

Annex 1

Section VI. Terms of Reference

Supply, Installation, Configuration, and Commissioning of Integrated Monitoring and Evaluation System.

1. Country background

The International Fund for Agricultural Development (IFAD), a specialized agency of the United Nations, was established as an international financial institution in 1977. IFAD is dedicated to eradicating rural poverty in developing countries. Over 70 percent of the world's poorest people - 1.4 billion women, children, and men - live in rural areas and depend on agriculture and related activities for their livelihoods. IFAD's overarching development goal is to invest in rural people to enable them to overcome poverty and achieve food security through remunerative, sustainable, and resilient livelihoods. IFAD's commitment to this cause is unwavering. To achieve this goal, IFAD pursues three closely interlinked strategic objectives: to increase poor rural people's productive capacities, increase poor rural people's benefits from market participation, and strengthen the environmental sustainability and climate resilience of poor rural people's economic activities.

2. Background on project

The International Fund for Agricultural Development (IFAD) is financing and supporting three agricultural projects in Nigeria - the Value Chain Development Programme (VCDP), the Special Agro-Industrial Processing Zones (SAPZ), and the Livelihood Improvement Family Enterprise in the Niger Delta Region of Nigeria (LIFE-ND). These projects have incorporated digital innovations, solutions, and platforms to enhance their implementation and impact. Each project has a Monitoring and Evaluation (M&E) system that supports related programming and activities. However, there is a need for an integrated M&E system, which will manage all the current projects and new ones, which is a testament to the integral role of stakeholders in the success of these projects. This integrated system will provide a comprehensive view of the projects' progress, identify areas for improvement, and ensure efficient resource management. In addition, the system will ensure data inconsistencies are resolved and a framework to harmonize definitions and terminologies between the project measurement indicators is in place.

IFAD commissioned a needs assessment, which has identified several gaps and challenges that hinder the effective utilization and integration of these M&E systems. The key findings and recommendations from the assessment report highlight the need for an Integrated Monitoring and Evaluation (M&E) System. The existing M&E systems across the projects face challenges such as a need for unified reporting frameworks, automated data extraction, data governance quality and consistency, and integrating datasets across projects. An integrated M&E system is recommended under the joint implementation by all FGN/IFAD projects through the coordination of the Country Programming Advisory Team (CPAT) with co-financing by all projects (LIFE-ND,

VCDP, and SPAZ) to address these challenges, enhance transparency, accountability, enable evidence-based decision-making, and program improvement.

3. Background of the assignment

A vital component of the M&E process is setting clear and measurable objectives that guide the collection and analysis of data. The proposed system should be capable of accommodating continuous growth as far as new technologies are concerned. The system should be purpose-built for the projects, relevant stakeholders and beneficiaries' use and support. An efficient M&E system will:

- i. Facilitate continuous data input, analysis, reporting, and storage.
- ii. Facilitate project management, accountability, and learning to improve performance
- iii. Provide reporting functionalities for all implementing and executing actors collaboratively.
- iv. Define administrative rights and data exchange levels.
- v. Integrate various project components and ensure effective measurement of inputs, outputs, and outcomes.
- vi. Support expansion and integration of new projects.
- vii. Include knowledge management interfaces and visualization dashboards

This ToR guides the development of the integrated M&E system for project activities, including digital innovations, technologies, and tools in project areas in Nigeria. The selected vendor will play a critical role in ensuring effectiveness and sustainability, as well as monitoring and measuring the impact of project progress. Thus, ultimately, the system enhances the provision of evidence and reporting of Nigeria's agricultural productivity and farmer livelihoods. The ToR outlines the scope of work and expected deliverables for the M&E system. The system should be able to integrate with other project activities related to bundled services, e-vouchers, and farmer registries. This RFP aims to ensure the supply, installation, and commissioning of a comprehensive, integrated, and effective M&E system. A standout feature of the system is its ability to provide automated reports on project Key Performance Indicators (KPIs) and recommend progress and broader policy options, enabling strategic decision-making.

4. Overall objectives

To develop an integrated M&E system that can significantly enhance your project progress monitoring, evaluation, reporting, and learning.

5. Objectives of the assignment

The specific objectives are as follows:

- i) To develop an integrated M&E system across multiple projects to ensure cohesive tracking and evaluation.

