

## Terms of reference

### Final project evaluation

#### Capitalization on animal food production knowledge

September-October 2019

External consultancy for final project evaluation	
Region	Haeju city, South Hwangwae province
Country	The Democratic People's Republic of Korea (DPRK)
Sector	Food security and nutrition, goat breeding, support for secondary education
Project title	Capitalization on animal food production knowledge
Organization in charge of the project	Première Urgence Internationale (PUI)
Beneficiaries	University of Agriculture of South Hwanghae Province, Livestock department of the Province, Two National Competence Centres
Donor	European Commission (DEVCO)
Reference	KOR15006
<b>Main objective of the service</b>	Provide a <b>final evaluation report</b> to PUI concerning the KOR15006 project <b>before October 20<sup>th</sup>, 2019.</b>

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## I. Project presentation

### 1. PUI'S ACTION IN DPRK

Première Urgence Internationale (PUI) is a non-profit, non-political, non-religious and international NGO providing aid and development support in 20 countries in the world, through an average of 200 projects per year. The organization has been implanted in DPRK since 2002 and remains today among the 5 NGOs habilitated to work in the country as residents.

Over the past seven years, PUI has been focusing its activities on the Province of South Hwanghae, which is considered as one of the most vulnerable and the most affected by climatic shocks in the country. Past and current projects led in this area have permitted to increase access to data and to built trust with local authorities at every level, strengthening the quality of the undertaken activities. In South Hwanghae Province, PUI already intervened in three different sectors:



**Health:** from 2002 to 2009, PUI has led an ambitious health program consisting in installing and running laboratories of production of intraveine fluids. Supported by SIDA and EuropAid, PUI was present in 8 different provinces. The program was handed over to WHO and the Ministry of health between 2006 and 2009. From 2014 to 2016, a partnership with the Swedish cooperation agency (SIDA) allowed the construction of 4 fully equipped primary health centers in the province, alongside with medical training and medicine supplies.



**Food security & nutrition:** since 2012 and supported by the European Commission's funds and French Cooperation, PUI launched several programs in collective farms and rural towns. Actions aim to sustainably improve children's essential nutritional intakes throughout the year (mainly proteins, but also fat, fibers, vitamins & energy).



**Education:** in parallel, PUI is implementing since 2016 an educational and institutional project in collaboration with the Agricultural University of South Hwanghae. The objective is to enhance the education of future decision makers at province's level to ensure a significant and sustainable impact on food security in the area.

### 2. DESCRIPTION OF THE ACTION AND RATIONALE

The project entitled "capitalization on animal food production knowledge" is a capacity-building project targeting 350 students and 31 staff of the Livestock Department of the University of Haeju. It focuses on the goat value-chain, and proposes to develop technical knowledge and pedagogical skills of the teachers. As a long-term effect, the project aims at improving the food security of vulnerable groups in rural areas by supporting the development of goat breeding and milk production, in South-Hwanghae Province. This project started in February 2015 and is coming to an end at the beginning of November 2019.

One of the main issues identified in DPRK is the general lack of technical capacity and knowledge in nutrition, animal based food production and processing, and the deficiency of the local educational system to provide and spread such knowledge and best practices.

Two main factors can explain the present situation. Livestock production has deeply suffered with the decline of the North Korean economy. During the 90's, most of the goats stock have been decimated to compensate for food shortage, resulting in a loss of traditional know-hows in goat breeding. More importantly, the isolation of the country, and of each Province inside the country, has then restrained

the diffusion of updated knowledge and practices to provincial areas as well as exchanges between nationals and international stakeholders.

By introducing and diffusing new knowledge and skills in fodder production, goat breeding and milk processing, the project aimed at having a positive and sustainable long-term impact on food security. The implementation of such techniques throughout the province should allow farms and at term, households, to significantly increase their goat stocks and production of goat milk. In order to achieve this objective, the project focused on promoting the diffusion of new knowledge and techniques throughout the Province. In the Korean society, technical information and recommendations issued by official institution, such as a University or a Peoples' Committee, are usually taken as granted and implemented by the farms. PUI has consequently considered that supporting the diffusion of practices would lead to an implementation of those practices. Those practices will have a positive impact on production and consumption of animal sourced food product by vulnerable groups, in South Hwanghae Province.

