

PROJECT MANAGEMENT UNIT FOR THE PREVENTION AND REDUCTION OF POLLUTION IN RURAL AREAS PROJECT

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# **Terms of Reference**

**Consultancy services for the evaluation of the**

**Component 2 of the RAPID Project implementation**

1. **Background information**

The Government of Romania has received a loan from the International Bank for Reconstruction and Development (IBRD) to support the implementation of the Rural Pollution Prevention and Reduction Project (RAPID Project).

RAPID Project is an initiative aimed at addressing environmental challenges in the rural areas of Romania. Focused on mitigating pollution and promoting sustainable practices, the project seeks to safeguard the country's rural landscapes, preserve natural resources, and enhance the overall well-being of local communities.

The Loan 9505-RO for the Project was ratified by Romania by the Law no. 332/2023 on November 7th2023 and it became effective on December 13th, 2023. The Project closing date is June 30th, 2028.

While Romania is still counting around 3 million farms, out of which around 800,000 are farms registered for direct payments, the needs for knowledge transfer on environmentally friendly farming practices remains uncovered in the near future, notwithstanding the efforts of other Romanian public institutions and farmer organizations.

The objectives of the project are to strengthen the institutional capacity of selected public entities, monitor pollution in agriculture, and transfer knowledge on agricultural pollution reduction to participating farmers. The project consists of three components:

1. **Modernization of Public Institutions**: Enhance the institutional capacity of the Ministry of Environment, Waters and Forests (MEWF) to monitor, evaluate, and report investments, including those related to environmental aspects of the National Recovery and Resilience Plan (NRRP). This involves increasing the national capacity for monitoring, prevention, and reduction of pollution from agricultural sources in rural areas, including the National Administration "Romanian Waters" (NARW), the National Phytosanitary Authority (NFA), and the Directorate for Land Consolidation and Land Fund (DÎFFF) within the Ministry of Agriculture and Rural Development (MARD).
2. **Knowledge Exchange and Awareness**: Facilitate knowledge exchange, awareness, and information/innovation transfer to participating farmers. This includes establishing model farms to promote best agricultural practices for pollution prevention and reduction. The project also involves creating national knowledge transfer networks and conducting information and awareness campaigns for the public regarding project activities, including other environmentally-focused interventions funded under the NRRP.
3. **Project Management**: Ensure effective project management to oversee and coordinate the various components and activities outlined in the project.

The project aims to create a comprehensive framework for addressing agricultural pollution in Romania, involving institutional capacity building, knowledge dissemination, and active participation of farmers in adopting sustainable practices.

There is a need for third-party evaluations of the level of adopted practices, knowledge, attitudes, and behavior change (Component 2). The consolidated results of the research conducted shall be shared with participating communities in a user-friendly format.

The evaluation will be conducted in two stages (project pre-midterm reporting and project pre-completion) and will feed into several performance indicators of the RAPID project, such as *land area under sustainable landscape management practices, participating farmers adopting agricultural pollution reduction practices, participating farmers adopting agricultural pollution reduction practices as a result of the project – female, as a result of the project beneficiaries satisfied with project-supported services, beneficiaries satisfied with project-supported services – female, beneficiaries reporting effective engagement processes established by the project, beneficiaries reporting effective engagement processes established by the project - female*. The RAPID Project aims (through other consultancy services contracts) to train at least 8,000 farmers, with the goal that 50% of them will adopt agricultural pollution reduction practices, as a result of the Project. Additionally, the project aims to encourage the adoption of sustainable landscape management (SLM) practices on at least 30,000.00 ha nationwide. The evaluation will measure the percentage of beneficiaries satisfied with project-related services, targeting 60% at mid-term and 80% at completion, for both all participants and female participants.

**Concept of Component 2 of the RAPID project**

Component 2 is centered around awareness raising among farmers and agricultural entrepreneurs on new technologies and innovations that can reduce agricultural pollution. The awareness raising activities also includes the promotion of effective measures to tackle agricultural waste, with the aim to stimulate behavioral changes. The awareness campaign will be implemented at national level, targeting various rural and urban stakeholders, while trainings shall be delivered through farmer discussions groups. A grants scheme will support farmers to invest in farms environmental infrastructure, aiming at setting-up a network of demonstration farms, while other champion farmers will be identified by the Knowledge Transfer Networks (KTNs) that will be created through the RAPID Project. Furthermore, participating farmers will be encouraged to adopt good farming practices.

