



**Terms of Reference (ToR)**  
**End of Project Evaluation of Project:**  
**Sustainable Agriculture and Rural Livelihood Initiative (SARLI)**

## **1. BACKGROUND AND RATIONALE**

### **ADRA LAOS**

ADRA Laos has been registered as an independent International INGO in Lao PDR since July 1992 with a core focus of assisting those most vulnerable by alleviating poverty through community driven development projects. ADRA Lao is connected to The Adventist Development and Relief Agency network which has 110 offices worldwide.

ADRA has implemented more than 120 projects in Lao PDR since its inception in five core sectors including Health; Integrated Agriculture and Natural Resource Management; Economic Development; Education; and Emergency Management. ADRA has gained significant knowledge and technical expertise over 30 years in sub sectors such as Nutrition; Maternal and Newborn Child Health; Water Sanitation and Hygiene (WASH); Tobacco Control; Permaculture; Livestock and Income Generation; Informal Adult Education; Climate Change Adaptation and Disaster Risk Reduction.

### **THE PROJECT**

The Sustainable Agriculture & Rural Livelihood Initiative (SARLI) project is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), ADRA Germany, and its partners. The project aimed to contribute to sustainable and climate-friendly agriculture enhancing rural farmers resilience and livelihood systems through improved institutional and civic capacity in Xiengkhouang and Vientiane Provinces, Lao PDR (SDGs 12 “Ensure sustainable consumption and production patterns” and 13 “Take urgent action to combat climate change and its impacts”).

The project supports 52 inclusive farmer organizations (FO) in 10 districts of Vientiane and Xiengkhouang provinces to enhance their agriculture production according to Good Agriculture Practices (GAP), Organic Agriculture (OA) and Climate Friendly Agriculture (CFA) standards and access different markets with their agriculture products. It runs for 45 months from August 2021 until April 2025.

The project addresses three main components: (1) improved sustainable agriculture (CSA, GAP/OA certification, and climate resilience), (2) economic and livelihood development, and (3) capacity building of implementing partners and farmer organizations. The project collaborated with the government counterparts at district and provincial levels, training institutions, local CSOs, and FO members. The project is expected to achieve the following outputs:

1. 40 implementing partners and 52 producer organizations have developed a functioning verification system, apply the CFA guidelines, and have obtained GAP certification.
2. At the provincial and national level, farmers' concerns about the GAP and CFA guidelines are known.
3. Inclusive producer organizations have better knowledge of business management and market analysis and access to financial services.

4. The capacities of implementing partners and producer organizations in organizational management are strengthened.

## **TARGET GROUPS:**

### **Direct:**

**52 inclusive Farmer Organisations** were expected to benefit from sustainable CFA, GAP, business development, value chain improvement, market and financial inclusion, and livelihood interventions. The 52 FOs represented **780 HHs** (approx. 5 per HH) or **3,900 persons**.

**40 implementing partners** are anticipated to have increased knowledge and skills to effectively implement community agriculture projects and will share this newly obtained knowledge.

### **Indirect:**

The provincial-wide population of 244,684 in Xiengkhouang and 419,090 in Vientiane, total of **663,770 persons**.

**Traders, retailers, and private sector enterprises or businesses** are also projected to have benefited from increased opportunities to sell clean agricultural production.

## **2. OBJECTIVE, PURPOSE AND USE**

The objectives of this final project evaluation are to ascertain results by assessing the (1) relevance, (2) efficiency, (3) effectiveness, (4) impacts, (5) coherence, and foreseen (6) sustainability of the project against its overall objective and main outcomes and to provide findings, conclusions, lessons learned and recommendations for any future interventions.

The Consultant will review and assess SARLI's project documents such as the logical framework and indicators and internal baseline, monitoring reports, midterm evaluation, project activity implementing matrix, activities inputs records, qualitative data, project reports on whether the project has met projected targets. The EOP evaluation report will be shared with government and local NPA partners and for ADRA purposes to inform the planning of future projects.

## **3. SCOPE OF WORK**

The End of Project Evaluation is estimated to take 22 consultant days from/between 10 March and 25 April 2025.

