

TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

I. General information

Assignment name	Framework Agreement for Monitoring and Evaluation Expert
Beneficiary	ECOTRADE
Country	Ethiopia
Total estimated number of days	100 Working Days (Estimated)

II. Context and justification of the need

The ECOTRADE Project is a four-year initiative (2025–2029) funded by the European Union and implemented by Expertise France. It supports Ethiopia's implementation of the African Continental Free Trade Area (AfCFTA), with a focus on strengthening institutional capacity, promoting private-sector-led regional value chains, and supporting knowledge systems.

The rationale behind the Project and its focus on supporting the implementation of the AfCFTA in Ethiopia with a focus on the private-led value chain development (VCD) approach is based on the following elements :

- Ethiopia, with the fastest-growing youth population, stands to benefit the most if the country implements trade facilitation measures that cuts red tape and simplifies customs procedures for the private sector. Nevertheless, it requires expertise in various areas to guide policymakers and chain actors in the implementation of the AfCFTA.
- In countries such as Ethiopia, which are affected by fragility and conflict, the private sector plays a critical role in providing jobs, income, and stability. Hence, providing technical support to private sector players to build their internal capacity to start trading across borders, or increase their trade volumes, or/and geographical coverage is paramount and must take center stage.
- The Private Sector will need to be capacitated to increase their readiness across various strategic sectors to take advantage of new opportunities unfolding under the new single market that the AfCFTA creates.
- The promotion of value chains is a complex challenge within the realm of private sector development and beyond; therefore, the potential of such interventions for local economic development and poverty reduction through trade in value added and RVCs is significant.
- Promoting value chain development is increasingly being recognized as a promising approach to address not only economic development, decent job creation, equitable and inclusive growth, but a wider range of social and environmental development issues, thus able to legitimise stronger efforts to support private sector development.
- Increasing openness to AfCFTA will lead to higher competitive pressure on regional but also on Ethiopian domestic markets. This regional integration, where production and trade relationships are nowadays much more coordinated, leaves less space for individual firms and small enterprises to design, produce, and market on their own. Thus, it is important to understand how to integrate in value chains in a way that allows for incorporation of a growing number of the workforce and increasing levels of productivity and incomes for SMEs and women-led businesses.

The Project currently has five (5) Strategic Objectives (SOs).

- Specific Objective 1: The private sector is actively engaged alongside the government to support the AfCFTA's successful implementation
- Specific Objective 2: Regional value chains are integrated, and trade/transport connectivity is facilitated with a focus on increasing women's participation in commercial and logistics processes
- Specific Objective 3: Relevant authorities in the implementation of the AfCFTA are supported
- Specific Objective 4: Academic institutions and research institutions are supported
- Specific Objective 5: Enhance Ethiopia's readiness to implement the AfCFTA Digital Trade Protocol

In line with the above, the ECOTRADE Project is seeking to engage the services of Monitoring and Evaluation Expert within a Framework Agreement to support with the design, the establishment and management of the monitoring and evaluation system for the ECOTRADE project in Ethiopia.

III. Objectives and desired results

1) General objective

To obtain independent, high-level monitoring, evaluation and learning expertise through clearly bounded assignments that produce defined technical deliverables for ECOTRADE.

2) Specific objectives

Each purchase order shall select one or more of the following categories and state the exact outputs required:

Project monitoring and evaluation system

- As and when requested produce reports that monitor project activities and progress.

Data collection and analysis

- Collect, organize and analyse relevant data to assess project progress against objectives.
- Use quantitative and qualitative methods to analyze the data collected and identify project trends, successes and challenges.
- Apply appropriate verification controls and statistical techniques to ensure the quality of data collected.

Evaluation and learning

- Organize and participate in external evaluations to assess relevance, efficiency, effectiveness, impact and sustainability.
- Recommend corrective actions and improvements based on evaluation results to optimize project performance.
- Facilitate and facilitate knowledge sharing and learning between internal and external project stakeholders

Accountability and capacity building

- Prepare and present regular reports on project progress, results and performance indicators.
- Support grant recipients in the development and implementation of their monitoring and evaluation framework for the project/activities being funded.
- Respond to information requests and reporting requirements from funders and partners.