Setting-up KTNs for the prevention and reduction of pollution in rural areas will accelerate the transition of the Romanian agriculture towards a sustainable agriculture, in line with Farm-to-Fork targets and the various provisions of the EU and national legislation on environment protection. The networks will seek increasing use efficiency for farm inputs, thus avoiding waste of plant protection products (PPP), ammonia, nitrous oxide, antimicrobials, and also considering biodiversity conservation and climate change mitigation and adaptation – as deemed necessary. The success of the Component 2 implementation stays in the level of the adoption of good farming practices.

***Concept of the Component 2 of the RAPID Project***

The current assignment is relevant in the context of several Component 2 activities, namely Grants for improving farmers’ environmental infrastructure and setting up Knowledge Transfer Networks meant to encourage and create the premises for peer-to-peer learning through practical demonstrations, Farmers’ Discussion Groups (FDG) meetings, as well as other events (workshops and conferences). It is envisaged that at least 70 farmers will receive grants, at least 400 farmers will host FDG meetings, and at least 8,000 farmers will participate in at least 2 FDG meetings and other events. Special care will be taken to ensure the participation of farmers from vulnerable groups, in particular women and members of ethnic minorities. Out of the 8,000 participating farmers, at least 35% will be women.

The Farmer Discussion Group meetings will be moderated by specialized facilitators, and their topics will focus on tackling various pollutants from agriculture and promoting farm environmental-friendly investments and practices; reducing nitrates, plant protection products use and risk, ammonia, nitrous oxide and antimicrobials; encouraging organic farming and participation in agri-environment schemes. The farmer discussion groups will also include topics such as reducing emissions from agriculture, building resilience to climate change (especially extreme heat and hydrological events), and developing more resilience practices.

Component 2 will benefit from an Advisory Hub, part of the Knowledge Transfer Networks. The Advisory Hub will prepare and deliver training materials to be used during farmers’ meetings, and will support other training activities, part of the project. These materials will be based on the best available scientific evidence regarding the environmentally friendly and economically efficient use of fertilizers, plant protection products, and antimicrobials in agriculture. They will be presented in a farmer-friendly format and will be first discussed and pretested with farmers’ associations.

One of the main objectives of Component 2 is the adoption of good agricultural practices for the prevention and reduction of pollution from rural areas. Adoption refers to change of practice or change in the use of a technology promoted or introduced by the project. A third-party evaluation is needed to assess the level of adopted practices as a result of participation in training activities under the KTNs, as well as the changes in attitudes, knowledge, and behaviours regarding the use of fertilizers, pesticides, and antimicrobials.

Component 2 should also result in increasing the agricultural land area in which farmers adopted SLM practices. Land is the terrestrial biologically productive system comprising soil, vegetation, and the associated ecological and hydrological processes. Adoption refers to change of practice or change in the use of a technology promoted or introduced by the project. SLM practices refer to a combination of at least two technologies and approaches to increase land quality and restore degraded lands for example, agronomic, vegetative, structural, and management measures that, applied as a combination, increase the connectivity between protected areas, forest land, rangeland, and agriculture land.

1. **Objective**

General objectives:

* To assess the level of the adoption of good agricultural practices promoted by RAPID Project for the prevention and reduction of pollution from rural areas;
* To evaluate the RAPID Project impact due to the application of environmentally friendly agricultural practices at national level.

Specific objectives:

1. To evaluate the farmers’ level of adoption of good agricultural practices, as well as of their knowledge, attitudes, and behaviors related to the use agricultural inputs that may lead to pollution, including the use of organic and chemical fertilizers, pesticides, and antimicrobials;
2. To identify possible barriers and solutions in increasing the level of adoption of good agricultural practices to prevent and reduce pollution from rural areas as result of the RAPID Project;
3. To assess the area (ha) with new and/or improved sustainable landscape management practices introduced as result of the RAPID Project;
4. To evaluate the participating farmers’ degree of satisfaction and engagement (for both grants and trainees’ beneficiaries) with project supported activities, as well as satisfaction with newly adopted practices, with focus on recommendations for improving the activities under Component 2.1 and 2.2 of the RAPID Project.
5. **Scope, approach, methodology**

The study should lead to the improvement of the actions financed under the RAPID Project towards increasing the level of the adopted good agricultural practices.

