

## Call for Proposals

### *Development of Methods for Assessment of GEF-funded FARM Programme Outcomes*

#### 1. Introduction

The Green Growth Knowledge Partnership (GGKP) is a global community of policy, business and finance professionals and organizations committed to collaboratively generating, managing and sharing knowledge on the transition to an inclusive green and circular economy. The GGKP is led by the United Nations Environment Programme (UNEP), Global Green Growth Institute (GGGI), Organization for Economic Co-operation and Development (OECD), United Nations Industrial Development Organization (UNIDO) and World Bank. The mission of GGKP is to empower government decision-makers, companies and financial institutions with evidence-based knowledge that can best support them to contribute effectively to the green and circular economy transition.

Among other projects, GGKP is the executing agency (EA) for the global child project of the Global Environment Facility (GEF)-funded Financing Agrochemical Reduction and Management (FARM) Programme, and for which UNEP is the implementing agency (IA).

FARM is a five-year, \$341 million initiative, which seeks to reduce and manage the use of harmful pesticides and plastics in agricultural production and encourage the adoption of low- and non-chemical alternatives. In addition to the global child project, FARM consists of seven child projects led by UNEP and implemented by the Asian Development Bank (ADB), United Nations Development Programme (UNDP) and UNIDO. The execution of the child projects is carried out in-country by the UN Food and Agriculture Organization (FAO) and relevant country institutions in Ecuador, India, Kenya, Lao PDR, the Philippines, Uruguay and Viet Nam.

The global child project, managed by GGKP, aims to coordinate the efforts of the child projects, promote knowledge generation and sharing, and lead engagement with international stakeholders. The global child project will also be responsible for the overall monitoring of the FARM Programme. This is separate from the monitoring that each child project will perform. The monitoring and performance assessment will capture how well the FARM Programme is functioning as an integrated effort and how well all child projects are working together and complementing each other. This will track the delivery of the original premise that “the programme is more than the sum of the various parts”.

The global child project will be responsible for tracking and analysing child projects’ results to provide a comprehensive picture of programme-level results. It will provide a connection point among the teams working on the child projects and support them in documenting their financial, formalization and technical activities. The global child project will also develop a harmonized programmatic monitoring framework for use across all child projects. In addition, the global child project will develop programme dashboard to allow stakeholders and interested individuals to see progress against the results consolidated from all child projects.

## 2. Objective

GGKP invites universities, research centres, think tanks and non-profit organizations to submit their proposals to develop programmatic indicators and methods of assessment of the FARM Programme outcomes.

This technical assistance will be expected to include:

- Refine and confirm the initial list of common FARM programmatic indicators, based on consultations with participating agencies and available M&E data collected by the FARM child projects; and developing common methods for the calculation of the FARM programmatic indicators, to ensure that results can be compared and aggregated across the programme.
- developing a harmonized programmatic monitoring and reporting framework for use across child projects, in compliance with the GEF and FARM programme requirements as set out in the project document, including reporting/ data collection template(s) and a technical specification for the development of a web-based FARM dashboard for child projects to submit data and visualize results.
- disseminating the M&E framework to child project partners and facilitate their reporting including through guidance documents, training, and clear operating procedures

Based on the information requested below, the applicant entity must demonstrate that it is duly qualified and has the necessary experience to carry out the service described in the scope, duties and responsibilities of the technical assistance. Only non-profit organizations will be eligible.

## 3. Service required

The services under this technical assistance will contribute to achieving **FARM Programme Output 4.1: Programmatic reporting including annual reports, midterm and terminal reviews are produced with child projects to monitor and evaluate the programme and practice adaptive management when necessary.**

Specifically, the service required will include the following activities:

*Activity 1. Review and assess the initial set of programmatic indicators and propose a final list, based on relevant project results framework data available from existing data collection and reporting activities in FARM child projects.*

M&E technical assistance will review the current FARM Program Framework Document, child project documents, including the theory of change and results frameworks and their accompanying assumptions, baselines and targets for project indicators. It will also include project annual programmatic monitoring reports and other available project outputs to identify information that has been collected to date, as well as information expected to be collected before the end of the project to document each project's outputs and outcomes, with a focus on GEF-core indicators and common indicators. This review should include a review of the methods currently used by child projects to report on these indicators, under existing reporting requirements.

**Deliverable:** A written assessment of each project's aforementioned documents, focusing on the description and analysis of the current state of the methods and inputs currently used to report on the cross-programmatic indicators, or closely related indicators, and an updated Theory of Change diagram for the whole FARM Programme.

*Activity 2. Propose common method(s) for collecting, assessing and aggregating programme results. The key tasks include developing common methods that can be used by the child projects to calculate results, and proposing common indicators in addition to FARM-relevant GEF core indicators.*

FARM programmatic M&E system is designed to fulfil the following requirements.

- To promote accountability by tracking progress towards achieving
  - a) The Global Environmental Benefits (Core Indicators)
  - b) The sum of progress towards child project outputs and outcomes as described in the child projects' results frameworks (FARM Common Indicators)
- To promote learning through knowledge generation and sharing programme experience and best practices with internal and external stakeholders.

