



INTRACCP GCCA+ PROGRAMME An initiative of the ACP Group of States funded by the European Union's European Development Fund



# Consultant for the External Mid-Term Evaluation of the GCCA + West Africa Project

## Terms of reference

### August 2021

*As part of the GCCA + West Africa project*

<i>Financed by</i>	<p>INTRACCP GCCA+ PROGRAMME An initiative of the ACP Group of States funded by the European Union's European Development Fund</p>
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## 1. General informations

Title of the assignment	<b>Consultant evaluator for the mid-term evaluation of the GCCA + AO project</b>
Project title	GCCA + West Africa
Beneficiary (ies)	ECOWAS and its Member States
Geographical area	CILSS - ECOWAS area Temporary physical presence possible at the RAAF headquarters in Lomé
Total estimated volume of assignment	35 man-days
Duration of the mission	September 2021 to mid-january 2022
Type of Contract	Service provision contract
Deadline for submitting application	Saturday 11th September at 11.59 pm (Time of Paris, France)

## 2. Background

The project of the Global Alliance against Climate Change Plus (GCCA +) West Africa aims to take into account the evolution of development issues and thus to contribute to the achievement of the Sustainable Development Goals (SDGs) defined by the United Nations and the implementation of the Paris Agreement. Funded to the tune of 12.1 million euros by the European Union (EU) and implemented by Expertise France for a period of five years (2018-2022), under the aegis of ECOWAS and in partnership with the CILSS. The project aims to participate in the West African regional effort to implement the Paris Climate Agreement, through capacity building of regional institutions in West Africa, but also support for the emergence of innovative field solutions to strengthen the climate resilience of agricultural and rural stakeholders. It contributes in particular to reducing the vulnerability and increasing the resilience of the populations, which is the specific objective n ° 1 of the PRIASAN. In summary, the GCCA + WA project aims for changes at the supranational level, while operating interventions at the national level with the aim of capitalization for the benefit of the regional level.

The year 2021 is the third year of operational implementation of the project after a foreshadowing phase in 2018.

This mid-term milestone should therefore be an opportunity for critical analysis and assessment of implementation progress and the expected change trajectory, as defined by the project's logical framework. This is why this mid-term evaluation is initiated to ensure optimal management of the project and guide any adjustments to be made both to the expected results and to the activities initially programmed.



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These Terms of Reference (ToRs) are developed to recruit a consultant to carry out the mid-term evaluation of the project.

### 3. Project summary

<b>Total duration of the action</b>	60 months (2018-2022)
<b>Country of intervention</b>	17 Member States of the ECOWAS and CILSS area: Benin, Burkina, Côte d'Ivoire, The Gambia, Ghana, Guinea Bissau, Guinea, Cape Verde, Mali, Mauritania, Niger, Nigeria, Liberia, Senegal, Sierra Leone, Chad, Togo
<b>Objectives of the action</b>	<p><b>The general objective</b> of the action is to contribute to increasing the resilience of ECOWAS countries and populations to the challenges of climate change, as well as to the achievement of the UN's sustainable development goals (SDGs), in particular SDG 13 "Take urgent action to combat climate change and its impacts", in order to reduce poverty and promote sustainable development.</p> <p><b>The specific objective</b> is to provide better regional and national responses in terms of adaptation and mitigation to the challenges of climate change encountered by ECOWAS countries at operational, institutional and financial levels</p>
<b>Main partners</b>	ECOWAS; CILSS-Agrhymet
<b>Target groups</b>	<p>RAAF; EBID, ECREEE and other Departmental Agencies of the ECOWAS Commission</p> <p>CILSS / CRA</p> <p>State ministries and agencies, civil society</p> <p>National and sub-regional platforms of farmers' organizations (Hub Rural, ROPPA)</p> <p>Private sector</p> <p>Research and training organizations (WASCAL, CORAF)</p>
<b>Final beneficiaries</b>	<p>Citizens of the ECOWAS / CILSS space vulnerable to the adverse effects of climate change.</p> <p>Territorial communities</p> <p>Associative field operators (NGOs, farmers' organizations)</p> <p>Scientific communities of the countries concerned</p> <p>Private operators</p>
<b>Expected results</b>	<p><b>ER1:</b> ECOWAS and its specialized organizations are developing operational and institutional capacities to meet the needs of member countries (+ Chad and Mauritania) in the areas of concentration of GCCA +, in climate negotiations and in the implementation of the Agreement. of Paris on Climate.</p> <p><b>ER2.</b> Regional (ECOWAS) and national (member countries +2) climate change strategies and priorities serving the focus areas of GCCA + for the</p>