3.1. Overview of activities:

**Phase 1. Elaboration, consolidation, and approval of the evaluation implementation plan.**

* Elaboration of the implementation plan for the evaluation, which will include the methodology, as well as the ethics procedure, and obtaining approval from the PMU (under Report 1).

**Phase 2. Implementation of evaluation activities.**

A – **Mid-term evaluation** (2025)

* Testing the approved methodology and further consolidating it.
* Data collection: apply the surveys (Adopted practices and Sustainable landscape management) and organize the focus groups. The surveyed farmers and those included in the focus groups will be a sub-set of the final evaluation samples.
* Analysis of the collected data and information, including compiling a mid-term technical report that will include the analysis of all surveys and focus groups (under Report 2).

B – **Final evaluation (2028)**

* Data collection: apply the surveys and organize the focus groups. The surveys and the focus groups will include the remaining farmers included in the evaluation sample.
* Analysis of the collected data and information, including compiling the final technical report that will include all the collected data and their analysis (under Report 3).

3.2. Detailed presentation of the activities.

The following section will detail evaluation activities, technical requirements and definitions, as well as deliverables under each step of the contract.

**Phase 1. Elaboration, consolidation, and approval of the evaluation implementation plan.**

During Phase 1, the Consultant will prepare and deliver a draft Implementation Plan for the evaluation surveys and focus groups and a draft Ethics procedure. These will be submitted as draft to the PMU, consolidated following comments and feedback from the PMU, and submitted again in the form of a final Implementation Plan and final Ethics procedure for approval. The implementation plan shall take into consideration that for the mid-term evaluation it is expected that only a fraction of the trainings shall be delivered, while grants beneficiaries shall not be yet identified. Furthermore, once trained, it is expected that the adoption of the practices will not take place immediately, but at a later stage, depending on the specific agricultural processes and activities and existing barriers. These aspects should be considered by the methodology and properly reflected in the Implementation plan.

It is expected that the Consultant should consider the following approach for the Phase 1, as detailed below:

1. Scope of the Implementation plan,

2. Conceptual requirements and definitions for the evaluation activities,

3. Technical requirements for the evaluation activities,

4. Contents of the Implementation plan,

5. Ethics procedure.

1. Scope of the Implementation plan.

The implementation plan will detail the plan for implementing the Evaluation activities that are the responsibility of the Consultant: (1) surveys and (2) focus groups.

1. Surveys. Two surveys will have to be conducted. The surveys will cover:
	1. Farmers participating in the project trainings and the grant scheme (Components 2.1 and 2.2 – the estimated number of farmers is around 8,000 farmers), in order to establish and evaluate the level of adopted good agricultural practices, changes in attitudes, knowledge, and behaviors, as well as the level of satisfaction with the newly adopted practices; this survey will also evaluate the level of satisfaction and engagement with project activities, with a focus on recommendations for improving activities under Component 2.1 and 2.2 of the RAPID Project;
	2. The land area for which new and/or improved SLM practices have been introduced. SLM practices refer to a combination of at least two technologies and approaches to increase land quality and restore degraded lands.
2. Focus groups will provide:
	* + - 1. A qualitative study to identify barriers and solutions in increasing the level of adoption of good agricultural practices to prevent and reduce pollution from rural areas as result of the RAPID Project. The study will use around 10 focus groups covering all sectors and geographic regions included in the RAPID project. Focus groups may be organised during the meeting of the farmer discussion groups, taking advantage of the preparations / logistics under the responsibility of the KTNs.

2. Conceptual requirements and definitions for the evaluation activities:

The evaluation will focus on the following topics:

1. Adopted practices:

Scope and definitions: practices adopted after and as a result of participating in project activities. The list of practices to be investigated will be based on the materials used as part of the KTNs, as well as the content of the FDG meetings. For this, the Consultant will communicate with the Consultant providing KTN and FDG services and in particular with the Advisory Hub. The evaluation of the level of adopted practices will be the main focus of the survey.

Questions of interest: What is the level of adopted practices? What is the proportion of farmers that have adopted at least one practice as a result of participating in the meeting(s)? Are farmers interested in the next period in adopting at least one new practice as a result of participating in the meeting(s)? What practices were adopted and in which proportions? What is the level of satisfaction with the newly adopted practices, on the basis of environmental protection, for the farmers that have adopted them?

