NCBA CLUSA
The National Cooperative Business Association • CLUSA International

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Indonesia Spice Trade Alliance (ISTA)

Mid-Term Evaluation Study

Request for Proposal (RFP)

Final April 24, 2024

USDA

Statement of Work Detail

Context

This Request for Proposal (RFP) is soliciting proposals from qualified individuals/organizations interested in implementing the Mid-Term Evaluation Study of Indonesia Spice Trade Alliance Project (ISTA) project, funded by the United States Department of Agriculture (USDA) and implemented by National Cooperative Business Association's (NCBA) Cooperative League of the USA (CLUSA) . This request calls for a technical firm with demonstrated abilities to design and implement evaluation and research studies and collect data from multiple stakeholders along the cinnamon, vanilla, and black pepper value chains. The short-term technical consultant/evaluator team must have experience in conducting on-site project evaluations in Indonesia or developing countries.

General Information

Table 1: Project Information

Activity Title	ISTA Mid-Term Evaluation Study
Project Name	Indonesia Spice Trade Alliance Project (ISTA)
Agreement Number	FCC-497-2019/043-00
Donor	United States Department of Agriculture (USDA)
Project Duration	January 2, 2020 – September 30,2026.
Funding	A total of USD $13,504,990.32 obligated funds including a matching contribution of $542,912
Implementing Organization	National Cooperative Business Association's (NCBA) Cooperative League of the USA (CLUSA)
Partner Organizations	PT Collins Higgins Consulting (PT CHC) (completed ISTA activities on 30 September 2023)
Geographic Area	Targeted districts of Jambi, Papua, Sulawesi, and Lampung provinces

Project Background

Indonesia Spice Trade Alliance Project (ISTA), funded by the U.S. Department of Agriculture, is a seven year program with the following objectives: 1) to increase productivity and efficiency in three Indonesian spice value chains (black pepper, cinnamon, and vanilla) through strengthening the capacities of farmers, cooperatives, and other private entities; and 2) to improve and expand the trade of black pepper, cinnamon, and vanilla products through improving crop quality to meet international standards; strengthening cooperatives; strengthening public-private partnerships; connecting farmers and cooperatives with Indonesian and U.S. international spice traders; improving environmental resiliency, Rainforest Alliance (RA) and others for crop certification, and crop diversity; and linking recent university graduates to careers in extension services.

ISTA is active in four provinces across the Indonesian archipelago:

Papua Province – 14 Districts in Jayapura Regency; 5 Districts in Jayapura City; 4 Districts in Keerom Regency; 5 Districts in Sarmi Regency

South Sulawesi Province – 6 Districts in Bulukumba Regency; 2 Districts in Sinjai Regency; 2 Districts in Bantaeng Regency; 8 Districts in Tana Toraja Regency; 1 District in Enrekang Regency; 1 district in Luwu Regency; 1 district in Luwu Utara Regency

Jambi Province – Kerinci Regency

Lampung Province – Lampung Timur Regency; Tanggamus Regency

The main project office is located in Klaten, Central Java.

For this program, NCBA CLUSA has assembled a consortium of leading organizations in the spice industry: U.S. companies McCormick & Company and Cooperative Business International (CBI), leading Indonesia agribusinesses, as well as local cooperatives and farmers. Implementing partners Rainforest Alliance and PT Collins Higgins Consulting have provided technical assistance. From January 2020 to September 2023, PT Collins Higgins Consulting (PT CHC) certified sustainable 576 cinnamon farmers/farms in Kerinci, Jambi Regency. PT CHC have now completed their contracted activities for ISTA as of 30 September 2023.

This public-private partnership enhances compliance with international regulations and standards to expand global trade in spices to meet growing demand worldwide while improving spice farmers' climate resilience. The project mobilizes cost share from McCormick & Company to reach spice farmers in the Jambi, Papua, South Sulawesi, and Lampung regions of Indonesia. The project targets 14,000 farmers, three co-ops/associations, and one processor.

Small farm holders are supported by receiving project produced seedlings to expand crops, focused training to improve agricultural skills, and support to achieve sustainability certification that will allow greater access to international markets.

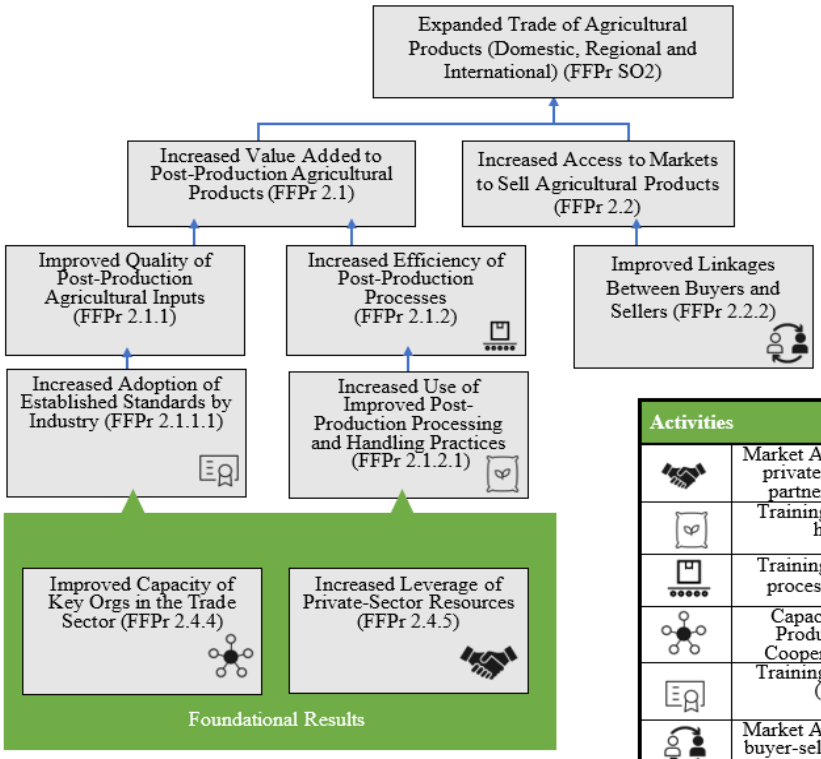
ISTA supports three farmer cooperatives/associations to improve their procurement, record keeping, and management functions – PUSPETA in South Sulawesi, Nimboran Kencana in Papua, and Mekarsari pepper farmer association in Lampung. Working closely with each of these cooperatives/associations and local private individuals/firms, the project will increase farmer access to improved inputs (improved seeds, seedlings, host and shade trees), deliver technical training and extension to farmers, and monitor, supervise and assist them with sustainable RA certification and good agricultural practices (GAP).