The GEF Core Indicators that relevant to FARM are:

- *Core Indicator 5:* area of marine habitat under improved practices (excluding protected areas); sub-indicator 5.3: amount of marine litter avoided
- *Core Indicator 6:* greenhouse gas emissions mitigated (metric tons of CO<sub>2</sub>e)
- *Core Indicator 9.1:* reduction, disposal/destruction, phase-out, elimination and avoidance of chemicals of global concern
- *Core Indicator 10:* reduction, avoidance of emissions of POPs to air from point and non-point sources (grams of toxic equivalent gTEQ)

The M&E technical assistance will propose **common methods** that can be used by the child projects to calculate results. Methods may focus on producing a single metric for each indicator, or may propose a suite of metrics that characterize different aspects of the indicators. The applicant will provide sample calculations for each metric proposed, using publicly available data from one or more FARM child projects.

Further, the applicant should consider methods already used by the child projects to calculate and report the additional set of 'common indicators' that capture key results of the projects beyond the GEB, which may include agronomic, socio-economic, policy, capacity and other results. The set of **FARM Common Indicators** will supplement the GEF Core Indicators and provide more granular detail on the progress and learning of the child projects. These Common Indicators will be developed during the first year of implementation but be strongly based on the child projects' results frameworks. The joint planning, monitoring and evaluation cycle will use existing plans and reports produced by the child projects wherever possible to minimize additional reporting burden.

Where types of data collected and methods of calculation are inconsistent across child projects, the applicant should recommend an approach to reconcile the data and/or to appropriately depict and interpret the effect of uncertainties on cross-programmatic comparisons and aggregation of the data.

**Deliverables:** 1) A proposed calculation method(s) and sample calculations for each metric or metrics representing each results indicator, along with any limitations identified and methods for reconciling or depicting the uncertainties caused by these limitations; and recommendations for specific additional methods/data that would be required to improve calculations in future activities; and 2) at least one consultations with EAs and IAs to generate feedback.

*Activity 3. Based on Activity 2, develop a harmonized programmatic monitoring framework for use across child projects, including producing an annual programmatic monitoring template and developing a technical specification for the development of a web-based FARM dashboard for child projects to submit data & visualize results*

To supplement common methods for calculation of results indicators under Activity 2, the applicant will produce a programmatic monitoring framework to consistently document activities of the FARM child projects across different country circumstances, and analyse the factors that affect the success of (or failure of/barriers to) implementation of these activities. These proposed frameworks should consider the possible range of factors that could influence project outcomes, both within the control of the project (e.g. basic project design, criteria for selection of intervention areas or project partners, etc.) and those factors outside the control of the project (e.g. political/economic/social/environmental factors).

The applicant will provide an annual programmatic report template and two brief illustrative case studies, applying the framework to child projects and using publicly available data from one or more existing child projects. The applicant will develop a technical specification for the development of a web-based FARM dashboard for child projects to submit data and visualize results. To inform future FARM projects, the applicant will recommend, if needed, additional elements of data collection and project evaluation that could be incorporated into the design of future projects aimed at reducing agrichemicals and plastics. The recommendations should be cost-effective and feasible to implement within the typical resources available for project monitoring and evaluation.

**Deliverables:** 1) A suite of recommended programmatic monitoring frameworks to help document and analyse the results of the child projects across different country circumstances; 2) how-to-do note to provide guidance to EAs on the usage of the framework, including at least two (one alternative solution and one financial) case studies for illustrative purposes; 3) reporting template and a technical specification for FARM Dashboard; and 4) at least one consultations with EAs and IAs to generate feedback.

*Activity 4. Recommend a strategy and action plan to disseminate and incentivize uptake of the proposed methods. The strategy should also include proposed reporting tools by seeking synergies with the FARM initiative page, dashboard and upcoming FARM website.*

The applicant will recommend a low-cost feasible strategy for informing and educating FARM teams about methods recommended in Activities 2 and 3, and for encouraging their uptake and use by child projects. The applicant will develop an action plan to implement the strategy above by aligning with the FARM Programme monitoring and evaluation (M&E) requirements and seeking synergies with the FARM online infrastructure, such as its future website and FARM dashboard. The action plan should

consist of a structured timeline, operational methods and institutional framework to effectively implement the recommended strategies.

**Deliverable:** Recommended strategy for disseminating methods and incentivizing the use of methods by FARM child projects, including an action plan for implementing strategy by FARM teams

#### *Activity 5. Conduct training for the child project on reporting against the programme monitoring framework*

The applicant will develop background materials such as guidance notes or standard operating procedures and provide relevant training to child projects

**Deliverables:** 1) brief background materials for child project executing agencies on the programmatic monitoring framework; 2) conduct two trainings for child projects.