As the impact on food security of such project cannot be immediately measured since such practices should have an impact on the long term. The project as then focused on measuring how many students, trained to new techniques, have been appointed as executives in cooperative farms and local People's Committees. Those students graduated from the Agricultural University will be the vectors for knowledge diffusion. Considering that 70 students are graduated every year from the Livestock Department of the University, the project expects that at least 50 of them will fully assimilate and diffuse new knowledge and skills in the farms they will join as executives.

### 3. AREA OF INTERVENTION

#### **South Hwanghae, strategic but vulnerable province**

South Hwanghae province is located on the southwestern coast of the country and is populated by more than 2.3 million inhabitants. The province is considered to be one of the country's four major grain regions. For that reason, the Public Distribution System collects in the form of quotas most of the agricultural production for redistribution thereafter.

In 2018, the province of South Hwanghae suffered a severe drought (July) followed by violent floods (September), which directly impacted the productivity of the province. Yield decreases (30-50% losses -3,843 ha of arable land impacted<sup>1</sup>) added to ambitious quotas, have significantly worsened the food situation of rural and urban populations. Children are the first ones to suffer from the food crisis, both in terms of quantity and diversity of their diet.

Those drastic climate events tend to happen more and more regularly and add up to the chronicle weaknesses of the agricultural system, i.e. soil erosion, over-utilisation of the plots resulting in poverty of the soil, lack of fertilizers and animals, affecting the resilience and coping mechanism of the population.

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<sup>1</sup> Fig 1. : OCHA

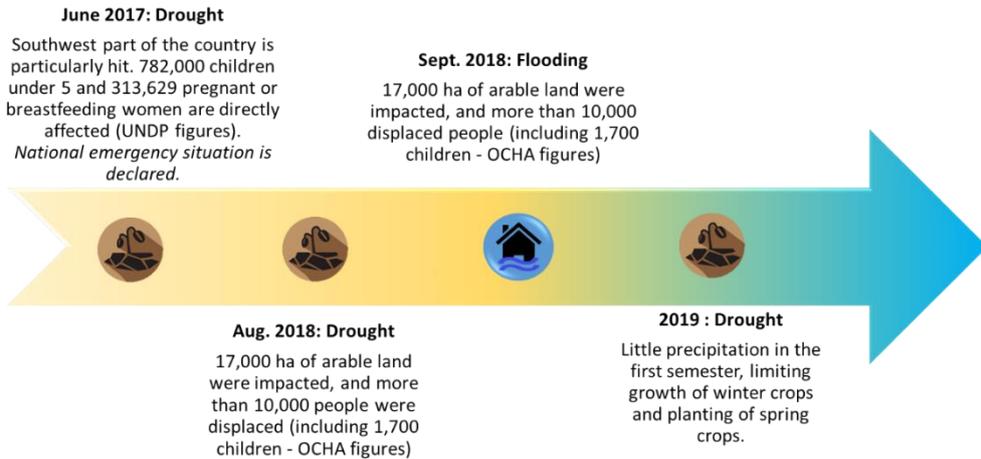
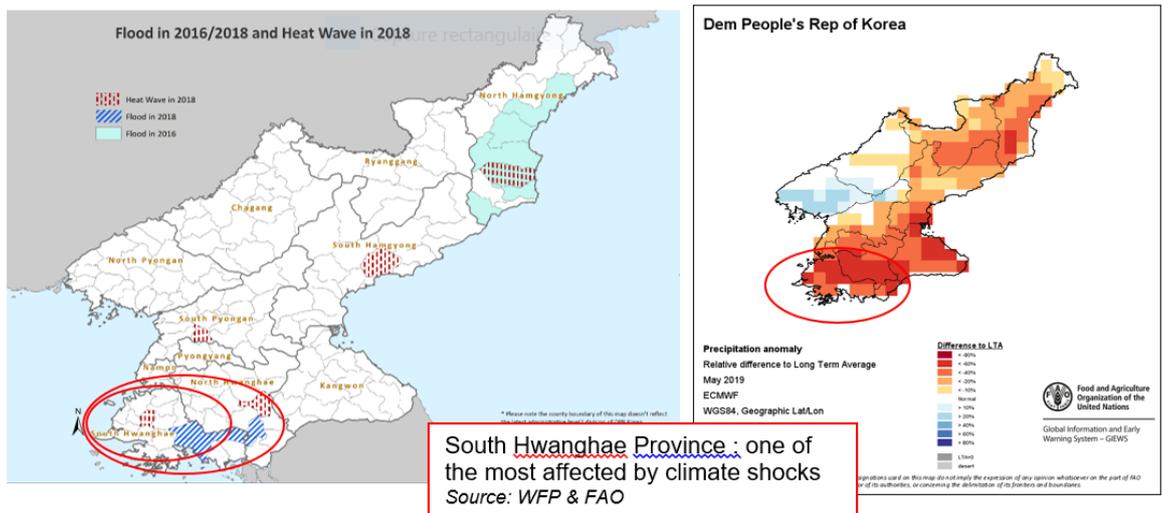


