



AFAAS Secretariat
House No. 25, Kigobe Road,
Minister's Village - Ntinda
P.O. BOX: 34624, Kampala, Uganda
Email : secretariat@afaas-africa.org
Tel: +256 312 313400
Fax: +256 312 202085

TERMS OF REFERENCE CONSULTANCY TO PROVIDE MONITORING AND EVALUATION SERVICES TO AFAAS SECRETARIAT (CAADP XP4)

1. GENERAL BACKGROUND

African Forum for Agricultural Advisory Services (AFAAS) is a Continental body that brings National Agricultural Extension and Advisory Services (AEAS) stakeholders under one umbrella. The AFAAS' goal is to enhance utilization of improved knowledge and innovations by agricultural value chain actors for improving productivity oriented towards their individual and national development objectives. AFAAS desires to ensure enhanced competency of AEAS providers to enable them better address the increasing needs and demands of various value chain actors. AFAAS 2018-2027 strategy focuses on three pillars namely: (i) strengthening and expanding network and knowledge management capacities. (ii) developing capacities for scaling out technologies and innovations (iii) facilitating advancement of AEAS. Notably, Agricultural extension is a key component of the innovation system, plays a pivotal role in promoting productivity, increasing food security, strengthening rural communities, and underpinning agriculture as the engine of pro-poor economic growth and one of the key pillars for transforming rural livelihoods and contributing to Africa's agenda 2063.

The EU initiative on the Development of Smart Innovation through Research in Agriculture (DeSIRA) intends to boost the transformation of innovation in agriculture and food systems in partner countries make them to be more resilient to climate change and better responding to development demands. This specific Action will support the African continental and sub-regional organisations (SROs) for agricultural research and innovation, namely: FARA, AFAAS, ASARECA, CCARDESA and CORAF. The direct beneficiaries of this action are the national agricultural knowledge and innovation systems (NAKIS) in African countries in AFAAS context the Country Fora (CFs) and their members, while the ultimate beneficiaries of the transformation of these agricultural knowledge and innovation systems are the rural poor comprising smallholder farmers, women and youth agripreneurs and pastoralists, as well as marginalized communities.

The goal of the project is to contribute to the implementation of Agenda 2030. It will contribute to the progressive achievement of Sustainable Development Goal 2 (zero hunger) and to the action to combat climate change and its impacts (SDG 13). It promotes progress towards ending poverty (SDG 1), gender equality (SDG 5), decent work and economic growth (SDG 8), and responsible consumption and production (SDG 12). The project will additionally contribute to Agenda 2063 and the Malabo Declaration of the African Union (AU). While the objective is to enable agricultural research and innovation, including extension services, to contribute effectively to food and nutrition security; economic development and climate mitigation in Africa. This will be achieved by improving the capacity, effectiveness and positioning of the Regional and Sub regional Agriculture research and extension organizations as well as National-Agriculture-Research-Systems, and by promoting collaboration and knowledge sharing among the organizations. Specifically, the project shall (i) strengthen the operational capacity of AFAAS and its sub-regional partner organizations; (ii) improve collaboration within and among the national, sub-regional and continental agriculture research and extension organizations; (iii) promote policy enhancement in

agricultural research and innovation; (iv) create climate-relevant innovations; (v) promote investments and market linkages; and (vi) enhance knowledge generation and dissemination in support of decision making, advocacy and innovation sharing.

One of the key outcomes of the Action is to eventually contribute to improved capacities of AFAAS to strengthen and support agricultural knowledge and innovation partners at all levels in Africa to transform agriculture and food systems and to influence policy formulation through effective linkages to and the use of climate relevant science, knowledge and innovation. In view of its strategic perspective, AFAAS' goals in investing in a strong monitoring and evaluation (M&E) system are multiple, including: to promote accountability, learning, decision-making, inclusiveness, visibility and relevance. AFAAS therefore is seeking services of a qualified and experienced long-term consultant to provide technical assistance on Monitoring and Evaluation to AFAAS secretariat and its network under the support to Former Comprehensive Africa Agriculture Development Program, Pillar 4 Institutions; the project named CAADP-XP4.

2. OBJECTIVE OF THE ASSIGNMENT:

The objective of the consultancy is to provide M&E support services to AFAAS secretariat and its network to ensure a robust MEL System and operationalise it. Specifically, the M&E consultant shall be to: (i) consolidate AFAAS RF based on the OP 2018-2022 and the current projects CAADP XP4; (ii) ensure that key performance indicators for outcomes, intermediate outcomes and outputs, are measured and reported accurately and on a timely basis against the Results Framework (RF), (iii) support CFs to sustain an information system that allows them to monitor implementation of their annual plans and budgets; and (iv) support other M&E consultants working on AFAAS projects/ programmes. The assignment will also involve collaborative activities with the consortium members - SROs and FARA.

