing the collected data and preparing individual State reports for Cross-River, Imo, Kaduna, Ogun and Oyo , as well as a consolidated report. To successfully deliver this baseline survey, the consulting firm would be required to undertake the following tasks:

- a. Study and analyze SAPZ program-specific indicators with a view of establishing the baseline data on them.
- b. Carry out a desk review of previous related surveys conducted by stakeholders at the SAPZ programme preparation stage and surveys and studies by other donor Programmes/Projects/Agencies to collect inputs in support of this assignment.
- c. Review the reports on Beneficiaries Profiling, Mapping of Farmer Organizations, and Household Listing exercises conducted in the selected clusters and communities which provides the frame from where beneficiaries would be selected for questionnaire administration.
- d. Develop a data capture questionnaire that is robust enough to address appropriately, the key performance indicators of SAPZ across the value chain actors of interest, target groups in the project areas.
- e. Meet with key Stakeholders at the Federal, State and Local Government levels and conduct Focus Group Discussions, Key Informant Interviews and administer other tools as may be necessary, to facilitate the collection of the required information.

- f. Use the Computer-Assisted Personal Interview (CAPI) via mobile devices and suitable data collection software (such as ODK, KoboCollect, etc.) for the data collection process.
- g. Design an appropriate sampling procedure and for the survey in line with the estimated sample size, and ensure adequate representation of men and women-headed households and youths who are among the farmers, micro, small and medium enterprises (MSMEs) and other value chain actors.
- h. Carry out pre-field training for enumerators and supervisors which should include field testing of questionnaire. In the course of developing the ready-to-use instruments for data collection, the firm is expected to pre-test, update, and finalize the instruments by filling all the missing gaps, if identified, at the pre-test level before the actual work.
- i. Provide schedule for pre-production, production, and post-production activities of the documentary.
- J. Develop the concepts, storyboard, and content of the baseline documentary for knowledge management in accordance with the objective of the programme.
- k. Collect relevant data from the target groups (beneficiaries and comparison) using the designated questionnaire and ensure quality check for validity and reliability of the collected data.
- l. Conduct interviews with relevant stakeholders who will include the State, LGA and community leaders (to identify their present living conditions).
- m. Identify and capture baseline information of existing policies, community rules and regulations governing the conduct of rural and agricultural business environment for the purpose of improvement.
- n. Document challenges resulting from lack of essential facilities for agriculture and rural economic growth.
- o. Analyze the collected data using appropriate statistical software to generate output that suit the objective of the survey.
- p. Prepare an inception report, interim report and final report detailing the desired output of values for the various levels of indicators of interest. This report is to be submitted to the SAPZ Management for review at a stakeholders' forum comprising of relevant officers

(M&Es at national, state and PCU for quality assurance and standardization, before finalizing. The baseline survey report (consolidated and individual state reports) will essentially be structured around the SAPZ Programme key performance indicators. The quantitative data should be presented in detail, including summarized tables for each indicator and should be accompanied by prose and analytical comments relating to the survey process, the meaning of the data (indicator), and statistical significance (where necessary).

q. Submit the compiled data sets in electronic format (STATA, SPSS or SAS, E-Views, MS-Excel), including sampling weights, if needed.

r. Present the results/findings from the baseline study to the stakeholders in a workshop to elicit their comments and observations for incorporation into the final report.

s. Carry out any other activities that may be incidental to the successful conduct of the survey as may be directed by the NPCU.

8. Deliverables

As part of the main deliverables, the Consulting Firm shall submit the following reports indicated below:

i. Inception Report: Inception report shall give detailed work-plan describing proposed approach and methodology for conducting the baseline survey, formats and final questionnaires for households, guidelines, list of sample programme locations and procedures for data collection. In addition, it will briefly describe how the baseline survey is to be conducted- its process and design. Ten (10) hard copies and electronic version of the report are required for submission (Two (2) weeks after contract commencement).

ii. Baseline Survey (Interim) Report: This report shall give details of the assignment including the findings and recommendations. The report shall describe the methodology adopted; report outline, progress of work and an executive summary of observations including baseline data and findings. This should be developed in a clear, logical and readable manner with an executive summary (maximum of 5 pages). Also, any additional material that was collected as part of the work that may be of use to the project should be reported. SAPZ and other stakeholders shall review and make comments on the report. Twenty (20) hard copies and electronic version of the report shall be submitted (eight [8] weeks after contract commencement).

iii. Final Report. The Consultant shall produce a final modified report incorporating all agreed comments, observations and recommendations provided by stakeholders. The report shall include the hard/electronic copies of the questionnaires that were used for data collection and

summary of list of the respondent households interviewed during the survey. All reports shall be prepared in English language and the consultant shall adopt times new Romans font style, size 14 font and double line spacing. Ten (10) hard copies and an electronic version of the report shall be submitted fourteen 14] weeks after contract signing.

9. Reporting Requirement

The consulting firm shall work under the supervision and coordination of the Program Planning, Monitoring & Evaluation Officer (PMEO) and shall report to the National Program Coordinator (NPC) who will provide general oversight on the assignment. At the State level, the exercise shall be coordinated and monitored by the State PM&E Officers under the supervision of the State Project Coordinators, where needed, PCU M&E Officer will provide the necessary technical support and advisory services to strengthen the quality of the report.

