

EUROCLIMA+ Programme

« Resilient Food Production » sector

Terms of Reference

External final evaluation and endline survey of the Technical Assistance to the Resilient Food Production Sector, EUROCLIMA+ Programme.

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1 GENERAL INFORMATION

Title of the assignment	External final evaluation and endline survey of the Technical Assistance to the Resilient Food Production Sector, EUROCLIMA+ Programme.
Expert sector	Monitoring and evaluation (M&E)
Activity	Technical assessment (remote)
Beneficiaries	EF and GIZ Management Teams Local implementing organizations (10 structures from local civil society and international cooperation NGOs in Latin America).
Countries	Home based with virtual meetings during working hours in Latin America and France.
Foreseen duration of mission	Up to 40 working days (depending on technical and financial offer)
Foreseen period for the realization of mission	February 21 st - April 30 th 2022.
Location	Home based with virtual meetings during working hours in Latin America and France
Languages	English, Spanish (mandatory)

2 CONTEXT AND JUSTIFICATION

The EUROCLIMA + program is a regional cooperation project of the European Commission. It aims to support Latin American (LA) countries in the implementation of Nationally Determined Contributions, in terms of adaptation and mitigation of climate change within the framework of COP21, through a) the

identification and implementation of innovative projects in six priority sectors identified jointly with the 18 partner countries, and b) the promotion of a political dialogue at national and regional levels.

The Resilient Food Production (RFP) sector is jointly implemented by GIZ and Expertise France¹. Project funding is led and managed by GIZ while the Technical Assistance is managed by Expertise France in direct coordination with GIZ. Ten projects are currently being funded and implemented **in Argentina, Colombia, Bolivia, Brazil, Ecuador, El Salvador, Guatemala, Honduras, Panama, Peru, and Uruguay**.

Technical assistance (TA) is guided by the TA strategy which was defined in coordination with key stakeholders of the RFP sector (project implementing agencies, EUROCLIMA+ National Focal Points and the RFP Sector Working Group). Communication, visibility and knowledge management at project level and sector level is an important part of the technical assistance. TA is provided through different modalities, including:

- Studies/assessments of experts to generate knowledge, analysis and vision oriented for the successful implementation of development actions;
- Consultancies provided by experts to facilitate development processes (upscaling, institutional strengthening governance, etc.);
- Capacity building through training courses to develop technical, management and learning competencies (on the individual, institutional and society levels);
- Peer-to-peer learning (exchange, analysis and adaptation of knowledge/lessons learned/good practices) through dialogues, study visits, communities of practice/learning;
- Organization of technical workshops at regional level;
- Development of communication and visibility as well as knowledge management tools and products.

The **overall objective (impact) of the EUROCLIMA+ programme** is to support LA countries to make progress in the implementation of their Nationally Determined Contributions (NDCs) in order to reduce national emissions and adapt to the impacts of climate change, globally and in a specific number of sectors². The results framework is made up of 4 levels: an overarching EUROCLIMA+ Programme Logframe underpinned by sector logframes, themselves underpinned by project logframes and TA logframes.

The **specific objective (outcome) of the RFP sector** is to improve LA countries' capacities (for example, with regard to institutions, public policies, regulatory frameworks, monitoring systems) to increase resilience to climate change, the efficiency of agricultural and livestock production systems in relation to carbon and water, as well as interconnected food and agricultural value chains, in accordance with sectoral commitments related to NDCs. The RFP sector has a total budget of 12,5M Euros, including 9.3M Euros from EUROCLIMA+ funds and 3.3 M Euros in projects co-funding.

Seven projects were launched in June 2019 and three projects in January 2020, for an initial period of 24 months. Due to the covid-19 pandemic, projects reduced the scope of and adapted their activities in 2020, and several of those which had begun in June 2019 asked for a 3 to 6 months extension. An

¹ See <http://euroclimaplus.org/alimentos> for further details on on-going projects.

² Six sectors: FBE (Forest, Biodiversity and Ecosystems), DRR (Disaster Risk Reduction), RFP (Resilient Food Production), UM (Urban Mobility), Water and Energy and energetic efficiency.

assessment of projects' progress was carried out by GIZ in October 2020 (at project level – project logframes). A mid-term evaluation at sector level (sector logframe) was carried out by EF in April – June 2021.

Monitoring of projects, TA and sectors within the EUROCLIMA+ Programme is performed through an online platform called EUCLIDES (a monitoring database specially designed for the EUROCLIMA+ programme).

