

Terms of Reference (TOR)

INDIVIDUAL CONSULTANT: MONITORING, EVALUATION AND LEARNING

1.0 Introduction

The Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA) is a subsidiary organisation of the Southern African Development Community (SADC). It was established in 2011 and started its full operations in 2013. CCARDESA has a mandate of coordinating agricultural research and development in the SADC region and contributing to better food security and livelihoods in the region. Among the Research and Development (R&D) programmes being coordinated by CCARDESA is the Agricultural Productivity Programme for Southern Africa (APPSA).

APPSA is a regional project supported by separate World Bank - IDA credits to three countries in the region, namely Malawi, Mozambique and Zambia, and a World Bank - IDA grant for CCARDESA. The project began activities in the three countries in October/November 2013 and is expected to close by January 2020. APPSA seeks to promote regional collaboration and put in place mechanisms to encourage technology generation and dissemination across national borders of participating countries in the SADC region by (i) supporting regional collaboration in agricultural research, technology dissemination, and training; (ii) establishing Regional Centers of Leadership (RCoLs) on commodities of regional importance, and (iii) facilitating increased sharing of agricultural information, knowledge, and technology among participating countries. APPSA was designed to support an initial set of countries to participate, and coverage will expand over time to include more countries. Under APPSA, CCARDESA plays a key role in facilitating collaborative work between countries and acting as broker for the exchange of information.

2.0 Justification

Timely and consistent tracking of implementation progress of project activities is key to achieving the outputs and enables adjustment of the implementation strategies to achieve the development objectives. The APPSA Regional M&E

Framework is meant to track the use of project resources, monitor the delivery of activities, quantify the impacts and disaggregate by gender, and provide timely and accurate information and clear guidance to the decision-making process. The Framework has been improved during the implementation of the initial APPSA based on the experiences and lessons learnt (CCARDESA, 2017). The methodology is also refined to include monitoring, reporting, and evaluation mechanisms and a joint Management Information System (MIS) agreed among the original APPSA participating countries (Malawi, Mozambique and Zambia). Angola and Lesotho are using the same methodology and MIS to contribute to the overall results reporting of APPSA as well as country specific results. However, the functions of M&E are derailed at regional level due to the passing on of the person who was handling the activities. This has led to the delays in the implementation of the activities particularly those slated for quarter one, including the M&E action points from the implementation support mission. It is against this background that we request the engagement of the temporary M&E consultant to facilitate implementing specific activities of the project.

3.0 OBJECTIVES OF THE ASSIGNMENT:

The main objective of the consultancy is to support the implementation of APPSA regional M&E activities. The specific objectives are to:

1. To Review and share Good Practice checklist for M&E and to foster the regional exchange of experience, good practices and tools through convening regular virtual meetings of the APPSA M&E Focal persons
2. To facilitate the establishment of M&E and Communication Working groups in Angola
3. To review the Results Frameworks for the 8 sub-projects that are currently being implemented
4. To Facilitate Results-based M&E training of RcoL staff
5. To develop guidelines on the establishment of database on agricultural technologies

4.0 Expected Outputs

The expected outputs of the consultancy are as follows:

- i. Inception report detailing the methodology for achieving each of the outputs
- ii. Revised Good Practice checklist for M&E shared with the APPSA M&E Focal persons
- iii. M&E and Communication Working groups established in Angola

- iv. Sub-projects Results Framework for the 8 sub-projects reviewed and updated
- v. Training report on Results-based M&E
- vi. Guidelines on the establishment of database on agricultural technologies updated

4.0 Consultancy Approach

The consultant will virtually be working with the M&E focal points and CCARDESA staff to achieve the milestones.

7.0 Time frame

The consultant is expected to produce the outputs in 28 man-days over a period of 2 calendar months; spread as follows.

No	Output	Days
1	Inception report	1
2	A checklist of Revised Good Practices for M&E	3
3	A report of the reviewed Results Frameworks for the 8 sub-projects	10
4	Guidelines on the establishment of database on agricultural technologies	4
5	A report on the process used to establish of M&E and Communication Working groups in Angola, which should include membership of the working groups	5
6	Training report on Results-based M&E	5
	Total	28

8.0 Qualification Requirements

The consultant is expected to have:

- a) At least a master’s degree in Economics or Agricultural Economics or Social Science or Project Management or any other related qualification
- b) At least 10 years of relevant experience in discharging the functions of project monitoring, evaluation and learning
- c) Practical experience in working with World Bank funded project or related donors, as M&E is a must
- d) Excellent analytical, writing and communication skills.
- e) Knowledge on the use of results impact monitoring system.
- f) Excellent practical skills in developing results framework, logical frameworks and the theory of change.

- g) Good understanding of the hierarchical relationships of project impact, outcomes, outputs and activities.
- h) Knowledge on the use of Management Information Systems (MIS) in tracking project progress.
- i) Experience in conducting results-based M&E trainings
- j) Experience in working agricultural research projects with regional orientation in nature.
- k) Familiarity with the work of SADC and CCARDESA in general will be an added advantage
- l) Working knowledge of other SADC languages will be an advantage.

9.0 Assignment Management

The CCARDESA focal person for the assignment will be the Program Officer bchataika@ccardesa.org .