Fig. 1. A succession of climatic events in DPRK over the last two years



**4. PROJECT'S STAKEHOLDERS**

**Haeju Agricultural University**

Haeju Agricultural University is located in the centre of Haeju city. It is composed of several agricultural departments: livestock, vegetables, agricultural machinery, etc.

Professors, researchers, post and undergraduate students of the livestock department of Haeju Agricultural University were the main beneficiaries of the project (26 professors and 350 students).

The role of the University is central for the development of goat rearing in the region since the professors visit the different farms and give advice. Future students will also join livestock brigades in the Haeju province farms.

The livestock department is also responsible for a practical farm, located around 10 km from the University, where the students can learn on the field how to grow fodder, how to breed goats and process goat milk.

### **Goat rearing network members**

A professional network has been set up at the beginning of the project. This network is composed of the different regional actors of goat breeding development: the University dean, heads of veterinary and animal husbandry University departments, 4 professors, directors and Livestock Engineer of goat farms, a representative of the AAS (Agricultural Academy of Science) and representatives of the local government.

During the project, the professional network members have met two to three times a year through meeting in Haeju University and visit on the field.

## **5. PROJECT'S OBJECTIVES AND ACTIVITIES**

### **Overall objective**

To contribute to sustainably improve the nutritional status of vulnerable groups by supporting production and utilization of fodder and animal sourced food, in rural and semi-urban areas.

### **Specific objective**

To strengthen the Provincial Agricultural University technical and institutional staff capacities and enhancing its role in addressing food security problems in DPRK.

### **Main activities**

The main activities of the project included:

- The organisation of international training and a study tour in France for the Livestock department university professors
- The organisation of field visit with the professors to meet the different goat rearing actors in the province.
- The organisation of network meeting and visits for the regional actors to strengthen their links.
- The provision of equipment (books, posters, computers) to enhance the professors' teaching tools.
- The participation to the University practical farm rehabilitation (delivery of milk processing equipment & fodder equipment).
- Support to the setting up of IGA activities at the University.

The full logical framework with the detailed list of activities, indicators and results will be sent to the Consultant prior to the preparation phase.

## **II. Evaluation's modalities and objectives**

### **1. OBJECTIVES OF THE EVALUATION**

#### **Establish an overall assessment of the evaluated project**

The evaluation should propose an overall assessment of the project implementation from its inception phase to the results obtained. This step will allow the consultant to have a precise and detailed knowledge of the context of the intervention and the actions carried out during the project with regard to the objectives and expected results as described in the project document.

### Conduct an evaluative analysis

From observation and available documentation, the consultant will have to evaluate the project's performance in accordance with the 5th criteria recommended by OECD :

- Relevance (choice of target groups and partners, coherence of actions with government orientations and initiatives, and other local actors).
- Efficiency (evaluation of resources implemented within the budget allocated, respect of project deadlines, quality of the monitoring system and the decisions taken on the basis of the information collected),
- Effectiveness (Evaluation of the activities carried out and their relevance with regards to the objectives, assessment of significant unanticipated effects),
- Sustainability and impact (appropriation of the project by the partners and other local actors, evaluation of the sustainability of the actions).

