



**African Forum
for Agricultural
Advisory Services**
Knowledge & Novelty
for Africa's Livelihoods

AFAAS Secretariat
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TERMS OF REFERENCE

Consultancy to offer Technical support services for M&E to AFAAS Secretariat Contract Reference: AFAAS/ICS/2017/008 Item 3.1.5(a) of the Approved Procurement Plan 2017

1.0 GENERAL BACKGROUND

African Forum for Agricultural Advisory Services (AFAAS) is a Continental body that brings National Agricultural Extension and Advisory Services (AEAS) under one umbrella. The AFAAS' goal is to enhance utilization of improved knowledge, technologies and innovations by agricultural value chain actors for improving productivity oriented towards their individual and national development objectives. AEAS is a key component of the innovation system, playing a pivotal role in promoting productivity, increasing food security, strengthening rural communities, and underpinning agriculture as the engine for pro-poor economic growth and one of the key pillars for transforming rural livelihoods and contributing to Africa's agenda 2063. AFAAS upholds the 2014 Malabo Declaration and the Comprehensive Africa Agriculture Development Programme (CAADP), whose Monitoring and Evaluation Framework is overarching for the CAADP institutions.

AFAAS Monitoring and Evaluation (M&E) is based on the Result Framework (RF) which guides and supports in ensuring that all activities are well aligned to support result orientation for impact. The AFAAS M&E system is built and strengthened in accordance to the following principles: i) Outputs and activities in the Strategic and Operational Plan (S&OP) and Annual Work Plans are derived from the RF; ii) Operational M&E Plan are guided by the indicators detailed in the RF based on an agreed M&E framework; iii) Participatory approaches shall be used, iv) Cost-effectiveness is a key consideration in the choice of M&E methods to be used, v) Baselines are established for all aspects of work to be undertaken; and vi) M&E methods used shall include process monitoring and incorporate lesson learning on the M&E processes themselves, and vii) Capacity development for M&E is an overt objective of M&E system.

The Forum for Agricultural Research in Africa (FARA) and AFAAS developed and signed a Memorandum of Understanding (MoU) in June 2015, to among others strengthen the governance and management systems of both institutions. Currently, FARA is providing strategic M&E support to AFAAS Secretariat. However, due to the workload borne by the lean team at the secretariat, there is need for engaging services of individual consultant to routinely support M&E operational activities. Therefore, AFAAS Secretariat is seeking technical services of the M&E individual consultant to support its S&OP 2011-2017 activities.

2.0 OBJECTIVE OF THE ASSIGNMENT:

The objective of the assignment is to provide Monitoring and Evaluation services at the AFAAS Secretariat; namely, to: (i) assess AFAAS' achievement of its development objective; (ii) ensure that key performance indicators for outcomes, intermediate outcomes and outputs, are monitored and reported accurately and on a timely basis against the Results Framework (RF), (iii) support to monitor the implementation of the 2017 Annual Work Program and Budget (2017 AWP&B); (iv) support CFs to set up an information system that would allow them to monitor implementation of their annual plans and budgets; and (v) Participate in AFAAS Second MDTF end of the project evaluation.

3.0 SCOPE OF WORK

The M&E consultant shall provide M&E services with specific focus to the following tasks:

- (i) Support in reviewing AFAAS M&E system and processes including forms & formats for project activities under the five S&OP components;
- (ii) Support in reviewing the AFAAS M&E plan, in relation to associated workplans for different components with reference to AFAAS RF;
- (iii) Review and develop M&E methods, tools for data collection, analysis and reporting;
- (iv) Carry out assessment of AFAAS' achievement of its development objective; to inform end of MDTF project evaluation;
- (v) Routinely collect and analyze information and data on key performance indicators for outcomes, intermediate outcomes and outputs, and report accurately and timely including biannual updating of the results framework;
- (vi) Support in monitoring the implementation of the 2017 AWP&B and submit timely quarterly reports;
- (vii) Support CF to set up an information system for monitoring implementation of their 2017 AW&Bs and feed into AFAAS M&E system;
- (viii) Participate in AFAAS Second MDTF end of the project evaluation;
- (ix) Support in developing progress and annual reports; and end of project report for MDTF.

4.0 DELIVERABLES

The consultant shall deliver the following outputs during the execution of the assignment:

- a) agreed upon workplan and process on how to carry out the assignment;
- b) AFAAS M&E system; processes and plan developed;
- c) M&E methods and tools for data collection, analysis and reporting produced;
- d) set up of CF information system for monitoring implementation of 2017 AWP&B;
- e) detailed M&E quarterly monitoring and evaluation reports; with clear activities and outputs with bi-annual update of results framework;
- f) detailed final M&E report; highlighting outputs, recommendations and suggestions for the general AFAAS M&E improvement.

5.0 REPORTING AND LIAISON

The M&E consultant shall report to the AFAAS ED and work closely with programme staff at the AFAAS Secretariat.

6.0 PERFORMANCE CRITERIA

The consultant is expected to undertake the assignment with the highest standards of professionalism, competence and integrity. He/she is expected to deliver the outputs above in an efficient and effective way, within the assignment period.

7.0 DURATION OF THE ASSIGNMENT

The assignment shall be undertaken in the period of April to December 2017.

8.0 FACILITIES TO BE PROVIDED BY AFAAS

Where necessary, AFAAS shall facilitate the work of the Consultant as follows:

- i. provide office space,
- ii. avail relevant documents and literature;
- iii. provide timely input and feedback on reports, core documents among others;
- iv. provide linkages and contacts of CFs leadership especially the focal persons;
- v. support in administrative issues including communication facilities,
- vi. any other logistical support as may be agreed, and with approval of AFAAS ED.

9.0 TERMS OF PAYMENT

The consultant shall be paid monthly professional fees. AFAAS shall cover only travel costs for important missions, with prior recommendation by the supervisor and approval by the ED. The consultant shall submit summary monthly reports and invoices for payments.

10.0 QUALIFICATION REQUIREMENTS

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

- A Masters 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 Donor partners monitoring and evaluation systems;
- Ability to design and implement evaluations, M&E system and surveys;
- 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

11.0 APPLICATIONS

Please send (via e-mail) comprehensive curriculum vitae, together with the names, addresses, e-mail addresses, telephone and fax numbers of three referees to:

Dr. Silim M. Nahdy

Executive Director, AFAAS,

Plot 22A, Nakasero Road, Box 34624 Kampala

Email msnahdy@afaas-africa.org copy secretariat@afaas-africa.org; Tel: +256-312313400.

Further information may be obtained from AFAAS procurement Unit: email pwanzala@afaas-africa.org

and/ or Partnerships Unit: email: molupot@afaas-africa.org

Deadline for submissions: 15 days from the date of the publication of this advertisement. Only shortlisted candidates for evaluation will be contacted.