Productive spice farming will improve rural community livelihoods, reducing the economic incentive to engage in illegal logging. In this manner, the alliance will reduce land-based greenhouse gas (GHG) emissions and conserve biodiversity in partnership with the private sector, communities and the government.

Project Results Frameworks 1 and 2

The project's theory of change illustrates the cause-and-effect linkages from the Strategic Analysis (SA). The SA outlines needs and challenges in terms of low productivity, poor post-harvest handling and processing, meeting international food safety regulations, informal value chains and climate risks for black pepper, vanilla and cinnamon in Indonesia. The SA's needs and challenges are mapped against our activities and outlined against results for SO1 and SO2, demonstrating the logical chain of our theory of change. The Results Framework (RF) tables below identify which results are being targeted by NCBA CLUSA and which are targeted by other organizations. These graphics provide a clear framework that can be monitored, analyzed, reported on, and evaluated supporting the methodology outlined in the evaluation plan.

1.2 Expanded Trade of Agricultural Products (FFPr SO2)



Activities		Results Targeted by Key Organizations
	Market Access: Facilitate private and/or public partnerships (1.4.5)	NCBA CLUSA, McCormick, CBI, PT ASI, PT STS, PT CHC
	Training: Post-harvest handling	NCBA CLUSA, PT ASI, PT STS, and PT CHC
	Training: Post-harvest processing (2.1.2.1)	NCBA CLUSA, PT STS, PT CHC
	Capacity Building: Producer Groups/ Cooperatives (2.4.4)	NCBA CLUSA, PT ASI, PT STS
	Training: Certification (2.1.1.1)	NCBA CLUSA, PT ASI, PT STS, PT CHC, McCormick, RA
	Market Access: Facilitate buyer-seller relationships 2.2.2	NCBA CLUSA, McCormick, CBI, PT ASI, PT STS, PT CHC

Activity 1: Capacity building: Agricultural extension agents/services

To help fill the gap in agricultural extension to spice farmers, NCBA CLUSA provincial Program Managers recruit recent graduates to become extension staff (staff-based extension agents, not to be confused with government extension agents). They have the equivalent of a BA or a three-year technical diploma. Agents are selected based on levels of self-esteem, confidence, experience working with farmers, and training abilities. Project Managers have seconded project technical staff from our alliance partners—co-ops and companies (such as Sumatra Tropical Spices Ltd (PT STS) and Agri Spice Indonesia Ltd (PT ASI).

Activity 2: Training: Improved agricultural production techniques

Provincial Project Managers with some personnel assist alliance private sector (PT ASI, PT STS and PT CHC), cooperatives and extension field workers survey villages in target districts to reconfirm the project's planning, validate appropriateness of crops and gauge level of farmer interest in planting new crops. The project prepares a list of villages for an ISTA roadshow that is discussed and cleared with the local government. District government agriculture and/or estate crop agency personnel are invited to participate. Staff from our cooperative partners are directly involved in identifying and recruiting farmers to participate in the program.

Activity 3: Capacity Building: Provide business development services

Given the cost and limited access to seedlings for all three spices, the project supports model farmers and cooperatives to establish and expand nurseries. ISTA provides business development services (BDS) training to co-op staff and model farmers on seedling handling and treatment, distribution, and all aspects of nursery management.

Activity 4: In-kind grants

Limited access to seedlings is a major barrier to black pepper, vanilla and cinnamon production. NCBA CLUSA has developed a supply of locally available planting materials through a network of seedling nurseries. Cooperatives (larger project nurseries) and model farmers (farmer-owned satellite nurseries) who qualify and commit to required training in business development services receive high-quality planting materials, through in-kind grants, procured and distributed by ISTA from nurseries in Papua, South Sulawesi, Lampung and Jambi.

Activity 5: Training: Post-harvest handling

For more than 30 years, NCBA CLUSA and alliance partners have supported farmers, farmer groups, cooperatives, processors and exporters to provide safe spice products to meet global market demands. Proper post-harvest handling of spices is the first step to ensuring food safety—drying, cleaning, curing, grading, storage, packaging and transport. Alliance partner staff are experienced professionals in post-harvest handling of spices, including black pepper, vanilla and cinnamon. In response to the needs and challenges outlined in the Strategic Analysis, such as pre-mature harvesting of vanilla and black pepper, waste in scraping cinnamon, inconsistency in cinnamon grading, and cinnamon contamination, the project leverages off the existing extensive knowledge to address specific market needs of McCormick and other private sector partners.

