**1. Context**

Rikolto is an international NGO with more than 40 years’ experience in partnering farmer organisations and food chain stakeholders across Africa, Asia, Europe and Latin America. Rikolto runs programmes in 14 countries worldwide through seven regional offices. We’re a close-knit network of accessible and knowledgeable colleagues, willing to share experience and eager to inspire others. This network of Rikolto offices is supported by a global support team, which fulfils key advisory roles and offers shared services such as finance, monitoring & evaluation, people & organisation, communication and fundraising.

In 2017 Rikolto decided to adopt a more rigorous approach to impact assessment. This assessment covers all three levels at which the organisation strives for impact:

- Improved livelihoods of smallholder farmers (m/f);
- Improved business and organisational capacities of targeted farmer organisations;
- Improved institutional environment (public/private policies, regulations, etc.).

At the level of **farmer organisations**, Rikolto uses SCOPEinsight assessments to measure every 18-24 months their business and organisational capacities. In Belgium, Rikolto accompanies **schools** to improve their food policies and curricula, for which a custom-made assessment has been elaborated for baseline and follow-up measurements. To complement these assessments, Rikolto would like to explore **process tracing** to determine more objectively its contribution to targeted areas. In every region (8 in total), a sub-sector has been identified for which to conduct this analysis.

When looking at the **institutional environment** supporting sustainable food systems, Rikolto is keen to explore **Qualitative Comparative Analysis** (QCA) to identify under which conditions its approach is more effective in contributing sustainable policy changes.

The current global **impact measurement framework of Rikolto** covers the five-year period (2017-2021) in which most of its interventions are inscribed:

- 2017: baseline measurement
- 2019: mid-term review
- 2021: end-line assessment

Considering the medium- to long-term timespan within which one can realistically observe changes in organizational capacities as well as in the institutional environment, Rikolto aims to conduct process tracing and QCA analyses during its 2021 assessment period. However, as both methodologies are new to the organisation, Rikolto is looking for a consultant who can support setting out the framework for the implementation of either (or both) of these methodologies already in 2019, and then lead the analysis thereof in 2021.
2. Scope of work

For either of the two assessment processes (process tracing and QCA):

1. Set out the framework to conduct the respective assessments in 2021: review available data, identify potential data gaps and formulate recommendations to ensure meaningful assessments can take place in 2021. There will be an opportunity for a meeting with the international PLA team (composed of all regional and global M&E colleagues of Rikolto) in the week of June 17-21, 2019, for an in-depth discussion to complement this work.

2. Lead (for process tracing) / conduct (for QCA) the assessments in the second half of 2021. [Please note that there is insufficient budget (financially, from Rikolto’s side, and environmentally, from the planet’s side) to pay for 8 process tracing assessments to be conducted in-country by the same consultant. We are looking for cost-effective solutions (e.g. a lead consultant who collaborates with in-country consultants or who trains local M&E colleagues in some regions to cover the work to be conducted in-country.)]

Travels and concrete implementation plan to be defined during inception meeting and during a meeting with the international PLA team in the week of June 17-21, 2019.

Further information can be obtained from tom.vandensteen@rikolto.org.

Expected results

a. By June 21, 2019, a global team (PLA team + consultant) that is on the same page, with a clear definition of roles, responsibilities and communication channels related to the 2021 assessments.

b. By June 28, 2019, a validated implementation plan and timeframe.

c. By July 31, 2019, a report that sets out the data and other needs to conduct meaningful process tracing and QCA assessments in 2021, based on available data and monitoring practices (to be submitted by the agreed upon date in FY 2019).

d. By December 31, 2021, 8 process tracing reports and 1 QCA report covering the respective assessments.

Required profile

We are looking for a researcher/consultant who has expertise with process tracing and/or qualitative comparative analysis, preferably with farmer organisations and in food systems.

We accept proposals that cover both methodologies or individual proposals for either methodology, from consultants who meet the following characteristics:

- Solid understanding of change dynamics in food systems, agricultural value chains and farmer organisation capacity development
- Ability to write clear reports accessible to non-experts
- Professional fluency in English; at least a good passive dominion of French and Spanish
- Be available in second semester of 2021 (precise dates to be confirmed in the first quarter of 2021)

Selection process

Candidates are requested to submit their proposals (in English) to tom.vandensteen@rikolto.org by May 8, 2019, detailing:

❖ Proposed methodology (max. 3 pages)
❖ Relevant experience in relation to the described project
❖ Estimated working days for each of the consultancy’s aspects
❖ Daily fee (incl. VAT)

We expect to identify the selected candidate in the second half of May and have a kick-off meeting as soon as possible afterwards.