Project's achievement must be assessed, with a focus on:

- Compare the initial activity planning to actual implementation
- Relevance of the strategy with regards to the objectives
- Analyse if the means used for the project implementation were relevant considering the expected results
- Accountability to beneficiaries and learning
- Capacity building of the University and quality of the partnership
- Satisfaction of beneficiaries

### Evaluate if the target has been reached

A total of 8 indicators have been designed in the project proposition validated by DevCo. The Consultant will evaluate if all targets have been reached. In the case of some indicators have not reached their objective, the Consultant will discuss with the project partners the reasons and challenged that prevented the activities to fully reach the planned objective.

## 2. MODALITIES AND METHODOLOGY

### General methodology

Modalities and methodology will be constrained by the general organization of the humanitarian action in DPRK. The consultant will face the same level of supervision by DPRK administration as humanitarian organisations face. This implies that quantitative methodologies (such as randomly selecting the interviewed beneficiaries) will not be possible. If meetings with beneficiaries will be possible, Focus Group Discussion as such will neither be possible to implement. The consultant will have to propose a methodology based on:

- Secondary data - an indicative bibliography will be provided
- Project documents: all project documents will be made available, including internal field reports and interim reports sent to the donor.
- Direct observation: a single visit on site will be organized. Required authorization will not be granted for more than one visit and no longer than 4 days. The program will be refined with the Consultant and could include a day at the university (with the possibility to meet the professional network members) and a day at the practical farm.
- Key people interview: the consultant should design his/her interview grids. The translation (Korean / English) will be ensured by PUI's project officer during the field visit.

Other stakeholders could be met in Pyongyang (FSO, humanitarian coordination, etc.), PUI will facilitate contacts.

### Organisation of the mission and timetable for the evaluation

The deadline for all deliverables is October the 20<sup>th</sup>.

The planned visit to DPRK should be organised for 7 days, between September 28<sup>th</sup> and October 12<sup>th</sup>, with a preference for the week of September 30<sup>th</sup>. The Consultant should be available to travel for a total of around 10 days at this period since travel time between France and DPRK can take more than a day. It should be noted that there is no flights between Beijing and Pyongyang on Sunday. A delay of one month is also needed to obtain the visa for DPRK. The proposition should take these constraints into account when proposing a schedule.

Preparatory briefing will be provided in HQ before departure for DPRK.

Activity	Estimated Duration
Preparation stage: Review of the main existing documents on this project, preparatory briefing in HQ.	4 days
DPRK (travel from France included)	10 days: around 3 days of travel and a week in DPRK, among which a field visit on site, in Haeju city, <b>South Hwangwae province</b> .
Preparation of the evaluation conclusions and Final report writing	5 days
Debriefing at PUI's headquarters (Asnieres-Sur-Seine)	1 day
Total (travel days included)	20 days

The number of days is given as an indication and alternative schedule can be proposed.

### 3. EXPECTED DELIVERABLES

#### Evaluation report

The consultant submits the following reports in English in computerised form:

- Draft final report. This report will be submitted no later than October the 13th.
- Final report (maximum of 15 pages, annexes not included) with the same specifications as the draft final report, including all comments on the draft report, received from interested parties. The final report will be provided no later than a week after receipt of comments on the draft final report.
- A synthesis of 2 to 5 pages.

## Debriefing

A debriefing meeting in Pyongyang with the project team will be organised before the Consultant's departure in order to present the main findings and review the main conclusions, with a focus on the lessons learnt. This meeting will prepare the redaction of the final report and ensure that the team's expectations (report objective, timeline, deadlines, etc.) are agreed with the consultant. Final formal request for revisions will come after the Head of Mission has coordinated with HQ to provided consolidated feedback.