1. Knowledge, attitudes, behaviors:

Scope and definitions: the evaluation will concern farmers’ self-reported changes in knowledge, attitudes, and behaviors that are the result of participating in project activities. The areas of interest are fertilizer, pesticide, anti-microbial use and management.

Questions of interest: Were there any changes in knowledge, attitudes, and behavior as a result of participating in the project activities? What are these changes?

1. Barriers and solutions:

Scope and definitions: the study will identify barriers in adopting good agricultural practices for preventing and reducing rural pollution. Barriers refer to both internal barriers (that come from the implementation methods of the project) and external factors. Potential barriers shall be assessed, such as financial (e.g., access to funds for investments), knowledge and skills (e.g., the new technology require knowledge and skills), social and cultural (e.g., certain traditions collide with the advanced agricultural practices), confidence in existing practices / reluctance to new technologies. The evaluation should lead to formulating solutions and recommendations for improving the level of adopted practices.

Questions of interest: What are the internal (project dependent) and external barriers in adopting good agricultural practices? What solutions could address these barriers?

1. SLM practices:

Scope and definitions: As defined in section 2 of the present document, SLM practices refer to a combination of at least two technologies and approaches to increase land quality and restore degraded lands. The list of practices to be investigated will be developed through consultations with the Advisory Hub operating under Component 2 of the project. The evaluation should identify the practices adopted and estimate the total land area that fulfils this requirement.

Questions of interest: What is the total land area on which SLM practices were adopted? Which practices were adopted? What factors influence the adoption of SLM practices?

1. Level of satisfaction with project supported services:

Scope and definitions: the survey will estimate the general level of satisfaction with project supported services on a five-point scale, from highly dissatisfied to highly satisfied.

Question of interest: What is the level of satisfaction with the project supported services?

1. Farmers’ reporting effective engagement processes established by the project:

Scope and definitions: The survey will estimate the share of project beneficiaries under sub-components 2.1 and 2.2 who report that the project has established effective engagement processes. Beneficiaries are participating farmers in the KTNs and the farmer discussion groups established.

Question of interest: What is the proportion of farmers who report effective engagement processes established by the project?

1. Other questions of interest: Are there any variables (in terms of demographics, geographic region, agricultural sector/activities, farm size, etc.) that explain or correlate with the variations in the level of adopted practices, changes in knowledge, attitude, and behavior, or level of satisfaction?

3. Technical requirement for the evaluation activities:

1. Research instruments: simple, straightforward questionnaires will be developed based on the information in the materials provided by the Client (e.g., materials to be used for the meetings, as well as other related to project activities). The questionnaires will be adapted to agricultural sector / intervention areas (nitrates and ammonia, plant protection products and antimicrobials) and will contain a core set of questions regarding general practices and a smaller set of questions specific to agricultural sector / intervention areas. The Consultant will coordinate with the Consultant contracted by the RAPID Project for establishing and running the KTNs as well as other specialists working on the project to ensure the relevance of the content of the questionnaire. The focus groups shall be using discussion guides developed in the same manner, based on the information provided via the Advisory Hub and the training materials used during the project. The questionnaires and the focus group guide shall be tested in order to ensure suitability and validity.
2. Population and sampling:
	* 1. Pre-midterm evaluation:
			+ For surveys: A sample of all farmers participating in one FDG meeting. This will part of the final, statistically-representative sample of all farmers participating in the project activities. The list of contact information of farmers will be provided by the Client. This sample should contain grant recipient farmers – if selected during the pre-midterm evaluation. A list of grant recipients will be provided by the Client (after the selection process for the grants scheme).
			+ For focus groups: a convenience sample of farmers participating in at least one FDG meeting (e.g., between April and June 2025). Each focus group should have around 5 to 10 participants.
		2. Final evaluation (project completion):
			+ For surveys:
				- A statistically representative sample of all the farmers participating in at least two FDG meetings during the RAPID project. The estimated number of participating farmers is 8,000. The sample will be stratified by agricultural sector and geographical region. A minimum of 35% of farmers in the sample will be women. If necessary, oversampling will be done in order to ensure the inclusion of members of ethnic minorities. The list of contact information of farmers will be provided by the Client.
				- At least 50% from grant scheme recipients (the total number of grants beneficiary is estimated between 70 and 100).
			+ For focus groups: A convenience sample of farmers participating in at least 2 FDG meetings. For the final reporting, around 10 focus groups should have been organized, each with 5 to 10 participants.
3. Data collection methods:
	* 1. Pre-midterm evaluation: the questionnaires will be applied by phone by the Consultant’s staff. The focus groups will be conducted face-to-face.
		2. Final evaluation: the questionnaires will be applied by phone by the Consultant’s staff following a calendar agreed upon with the Client. The focus groups will be conducted face-to-face by the consultant following a calendar agreed upon with the Client.