In this context, Expertise France is looking for a consultant or a team of consultants to conduct **an external final evaluation of the TA** provided by Expertise France to the RFP sector within the EUROCLIMA+ programme, based on TA logical framework and its respective indicators:

- ❖ Impact (Overall objective of the TA): Latin American countries have improved their capacities (with respect to institutions, public policies, regulatory frameworks, monitoring systems) to increase climate change resilience, efficiency of agricultural and livestock production systems in relation to carbon and water, as well as interconnected food and agricultural value chains, in accordance with sectoral commitments related to NDCs.
 - Outcome (Specific objective): **The key actors in the RFP component of Latin American countries have strengthened their capacities to increase the climate resilience of the food production sector and its value chains, focusing on the sectoral commitments of their NDCs.**
 - **Result 1 (output):** The key actors in charge of coordinating the projects funded by EC + have strengthened their project management capabilities that contribute to the implementation of the NDCs of the countries involved.
 - **Result 2 (output):** Key actors in Latin American countries have access to lessons learned and good practices generated by the subsidized projects.
 - **Result 3 (output):** Key actors have strengthened their individual and organizational competencies to encourage the implementation of the NDCs in the sector at the national level and in the Latin American region.

3 PURPOSE AND SCOPE OF ASSIGNMENT

The final evaluation is a requirement from the donor (European Commission) to ensure transparency and improve future programmes.

The objective of the mission is three-fold:

- Undertake the endline survey to produce all the necessary data against the logical framework indicators.
- Assess the overall success of TA expected outputs (Results 1, 2 & 3) and outcomes in the RFP sector of the EUROCLIMA+ Programme.
- To draw lessons from the implementation of planned activities (TA) related to output 1, 2 and 3 of TA logframe, and provide actionable recommendations.

In order to reach these objectives, the Evaluation expert or team will provide the following services:

Task 1: Inception phase: collect and analyse quantitative and qualitative data to inform the endline values of the TA logical framework indicators.

Task 2: Undertake the final evaluation of the TA provided by Expertise France to the RFP sector within the EUROCLIMA+ programme, identified by the TA logframe and TA strategy, since the beginning of TA activities in 2017. The evaluation shall apply the OECD-DAC evaluation criteria³ and evaluation questions (Annex 1).

Task 3: Deliver and present the evaluation findings and recommendations along with its objectives, the methodology applied, and its limits to the Evaluation steering group, the beneficiaries of TA activities and members of the EC+ Programme Support Unit and INTPA.

Main users of the evaluation results and recommendations: the entities and organizations that have an interest in the intervention to be evaluated and in the results of the evaluation itself are:

- EF TA Team and GIZ Management Team;
- RFP stakeholders and beneficiaries of TA activities (10 local implementing organizations, their respective local partners and national focal points of the 18 countries);
- The Program Support Unit (PSU) of the EUROCLIMA + programme and the European Union (INTPA, DEU).

4 METHODS

Methodology: In general, the proposed approach will be as follows: 1) revision of documents and data collection, 2) analysis of data and information, 3) provide evaluation according to OECD-DAC criteria. **Nevertheless, if the applicant wants to propose another methodological approach, it's strongly recommended to do so within the technical offer.**

Task 1: Endline survey:

- The evaluators shall consolidate the gathered data in order to feed the logical framework indicators. Mostly quantitative surveys and to a lesser extent qualitative surveys/interviews
- Data collection shall be consistent with previous data collection methods and compatible with the EUCLIDES platform. Every indicator is gender-specific when possible. The methodology used for each indicator shall be explained to the project team (technical note for each concerned indicators).

While completing the Task 1, the consultant will:

- Gather as much as possible beneficiaries' expectations of the final evaluation;
- Identify beneficiary representatives to be part of the evaluation steering committee.

The consultant shall in turn complete the evaluation questions with the collected feedbacks within the initial inception report.

³<https://www.oecd.org/dac/evaluation/revised-evaluation-criteria-dec-2019.pdf>

Task 2: Provide an external final evaluation of the TA activities carried out by EF in the RFP sector by assessing the progress made towards the achievement of the TA outcomes, applying the OECD-DAC evaluation criteria and considering the framework of the TA strategy.

To do this, the consultant shall:

- Evaluate TA activities to ascertain the relevance and fulfilment of objectives, and their consistency with the programme general outcomes ;
- Evaluate learning deliverables (good practices, lessons learned) to adequately judge the progress made and identify potential recommendations for replication or upscale;
- Focus mainly on the relevance, effectiveness, efficiency, impact and sustainability⁴ of results reached and emerging effects of the TA activities in the RFP sector (Annex 1 Tentative Evaluative questions);

Evaluation questions: The monitoring and guidance of the external evaluation will be done through evaluation questions (Annex 1) to be enhanced and completed by the expert in its technical offer. Evaluation questions shall be based on the OECD-DAC criteria.