The target groups and stakeholders, and geographical areas for the evaluation may include:

- Target households in any of the 10 target districts targeted by SARLI, i.e., any members among 52 FOs
- Government counterparts at district, provincial, and national levels who were engaged in project implementation
- The project team, CSO partner SAEDA, and ADRA Laos's staff

Geographic locations

- Localities within the Xiengkhouang Province (Minimum 2 districts and/or 2 FOs).
- Localities within the Vientiane Province (Minimum 2 districts and/or 2 FOs)..

The Evaluation is expected to follow OECD evaluation criteria and sample questions as follows:

## **Relevance**

- To what extent has the project been consistent with its agreed logical framework and overall objectives?
- Bringing together the expectations of the population and the analysis of the needs and their causes, do the four components answer the identified needs?
- As the project is being implemented with different institutional and technical partners such as Agriculture and Forestry, Industry and Commerce, Natural Resources and Environment, and Sustainable Agriculture and Environment Development Association (SAEDA), determine participation of these different stakeholders in the implementation and management of SARLI and the level of local ownership.
- During the different phases of SARLI did the project decision-making process take into consideration communities' requirements in a participative way?
- Are the selection of activities implemented across 10 districts relevant and adaptive to the priority needs for sustainable agriculture, livelihoods, and capacity in those communities?
- To what extent is the project targeting the most vulnerable?

## **Coherence**

- To what extent does the project align with national, regional, or local policies and strategies related to rural development, food security, and poverty reduction?
- How well does the project complement other ongoing or planned interventions in the same geographical area or sector? Are there any overlaps or gaps in the project's objectives and activities?
- Does the project's approach align with international frameworks, such as the Sustainable Development Goals (SDGs), and the broader development agenda of the country or region?
- How well does the project integrate cross-cutting issues such as gender equality, disability inclusion, and climate change adaptation with other interventions in the region?
- Are there any potential synergies with other donor-funded programs or initiatives in the sector, and if so, how have these been leveraged or coordinated?
- Is there consistency between the project's strategic objectives and the priorities of the local communities, government agencies, and other stakeholders involved?
- Does the project effectively coordinate with other actors, such as local governments, international organizations, and the private sector, in terms of resource mobilization, planning, and execution?

## **Efficiency**

- Assess project performance (activity management, cost control, input delivery) by measuring the adequacy of the deployed resources in relation to the achieved results and effects.
- Are the numerous activities being implemented in an efficient way? Are the objectives being achieved in an economically viable manner? (cost-benefit ratio)

## **Effectiveness**

- Compare (i) the activities planned and their completion and (ii) the initial expected outputs and outcomes and their achievements, also considering the respective indicators
- Did implementation bring a consistent synergy between activities and results?
- Quality of activities, objectives, indicators
- Given SARLI's achievements to date, to what extent have project activities reduced poverty, increased sustainable agriculture and capacity, and impacted on the communities' livelihoods?
- To what extent is SARLI's implementing structure (ADRA, SAEDA, NPAs, government partners) providing an improvement of local and shared understanding of the issues between the different participants – should this approach and method be encouraged, improved and/or developed?

- The quality of the implementation of the development activities

### Impacts

- Does the project contribute to rural development and improve community livelihoods in target villages? Does the Action improve resilience and household income?
- Does it increase capacity among villagers, local authorities, and non-state actors?
- What are the positive and unexpected negative outcomes of the project?
- Has the project contributed to the overall objective (see Impact matrix) and to what extent?

### Sustainability

- What are the leverages of economic and technical sustainability created by the project?
- What institutional mechanisms were created by the project that will sustain its impacts into the future?
- Will the intended positive change (foreseeably) have a lasting effect?
- Are the net benefits of the project likely to resist external risks? Risks and opportunities for sustainable effectiveness at organization level and target group level.

### Monitoring System

- Is the monitoring system reliable and reactive?
- Does information and data collection produce a representative analysis of the project evolution in terms of activities and impacts?
- How participative is planning and monitoring?
- Have complaints mechanisms been put into place? And have the complaint structures been used by staff, partners and communities?