Coordination and collaboration

- Collaborate with internal and external stakeholders, including project beneficiaries, partners and external experts, to share information and results of monitoring and evaluation

Reporting

- Produce MEAL reports as and when requested

IV. Description of the assignment

1) Designated expert and independence

- Expertise France will select one named natural person, who personally performs every assignment. Substitution is prohibited; prolonged unavailability requires cancellation and selection of a new expert.
- The expert acts independently, without subordination, and organises the work needed to meet the agreed deliverables and deadlines.
- The expert shall not represent Expertise France or take decisions or make commitments on its behalf.
- ECOTRADE's focal point provides inputs, clarifies the mission, consolidates comments and validates deliverables; the focal point does not supervise the expert's methods or daily hours.
- If a legal entity invoices on the expert's behalf, both the entity and the designated expert shall be identified in the contract; personal performance by the designated expert remains mandatory.

The service provider must provide this service in line with the agreed procedure and timelines of Expertise France:

2) Methodology and Tasks

- Review relevant project documents (to be shared once contracted)
- Participate in an Inception Meeting with the ECOTRADE team to define expectations
- Ensure consistency with Expertise France and EU implementation guidelines.
- Hold intermittent meetings with ECOTRADE, where required, to track progress of work

1) Anticipated deliverables (not exhaustive)

Deliverables	Description
1 Comprehensive framework mapping project objectives to actionable, verifiable metrics.	A toolkit of customized instruments designed for qualitative and quantitative field tracking Protocol defining step-by-step field collection, submission deadlines (e.g., end of each month) etc.

2. Data Collection Mechanism & SOP Manual	Verification matrix checking data for completeness, consistency, timeliness, and accuracy Thematic analysis matrix for categorizing qualitative feedback into recurring success factors and systemic challenges.
3. Evaluation, Learning, & Corrective Action	Facilitation template capturing what worked, what didn't, and root causes of success/failure across activities. Standardized review template for evaluating external consultant methodologies, sampling designs, and inception reports
4. Accountability and capacity building	Log tracking ad-hoc donor data requests, reporting deadlines, delivery dates, and verification sign-offs
5. Coordination & Reporting	Evaluation report detailing starting conditions prior to intervention implementation.

Note:

1. The above Deliverables are indicative.
2. Specific Deliverables with actual deadlines will be indicated in respective Purchase Orders that will be issued for each assignment under this Framework Agreement.
3. All deliverables must be submitted in English and ensure that it meets the EU's standard format for project documents (templates will be shared).

2) Coordination

The Consultant will coordinate with the ECOTRADE Project Focal Point for deliverable review and milestone validation.

Coordination with specific stakeholders may be required.

V. Place, duration and terms of performance

- 1) **Location:** Addis Ababa, Ethiopia (with possible remote options)
- 2) **Implementation period:** Indicative start date for September 2026. Specific work periods will be indicated in respective Purchase Orders to be issued

VI. Required expertise and profile

- 1) **Number of expert positions per assignment:** 1 Individual Consultant.

2) Profile of the designated expert(s) responsible for contract execution

- Advanced university degree (Master's or equivalent) in Development Economics, International Trade, Statistics, Social Sciences, Project Management, or a related field. (Specialized certifications in MEAL, e.g., MEAL DPro, are a plus).

- Minimum 5 years' experience in progressively responsible experience in designing, implementing, and managing complex MEAL systems within international development projects.
- Proven experience navigating the **European Commission's OPSYS** platform for corporate monitoring, result chains, logical frameworks, and corporate indicator tracking **(Required)**
- Ability to align project-level log frames and indicators with the **Global Europe Results Framework (GERF)**, EU Core Indicators, and Gender Action Plan (GAP) III standards and evaluating trade-related indicators (e.g., export diversification, trade facilitation benchmarks, customs efficiency, SME market access, AfCFTA alignment).
- Excellent communication, facilitation, and report writing skills.