An additional debriefing with the HQ Program Officer and Technical Referent is requested as well. The Consultant will meet the desk team, the head of programmes and the technical advisor for food security, nutrition & livelihoods in order to facilitate the capitalisation of the projects' results.

## III. Application

### 1. CONSULTANT PROFILE

The assignment will be assigned to an experimented international consultant, who will have the following skills/qualifications and experience:

Required:

- Five years' experience in the field of agricultural and rural development.
- Experience in carrying out agricultural development project/development program evaluations
- Degree in rural development, agronomy, agro-economics, animal husbandary, veterinary science or another relevant field.
- Good knowledge of the issues, practices and actors of international non-governmental solidarity.
- Good listening, facilitation, synthesis, writing and communication skills.
- Fluency in English and good level in French

Desired:

- Experience in research or agricultural science education appreciated.
- Experience in supporting professional agricultural organizations.
- Knowledge of DPRK Context

### 2. BUDGET

The quote submitted must indicate all the costs incurred. The budget will show up:

- The working time of the consultant. Daily and total costs. No associated person can be included in the offer;
- Insurance coverage (sickness, disability, death, repatriation) for consultants visiting the DPRK;
- Round-trip airfare between the service provider's country and Beijing, transportation in country of origin, etc. Invoicing will be made on presentation of supporting documents for the reimbursement of travel expenses (boarding pass, vehicle rentals and fuel);
- Transportation cost to PUI's headquarters in Asnieres-Sur-Seine at the beginning of the mission (preparatory briefing) the end of the mission (debriefing)
- Photocopies and other fees required to execute the mission.

- Other (precise)

Will be taken in charge by PUI:

- Permits and visas authorization for external consultant travelling to the DPRK. Visa related costs will be paid by PUI;
- Round-trip economy class plane tickets Beijing-Pyongyang (the trainer will include plane tickets from his home to Beijing in the financial proposition);
- Provide oral translation Korean-English and as needed, for translation of written materials
- Pay the per diem for the stay in the DPRK, which, among other things, allows to pay for food;
- Provide accommodation in Pyongyang (PUI Guesthouse or hotel) and in Haeju (hotel).
- Transportation in the action area in DPRK

The consultant must use its own computer. Basic stationary will be provided in Pyongyang. Offers should not exceed 8,000 euros.

### 3. APPLICATION DETAILS

The consultant's proposal will consist of 3 parts:

- CV of the consultant, with a focus on all the references related to the requested service.
- Methodological proposal and timetable (this proposal will not exceed 10 pages maximum), which will include (1) the Consultant's understanding of the mission's objectives (1-2 pages), (2) a detailed methodology, including the visit, (3) a detailed chronogram (with proposed dates).
- Financial proposal (quote). The maximum available budget is 10,000 euros.

Responses must be sent by e-mail no later than the 23<sup>rd</sup> August 2019 to the following addresses, indicating: "Final evaluation KOR15006" in the title of the email:

Kor.agropm1@premiere-urgence.org

[Kor.agropm@premiere-urgence.org](mailto:Kor.agropm@premiere-urgence.org)

[mligier@premiere-urgence.org](mailto:mligier@premiere-urgence.org)

PUI reserves the right to shorten the date if a candidate is selected before August 23<sup>rd</sup>.

### 4. EVALUATION GRID FOR THE APPLICATIONS

The grid will be elaborated on 100 points:

- General quality of the application (10 points)
- Quality and feasibility of the methodology suggested (25 points)
- References provided by the expert (45 points)
- Quote's quality (20 points)

### 5. ETHICAL CONDITIONS

### **Fraud, Corruption, collusive and coercive practices**

PU-AMI may reject any proposal, offer or terminate the contract if it is determined that the tenderer has been engaged in one or several practices listed below:

- Corrupt practice is defined as is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the activities of the Contracting Authority;
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Contracting Authority to obtain a financial or other benefit or to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more tenderers or candidates designed to artificially alter the results of the tender procedure to obtain a financial or any other benefit;
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities.