- ii) To create a monitoring and visualization dashboard for real-time progress tracking and reporting.
- iii) To build a system that maps and tracks indicators relevant to the deployment and impact of the project's activities.
- iv) To monitor user interactions, identify bugs, gather feedback, and assess overall user satisfaction with project activities and digital tools used to execute the projects.
- v) Once integrated, the M&E system will serve as a tool for monitoring project result indicators and a means of enhancing the technical capacity and expertise of relevant staff, making it an integral part of all project activities.
- vi) To provide technical advisory services in integrating all the M&E systems across all the projects, mainly focusing on system specifications and requirements.
- vii) To foster the development of an integrated M&E system for all the projects and build staff capacity, equipping them with the necessary skills to utilize the M&E system effectively.
- viii) To ensure the scalable M&E system is adaptable to all existing projects, new project activities, and tracking requirements.
- ix) To systemize and streamline the integration of the M&E system in accordance with AfDB-funded NAGS-AP database, IFAD's ICT4D strategy, Nigeria country ICT strategies, and other ongoing programs and project result frameworks.

6. Scope of work

The scope of work includes but is not limited to the following activities:

i) Development of a user-friendly integrated M&E System

Design, test, and deploy an integrated M&E system that:

- Consolidates data from multiple agricultural projects (E-Voucher program, Farmer Registry, and Bundled Agricultural Services) utilizing digital tools and technologies and ensures consistency and compatibility of data across different projects and platforms.
- Provides for bi-monthly data collection via an online platform, ensuring real-time updates and adjustments and delivering a baseline report. For instance, by the end of a specified period e.g. monthly, mid-term evaluation, and final impact assessments
- Integrate data from various sources, including user interactions, feedback, system logs, and external data sources (e.g., weather data, market prices).
- Training and testing of the integrated M&E system

- Roll out and deployment of the M&E system

ii) Capacity Building and Transfer of Knowledge

- Develop a user-friendly monitoring and visualization dashboard that provides real-time insights into project performance and impact, and ensures the dashboard supports various data visualization formats (charts, graphs, maps).

iii) User Metrics and Feedback

- Track user interactions with the E-Voucher program, Farmer Registry, and Bundled Agricultural Services, including frequency of use, types of activities performed, and user demographics.
- Identify patterns and trends in user behaviour and implement a system for tracking bugs and technical issues reported by users.
- Collect and analyze user feedback to identify areas for improvement and measure user satisfaction.

7. Capacity building and transfer of knowledge

- Develop and implement a capacity-building program to train the different user groups on the effective use of the M&E platform.
- Establish a robust customer support and technical assistance framework
- User training on the dashboard usage and navigation for informed decision-making

8. Reports and schedule of deliverables

The following deliverables are expected from the selected service provider as part of this M&E initiative

- A user-friendly integrated M&E system for all the projects.
- A fully functional monitoring and visualization dashboard.
- Regular reports on key indicators, user metrics, impact projections, and overall project performance.
- Comprehensive evaluation reports with recommendations for improvement.

9. Payment Schedule:

S/N	Phase	Deliverable	Payment % of total	Milestone
1	Inception / Project initiation	Signing of the contract and submission of inception report	15	Approval of Inception Report

2	Dashboard Development and Integration	Development of the monitoring and visualization dashboard	40	Successful integration and testing of the dashboard with real-time data and a demonstration session.
3	Data Collection and Reporting	Regular collection of user metrics, feedback, and progress tracking	25	Submission of regular reports and analysis of key indicators
4	Final Evaluation and Reporting	Comprehensive evaluation reports and recommendations for improvement	20	Submission of final evaluation reports, M&E platform user manual, system maintenance schedule and impact assessment report template

10. Consultant's qualifications and experience

The firm must meet a range of technical, operational, and managerial requirements to prove ability to design and implement an effective and integrated M&E system for the IFAD-supported projects in Nigeria. The specific requirements may be further refined and tailored during the actual procurement process based on the project's needs and priorities. They include:

- i) Evidence of regulatory compliance
- ii) Proven experience of at least 5 years in designing, developing, and implementing comprehensive M&E systems, preferably in the agricultural or rural development sector.
- iii) Expertise in results-based management frameworks, logical frameworks, and theory of change models.
- iv) Strong technical capabilities in data management, including data collection, validation, analysis, and reporting tools and platforms.
- v) Expertise in developing robust monitoring indicators, data quality assurance mechanisms, and data governance frameworks.
- vi) Proven skills in stakeholder engagement, participatory monitoring and evaluation approaches, and capacity building for M&E systems.
- vii) Experience in integrating M&E systems with other digital platforms, such as management information systems (MIS), beneficiary registries, and project management tools.
- viii) Expertise in data visualization and dashboard development for effective progress monitoring and decision-making.
- ix) Experience of statistical analysis, impact evaluation methodologies, and experience in conducting baseline, midline, and endline surveys.