Available information: After signature of the service contract the expert will receive access to all relevant documents. This includes all sector progress reports (annual and biannual reports), all project progress reports (quarterly, biannual and annual reports), the logical frameworks of projects, TA and RFP sector, TA strategy, GIZ projects assessment and evaluation conducted in October 2020, sector mid-term evaluation conducted in April-May 2021 and the monitoring database EUCLIDES.

Further, the expert will collect complementary data during the evaluation.

Task 3: Deliver and present the assessment results along with its objectives, the methodology applied, and its limits to the Evaluation steering group⁵, the beneficiaries of TA activities and members of the EC+ Programme Support Unit and INTPA.

- Propose and discuss the results of Task 2 with the evaluation steering group (integrated by EF TA Team and GIZ project management team representatives, beneficiaries' representatives (among RFP project implementers and NFPs).
- Present and validate the results with all direct beneficiaries of TA activities, namely project implementing organizations, their respective local partners and national focal points (virtual event).
- Elaborate the final assessment report considering feedbacks from the evaluation steering group and beneficiaries of TA activities.

⁴ OECD-DAC evaluation criteria

⁵ The main functions of the members of the evaluation steering committee are: (1) to facilitate contacts between the evaluation team, the services of the EU / EUROCLIMA+ Program Support Unit and external stakeholders; (2) to define the evaluation questions; (3) To ensure that the evaluation team has access to all sources of information and documentation related to the action to be evaluated and consults them; (4) to discuss and comment on the reports produced by the evaluation team; (5) to assist the feedback process based on the results, conclusions, recommendations and lessons learned from the evaluation.

- Present the executive summary of the final report of the evaluation to the Program Unit Support (PSU) of the EUROCLIMA + programme, the European Union (INTPA) and the National Focal Points of the 18 partnering countries.

The three tasks shall be conducted bearing in mind a gender-sensitive approach which shall be developed within the proposed evaluative methodology.

5 TIMELINE AND DELIVERABLES

Task	Key activities	Deliverables expected
<u>Task 0: Inception Phase</u>	<p>This phase will include a desk review: initial document collection, background analysis, initial inception interviews (if relevant), and finalisation of the design of the evaluation.</p> <p>Documentation about the project will be provided by Expertise France (description of action, work plan, progress reports and any other relevant documentation).</p> <p>In-depth document analysis (focused on the Evaluation Questions), interviews (as relevant) and identification of information gaps and of hypotheses to be tested in the field phase.</p>	<p>Inception Report including technical notes describing data collection tools, recommendation of stakeholders to include to the evaluation steering committee, a detailed methodology and workplan, no later than 10 working days from the signature of the contract.</p> <p>The evaluation steering committee will review and validate this inception note before the start of the Task 1.</p>
<u>Task 1: Endline survey</u>	<p>Following the approved methodology in the inception phase, the evaluator(s) will gather the endline survey's missing data.</p>	<p>The endline survey : a small report of the findings and indicators' values</p>
<u>Task 2: Field evaluation</u>	<p>This phase should focus on the gathering of primary evidence, data collection and analysis. A plan for conducting field work and a proposal of the evaluation tools should be included in the Inception Report.</p>	
<u>Task 3.1 : Final Evaluation report</u>	<p>The structure of the evaluation report (draft and final) must be agreed between the evaluation team and Expertise France prior to its submission.</p> <p>Online workshop: If the evaluation's timing allows it, the evaluator(s) should present draft findings, lessons and recommendations to at least the</p>	<p>Summary presentation of preliminary findings (ppt) for the online workshop with evaluation users.</p> <p>A draft evaluation report within 20 working days following the inception report.</p>

	evaluation steering committee, and if possible include representatives' of key evaluation users so that the lessons and recommendations are co-constructed based on the initial findings/observations.	A final evaluation report that encompasses the evaluation context, objectives and methodology, the observations and detailed outcomes of the evaluation in line with the evaluation objectives and methodology, the consultants' conclusions and recommendations, within 35 working days from the signature of the contract. Appendices to the final report should contain brief reports of meetings held, samples of questionnaires used and all other relevant documents. An executive summary that includes key issues and the main recommendations and conclusions in English.
<u>Task 3.2: Debriefing workshop</u>	After the final evaluation report, a debriefing workshop will be held (online), in order for the evaluation team to present its final findings and recommendations to Expertise France and relevant stakeholders.	A presentation of the final findings and recommendations (ppt)

