

COMISSÃO DA CEDEAO

COMMISSION DE LA CEDEAO

Agence Régionale pour l'Agriculture et l'Alimentation

ARAA



ECOWAS COMMISSION

Regional Agency for Agriculture and Food

RAAF

Terms of Reference

Selection of a consultant in charge of monitoring, evaluation and capitalization of the AIC Project.

Référence :	ARAA/AIC BOAD/2024/SCI/33
Publication date :	11 february 2025
Deadline date :	10th march 2025 at 17 :00 GMT

1. Background

West Africa is highly vulnerable to climate change, and is already experiencing its negative impacts, resulting in food and nutrition insecurity and increased vulnerability of agricultural production systems. As a result of these impacts, West Africa could suffer the highest agricultural losses in the world by 2100, and 75% of the African population could be exposed to hunger (CILSS, 2015). Faced with this situation, ECOWAS has taken regional initiatives to support its regional policy with a view to providing an adequate response.

Thus, the member states of ECOWAS and UEMOA, and their technical and financial partners in the agricultural sector, meeting in Bamako, Mali in June 2015 committed to working towards climate-smart agriculture (CSA) in WA. More specifically, an alliance on Climate Smart Agriculture in West Africa was created aiming at the adoption of practices by households whose vision of the Continental Alliance is 25 million in 2025 in Africa. This agriculture is i) adapted to new climatic constraints; (ii) guarantees food and nutritional security; (iii) protects the environment sustainably, thus reducing emissions produced by agriculture. Within this framework, ECOWAS is receiving funding from the Adaptation Fund to implement a regional project entitled “Promoting Climate-Intelligent Agriculture in West Africa”. This project is part of the implementation of the ECOWAS agricultural policy and the Malabo Declaration in 2014, where African Heads of State committed to intensifying agriculture to ensure food security in a context of global change.

It aims to reduce the vulnerability of farmers and breeders to increasing climate risks. These risks hinder food security, income generation and the provision of ecosystem services in poor communities. Specifically, the project will: (i) build knowledge and technical capacity through regional and local interactions to promote agricultural practices that are resilient to the adverse effects of climate change, (ii) strengthen climate change adaptation best practices in agriculture and pastoralism at both local and regional levels, and (iii) share knowledge and disseminate lessons learned on resilient agricultural best practices related to climate-smart agriculture (CSA). The project is built around three technical components, namely: (i) knowledge and technical capacity building through regional and local interactions to promote agricultural practices resilient to the adverse effects of climate change, (ii) strengthening of best practices related to climate change adaptation in agriculture and pastoralism at local level, and (iii) knowledge management on best resilient agricultural practices related to climate-smart agriculture.

For operational implementation of the project, ECOWAS has set up a regional management unit comprising a :

- Regional Coordinator

- Monitoring, evaluation and capitalization manager,
- Administrative and Financial Manager

The present terms of reference describe the conditions for the selection of a consultant in charge of monitoring, evaluation and capitalization.

2. Mission objectives

Reporting to the Coordinator and working in close collaboration with RAAF's Monitoring, Evaluation and Strategic Planning Officer, the Monitoring, Evaluation and Capitalization Officer will be responsible for full-time planning, monitoring, evaluation and capitalization of the project's achievements. In general terms, the Monitoring, Evaluation and Capitalization Manager will ensure that indicators are consistent, and that information and analysis are provided during the contractual period. He/she will ensure that indicators are consistent with those of ECOWAP.

3. Expected results

During the implementation phase, the Monitoring, Evaluation and Capitalization Manager will carry out all the tasks described in the tasks and responsibilities section, and will be responsible for monitoring the project's logical framework indicators. He/she will ensure that all reports are drawn up in accordance with the required standards.