Additional considerations:

- During the expected period of the technical assistance, the FARM Programme will hold its Annual Programme Meeting, where programme participants will gather to discuss activities and outcomes to date, as well as the proposed work plan and proposals for sessions/activities during the meeting that could support achieving the objectives of the technical assistance.
- Where feasible, recommended methods should include strategies to incorporate existing, or build new capacity at the national or local levels to collect relevant data and document interventions to promote sustainability over time.
- At GGKP's discretion, draft reports and memoranda may be shared with implementing agencies, executing partners and other relevant stakeholders of the FARM Programme for review and comment. Further, it is anticipated the approved final reports and memoranda will be shared publicly on the FARM website; draft and final report shall be submitted in English.

#### **4. Expected duration and deliverables/products**

It is anticipated that this technical assistance will require approximately 12 weeks. The completion of the assignment should take no longer than seven months. Expected deliverables and a preliminary timeline can be found in the table below.

Activities	Deliverable	Timeline
Review and assess relevant project results framework data available from existing data collection and reporting activities in FARM child projects	A written assessment summarizing key findings from a review of existing FARM child projects' data and methods, including findings most relevant to the calculation of results indicators.	<b>End of month 2</b>

Recommendations for calculation of metric(s) for key cross-programmatic results indicators, including illustrative examples	<ul style="list-style-type: none"> <li>report with recommended methods</li> <li>2 illustrative examples</li> <li>1 consultation with EAs, IAs to generate feedback</li> </ul>	<b>End of month 3</b>
Development of a harmonized programmatic monitoring framework for use across child projects, including producing an annual programmatic monitoring report template	<ul style="list-style-type: none"> <li>programmatic monitoring framework template and a technical specification for FARM Dashboard</li> <li>how-to-do note to provide guidance to EAs on the usage of the framework</li> <li>1 consultation with EAs, IAs to generate feedback</li> </ul>	<b>End of month 4 and 5</b>
Recommended strategy and action for dissemination and uptake of new proposed methods	Report containing strategy and action plan for disseminating methods and incentivizing use of methods by child projects	<b>End of month 6</b>
Conduct training for child projects on reporting against the programmatic monitoring framework	<ul style="list-style-type: none"> <li>background materials developed</li> <li>2 trainings for child projects conducted by region</li> </ul>	<b>End of month 7</b>

All summary reports detailed above should be prepared in English.

## 5. Qualifications

The selected entity shall meet the following minimum qualifications:

1. Extensive experience with impact assessment and evaluation (including both qualitative and/or quantitative methods)
2. Familiarity with technical development programmes related to the agriculture, agrichemical and pollutants sectors
3. Prior experience in project design, monitoring and evaluation, including the development of GEF-funded global programme results frameworks
4. Prior experience with carrying out research projects similar to this assignment
5. Prior experience with the GEF and/or other bilateral or multilateral development institutions
6. Excellent command of the English language, both written and oral

In addition, the following qualifications are preferred, but not required:

- Ability to conduct research in the agri-food sector
- Ability to conduct consultation and lead discussions with multiple stakeholders
- Experience in organizational change management
- Experience in Key Performance Indicator benchmarking

## 6. Proposal submission requirements

The proposing organization should provide GGKP with the information below.

### General information

- Name of the proposing entity
- Country of origin and registration
- Type of legal entity/organization
- Date of formation
- Address
- Website
- Name of contact person
- E-mail address
- Phone number

### Technical proposal

- **Organizational profile:** Present a brief description of the proposing entity, including size (number of workers), type of activities carried out and the geographical scope of its work (max 250 words).
- **Demonstrated experience:** Provide samples of work that demonstrate experience with the services listed in Section 3. You may provide a link to an online portfolio.
- **Proposed work approach:** Brief description of how you would conduct research on the existing FARM Programme results frameworks, and approach to develop the proposed recommendations for calculation, documentation and analysis methods (maximum 800 words).
- **Staff:** Provide a short biography(ies) and CV(s) of proposed staff, showing expertise required per Section 5.
  - **Financial proposal:** Provide a cost estimate for services by using the table below, including anticipated attendance at the Annual Programme Meeting (see Section 3, Additional Considerations). Please note that the purchase of office equipment, rental of workspace and any other costs associated with the day-to-day operation of the entity are not eligible expenses.

Type of expense	Unit	Cost per unit	Total cost

- **References:** Provide three (3) references for work performed within the prior five years.

The proposal should be limited to no more than 10 pages total, excluding CV and references. Applicants are also encouraged to comment on the Call for Proposal and include in their proposal suggestions to enhance the achievement of objectives under this project (e.g. aspect(s) overlooked in the services requests or aspects to refine, etc.).

## 7. Timeline

Submissions are due **21 June 2024**, no later than **17:00 CEST**. Proposals should be sent by email to Xi CAO, FARM global child project Manager, at [xi.cao@un.org](mailto:xi.cao@un.org), and cc'd to Joe Maina, Administration Assistant, [joe.maina@un.org](mailto:joe.maina@un.org).

## 8. Evaluation criteria

Proposals will be evaluated based on relevant experience, proposed work approach and value delivered for cost.