4. Contents of the Implementation plan and Ethics procedure:

The Implementation Plan submitted to the PMU for approval will contain:

* 1. Methodology:
		1. Research plan: calendar, planning for data collection and analysis, including benchmarks, intermediary reports, contingency plans in case of under-recruitment or problems in data quality.
		2. Sample sizes, sampling techniques, plan for accessing the samples for both stages, planned locations for focus groups.
		3. Instruments (questionnaires and focus group guide). The instruments will be prepared during this phase, to be further tested and validated during Phase 2.
		4. Report templates.
	2. Research team: presentation (CVs, job descriptions) of team leader and technical staff involved in research design, data management and analysis, focus group moderators (excluding field operators). Job descriptions and recruitment plan for field operators.

The Ethics procedure submitted to the PMU will contain: An ethics code for researchers’ conduct in the field and a procedure for ensuring that the rights and dignity of research participants are respected (including anonymity, confidentiality, informed consent, protection of personal data), as well as a procedure for dealing with ethics-based problems. The Ethics procedure should include GDPR requirements and be in line with the ethics requirements and data privacy rules of World Bank.

During this Phase, the Consultant shall initiate the identification of non-key experts.

**The Consultant will be granted permission to proceed with Phase 2, only after the approval of the Phase 1 reports**.

**Phase 2. Implementation of evaluation activities.**

During Phase 2, the Consultant shall:

A. **Test the research instruments** included in the Implementation Plan (questionnaires and focus group guide). The test findings shall be analyzed and the final research instruments shall be consolidated and submitted to PMU RAPID for agreement, underlining the changes. After the PMU approves the final instruments, the Consultant can proceed with implementing the approved Implementation plan. Testing the research instruments will begin immediately after the Consultant will receive permission from PMU to proceed with Phase 2.

B. **Collect and analyze data, prepare technical reports**. This step shall be done in two steps (pre-midterm evaluation and final evaluation):

**Pre-Midterm Evaluation**: will include farmers participating in one FDG meeting and grant beneficiaries – if selected, as resulted from the methodology prepared in Phase 1. There will be at least 2 focus groups conducted. This stage should occur before midterm reporting. At the end of the stage, the Consultant will prepare Report 2, and will submit a technical report containing analysis of data collected so far as well as recommendations based on this analysis.

**Final evaluation**: This stage will continue the data collection started during the Pre-Midterm Evaluation and will include farmers participating in at least two FDG meetings and at least 50% out of total number of grant beneficiaries, as resulted from the methodology prepared in Phase one. This stage will be ongoing throughout the project, following the progress of KTNs in delivering the second training session and along the implementation of the Grants scheme. At the end of this stage, all necessary data (survey and focus group) should have been collected, as agreed in the approved Implementation Plan. The Consultant will submit Report 3, as well as a technical report containing analysis of all collected data as well as recommendations based on this analysis.

1. **Duration of contract and scheduling of contract activities**

The duration of the Contract is estimated up to end of March 2028, with possibility of extension, as may be agreed through contracts amendments, depending on the duration of the RAPID Project.

The Consultant will commence their duties starting with a contract kick-off meeting. The commencement of Phase 2 is contingent upon the successful completion of Phase 1.

* 1. **Phase 1: Preparation – estimated at 1 month after the kick-off meeting**
1. **Meeting 1: Kick-off.**

The first meeting will take place within 2 weeks of signing the contract and will provide the opportunity to present the relevant project activities in more detail and discuss the details of the contract.

1. **Meeting 2: Establishing common ground**.

The Client will facilitate a meeting with the Consultant representatives preparing materials for and organizing the KTNs and the FDGs. The meeting is meant to familiarize the Consultant with the project and provide support in developing the questionnaires and the focus group guide.

1. **Meeting 3: Presentation of the draft implementation plan** (one month from the kick-off meeting).