4. Duties and responsibilities

Under the supervision of the Coordinator, in close collaboration with the RAAF Strategic Planning and Monitoring & Evaluation Officer, the consultant's tasks and responsibilities are :

- Develop a monitoring and evaluation plan, including conceptualization and collection of baseline data;
- Develop a system for monitoring project activities and evaluating results through regular reporting;
- Collaborate with RAAF's Strategic Planning and Monitoring & Evaluation Officer, various partners and beneficiaries to facilitate data collection for performance indicators and activity progress to feed into periodic reports and the final evaluation report;
- Systematically collect, collate and compile data into a monthly/quarterly/annual M&E progress report;
- Coordinate the mid-term and final evaluation of the project (including supervision visits);

- Provide support for the administrative implementation of the project and participate in the Steering and Technical Committees;
- Ensure the preparation of regular reports and project communication documents; Participate in building the capacities of project stakeholders and beneficiaries to ensure the follow-up and sustainability of actions;
- Ensure the capitalization of best practices generated within the framework of the project;
- Ensure the production of capitalization documents;
- -Produce monthly, quarterly and annual reports;
- Produce all necessary communication products on the project (policy brief, sub-project factsheets, etc.);
- Contribute to field project evaluations and the consolidation of aide-memoires;
- Carry out any other tasks assigned by the RAAF.

5. Profile

5.1. Qualifications / Experiences

- Have a university degree (BAC+5 years) in agricultural economics, rural development, economics, agronomy, agro-economics, statistics or any related discipline;
- At least 10 years' relevant experience in the management of agricultural development or environmental protection projects, in a monitoring and evaluation capacity;
- At least 2 years' international experience in the field of climate change or climate-smart agriculture (as a monitoring evaluator).

5.2. Competencies

- Skills- Sound knowledge of climate change issues in West Africa;
- Knowledge of the West African agricultural sector and experience in planning, research, monitoring and evaluation of projects and programs;
- Experience in managing monitoring and evaluation databases for programs such as Mesocops, with proven skills in developing dashboards using data visualization applications such as Power BI;
- Knowledge of statistical analysis, quantitative and qualitative data collection, processing and analysis;
- Proficiency in digital data collection using tools such as Kobo Tool Box, ODK or others;
- Strong familiarity with results-based management and logical frameworks (logical framework, evaluation matrix, monitoring-evaluation plan);
- Organizational, communication and computer skills also recommended;
- -Excellent writing skills;
- Ability to work in a multicultural environment such as that of ECOWAS;

- Knowledge and advanced use of statistical software (SPSS, STATA, etc.) and the Microsoft office pack (MS Word, MS Excel, MS PowerPoint, Ms Project, Power BI).

5.3. Language

Fluency in one of the three ECOWAS working languages (English, French, Portuguese) is required. Good linguistic knowledge (written and oral) of a second working language of the Commission would be an asset.

6. Location, duration and start of assignment-

- The consultant will be based in Lomé, Togo, at the headquarters of the Agence Régionale pour l'Agriculture et l'Alimentation.
- The duration of the assignment is one year, renewable after a satisfactory evaluation.

7. Selection procedures

7.1 Expression of interest

The expression of interest file consists of :

- A letter of expression of interest addressed to the Executive Director of RAAF, including the deadline for availability;
- A recent curriculum vitae detailing professional experience and similar assignments;
- Three professional references (first and last names, current position, position at the time of collaboration with the Consultant, e-mail and telephone contacts);
- Certified copy of diploma(s);
- Copies of work or service certificates listed in the curriculum vitae.

7.2 Submission of files

- Deadline for receipt of applications : **10th march 2025 at 17 :00 GMT.**
- Submission links : applications must be submitted by upload to Drive <https://bit.ly/4gCmame>
- **Application format : the application must be in the form of a single PDF file.**
- RAAF reserves the right not to consider applications that do not comply with the above submission requirements.

7.3 Selection method

The consultant will be selected according to the quality-based selection method as defined in the Guidelines for the procurement of consultancy services financed by a BOAD loan or cash advance.

7.4 Request for additional information

Interested consultants may obtain additional information by writing to the following e-mail addresses: procurement@araa.org cc: ctienon@araa.org, adasilveira@araa.org; jndione@araa.org with the subject line “**SCI33-ARAA : Suivi-évaluation AIC-BOAD**”.