The Consultant shall submit all reports (hard and soft copies) of their activities and deliverables which shall be in Times New Romans font style, 14 font size and double line spacing to the Program Planning, Monitoring and Evaluation Officer (MEO) for review and certification prior to recommendations by PMEO to the National Project Coordinator.

10. Expected Outcome:

- i. At the end of the assignment the project would have established a tabular compilation of benchmark data against which the outputs, outcomes and impact of the project would be assessed during implementation and at completion.
- ii. Detailed report of the baseline survey addressing the requirements in the Terms of Reference.
- iii. Production and post-production schedule for review.
- iv. A 10 minutes final production presented on high quality video resolution packaged on DVDs with professional design and label. The content of which must be on appropriate formats that enable broadcast, upload to SDCs, transfers and generation on websites.
- v. A compendium of still photographs of relevant sites and locations planned for actions and interventions as well as selected targeted beneficiaries documented before intervention.
- vi. All film footages covered for the purpose of this assignment for reference and future use.

11. Estimated Time Scheduling

The estimated time frame for this assignment is fourteen (1) weeks as indicated on the proposed work-plan table 1 that follows.

Table 1: Proposed Workplan for the Study:

S/N	Activities	Timeframe
1	Consulting firm arrival in Abuja	1 day
2	Meeting with SAPZ, AfDB for briefing/ planning	3 days
2	Deskwork - Review of Secondary source documents - Project Documents from internal sources and previous survey or similar reports from external sources including beneficiaries profiling and listing exercises.	7 days
4	Development and Production of survey guidelines, methodology and procedures for data collection. Review of SAPZ project-specific indicators	7 days
	Design of the survey questionnaires using the world bank developed survey solutions.	7 days
5	Enumerators' and supervisors' training and pre-testing of questionnaires	3 days
6	Inception Report submission	Two weeks after contract commencement
7	Field work on data collection and validation using the CAPI technology	14 days
9	Data Analysis, Interpretation, Generation of summary tables and Reporting	18 days
10	Draft Progress Report submission	10 weeks after contract commencement
11	Stakeholders review on draft Report	7 days
12	Baseline Survey Draft Report Presentation Workshop	1 day (within week 12)
13	Final Report submission	Within week 14 days after receipt of stakeholders input.

12. Qualification and Experience:

12.1 Consulting firm's Competence and Experience

1. Must have demonstrated relevant work experience for a minimum of 7 years and successful conduct of at least a baseline survey/study/impact evaluation of agricultural projects, preferably executed in a community value chain enterprise development project or programme in the past ten (10) years.
2. Previous experience in working with AfDB or other donor funded agencies in agricultural/rural development for the last five years will be an advantage.

12.2 Personnel Qualifications and Experience:

S/No	Key Experts	No	Qualifications	Years of Experience
1	Lead Consultant/Team Leader	1	A Master's degree in Agricultural Economics, Development Economics, , Rural Sociology, and Enterprise Development, or, Statistics.	Minimum of ten (8) years experience working in agricultural development projects and baseline studies, impact evaluation of agricultural projects especially donor funded projects in Nigeria or West Africa.
2	Enterprise Development Specialist	1	A Master's degree in Agriculture, Agricultural Economics, Enterprise Development, Social Sciences or related fields	A minimum of seven (7) years' experience in enterprise development and management working in agricultural development and baseline studies impact evaluation of agricultural projects especially donor funded projects in Nigeria or West Africa
4	Rural Institution Expert	1	Master's degree in Agriculture, Agricultural Extension, Rural Sociology, and Enterprise	Minimum of seven (7) years' experience in rural institution, Gender and youth

S/No	Key Experts	No	Qualifications	Years of Experience
			Development, Social Sciences or related fields	development working in agricultural development projects and baseline studies impact evaluation of agricultural projects especially donor funded projects in Nigeria or West Africa
5	Knowledge Management and Communication Expert	1	Degree in Mass Communication or its equivalent in Journalism	<p>Minimum of seven (7) years experience in producing public information, video films or TV programs, high quality video documentaries relating to the social, agricultural, and rural development.</p> <p>Experience in working with international organizations and/or international donors and State institutions.</p>
6	Nutrition Expert	1	Master's degree in Food science, Nutrition, Community nutrition or related fields and strong familiarity in Agriculture, food systems, food security and rural development.	A minimum of seven (7) years' experience in nutrition sensitive agriculture or working on similar assignment including baseline studies and impact evaluation of agricultural projects especially donor funded projects.

13. Focal point and Payment

On the part of the client, the focal person is the Planning, Monitoring and Evaluation Officer (PMEO) in liaison with the State Planning, Monitoring and Evaluation Officers (SMEO) and

supported by the PCU, to enhance the quality. On the part of the Consultant, the focal person shall be the lead consultant. Payment of the consultant shall be deliverable-based. That is, payment shall be in tranches based on successful submission of deliverables which shall of-course be evaluated before each payment, viz:

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| i. | Submission and acceptance of inception report | 20% |
| ii. | Submission and acceptance of interim report | 50% |
| iii. | Submission and acceptance of final report | 30% |

14. Procurement Method

This consultancy shall be procured using the Least Cost Selection (LCS) Method as described under the AfDB procurement guidelines.