Indicative timeline:

Activity	W1	W2	W3	W4	W5	W6	W7
Signature of contract and Kick-off meeting	x						
Info gathering and analysis	x	x	x				
Inception report completing evaluation methodology		x					
Meetings between sector's stakeholders and evaluator		x	x	x			
Draft final report & recommendations				x	x		
Feedback & meeting with Evaluation Steering Group and TA stakeholders					x		
Final report (max 40 pages)						x	
Presentation of final report to PSU, INTPA and DEU.							x

6 COORDINATION WITH THE CONTRACTING AUTHORITY

To carry out these activities, the consultant will work under the supervision of the Expertise France TA project manager for the Resilient Food Production sector and coordinate tasks with her and the Senior TA Expert, being the focal points of the evaluation steering committee.

The evaluation steering committee's main tasks will be:

1. To facilitate communication between the consultant(s) and project stakeholders,
2. To ensure the consultant(s) has access to all the necessary information and documentation linked to the TA and RFP Component
3. To organise scoping meetings with the consultant(s),
4. To validate the methodology and data collection tools and processes proposed by the consultant(s),
5. To gather and collect feedback and comments on the deliverables produced,
6. Ensure the proper communication of the evaluation findings and recommendations.

Additionally, meetings will be organized with the Monitoring and Evaluation Officer of the EUROCLIMA+ Programme.

7 EXPERTISE AND PROFILE REQUIRED

7.1 QUALIFICATIONS AND SKILLS

- At least a master's degree in a relevant discipline (development studies, sociology, economics or other relevant fields) and a comprehensive knowledge of monitoring & evaluation (M&E).
- Knowledge of climate change, global commitments and climate change challenges in Latin American countries is considered an advantage.
- **Fluency in Spanish** and English, written and spoken.
- Excellent command of virtual and collaborative tools needed to meet remotely with stakeholders (MS Teams, ZOOM or similar).
- Display of sensitivity regarding indigenous and gender issues.

7.2 GENERAL AND SPECIFIC PROFESSIONAL EXPERIENCE OF EXPERT(S)

- A minimum of 5 years' professional experience in monitoring and evaluation and external evaluations for similar international cooperation projects, preferentially complex EU funded international programmes in relevant fields, and amount of budget.

- Proven experience with multi-stakeholder settings in developing countries, especially in Latin American countries, is essential; Experience with both government and civil society stakeholders will be considered an asset.
- Proven experience in designing, implementing and documenting remote evaluations of development projects.
- Experience in working with monitoring and evaluation database / software.
- Thorough knowledge on the application of OECD-DAC evaluation criteria.
- Flexibility to work under time constraints between Europe and Latin America.
- Previous experience in the field of agriculture sector is considered an advantage.

7.3 OTHER REQUIREMENTS

The consultant must have all the software licenses needed to perform the assignment, especially regarding virtual environment and tools to be used to perform the remote evaluation.

Expertise France can provide Zoom access for meetings and webinars.

8 APPLICATION PROCESS

Interested candidates may express their interest by sending the following documents by **February 13rd, 2022, 23:59 CET**:

- A cover letter outlining :
 - a. the financial offer
 - b. the technical proposal to meet the Terms of Reference: description of the consultant's understanding of the ToRs and evaluative questions (see Annex 1), of the methodology to be used, and a clear and elaborated work plan (maximum 8 pages).
- Contact information for three work-related references,
- Updated CV (maximum 3 pages),

The technical offer will be evaluated mainly based on the following criteria:

- Project's and scope of the mission understanding
- Understanding of the involved stakeholders and inclusion of the formers within the proposed methodology
- Clear methodology with added-value from the ToRs (including evaluation questions)
- Detailed and realistic work plan respecting the project deadline: no evaluation activities beyond 30th of April 2022 (project's contractual end of implementation date).
- Clear propositions to take into account the multi-country approach of the project into the project's methodology
- Gender sensitivity is included within the proposed methodology
- Format is respected (no more than 8 pages)

The other selection criteria will concern the consultant experience (cf. see section “Expertise and profile required” above).

Consulting firms are welcome to apply as well as team of independent consultants.

The application process will occur in two phases:

- As a first step, Expertise France will freely establish a restricted list.
- The selected candidates will be invited to an interview. Additional documents (like evaluation reports from past work experiences) could be requested by EF. Fees for services will be negotiated with the designated candidate.