Activity 6: Training: Post-harvest processing

Indonesia is the world's largest supplier of cinnamon and leading source for U.S. cinnamon imports. PT STS is the country's largest exporter of cinnamon. As a result, this activity will achieve strategic gains in productivity and trade for the global cinnamon market under the cinnamon sourcing model. The majority of Indonesia's cinnamon production is based in Jambi, Sumatra and is the focus of ISTA cinnamon activity. There is a need for empirically based inventory and blending systems to achieve quality grades in line with market standards. Among farmer groups, cooperatives and traders, drying and testing methods (volatile oil and moisture content) are not consistent in Jambi. This is adding delays in PT STS exports. There is also a need for alliance partners to keep pace with evolving international food safety and standards in all project regions.

Until September 2023, PT CHC worked with farmers in Jambi to improve post-harvest processing quality and sustainability certification. ISTA project staff are operating in Jambi Province to expand the cinnamon crop, train cinnamon farmers and assist in sustainably certifying cinnamon farmers/farms.

Activity 7: Training: Certification

Major international retailers of spices are being pressured by consumers to certify the sustainable production of their spices. Consumers increasingly want to know the source, as well as ethical, environmental and nutritional information about their foods. ISTA works with producers in districts such as Jayapura, Jayapura City, Sarmi, and Keerom districts of Papua Province, Bulukumba, Tana Toraja, and Enrekang districts of South Sulawesi Province, and Kerinci district in Jambi, Sumatra. Producers in these districts are expected to benefit from assistance from ISTA to achieve an internationally recognized certificate for sustainable farming. There are a number of certification types available in Indonesia including Rainforest Alliance, SAI Platform and Grown-for Good.

Activity 8: Capacity Building: Producer groups/cooperatives

ISTA focuses on developing farmer groups to bridge the gap between remote spice farmers, buyers and international markets. When farmers organize and increase their social capital through such groups, they increase their ability to engage in collective action that supports community resilience against market or climate shocks. Cooperatives and farmer groups linked with processors, exporters and international buyers under this alliance provide spice farmers with a reliable avenue for accessing markets.

Activity 9: Market Access: Facilitate buyer-seller relationships

The most important step in this activity is the initial contacts with farmers at the village level, explaining to them what the project is about, and what they are required to do if they want to participate. To access the benefits of participating in ISTA, farmers form/join a farmer group, allowing them access to improved agriculture technologies training, prepare their land for planting spice seedlings, receive guidance on how to properly maintain and harvest their crops to achieve the highest quality and be offered fair market prices in a transparent way. The trust established from the beginning of the project will be vital to ensuring high-quality production, farmer access to premium or market prices, and good buyer-seller relationships, which are the basis for increased market access.

Activity 10: Market Access: Facilitate private and/or public partnerships

The NCBA CLUSA-led ICBDA and SCAA USAID-funded projects, combined, have leveraged $4 million in private investment in Indonesia. McCormick, CBI, PT ASI, and PT STS are responsible for sourcing and supplying global markets with high-quality spices from this project and identifying new markets on behalf of the project. They play a key role in informing alliance partners of evolving market needs and demands. This is a model that has worked well in Indonesia, where many co-ops lack working capital. Private sector and cooperative partners will provide staff to serve as project extension and help jump start the program, as well as to help identify and qualify farmers.

Performance Measurement

ISTA reports to USDA using USDA's standardized performance reporting system, Food Aid Information System (FAIS), with proscribed Result Categories. Each Result Category has standard Outcome Indicators that have related Annual and "All of Project" targets. Annual Outcome Indicator results are always reported as "change during the year". ISTA's current annual performance report tabulating annual Outcome Indicator results with their related annual target and of "All of Project" target is found in Attachment I. This report using USDA Results Categories and Outcome Indicators is to be used when addressing the evaluation question - "Goal Achievement".

Table 2 illustrates the relationship between the USDA's standard Results Categories with the ISTA's ten activities.

Table 2.

Table to Cross-Reference ISTA Activities to USDA Result Categories

	USDA RESULTS CATEGORIES										
ISTA ACTIVITY	**1. Increased Agricultural Activity**	**2. Increased Leverage of Private Resources**	**3. Improved Quality of Land and Water Resources**	**4. Increased Use of Improved Agricultural Techniques and Technology**	**5. Increased Availability of Improved Inputs**	**6. Expended Trade of Agricultural Products** (Domestic, Regional and International)	**7. Increased Leverage of Private-Sector Resources**	**8. Improved Capacity of Key Organizations in the Trade Sector** (Processing Organizations and Trade Associations)	**9. Increased Value Added to Post Production Agricultural Products**	**10. Increased Access to Markets to Sell Agricultural Products**	**11. Improved Linkages Between Buyers and Sellers**
Activity 1: Capacity building: Agricultural extension agents/services	X										
Activity 2: Training: Improved agricultural production techniques	X		X	X							
Activity 3: Capacity Building: Provide business development services	X										
Activity 4: In-kind grants	X				X						
Activity 5: Training: Post-harvest handling						X			X	X	
Activity 6: Training: Post-harvest processing						X		X	X	X	
Activity 7: Training: Certification	X		X			X			X	X	
Activity 8: Capacity Building: Producer groups/cooperatives						X		X	X	X	
Activity 9: Market Access: Facilitate buyer-seller relationships	X	X				X	X			X	X
Activity 10: Market Access: Facilitate private and/or public partnerships		X				X	X		X	X	

Purpose and Scope

The Midterm Evaluation Study is a required external and independent review of the project's progress toward achieving its stated midterm targets and objectives. The purpose of the mid-term evaluation is to review ISTA's implementing experience and the environment; assess ISTA's performance and ensure that it is meeting mid-term objectives, and that its activities are relevant and effective and are reaching their target beneficiaries; identify weaknesses and challenges during the implementation and recommendations on how this should be strengthened to meet the goals of the project; and to document best practices and lessons learned. The study will provide an early signal of the efficiency and effectiveness of interventions and assess sustainability. A rigorous and independent evaluation will enable managers to track progress and make evidence-based adjustments to project operations to achieve ISTA goals.