- x) Familiarity with international standards, best practices, and guidelines for M&E in the development sector, such as those from IFAD, World Bank, and other multilateral agencies.
- xi) Demonstrated project management capabilities, including the ability to manage complex, multi-stakeholder projects within budgets and timelines.
- xii) Strong understanding of the Nigerian agricultural ecosystem, policies, and regulations relevant to the IFAD-supported projects.
- xiii) Ability to work collaboratively with government agencies, development partners, research institutions, and private sector organizations.
- xiv) Robust financial capabilities and a proven record of accomplishment of successful project delivery.
- xv) Proven prior experience of working with any of government of Nigeria agricultural agencies would be an advantage.

11. Location and period of execution

The development and deployment of the M&E system should be completed within 6 months from the date of contract signing. Regular reporting and evaluations will continue throughout the project lifecycle with a post deployment support up to December, 2026

Activity	Description	Duration (Weeks)	Output
Phase 1: M&E System Development & Deployment	1. System Design, Deployment & Testing	10	Design, testing, and deployment of an integrated M&E system Organize a demo session on the integrated M&E system.
	2. User Training, System Hosting and Rollout	6	Training on the integrated M&E system and its functionalities
Phase 2: Ongoing Monitoring & Reporting (Throughout Project Lifecycle)	3. Monitoring & Visualization Dashboard Maintenance	Ongoing	User-friendly monitoring and visualization dashboard with real-time project performance insights
	4. Data Collection & Reporting	Ongoing (bi-monthly)	Bi-monthly data collection via the M&E system
	5. User Metrics & Feedback Analysis	Ongoing	Regular reports on user interactions, trends, bug tracking, and user feedback
	6. Project Evaluations	Month 3 (Baseline)	Regular quantitative and qualitative reports on project performance, user metrics, and impact projections
		Month 12 (Mid-term)	Periodic evaluations of the E-Voucher program, Farmer Registry, Bundled Services, and digital innovations

		Month 24 (Final Assessment)	Actionable recommendations for enhancing the impact of digital tools in agriculture
Post-deployment support		Up to December, 2026	Provide framework for continuous maintenance, including bug fixes, updates and performance enhancements

12. Procurement Method

The Procurement method for the Quality and Cost Based Selection Method (QCBS).

13. Project coordination

The selected vendor will be required to provide regular updates and reports to the Project Steering Committee under the joint implementation by all FGN/IFAD projects through the coordination of SAPZ project with co-financing of other projects (LIFE-ND, VCDP) throughout the deployment period. This includes progress reports, evaluation findings, and impact assessments.

13. Services and facilities to be provided by client

The client and its representatives will provide the following:

- Contacts to project partners and collaborating agencies
- Project documents relevant to the task
- Review and approval of assignment outputs like reports and manuals
- Funding as agreed upon in the contract

14. Services and facilities to be provided by the consultant

The consultant will provide:

- All services and products as described in the deliverables
- Any other material and information necessary for use and sustainability of the developed products
- Testing and evaluation of the platform
- Intellectual property rights to the developed tools and products and transfer them fully to the client
- Post-deployment support

15. Consulting firm's Competence 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, Information Communication Technology,	Conversant with the development and deployment of planning, monitoring and evaluation software customized to

S/No	Key Experts	No	Qualifications	Years of Experience
			Geographical Information Systems (GIS). Computer Engineering/Science, or Electrical/Electronic Engineering with at least 15 years post qualification experience.	donor-projects and public service. Ten (10) year proven experience in the development of monitoring and evaluation (M&E) software, M&E systems, Management Information System (MIS) and Geographical Information Systems (GIS) for donor-assisted projects.
2	Agricultural Economist	1	A Master's degree in Agricultural Economics, Development Economics, Economics or related discipline with 8 years post qualification experience	Must have been involved in the preparation of M&E manual and performance monitoring plan for a minimum of 5 years.
3	Systems Analyst	1	At least, a degree in computer science, ICT, electrical /electronic engineering, management sciences with 7 years post qualification experience.	Must be conversant with the development, deployment and certification of monitoring and evaluation software as well as management information system as it relates to donor-assisted programmes for a minimum of 5 years.
4	Computer programmer/ Software Engineer	1	Minimum of first degree from a recognized university in computer science or ICT or electrical /electronic engineering or management sciences with 7 years post qualification experience.	Must be conversant with the programming, development, deployment and certification of monitoring and evaluation software especially with donor projects. Minimum of 5 years post qualification experience.