### Cross-cutting issues

- Has cross-cutting issues such as gender, disability, social inclusion, environment been addressed in project implementation and to what extent has the project strengthened (i) staff's, partners and communities' capacity (ii) local governance on key issues.
- How was gender taken into account in the selection of personnel? How diverse is the project team?
- Are timing and location of activities inclusive and gender-sensitive?
- Do the project activities reinforce or challenge prevailing gender stereotypes?

## 4. PROCESS

Key phases of the evaluation, activities, and actors involved.

Milestones	Actors
Inception Report	Consultant, to be shared with and reviewed by ADRA Laos and ADRA DE
Literature Review	Consultant, documents provided by ADRA Laos
Stakeholder & Partner Engagement	Consultant; SARLI field staff as required (Project Manager, Officers), government counterparts, SAEDA, FO members.
Debrief	Consultant; ADRA Laos Program Lead, Project Manager, and ADRA Germany Program Coordinator
Mid-Term Evaluation Report – submission of	Consultant,

first draft and finalization based on feedback received	Review by ADRA Laos Program Lead and ADRA Germany Program Coordinator (multiple rounds of revisions possible)
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## 5. OUTPUT AND DELIVERABLES

The consultant is liable for the following:

1. Inception Report that describes at minimum:
  - The detailed assignment.
  - Any limitations and difficulties identified.
  - Description of the agreed methodology (methodology for KIIs and FGDs).
  - Data collection tool (Household survey, FGD and KII)
  - Workplan.
  - Evaluation team composition.
  - Budgetary information.
2. Final evaluation report (see Annex A for a sample) The report needs to be submitted according to the following procedures:

The consultant will prepare a draft report and share it with ADRA Laos/Germany followed by a presentation of findings on a prior agreed date. ADRA Laos/Germany will provide feedback on the draft report and the consultant then finalizes the report. If needed, multiple rounds of feedback and revision are possible, depending on the quality of the submitted versions.

## 6. EXPERT PROFILE OF THE EVALUATION TEAM

The evaluation team must be external and independent of ADRA Laos and may be composed of one or more experts based in Laos. Experts applying should have:

- Qualifications in rural development and/or related field (Masters preferred)
- At least 5 years' experience in project evaluation (M&E) and project management
- Good interpersonal skills including acute listening skills and being able to provide constructive feedback
- Solid technical understanding of food security, livelihoods and smallholder agriculture programming is essential
- Proficient in English and good report writing skills

When applying consultant/s should include:

- Current CVs with 3 reliable references
- Technical proposal including work plan and methodology
- Financial proposal in Euros to include fees. Accommodation and per diem can be covered by the project OR you can quote a reasonable amount for local DSA.

NB: Logistics and transportation for field work will be covered by SARLI project.

Once the preferred consultant/s are selected, the consultant/s will be contracted for a period from 10 March and 25 April 2025.

## 7. TENTATIVE TIMETABLE AND QUANTITY STRUCTURE

The Consultant/s will accomplish the tasks in 22 working days with an anticipated start date of 10 March to 25 April 2025.

Activity	Deliverables	Dates (tentative)	# of Days
EOP Evaluation advertised	Consultancy evaluation is advertised through all local avenues in Laos	10-23 Feb 25	
Consultant/s selected	Consultant/s recruited, contracted and initial meeting	24-28 Feb 25	
Literature review	Conduct desk research and relevant ADRA Lao documentation	3-5 Mar 25	3 days
Inception Report	Consultant/s will provide an Inception Report which includes the methodology and workplan to be applied in consultation with ADRA Lao	6-7 Mar 25	2 days
Stakeholder and partner engagement, enquiry, and investigations	ADRA Laos programs team will support the logistics and transportation aspect while SARLI team will assist in scheduling meetings with partners. Consultant/s will undertake site visits and meet with potential stakeholders and document their observations	10-21 Mar 25	5 days
Data Analysis	The consultant will analyze field data, prepare and conduct data verification debrief containing initial findings and recommendations.	24-26 Mar 25	3 days
Debrief	The consultant will deliver a debrief on the visits, initial findings, and recommendations.	27 Mar 25	1 day
1 <sup>st</sup> report draft and submission	The consultant will write the draft EOP Evaluation report and submit the 1 <sup>st</sup> draft to ADRA Laos.	28 Mar-3 April 25	5 days
Draft MTR Report reviewed by ADRA	ADRA Laos and ADRA Germany will review, make comments, and incorporate and address comments towards the final version	4-11 April 25	
Revision and 2 <sup>nd</sup> submission*	The consultant will incorporate comments/questions and submit the 2 <sup>nd</sup> MTR Report to ADRA Laos for any additional feedback/final check	13-14 April 25	2 days
Final Submission	Final report submission to ADRA Laos.	25 April 25	1 day

\*Note that more revisions may be required depending on the quality of the report.

## **8. MANAGEMENT OF THE EVALUATION**

The stakeholders involved in the management of the evaluation include ADRA Laos' Country Director, Program Lead, Program Officer, MEAL Officer, and ADRA Germany Program Coordinator. Stakeholders involved in the evaluation process will include the Consultant/s, SARLI project team, government counterparts, SAEDA and NPA staff, and a selection of target household beneficiaries.

## **RESPONSIBILITIES OF THE CONSULTANT**

The consultant is required to;

1. Take the responsibility for the Evaluation and appoint a person as the contact point with ADRA Laos for all the liaison and coordination,
2. Compose the Evaluation team that is capable to deliver the output of required quality in time and mention the team composition in his / her proposal,
3. Make necessary appointments for the KIIs, mobilize participants for FGDs and visit the households (HH) for data collection. The project staff in the districts, however, would support (limited to informing the household interviewees and participants for KIIs) and participate at FGDs. ADRA Laos will inform all partners about the evaluation. All communication and coordination in the field for collecting data should be the consultant's responsibility.
4. Deploy an adequate number of enumerators (who are qualified to gather data) for the field survey and supervise their work (both progress and quality),
5. Ensure that all his / her personnel employees are following the Code of Conduct and the policies of ADRA and a declaration to this effect is signed by them,
6. Submit the deliverables (mentioned under item 7 below) on / in time, and
7. Maintain the confidentiality of all information gathered. (Prior to undertaking, the consultant will have to declare that the information gathered would not be used for a purpose other than for those stipulated in the ToR).

*Note: The ADRA Laos will carry out random audits on data collection with or without the presence of evaluators/enumerators to ensure data quality and policy compliance.*

## **RESPONSIBILITIES OF ADRA LAOS**

As the organization commissioning the Evaluation, ADRA Laos will;

1. Hold the responsibility for the provision of feedback/comments for inception report, questionnaires, draft report, and presentations as per the agreed time frame. Consultant to suggest the time frame.
2. Provide the templates for reporting and financial settlements.
3. Keep the relevant stakeholders (who are to be interviewed by the consultant) informed about the evaluation,
4. Make necessary arrangements for meetings and presentations whenever required,
5. Review the timeline of evaluation and make necessary amendments in consultation with consultant.

6. Pay as per the agreed schedule upon the completion of minimum requirements.
7. Together with ADRA Germany, provide final approval of the report once finalized

## **RESPONSIBILITIES OF ADRA GERMANY**

1. Review and provide feedback to the various versions of the draft report, especially concerning donor/BMZ criteria and requirements.
2. Participate in meetings with the consultant and ADRA Laos, as required
3. Final approval of the final version of the report together with ADRA Laos

## **9. APPLICATION PROCESS**

Interested candidates (individuals or companies) should send a comprehensive proposal describing/articulating the work requirements outlined in this ToR.

The proposal should include two documents viz. a) Technical Proposal and b) Financial proposal. Proposals can be emailed and marked “SARLI EOP Evaluation” on the subject line. They should be emailed to:

Koung Kouangbounyalath  
Email: [hr@adralaos.org](mailto:hr@adralaos.org)

Deadline for the receipt of proposals by ADRA Laos: 23 Feb 25

## **10. ANNEX**

### **Annex A: Report Structure**



Report Structure.docx

### **Annex B: Project Documents**

*Related project documents will be shared with selected candidates only.*