The mid-term evaluation, which will employ a combination of quantitative and qualitative methods, will cover the project implementation locations in Papua, South Sulawesi, Lampung and Jambi Provinces of Indonesia. Quantitative methods will include an individual beneficiary survey and organizational survey. Qualitative data will be collected through focus-group discussion and key informant interviews. The consultant will suggest the sampling and methodological approach on how to respond to the evaluation questions. The approach needs to align with NCBA CLUSA values and missions and well as USDA requirements.

The study will discuss necessary modifications or mid-course corrections that may be necessary to effectively and efficiently meet the projects stated outcomes. The study will seek input from the project to ensure any recommendations arising from the study are practical and implementable.

Evaluation Questions

- Goal Achievement: By critical and objective methods, assess which Outcome Indicators have been successful in meeting their mid-term targets? Which have failed to reach their targets and why? Are the indicator targets appropriate for achieving the outcomes of the project?
    - Also include the following assessments
        - Measure and assess farmer/nursery owner household's income – total and by ISTA crop type (vanilla, pepper, cinnamon).
        - Measure and assess current volume and values of sales of ISTA type crops from farms – from pre-existing crops and from ISTA crops.
        - Assess farmer's access to buyers – document the process, farmer's knowledge, ease and satisfaction of the seller-buyer relationship.
        - Measure the surviving number of project seedling on farms – include an On-farm survival rate for project seedlings.
        - Calculate the hectares of farmland with improved agricultural practices because of project interventions.
        - Assess farmer's and nursery owner's general knowledge of improved agricultural practices.
        - Measure and assess the penetration of sustainability certification of ISTA farms/farmers (pre-existing and newly acquired certification), attitude of farmers to certifications.
        - As PT CHC has completed its activities in ISTA, review and assess its contribution to the project goals.
- Relevance: Do ISTA activities respond to the aspirations and needs of ISTA beneficiaries/participants? Are participants (farmers, nursery owners and partners) receiving project services as expected?

- Effectiveness: How effective has the project been in enhancing the adoption of new agricultural techniques? What percentage of farmers have changed their farming methods and business development activities?
- Efficiency: Do ISTA staffing, training activities and management structures deliver expected outcomes in an economic and timely manner?
- Sustainability: What factors are likely to contribute to sustainability? What factors are likely to hinder sustainability? Is the project implementing appropriate activities to maximize sustainability?
- Impact: What is the direction and intensity of change in key result areas since the inception of ISTA?
    - Also include the following assessment
        - Because the most significant impact of the project will not be apparent until after the completion of the project, from the project activities already achieved, calculate the projected additional cumulative and annual income that could be expected by farmers up to 10 years post project.
- Best practices and lessons learned: What lessons learned can be documented at this point to inform implementation of the program until completion?

Methodology

The selected evaluator will propose an appropriate performance evaluation methodology with no comparison group that sufficiently address the evaluation's objectives and questions. The proposed evaluation methods are expected to align with NCBA CLUSA's approach to evaluation, including collaborative, participatory mixed-methods, and culturally and gender-sensitive evaluation approaches and analyses. The evaluator will develop and pilot test appropriate field data collection tools and ensure that data is comparable across the baseline evaluation conducted.

Achievement in key project outcomes will be determined by comparing target value with actual accomplishment. Changes in key outcome indicators will be assessed by comparing baseline values with the findings of the Mid-term Evaluation. This will be a non-experimental pre-post design. Baseline information on outcome indicators will be compared to Mid-Term information to assess the extent and direction of change.

The evaluator is also expected to draw on secondary data sources, especially data collected through the projects' baseline evaluations, monitoring activities, and review of documents. A summary of the methodology used in the ISTA Baseline Study is included in Attachment II for reference.

The evaluator will provide the proposed evaluation methodology in an inception report to NCBA CLUSA for review and sign-off prior to commencing the data collection phase of the evaluation. The evaluator will provide the documents to the responsible NCBA CLUSA staff.

The methodology is to include surveying (1) a sample of the participating farmers by crop type (cinnamon, vanilla, and pepper) and by location; the sample frame for participating famers is in Table 3, and (2) all active ISTA Alliance members including PT CHC who recently left the project, and relevant Government and community members.

Table 3: Sample Frame for farmer surveys

Location	Crop	Number of farmers in available data base
Papua	Vanilla	3,248
South Sulawesi	Vanilla	2186
Jambi	Cinnamon	976
Lampung	Pepper	732

Evaluation Activities

The successful applicant will lead the entire evaluation process from design to report writing. NCBA CLUSA staff will provide logistic and other administrative support. The successful applicant must be aware of and collaborate with the project and health authorities if any required health control measures are required.

1) Review project documents and other published and grey literature related to the project. This includes the project's internal documents, e.g., databases, work-plan, strategies, internal surveys as well as relevant external documents including but not limited to national policies and regulations, special studies carried out by other agencies.
2) Develop and have pre-approved a mixed study design, method and tools that will achieve the study's purpose.
3) Identify and select farmer study participants from the sampling frame provided by ISTA staff.
4) Develop, edit and finalize data collection tools e.g., Direct on-farm measurement, household survey questionnaires, project partner survey questionnaires, and key informant interview and focus group guides.
5) Develop data collection guide specifying data collection and management structure, field schedules and data-quality assurance methodology.
6) Train field supervisors, key informant interviewers and focus-group facilitator on the methods and processes.
7) Administer data collection survey and FGDs.
8) Ensure data quality by establishing clear procedures for data transmission, cleaning, and entry.
9) Present findings, conclusions and recommendations (in both written report and PowerPoint formats).
10) Deliver raw data, cleaned data, and all clearly notated data cleaning and analysis code.