In preparation for the meeting, the Consultant will prepare and submit a draft implementation plan for the survey, as well as an ethics procedure. The meeting is an opportunity to discuss and adjust the implementation plan. During the meeting, the Client will provide feedback and suggest needed modifications.

1. **Final approval of Implementation plan and Ethics procedure**.

The Consultant shall submit the final Implementation Plan resulted from incorporating modifications suggested by the Client (as part of the Report 1). After the final written approval of the reception commission nominated by the Client for this purpose, the Consultant can proceed with Phase 2.

* 1. **Phase 2: Implementation of evaluation activities.**

The Consultant will implement the approved Implementation plan:

1. **Pre-midterm evaluation**:
2. **Testing the instruments**. The Consultant will test the research instruments (questionnaires and focus group guide) with farmers and will validate them. The instruments will be approved by the Client before implementation.
3. **Assembling and approving the data collection team** (non-key experts). The Consultant will assemble a team of field operators to implement the surveys and will submit to the Client the list and the CVs of the field operators. If needed, an additional focus group moderator can be used, pending approval from the Client. After the Client approves the list, data collection can start. If any replacements are made, they must be first approved by the Client.
4. **Collecting and analyzing the data**. The Consultant will be responsible for implementing the sampling procedure, recruiting participants, conducting the surveys and the focus groups, collecting, managing, and analyzing the data. All costs associated with implementing the surveys and the focus groups will be the responsibility of the Consultant. The Client will provide a list of the farmers participating in one FDG meeting, including the contact data, to be used for sampling purposes.
5. **Submitting Report 2** and supporting materials. At the end of the stage and no later than October 31st, 2025, the Consultant will submit Report 2, including a technical report as well as a list of the farmers included in the sample (for verification) and raw anonymized data. Later submission is possible only with written acceptance by the PMU RAPID.
6. Minor changes in the implementation plan may be accepted only with prior approval from the PMU RAPID.
7. **Final evaluation:**
8. **Assembling and approving the data collection team** (non-key experts). The Consultant will assemble a team of field operators to implement the surveys. If any new field operators are used, the Consultant must submit their CVs to the Client for approval. Also, additional focus group moderators can be used, pending the approval of the Client. After the Client approves the list, data collection can start. If any replacements are made, they must be first approved by the Client. The Consultant shall ensure that all non-key experts receives training related to their assignment, including on scope of work, requirements and all applied procedures (e.g., GDPR), etc.
9. **Collecting and analyzing the data**. The Consultant will be responsible for implementing the sampling procedure, recruiting participants, conducting the surveys and the focus groups, collecting, managing, and analyzing the data. All costs associated with implementing the surveys and the focus groups will be the responsibility of the Consultant.
10. **Submitting Report 3** and supporting materials. At the end of the stage, at a date agreed upon with the Client, the Consultant will submit Report 3 and supporting materials: a technical report, a list of the farmers included in the sample (for verification), raw anonymized data, and an ethics report, indicating any ethics related incidents and how they were resolved. Later submission is possible only with written acceptance by the PMU RAPID.
11. ***Any deviation from the agreed implementation plan may be accepted if duly justified by the Consultant, if the PMU RAPID is expressing consent in written form (without any further need for amending the contract).***
12. **Reports and deliverables**

The Consultant will be responsible for the following deliverables:

Package 1 (to be delivered without request for payment):

* Draft Implementation Plan (including its methodology) and draft ethics procedure (aligned with the World Bank Code of conduct).

Package 2 (under Report 1, with payment request):

* Consolidated Ethics procedure.
* Consolidated Implementation Plan (including its methodology).

Package 3 (under Report 2, with payment request):

* Mid-Term Technical Report: Summarizing the surveys and focus groups findings and analysis. The report will cover the findings of the survey and the focus groups, as well as an analysis based on these findings. The report will include solutions and recommendations for improving the implementation of the project, based on the results of the surveys and focus groups.
* List of respondents included in surveys and focus groups up until September 30, 2025 (or any other later date as agreed or requested by the PMU RAPID). Raw anonymized data collected so far.

Package 4 (under Report 3, with payment request):

* Final Technical Report: Comprehensive technical report summarizing the results from all surveys and focus groups.
* Final Technical Report—short version. Final report summarizing the findings in a user-friendly format that can be shared with farmers.
* Ethics report.
* Final list of respondents included in surveys and focus groups. The list will be used by the Client for verification.
* Raw anonymized data collected during the surveys and focus groups.

The calendar and the templates for reports and deliverables will be agreed upon with the Client during Phase 1 of the contract.

All reports prepared by the Consultant will be submitted to the Authorized Representative of the RAPID Project Management Unit (PMU) for prior analysis and for the approval by the commission nominated by the Client for this purpose.

All reports will be submitted in one printed copy and in electronic format (Memory Stick – USB/email), in both English and Romanian.

1. **Contract performance indicators**
2. Number of filled-in questionnaires, based on the sample sizes approved in Phase 1.
3. At least 35% of questionnaire respondents are women farmers.
4. At least 8 focus groups are organized.
5. Each focus group has at least 5 participants.
6. At least 35% of all focus group participants are women farmers.
7. Questionnaire respondents are from all geographical regions.
8. Questionnaire respondents are from all relevant agricultural sectors.
9. **Property of data and analysis. Confidentiality and permissions. Data security.**

The Consultant will not at any time communicate to any person or entity any confidential information acquired in the course of the assignment.

The Client will ensure the security of the data, in particular any identifying or sensitive information regarding the participants.

All data collected and all documentation prepared by the Consultant in the course of the assignment will remain the absolute property of the Client. The Consultant will, not later than upon termination or expiration of the contract for the current assignment, deliver all such data and documentation to the Client.

1. **Profile of Consultant:**

The Consultant must have the qualifications and the experience for conducting a national-level survey. This means:

1. Portfolio of at least three national, statistically representative survey-based studies. International experience and/ or rural communities engagement projects are desirable.
2. The Consultant should demonstrate that has the needed equipment to perform the tasks (e.g., mobiles, software for processing the information, etc.).
3. Personal data operator under the EU Regulation no. 2016/679.
4. Key experts:
	1. Key Expert 1 - Team leader: at least 10 years of experience in managing social research projects, university degree in sociology, anthropology, or other relevant fields. Master / PhD degree desirable. Experience in agriculture related projects desirable.
	2. Key Expert 2 - Social research specialist: at least 7 years of experience in social research. University degree in sociology, anthropology, social sciences, or equivalent. Experience in research with farmers and Master / PhD degree desirable.
	3. Key Expert 3 - Focus group moderator: at least 5 years of experience in moderating focus groups. University degree in sociology, anthropology, social sciences, communication, or equivalent. Experience in research with farmers and Master / PhD degree desirable.
5. Non-key experts:
	1. Non-key Expert 1: Data analysis specialist: at least 3 years of experience in social research, in particular quantitative methods, statistical analysis. University degree in sociology, statistics, data analysis, or equivalent. Master degree desirable.
	2. Non-key Expert 2: Research logistics coordinator: at least 2 years of experience in research project management, at assistant or project management level.
	3. Non-key Expert 3: Field operators (survey): experience in at least one survey-based research projects implemented by a specialized team.

Non-key experts shall be approved by the PMU based on their CVs and supporting documents, after the contract signing (and before the commence of their activity).

1. **Facilities provided by the Client**

The Client will provide access to all existing data and information that is: a) relevant to the scope of work, and b) reasonably required by the Consultant to perform the tasks under this assignment. This will include facilitating introductions and meetings with key stakeholders (farmer associations, environmental agencies, and local authorities).

The Consultant is responsible with the acquisition of any type of missing/ unavailable data and information for this assignment, making sure that no delays are encountered during the contract development. The Consultant should screen for the availability of data from other sources and process such available data to arrive at a solution to cover the gaps, if needed. The Consultant will have to accommodate for this in his planning of the work and of the financial resources.

1. **Institutional arrangements**

The Consultant will work in close cooperation with the representatives of the RAPID Project, particularly with the PMU team for Component 2 of RAPID Project and with the individual consultant on social behaviour sciences, as well as representatives of PMU for social and environmental safeguards.

All reports prepared by the Consultant will be submitted to the Authorized Representative of the RAPID Project Management Unit (PMU) for prior analysis and for the approval by the commission nominated by the Client for this purpose. All reports will be submitted in one printed copy and in electronic format (Memory Stick – USB/email), both in English and Romanian.

If necessary, the Consultant will respond to comments from the Client by modifying, amending or supplementing the reports and resubmitting them to the Client within the deadlines requested by the Client.

The Consultant may submit the invoices only after the PMU’s notification for the reports` approval.