3. SCOPE OF WORK

The M&E consultant is expected to provide broader M&E services with specific focus to the following tasks:

- (i) Revamp AFAAS MEL system including; designing and/or adapting tools, data bases and processes
- (ii) Collaborate with CAADP –XPIV members and contribute to the overall Project plan, Outputs, Reports and other related activities
- (iii) Participate in the planning, review and consolidation of the overall programs, projects, work plans and where necessary, identify corrective measures to overcome operational constraints;
- (iv) Lead in implementation of AFAAS and MEL framework and quality assurance framework;
- (v) Regular analysis and strategic planning to review progress against milestones, targets, and quality expectations; identify issues requiring further attention and define action needed from AFAAS Secretariat, RFs, CFs and partners;
- (vi) Build capacity of AFAAS network on MEL- Organize and conduct training on MEL for AEAS actors (CF focal persons and RNs coordinators);
- (vii) Lead in preparing high quality progress reports (quarterly reports; semi Annual and annual)
- (viii) Contribute to proposals and concept notes development for resource mobilization;
- (ix) Review AFAAS M&E plan, in relation to associated workplans for different components with reference to AFAAS current RF in the OP 2018-2022 and CAADP-XP4 results chain;
- (x) Review AFAAS Theory of change and suggest areas of improvement;
- (xi) Support CFs to set up an information system for monitoring implementation of the Annual Work Plans and Budgets and feed into the M&E system of AFAAS;
- (xii) Compile qualitative case studies and facilitate reflection sessions.
- (xiii) Documentation and incorporation of lessons learnt from M&E processes for performance

- improvement at both the AFAAS Secretariat and Country Fora
- (xiv) Develop timely and high-quality survey reports and statement of impact and contribute to reviews and planning; including reports, policy briefs, publications
 - (xv) Support CF to participate in baseline study

4. DELIVERABLES

The consultant will be required to provide the following outputs during the execution of the assignment

- a) Inception report outlining work process and work plan with clear time frame within 3 weeks upon signing the contract;
- b) M&E quarterly monitoring and Evaluation reports, detailing activities carried out and outputs;
- c) Quarterly, semi-annual and annual progress reports detailing the activities undertaken during the quarter; to be undertaken in the next quarter and proposed actions to be undertaken by AFAAS;
- d) Final M&E report detailing outputs, recommendations and suggestions for the general AFAAS M&E improvement not later than 5 days to expiry of the contract.

5. METHODOLOGY OF WORK

The consultant shall work on a full time basis, based at AFAAS Secretariat or elsewhere:

- (i) Review AFAAS strategic and operational documents with focus to: AFAAS strategy 2018-2027 and OP, Result Framework, CAADP-XP4 and other projects/ programme documents, Workplan and budget 2020 among others;
- (ii) Consult with different units including ED's Office on areas for improving AFAAS M&E systems
- (iii) Be the focal person for M&E for AFAAS network.
- (iv) Close interaction with CAADP-XP4 consortium members on activities which are cross cutting along objectives and output areas as well as within implementing country levels.

6. REPORTING AND LIAISON

The M&E consultant shall report to AFAAS Executive Director and work closely with programme and other staff at AFAAS Secretariat.

7. DURATION OF THE ASSIGNMENT

The assignment shall be for a maximum of 11 months per year, renewal every year, based on need, availability of funding and satisfactory performance.

8. TERMS OF PAYMENT

Payments shall be made on monthly basis upon submission of agreed deliverables for the period.

9. QUALIFICATION REQUIREMENTS

The following set of competencies will form the basis for selection of the consultant.

- A Master's Degree in the following disciplines, Agricultural Economics, Rural Development, Statistics or Social Sciences. Post-graduate qualifications relevant to Monitoring and Evaluation shall be an added advantage;
- At least five years of professional experience in the field of participatory monitoring and evaluation of development programmes;
- Demonstrated quantitative and qualitative analytic skills, with good knowledge of monitoring and evaluation systems and procedures and familiarity with International institutions and Donor partners monitoring and evaluation systems;
- Understanding of concepts and demonstrate skills in monitoring and evaluation, project cycle, results chain and frameworks, participatory monitoring;
- Ability to design and implement evaluations, surveys, with knowledge of commonly used probability and purposive sampling techniques;

- Good experience in Planning and implementation of an M&E system;
- Knowledge of participatory research methods, participation action and learning;
- Excellent report writing skills;
- Excellent computer knowledge with command on MS Excel, SPSS, MS Access, etc.
- Flexibility in time schedules

10. APPLICATIONS

Interested qualified and experienced individual consultants should send their expression of interest (via e-mail) and comprehensive curriculum vitae, detailing proof of similar experience, together with the names, e-mail addresses, and telephone numbers of three referees. The expression of interest should be addressed to:

Dr. Silim Mohammed Nahdy

Executive Director, AFAAS, Email: secretariat@afaas-africa.org

Tel: +256-312-313400.

Further information may be obtained from AFAAS Procurement Specialist, Grace Paddy Wanzala, Email pwanzala@afaas-africa.org;

11. Closing Date

The deadline for submission of applications will be Friday 17th January 2020. Only shortlisted applicants shall be contacted.