Timeline

Contracting Activity	Timeline
RFP Issued	April 25, 2024
Coordination period (respond to questions if any from interested firms)	April 25 –May 10, 2024
Written proposals due	May 24, 2024
Evaluation Period	May 24-June 7, 2024
Notification of Award status to applicants	June 10, 2024
Negotiation (e.g., costs and MVA)	June 10-14, 2024
Contracting (final scope of work)-sign-off by parties	June 17, 2024

Expected Deliverables

The selected evaluator will provide the following deliverables to NCBA CLUSA during the evaluation implementation:

1. *Inception Report*: that will include methodology, sampling approach, data analysis, field procedures. The inception report will also include data quality assurance plan and methodology.
2. *Data Collection and Analysis Tools*: Set of questionnaires, formats, and software used to collect and analyze data and their implementation guidelines and sample code
3. *Weekly Progress Reports*: A written and/or electronic report of the evaluation's progress made in the field covering key scheduled activities, completion status and constraints found regarding data collection.
4. *Initial Presentation*: A PowerPoint presentation on preliminary results and conclusion of the evaluation. The presentation should not be more than 15 slides.
5. *Draft Mid-Term Evaluation Report*: The team will submit an electronic draft report to NCBA CLUSA key staff (Project COP and M&E Specialist; and Senior Program Manager at HQ) and USDA Analyst, who will provide comments for revision. The draft will include all sections required in the Final Evaluation Report below.
6. *Final Mid-Term Evaluation Report*: The team will submit a written and electronic document that includes an executive summary, table of contents, methodology, findings, conclusions, lessons learned and recommendations. The report will also include annexes that will have all custom and standard indicators with disaggregates and updated values in comparison to baseline values. All final versions of international food assistance evaluation reports will be made publicly available. Evaluators shall provide a copy of the evaluation reports that is free of personally identifiable information (PII) and proprietary information. Final versions of the evaluation report ready for publication should be accessible to persons with disabilities. The report will be submitted in English.
7. *Data Files*: The team will submit a database with all collected information and analytical framework, including raw field notes, transcribed notes, raw tabulated data, cleaned data, and all annotated code used for analysis and data cleaning.
8. *A 2-3 page stand-alone brief describing the evaluation design, key findings and other relevant*

considerations. It will serve to inform any interested stakeholders of the midterm evaluation and should be written in language easy to understand by non-evaluators and with appropriate graphics and tables.

9. *An informal virtual presentation of the evaluation, for USDA stakeholders and the PVO.* This gives USDA stakeholders a chance to ask questions and understand the evaluation better. Participants may include Post and/or IFAD directors or staff.

Evaluation Deliverables	**Deadlines**
Inception report	July 4, 2024
Data collection and Analysis Tools	July 25, 2024
Weekly Progress Reports	Close of Business (COB) Friday of each Week
Initial Presentation	August 15, 2024
Draft MTE Report	September 30, 2024
Final MTE Report with Data files and Brief	October 15, 2024
Virtual Presentation of the Evaluation	October 15, 2024

Evaluation Management and Coordination

Per the requirement of USDA policy, independent third-party evaluators will conduct this evaluation. NCBA CLUSA will provide logistical support (e.g., vehicle, stationaries, participant recruitment organizing meetings with stakeholders). The evaluator will present methodology and findings to USDA officials and NCBA CLUSA team. NCBA CLUSA will share the draft report with USDA for their review and comments. The report will be finalized after the approval from USDA.

Table 4: Roles and Responsibilities

ISTA Team	Evaluation Team
• The ISTA Chief of Party (COP) will be the point of contact for the Mid-term Review. Coordinating with the HQ Senior Program Manager, provides contractual guidance and ensures compliance with the deliverable schedule, and reviews preliminary findings and provides timely feedback. • The ISTA Monitoring and Evaluation Specialist will be the technical point of contact for the mid-term evaluation and provide support in the understanding of project impact, performance indicators,	• Implement all the steps to conduct baseline evaluation – Recruit, train and supervise study staffing, develop quantitative and qualitative data collection tool and methods, cleaning and analysis of study data, and report writing. • Prepares, initiates, and finalizes stakeholder and site visits including planning, scheduling, data collection and survey tools, and communications; coordinates with ISTA team on logistics and communications with stakeholders.

and database information, as needed. Reviews preliminary findings and provides timely feedback. • In Coordination with the ISTA COP, the ISTA project field teams will provide local logistic support including local office space, field transport to project sites, and communication and coordination support with stakeholders, as appropriate. • ISTA will assist in searching and reviewing relevant project documents, accessing internal subject database information, gathering permissions and facilitating survey team direct access to stakeholders. • Home Office and project staff participate in the evaluation by providing input to evaluation questions. Amends targets, workplan, and strategies based on the final evaluation report.	• Schedules and presents the preliminary findings to the ISTA project team; incorporates feedback; and makes a presentation to the USDA team. • Incorporates USDA team feedback and finalizes and submits the report to USDA.

Audience and Intended Use

The primary audience will be USDA, NCBA CLUSA, ISTA and its partners and beneficiaries. The secondary audience will be local government, local community groups, and business entities that are not targeted by the project. ISTA will organize a workshop to share the results. The workshop will provide a detailed analysis and discussion of the findings. Workshop participants will be key stakeholders including government, USDA, NGOs, and the private sectors, as relevant. The final report will also be shared through a mailing list to local partners.