### **Protection of children and social rights**

Première Urgence Internationale, as expressed in its Charter and internal regulations, fully complies with the International Convention on the Rights of Children and would like to draw the attention of its potential suppliers by stipulating that a child must be protected from all work that could complicate their school attendance, or have bad effects on their health, growth, as well as their social development.

It is clearly stated to the selected supplier that children under 14 are not allowed to work for the implementation of the present contract.

### **Ineligibility and exclusion criteria**

Candidates, tenderers, or applicants will be excluded from participation in procurement procedures if:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);
- They have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the donor countries' financial interests;
- They are currently subject to an administrative penalty.

Contracts may not be awarded to candidates, applicants or tenderers who, during the procurement procedure:

- Are subject to a conflict of interest;
- Are guilty of misrepresentation in supplying the information required by the Contracting Party.

Tenderers must certify by any appropriate means that they are not in one of the situations listed above.

## Annex A: Tender submission file

Tender reference: KOR/15006

**1. Contracting authority:** PREMIERE URGENCE INTERNATIONALE

**2. Tenderer**

**2.1 Tenderer:**

Name:

[.....]

Nationality:

[.....]

Legal structure:

[.....]

Registration Number:

[.....]

Year of registration:

[.....]

Website:

[.....]

**2.2 Representative:**

Name:

[.....]

Position:

[.....]

Address:

[.....]

Phone number:

[.....]

E-mail:

[.....]

### **2.3 Sub-contractor (if applicable):**

Name:

[.....]

Nationality:

[.....]

### **3. Declaration by the tenderer**

In reply to your letter of invitation to tender for the aforementioned contract, we, the undersigned, hereby declare that:

1. We have examined and accepted in its entirety the contents of the tender dossier referenced above. We accept in full, without reservation or restriction, all its provisions.

2. We propose to supply the services, in accordance with the terms mentioned in the tendering file and according to the conditions and deadlines indicated, without reserve or restriction, and in accordance with the legislation of the country.

3. The price of our offer is:

[.....] (in numbers),

[.....] (in letters).

4. This offer remains valid for a period of [.....] months, starting from the submission date.

5. We submit this offer on our behalf. We confirm that we are not bidding in another form for the same contract.

6. We undertake to comply with the ethical clauses described in the General Provisions of the tendering file and declare that we are not in any of the situations prohibiting us from

participating in the award of the contract. We certify that we are not in a conflict of interest with any other candidate or participant in the tendering procedure

7. We will immediately notify the Contracting Authority of any change in the above circumstances. We acknowledge and agree that any inaccurate or incomplete information may result in our exclusion from this solicitation.

8. We take note that the Contracting Authority is not obliged to pursue this call to tender and that it reserves itself the right to cancel the award of the contract, in accordance with the conditions described in the application form. No liability to us shall be incumbent on the contracting authority in doing so.

Place:

[.....]

Date:

[.....]

Representative name:

[.....]

Signature and stamp:

## Annex B: Financial offer template

This annex is an example of an adequate financial offer for this project and serves as a reminder of the potential costs to be included. Tenderers are permitted to add costs and lines if necessary.

Bidders are requested to attach to their bid an official letter of financial offer with their own letterhead and which will include the total amount of the performance, signature and stamp.

Please note that, as specified in the terms of reference, PUI will support certain costs directly. Therefore, the costs that should not be included in the financial offer are as follows:

- Flights from Beijing to Pyongyang (and return)
- Per diem (for catering)
- Translation costs
- Housing in DPRK
- Local transport in the DPRK
- Visa costs

### Example of financial offer

Tender reference: KOR/15006

Name of tenderer: [.....]

N°	Details of offered services	Quantity	Unit	Unit Price	Total price	Justification
	Trainings in DPRK					
1	Preparation material					
2	Technical expert (mission)					X days of mission
3	Midterm and final report	1				
4	Photocopy	1	Lumpsum			
5	Transport (in host country)	1				
6	Flights (host country to Beijing)	1	w. return			
7	Insurance	1				
8	Others					
	.....					
	<b>Total</b>				<b>XXXX</b>	

Offer validity:

[.....]

Place:

[.....]

Date:

[.....]

Name of representative:

[.....]

Signature and stamp: