

**TERMS OF REFERENCE**  
**Package MAF/CQS - 05**  
**Development of Monitoring and Evaluation System for LACP**

Contracting Authority: Department of Planning and Finance, Ministry of Agriculture and Forestry (MAF)  
Location: Vientiane Capital, Lao PDR

**I. INTRODUCTION**

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The Government of the Lao People’s Democratic Republic (GoL) received a US\$ 25 million credit from World Bank to implement the Agriculture Competitiveness Project (ACP). The project development objective is to enhance the competitiveness of selected agricultural value chains in the project areas. The project will be implemented over 6 years from 2018 to 2024 in five project provinces, including Khammouane, Bolikhamxay, Xayabouly, Vientiane Province, and Vientiane Capital. The project implementation is led by the Department of Planning and Finance (DPF) of the Ministry of Agriculture and Forestry (MAF), and its implementing agencies include technical departments of MAF, technical department of the Ministry of Industry and Commerce (MOIC), Provincial Agriculture and Forestry Offices (PAFO), Provincial Industry and Commerce Office (PICO) in the five project provinces. The project has four components: (a) Improved Agricultural Efficiency and Sustainability, (b) Enhanced Agricultural Competitiveness, (c) Project Management, and (d) Contingent Emergency Response:

**Component A - Improved Agricultural Efficiency and Sustainability (est. US\$ 18.2 million, of which International Development Association (IDA) would finance around US\$ 16.3 million).** This component will support: (a) the increased adoption of improved varieties and high-quality seeds, (b) the increased application of good agricultural practices, (c) the provision of critical productive infrastructure, and (d) the strengthening of public services delivery.

*Subcomponent A1: Promoting Adoption of Good Varieties and Quality Seeds (estimated US\$2.5 million, of which IDA would finance around US\$2.3 million)*

This subcomponent will support activities to promote the adoption of good varieties and quality seeds, including the provision of (a) technical assistance (TA) for the establishment of seed multiplication groups (SMGs) and building their capacity to adopt good varieties and quality seeds (including ones resistant to climate variability such as floods and drought); (b) Matching Grants to selected SMGs to carry out Sub-projects (i.e., small works, goods, equipment, and so on) for improving the production and postharvest handling, packaging, and storage of quality seeds; (c) technical and material assistance (i.e., small works, goods, equipment, training, and so on) to build the capacity of Provincial Agriculture and Forestry Offices (PAFOs), District Agricultural and Forestry Offices (DAFOs), MAF technical departments, and research institutions to conduct training for SMGs and to carry out seed quality monitoring and certification; and (d) TA to link SMGs with Farmer Production Groups (FPGs) and Agribusinesses (ABs) in marketing certified seeds.

*Subcomponent A2: Promoting Good Agricultural Practices (estimated US\$7.4 million, of which IDA would finance around US\$6.2 million)*

This subcomponent will support activities to promote GAP, including the provision of (a) TA for the establishment of FPGs and building their capacity to adopt GAP; (b) Matching Grants to

selected FPGs to carry out Sub-projects that implement GAP; (c) TA and material assistance (i.e., small works, goods, equipment, training, and so on) to build the capacity of PAFOs, DAFOs, and MAF technical departments to conduct training for FPGs on GAP and to carry out related extension and certification activities including soil analysis, organic fertilizer production, and organic farming; and (d) TA to link FPGs with ABs in marketing farm produce.

*Subcomponent A3: Providing Critical Productive Infrastructure (estimated US\$6.2 million, of which IDA would finance around US\$5.7 million)*

This subcomponent will support activities to improve critical irrigation infrastructure and water use practices, including (a) rehabilitation of selected irrigation schemes and (b) provision of TA to establish water user groups and to build their capacity to adopt improved water use models. Through improving water use, management, and productivity of existing irrigation schemes, it is expected to enhance their resilience to impacts of climate change.

*Subcomponent A4: Strengthening Public Services Delivery (estimated US\$2.1 million, of which IDA would finance US\$2.1 million)*

This subcomponent supports activities to strengthen agricultural and nutrition service delivery, including the provision of technical and material assistance (i.e., small works, goods, equipment, training, and so on) to (a) improve the overall extension service capacity of the PAFOs, DAFOs, and MAF technical departments to deliver better quality services to farmers to promote GAP adoption and enhance resilience to climate change; (b) develop and implement mapping and demarcation pilots for agricultural land in irrigated areas; and (c) conduct studies on integrated farming systems and diversification for nutrition, and carry out social behavioral change communication (SBCC) activities related to dietary diversity, adequate care practices, and processing and cooking for improved nutrition

**Component B - Enhanced Agricultural Commercialization (est. US\$ 7.2 million, of which IDA would finance around US\$ 4.8 million).** The project will support: (a) establishing an Agriculture Value Chain Facility (AVCF), (b) measures to better link farmers to markets, and (c) studies to improve the enabling environment for agro-enterprise and value chain development.

*Subcomponent B1: Establishing an Agricultural Value Chain Facility (estimated US\$5.3 million, of which IDA would finance around US\$2.9 million)*

This subcomponent will support the establishment and operation of an AVCF for the purpose of extending technical and financial services to ABs), including the provision of (a) TA to establish and operate the facility and provide advisory and Subproject implementation support to ABs; and (b) Matching Grants to selected ABs to carry out Subprojects for upgrading their processing and postharvest handling facilities and their management capacities to improve product quality, increase operational efficiency (including improved energy efficiency), reduce physical losses, and link with FPGs to improve marketing of the farm produce.

Some 30 ABs operating in rice, maize, and vegetables will be selected and provided with matching grants. Sizes of the matching grants (50% of total cost) range from around US\$25,000 for a vegetable AB to around US\$ 125,000 for a rice AB. The total matching grants for ABs under the project will be around \$2.9 million. The eligible items that will be financed by ACVF include: goods, consulting services and civil works, as defined by Project Operation Manual (POM).

The AVCF will be supervised, on behalf of the Government, by a National Food Security Committee Secretariat, with majority of Government representatives, but also including private-sector representation. This committee will approve work plans, and review progress reports of the AVCF. An independent management entity (the consulting firm) is selected to be the “AVCF Management Team”. The AVCF Management Team will report on a day-to-day basis to the DPF. The business cycle of AVCF will consist of two stages:

Preparation phase:

- (1) Call for business proposals and assist interested ABs in preparing and submitted business proposals.
- (2) Assist the selected ABs whose business proposals are accepted to develop and submit the full business plans.

Implementation phase:

- (3) Provide technical advice to assist selected ABs in implement the approved business plans.
- (4) Monitoring the progress and evaluate the results

*Subcomponent B2: Linking Farmers to Markets (estimated US\$1.4 million, of which IDA would finance US\$1.4 million)*

This subcomponent will support activities designed to link farmers to markets, including the provision of TA to (a) strengthen the horizontal links of farmers within FPGs for implementing procurement, marketing, and other collective actions, and the vertical links of FPGs and ABs in productive partnerships to undertake further processing and marketing of the produce; and (b) develop an improved agriculture market information system to provide reliable market information for productive partnerships. Through strengthening the market linkages, it is expected to make farmers more resilient to climate change.

*Subcomponent B3: Improving the Enabling Environment (estimated US\$0.5 million, of which IDA would finance US\$0.5 million)*

This subcomponent will support activities by MAF technical departments, MOIC and other relevant agencies to improve the enabling legal, policy and institutional environment for supporting ABs investment and agricultural trade policies, including the development of improved sanitary and phytosanitary standards, rice standards and rice export policies, and improved import and export legislation focusing on agriculture inputs and farm machinery

**Component C - Project Management (est. US\$ 2.9 million, of which IDA would finance US\$ 2.9 million).** The component will support (a) project management; and (b) monitoring and evaluation.

Subcomponent C1: Project Management (estimated US\$2.4 million, of which IDA would finance US\$2.4 million)

This subcomponent will support the day-to-day implementation, coordination, and management of project activities including planning and execution, financial management (FM), procurement, internal and external audits, and environmental and social safeguards management.

Subcomponent C2: Monitoring and Evaluation (estimated US\$0.5 million, of which IDA would finance US\$0.5 million)

This subcomponent will support the day-to-day monitoring, reporting, and evaluation of project activities.

### **Component D: Contingent Emergency Response (US\$0 million)**

This component with a provisional allocation of zero dollars is included under the project in accordance with OP10.00, paragraphs 12 and 13, for projects in situations of urgent need of assistance or capacity constraints. This will allow for rapid allocation of project proceeds in the event of the Government declaring that a crisis or emergency has occurred and the World Bank Group agreeing with such determination. This component would finance public and private sector expenditures on a positive list of goods and/or specific works, goods, services, and emergency operation costs required for emergency recovery. An Emergency Response Manual (ERM) will apply to this component, detailing FM, procurement, safeguards, and any other necessary implementation arrangements.

## **II. Objectives of the assignment**

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The objective of this assignment is to develop a digital platform for the LACP M&E system and the NPMO as a third-party MIS Consulting service firm, to test it install and activate the specific MIS for the M&E System of LACP.

## **III. Scope of work**

- Review project results framework with LACP M&E Specialist, IT assistant, International Project Advisor and Deputy national project coordinator.
- Review indicators of outputs, outcome and results of LACP in order to identify links among MIS hierarchy.
- Prepare, design and develop digital data collection tools for the LACP M&E system which is compatible in on/off-line mode (internet), based on open source software.
- Main platform will be on KoBoToolbox/ similar platforms, which is an open source platform. The data set could be exported to be used with other software including Stata, SPSS, Excel, etc.
- Design and build forms and questionnaires for data collection as required by the project and based on the project's current M&E system and the project's M&E manual.
- Testing the M&E platform, including sending data to LACP website/KoBoToolbox website, managing data on this website and then converting data to the common Excel format for further analysis, especially for generating quarterly physical progress reports.
- Test the system under field conditions, identify requirements that arise from this test and solve problems adequately.
- Enable summary report generation in the form of tables, graphs, and basic maps, as required by the project and test it with existing M&E data.

- Enable time series data collection for indicators and required data, as specified in the project results framework and according to reporting requirements for quarterly semiannual and annual reports.
- Provide on the job training to IT Assistant and deputy project national coordinator and M&E Specialist (mainly) on the maintenance and updating of MIS for LACPM&E system.
- Prepare and recommend on the specifications of notebooks 4-5G cell phones or other equipment that is capable to accommodate the MIS for LACP M&E system.
- Revisit and recommend improvement for the system infrastructure (networking, cloud hosting, security, backup)
- Propose an automatic reporting system that generates tables, graphs, time series analysis for the project to be implemented in a separate second step.
- Provide a Manual on the use of MIS for LACPM&E System (soft copy).

#### **IV. Qualification Requirements for the Assignment**

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The following requirements shall apply to the firms to qualify for the assignment:

- Firm shall be a reputable firm which is registered at least 3 years in Laos. Minimum 5 years working experience in development of monitoring information system, and/or software development for rural development, poverty reduction, multi-sector development, complex information system and/or accounting for agri-businesses
- With at least 3 years' experience working with external financing institutions (IFAD, WB, IDA, etc.).
- Proven record on successful completion of at least two assignments related to the assignment over the last three years;

##### **Key Staff Members/Team Composition:**

To implement the activities involved in this project, the firm must engage following specialists:

##### **System Developer:**

- At least a Master Degree in computer science, information technology, information/database development and management, and/or relevant fields of study.
- At least 5 years working experiences in using Open Data Kit (ODK), preferably KoBoToolbox/similar, for developing M&E data collection forms and reporting forms.
- Proven record on successful completion of at least two assignments on Monitoring and Evaluation System Installation in the last five years
- Excellent skills on information management system.

- Excellent skills on Relational Database and DBMS such as MS Access, MS SQL Server.
- Written and spoken fluency in the English language

#### **System development Assistant:**

- Minimum Diploma in computer science, information technology, information/database development and management, and/or relevant fields of study.
- Minimum 3 years working experiences in using Open Data Kit (ODK), preferably KoBoToolbox/similar, for developing M&E data collection forms.
- Excellent skills on information management system.
- Excellent skills on Relational Database and DBMS such as MS Access, MS SQL Server.
- Written and spoken fluency in the English language

#### **V. Reporting**

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The consultant will work under the supervision and report directly to the National Project Director. He will coordinate with the National Project Advisor and the International Project Advisor.

#### **VI. Timing and Deliverables**

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This assignment will last for a minimum of 3-months with lump sum Contract and with deliverable as below:

- MIS Workplan
- Digital forms for data collection in Lao and English language
- Fully functional MIS, as required by the project, including data collection tools, import and export facility
- Ensure compatibility with existing M&E data
- MIS software installation and on the job training to be provided at NPMO
- Recommendations on notebooks and 4-5G cellphone Specifications
- Provide TOT training to the Project's IT and M&E consultants, including training materials developed.
- Well trained support personnel from the Ministry
- Field test results incorporated to the final set of forms.
- Technical documentation for IT team as reference and future improvement/development

- Manual on how to use the M&E system on KoBoToolbox/similar and on Android mobile devices.
- Proposal for a second phase of the platform to enable automatic reporting and time series analysis as required by the project.

**Source of information**

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*Department of Planning and Finance, Ministry of Agriculture and Forestry  
Project Management Unit,  
Tel/Fax: 021 410074*