All final versions of international food assistance evaluation reports will be made publicly available. Evaluators shall provide a copy of the evaluation reports that is free of personally identifiable information (PII) and proprietary information. Final versions of evaluation reports ready for publication should be accessible to persons with disabilities. For guidance on creating documents accessible to persons with disabilities, please see the following resources:
https://www.section508.gov/create/documents
https://www.section508.gov/create/pdfs

Selection of the Evaluation Team

An outside firm/external evaluator will be selected for the Mid-Term Evaluation Study. Using a competitive process, NCBA CLUSA will select an evaluation firm who has local expertise and experience evaluating agricultural and trade initiatives with similar target audiences. Major requirements for the evaluator will include:

- Demonstrated access to expertise and skill sets to design and competently implement the proposed study methodology

- Proven experience in the evaluation of USDA-funded or equivalent USG-funded or other international organization funded agricultural development projects applying mixed-method designs
- Demonstrated experience operating in the target regions
- Strong experience in conducting agricultural surveys and the dynamics of farmers' groups/organizations
- Good knowledge of gender issues, the associative system and micro-finance in rural areas
- Good balance of gender in the evaluation team
- Demonstrated cultural sensitivity as judged by reference check and past performance
- Technical skills and capacity in the application of analytical frameworks such as comparison with non-project areas, surveys, involvement of stakeholders in the evaluation, and statistical analyses
- Ability to travel to rural areas of Indonesia on difficult roads to meet with stakeholder partners
- Fluent English language and writing skills; Fluency in local language is an advantage
- Competency to write detailed, concise and coherent final evaluation report

Conditions of Application

Applications may not exceed **12 pages** and must be on 8.5 by 11 inch or A4 size paper, single spaced, 12-point Times New Roman font with one-inch margin on all sides, including consecutive page numbers, data of submission, and applicant's name on a header or footer.

Technical proposal

The technical proposal (12 pages max.) must reflect how the offeror will carry out the tasks included in the work. Candidate companies will provide a detailed plan of the specific activities, the timetable for carrying out the mission, as well as the data collection and analysis activities. In addition, it will include a proposal for the statistical approach and analysis methodology.

Financial application

The candidate companies/consultants will propose a realistic estimate of the cost of this mission, including a detailed budget and a justification of the expenditure. The budget will only contain costs that can be directly attributed to the proposed activities, with an explanation of the line items. All training costs, such as rental of premises, advance transport, etc. must be clearly articulated for each training. Applicants must present adequate administrative and financial systems to manage the funds covered by this agreement. If the candidate companies intend to charge overhead, they will need to provide documentation to support their overhead costs.

Organization

The candidate companies/consultants must briefly list and describe their history, vision, objectives, legal status, ownership and management structure, current projects / services, current clients / assignors, current geographic scope and experience.

Personnel

The candidate companies/consultants must briefly list and describe the names and qualifications of the key personnel assigned to the assignment (the CVs of the proposed staff must be included in the Annex). The key personnel will include 1) Principal Evaluator – Agro-economist/Agriculture Specialist – master's in agriculture or economics with a minimum of 5 years of experience. 2) Senior Surveyor- Master's in Social Sciences and minimum of 5 years of experience in research and evaluation; 3) Data Specialist - Bachelor and minimum of 3 years of experience in data management and analysis.

The proposed team should preferably be multidisciplinary and contain people with experience and qualifications as team leader with extensive experience designing and implementing evaluations and analyzing the results with experience in the target regions. As much as practical, enumerators should be recruited locally.

Proof of Experience

Applicant companies/consultants will have to prove their experience in similar missions by providing a list of all contracts and/or cooperative agreements involving similar or related work during the last two years. Additionally, the applicants must submit at least three reference letters from previous consultancies.

Legal registration

Candidate companies/consultants' engagement is subject to the consultant obtaining necessary visas and work authorization in Indonesia.

Criteria for the evaluation of the proposal

The following criteria are those under which all proposals will be judged:

1) Quality of technical approach and methodology (40%)
2) Past experience of individual and/or company with USDA and/or USAID or other International Development Organizations (10%)
3) Demonstrated experience and technical skills of the team/reference letters (15%)
4) Completeness of proposal (including schedules, total budget, evaluation team CVs, etc. (15%)
5) Cost realism, budget competitiveness, justification and effectiveness. Given it meets these standards, competitive budgets will receive a higher score. (20%)

Application Deadline and Timeline

Proposals must be sent by e-mail to NCBA CLUSA to the following addresses: John Siodlarz (USA) jsiodlarz@ncba.coop with copy to gswisher@ncbaclusa.net (Indonesia). In the submission email, please put in the Subject line: USDA ISTA Mid-Term Review Application_"*Name of Applicant*".

Please include in the email, the name and address of the Organization and the names and contact information (phone numbers and e-mail addresses) of the person submitting the application and the point of contact for your organization. Applications must reach the project by **May 24, 2024 at 6:30 pm EDT. Submissions received after this time will not be considered.**

If you need more details or have questions, please contact us by email using the submission email addresses above. NCBA CLUSA reserves the right to accept or reject, all or none of the applications submitted and / or to modify the terms of reference/geographical areas before the project begins.

List of Attachments

Attachment I. Table of ISTA Results and Outcome indicators

Attachment II. ISTA Baseline Study Methodology

Attachment I.

Table of ISTA Results and Outcome indicators

Results	Indicator	Baseline	Target for FY20	Target for FY21	Target for FY22	Target for FY23	Target for FY24	Target for FY25	Target for FY26	LOP Target
1. Increased Agricultural Productivity	Average Yield of targeted agricultural commodities among program participants withUSDA assistance (black pepper, vanilla, cinnamon in MT/ha)	Vanilla	0	0	0	0	0	1	3	**3.0**
		Pepper	0	0	0	0	1	1	1	**1.0**
		Cinnamon	0	20	23	27	31	32	33	**33**
	Volume of annual sales of farms and firms receiving USDA assistance <u>disaggregates:</u>	0	20	1033	1220	1,225	1,230	1,244	675	**6,647**
	pepper,		0	0	0	0	246	249	135	**630**
	vanilla,		0	0	0	368	369	373	203	**1,313**
	cinnamon		20	1033	1220	857	615	622	337	**4,704**

	Value of annual sales of farms and firms receiving USDA assistance disaggregates: pepper, vanilla, cinnamon	0	3,280 0 0 3,280	24,000 0 0 24,000	24,000 0 12,000 12,000	24,000 7,200 12,000 4,800	24,000 7,200 12,000 4,800	24,000 7,200 12,000 4,800	14,720 4,416 7,360 2,944	**138,000** **26,016** **55,360** **66,624**
2. Increased Leverage of Private-Sector Resources	Value of new USG commitments and new public and private sector investment leveraged by USDA to support food security and nutrition (in USD) Disaggregates: Type of commitment: Govt. private sector	0.00	0 0 0	200,000 0 200,000	200,000 0 200,000	400,000 0 400,000	400,000 0 400,000	400,000 0 400,000	400,000 0 400,000	**2,000,000** **0** **2,000,000**
3. Improved Quality of Land and Water Resources	Number of hectares under improved management practices or technologies that promoteimproved climate risk reduction and/or	0	100	430	430	560	560	500	420	**3,000**

	natural resources management with USDA assistance									
4. Increased Use of Improved Agricultural Techniquesand Technologies	Number of hectares under improved management practices or technologies with USDAassistance <u>Disaggregate:</u> Gender Age Mgmt./tech. cultural practice	0	100 40 20 100	330 132 66 330	330 132 66 330	560 224 112 560	560 224 112 560	600 240 120 600	520 208 104 520	3,000
	Number of individuals in the agriculture system who have applied improved management practices or technologies with USDA assistance <u>disaggregates:</u> continuing producer/farmer processor govt. NGO	0	852 0 852 0 0 0	1,620 2,472 1,620 0 0 0	1,700 4,172 1,700 2 2 2	1,800 5,972 1,785 5 5 5	1,900 7,872 1,885 5 5 5	2,000 9,872 1,985 5 5 5	1,400 11,272 1,400 0 0 0	11,272
5. Increased Availability of Improved Inputs	Number of improved seedling /cutting produced and distributed as a result of project	0.00	500,000	650,000	800,000	900,000	1,000,000	1,050,000		4,900,000

	assistance Disaggregates: Cinnamon vanilla pepper Jambi Lampung Sulawesi Papua		 150,000 350,000 0 150,000 0 175000 175000	 150,000 450,000 50,000 150,000 50,000 225,000 225,000	 150,000 550,000 100,000 150,000 100,000 275,000 275,000	 150,000 600,000 150,000 150,000 150,000 300,000 300,000	 150,000 650,000 200,000 150,000 200,000 325,000 325,000	 150,000 700,000 200,000 150,000 200,000 350,000 350,000		
	Number of project nurseries established Disaggregate: vanilla pepper cinnamon female	0.00	8 3 3 2 3	45 20 15 10 18	20 10 5 5 8	20 10 5 5 8	20 10 5 5 8	20 10 5 5 8	0 0 0 0 0	133 **63** **38** **32** **53**
6. Expanded Trade of Agricultural Products (Domestic, Regional and International)	Number of individuals benefiting indirectly as a result of USDA assistance Disaggregates: none	0.00	4,000	8,000	9,000	10,000	10,000	10,000	5,000	56,000
	Number of individuals participating in USDA food security programs Disaggregates: Female Youth Smallholder	0.00	1,065 (continue) 426 213 1,065	2,025 3,090 810 405 2,025	2,800 5,890 1,120 560 2,800	2,900 8,790 1,160 580 2,900	3,000 11,790 1,200 600 3,000	1,900 13,690 760 380 1,900	400 14,090 160 80 400	14,090 - 5,636 2,818 14,090
	Number of individuals who have received	0.00	1,065 continue	2,025 3,090	2,800 5,890	2,900 8,790	3,000 11,790	1,900 13,690	400 14,090	14,090 -

	short-term agricultural sector productivity orfood security training as a result of USDA assistance Disaggregate: female youth farmer		426 213 1,065	810 405 2,025	1,120 560 2,800	1,160 580 2,900	1,200 600 3,000	760 380 1,900	160 80 400	5,636 2,818 14,090

	Number of jobs attributed to USDA assistance; aggregates: female youth	0.00 0 0	0 0 0	210 84 42	300 120 60	350 140 70	400 160 80	450 180 90	390 156 78	2,100 840 420
	Value of annual sales of farms and firms receiving USDA assistance (in USD-m-) Disaggregates: Cinnamon Vanilla Pepper	0	3.28 3.3 0 0	24.0 24.0 0 0	24.0 24.0 0 0	24.0 24.0 0 0	24.0 22.0 1 1	24.0 21.0 2 1	15.0 11.0 3 1	138.0 129.3 6 3
7. Increased Leverage of Private-Sector Resources	Number of public-private partnerships formed as a result of USDA assistance. Disaggregates: Private firm Govt.		15 15 0	40 39 1	20 19 1	20 18 2	20 18 2	20 19 1	0 0 0	**135** **128** **7**
8. Improved Capacity of Key Organizations in the Trade Sector (Processing Organizations and TradeAssociations)	Number of organizations with increased performance with USDA assistance Disaggregate: Firm Coop/assoc. CBO	0.00	0 0 0 0	57 0 0 57	93 0 0 93	125 1 1 123	125 **1** **1** **123**	125 **1** **1** **123**	41 1 1 39	**566** **4** **4** **558**
9. Increased Value Added to Post Production Agricultural Products	Number of farmers groups and cooperatives applying best PPH practices and techniques that will include scrapping, in-field drying, moisture tests closer to global market standards, packaging and labeling Disaggregates: CBO Vanilla Pepper Cinnamon	0	0 0 0 0 0	57 57 20 17 20	93 93 35 23 35	125 125 45 35 45	125 125 45 35 45	125 125 45 35 45	41 41 14 13 14	**566** 566 204 158 204
10. Increased Use of Improved Post-										

Production Processing and Handling Practices	Number of sustainable certified farmers	0	0	2,000	2,000	2,000	2,000	2,000	0	10,000
11. Increased Access to Markets to Sell Agricultural Products	Number of buying stations established as a result of project assistance Disaggregates: crops Jambi Lampung Sulawesi Papua	0	0 0 0 0 0 0	2 v,c 1 0 0 1	4 v,p,c 1 1 1 1	6 v,p,c, 1 1 2 2	0 - 0 0 0 0	0 - 0 0 0 0	0 - 0 0 0 0	**6** **v,p,c** **1** **1** **2** **2**
	Number of farmers linked to buying stations as a result of project assistance Disaggregates: crops Jambi Lampung Sulawesi Papua	0.00	0	1600	1,600	1866	1,867	1,867	1,600	**10,400** **10,400**
12. Improved Linkages Between Buyers and Sellers	Number of buyers/sellers contracts Disaggregates: Crop, supply chain level	0.00	14	45	40	400	400	400	400	1,699
	Number of buying stations established as a result of project assistance Disaggregates: crops Jambi Lampung Sulawesi Papua	0	0 0 0 0 0	2 v,c 1 0 0 1	4 v,p,c 1 1 1 1	6 v,p,c, 1 1 2 2	0 - 0 0 0 0	0 - 0 0 0 0	0 - 0 0 0 0	**6** **v,p,c** **1** **1** **2** **2**

Attachment II.

ISTA Baseline Study Methodology

<table>
<tr><td colspan="3">Initial Proposal</td></tr>
<tr><td>Stakeholder interviews in each province</td><td>NCBA CLUSA project managers, buyer representatives, Cooperative managers/project staff, project extension workers, district Bappeda staff, and other relevant local agencies (i.e. Dinas Pertanian-Perhutanan-Perkebunan)</td><td></td></tr>
<tr><td>Focus group discussions</td><td>New and experienced male & female farmers, groups of female farmers</td><td></td></tr>
<tr><td>Farmer Surveys – Treatment & Control groups</td><td>Survey a sample of participating farmers (by random sample) and a number of equivalent farmers (using propensity score matching) from non-participating communities within the intervention areas who match closely the selected criteria of the participating farmers</td><td>
<table>
<tr><th>Province/Farmers</th><th>treatment</th><th>control (max)</th><th>Total (max)</th></tr>
<tr><td>Papua</td><td>126</td><td>126</td><td>252</td></tr>
<tr><td>South Sulawesi</td><td>177</td><td>177</td><td>354</td></tr>
<tr><td>Lampung</td><td>49</td><td>49</td><td>49</td></tr>
<tr><td>Jambi</td><td>49</td><td>49</td><td>49</td></tr>
<tr><td>North Sumatra</td><td>49</td><td>49</td><td>49</td></tr>
<tr><td>Total</td><td>450</td><td>450</td><td>900</td></tr>
</table>
</td></tr>
<tr><td colspan="3">COVID Implementation</td></tr>
<tr><td>Stakeholder Interviews</td><td>NCBA project managers, buyer representatives, Cooperative managers/project staff, project extension workers, district Bappeda staff, and other relevant local agencies (i.e. Dinas Pertanian-Perhutanan-</td><td>As planned.</td></tr>
</table>

<table>
<tr><td></td><td>Perkebunan)</td><td></td></tr>
<tr><td>Focus Group Discussions</td><td>New and experienced male & female farmers, groups of female farmers</td><td>Modified – New farmers were generally not included because the pandemic meant participant recruitment processes had not been permitted to proceed as planned. Discussions were held outdoors with experienced farmers – groups of men, mixed groups of men and women, and groups of women.
<table><tr><th>Province</th><th>Male or Mixed-gender FGDs</th><th>All-Female FGDs</th></tr><tr><td>Papua</td><td>3</td><td>0</td></tr><tr><td>South Sulawesi</td><td>4</td><td>4</td></tr><tr><td>Lampung</td><td>2</td><td>0</td></tr><tr><td>Jambi</td><td>1</td><td>0</td></tr><tr><td>North Sumatra</td><td>1</td><td>0</td></tr><tr><td>Total</td><td>11</td><td>4</td></tr></table></td></tr>
<tr><td>Farmer Surveys</td><td>In Papua and South Sulawesi, samples were taken of farmers who had participated in an earlier vanilla-planting project and were expected to continue with ISTA, and farmers who sold vanilla to the cooperative and were interested.
The partner in Lampung collected names of regular sellers of pepper who expressed interest in ISTA and 100% of those were included in the survey.
In Jambi, farmers in the initial sets of Farmer</td><td><table><tr><th>Province/Farmers</th><th>Treatment</th><th>control</th></tr><tr><td>Papua</td><td>284</td><td>0</td></tr><tr><td>South Sulawesi</td><td>228</td><td>0</td></tr><tr><td>Lampung</td><td>84</td><td>0</td></tr><tr><td>Jambi</td><td>67</td><td>0</td></tr><tr><td>North Sumatra</td><td>0</td><td>0</td></tr><tr><td>Total</td><td>663</td><td>0</td></tr></table>
The experimental approach with control groups had to be eliminated from the study. Under pandemic protocols, it was not ethical to expose non-participants to any risk of infection if they had no expectation of benefits from the project.</td></tr>
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	Management Groups were included in the survey, and about half of those could be located successfully interviewed.	