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	<p>implementation of the Paris Climate Agreement in member countries are strengthened and their implementation is supported</p> <p><b>ER3.</b> Adaptation pilot projects, including solutions based on an ecosystem approach, already tested and implemented in ECOWAS countries and serving as references for future replication are being multiplied (extension or replication).</p> <p><b>ER4.</b> Regional organizations and ECOWAS member countries intensify strategic dialogue, strengthen their negotiating capacities, share information and skills, results and knowledge on climate action</p> <p><b>ER5.</b> The capacities of technical institutes, universities and regional centers to provide training, research and innovation support services in sectors related to adaptation and mitigation of climate change are strengthened (training of teams, equipment).</p> <p><b>ER6.</b> With a view to future support through finance and climate investments, innovative approaches involving the public and the private sector in favor of climate and economic resilience are prepared and tested.</p> <p><b>ER7:</b> Regional coordination, capitalization, communication and monitoring and evaluation (including impact) of project activities are ensured</p>
<p><b>Main activities</b></p>	<ul style="list-style-type: none"> <li>• Foreshadowing phase;</li> <li>• Support for the translation at national level of NDCs into public policies and sectoral intervention strategies;</li> <li>• Capacity building for negotiators and regional delegations participating in the annual negotiations of the United Nations Framework Convention on Climate Change (UNFCCC);</li> <li>• Facilitation of access to climate finance;</li> <li>• Strengthening the production and use of information for effective policies;</li> <li>• Increase in the regional offer of degree courses on climate change in the region;</li> <li>• Funding of adaptation pilot projects.</li> </ul>

### 3. Evaluation framework

This mid-term evaluation is formative and explanatory. It targets the processes and mechanisms of project interventions since its inception as well as the level and quality of the implementation of the activities programmed over the period 2018-2021 (until September 30, 2021). It will evaluate the project at the level of regional partner or beneficiary institutions, and at the level of Member States.

The primary objective of this evaluation is not to quantify the project indicators as calculated during the study of the reference situation (baseline)<sup>1</sup>, but rather to shed light on the quality of the implementation processes and the impacts in terms of anticipated changes, both at the regional level, at the institutional level and at the national level (are we on the path to anticipated changes?) .

<sup>1</sup> A mixed summative evaluation will be carried out at the end of the project.

Recourse to an external evaluation should make it possible to propose an objective and transparent reflection on the level of performance of the project and the areas in which improvements are required, taking into account of course the internal and external factors that have impacted the project so far.

It will explore the six different expected results (ER) of the project, including the coordination component (ER7), guided by the evaluation questions proposed below (page 7). The evaluation will produce an analysis and recommendations on the strategy of the project to achieve the expected results and in particular its conditions for the sustainability of the action.

## 4. Evaluation objectives and users

- **Main objective**

The general objective of the mid-term evaluation is to enable the key stakeholders of the GCCA + WA project (EU, ACP Secretariat, ECOWAS, CILSS, Expertise France) to make the necessary adjustments in order to achieve its overall objective and its specific objectives.

This translates into the following specific objectives:

- **Specific objectives**

- 1) Assess the relevance, consistency, effectiveness, efficiency, impact and sustainability of the achievements and achievements of the project;
- 2) Evaluate the quality of the process of carrying out activities in the light of the expected results;
- 3) Draw the lessons learned for better implementation performance in order to achieve the expected results, particularly in the COVID-19 / post-COVID-19 context, through appropriate digitization of procedures;
- 4) Formulate recommendations with a view to strengthening the impact and sustainability for the remaining duration of the project and beyond.

- **Potential users of the evaluation results**

The results of the mid-term evaluation will be mainly used by the key stakeholders of the project (EU, ACP Secretariat, ECOWAS, CILSS, Expertise France) to guide the rest of the project. They will also help inform these actors about the processes of political change and their various implications (time and cost of action, organization, strategies, etc.)

The Project coordination Unit (PCU) will ensure that these results are used to improve the project and its achievements, through adjusted programming.

## 5. Methodological approach and evaluation questions

- **Data gathering**

This external mid-term evaluation is mainly formative and explanatory and must therefore pay attention to the processes and mechanisms of project interventions in order to identify the chances and conditions under which the project will be able to achieve its objectives within the allotted time.

For this, it must be based on a mainly qualitative methodology appropriate to the project context. Sampling methods must therefore demonstrate their relevance to an advocacy or political influence intervention.

Documentary review and semi-structured remote interviews should therefore be favored.

- For the documentary review, the PCU will make the project documents and interim activity reports available to the consultant.

- For the interviews, a questionnaire will be developed from the evaluation questions proposed below. Semi-structured interviews should include at least the donor (INTPA / EU), the ACP secretariat, ECOWAS (Directorate in charge of Agriculture, Directorate of Environment, RAAF, ECREE), CILSS, PCU, Expertise France sites, WAEMU, all or part of the national climate focal points of the Member States (NDC and UNFCCC).

- **Evaluative questions**

At the end of the mid-term evaluation, the following key questions should be answered:

### **Relevance**

- 1) To what extent do the interventions of the GCCA + WA project meet the needs of beneficiaries and to what extent are they aligned with the policies and processes underway in Member States, and regional organizations?

### **Effectiveness and impact**

- 2) To what extent are the project activities contributing to the achievement of the overall objective of helping West African countries to increase their resilience capacities to cope with the effects of climate change? How and why do the observed changes occur? What are the external factors that could have contributed positively or negatively to progress on these paths of change?
- 3) What recommendations to strengthen the impact of project actions?

### **Efficiency**

- 4) What lessons can be drawn from the organizational architecture of the project and the methods of implementing the program and the activities?
- 5) What lessons have been learned from adapting the project to the impact of the COVID-19 crisis?
- 6) How could the digitization of ways of doing things be strengthened? What lessons have been learned for "post COVID"?
- 7) How well can the project achieve its objectives within the allotted timeframe?

### **Consistency**

- 8) To what extent does the project succeed in creating and enhancing synergies between the various results and activities implemented?

- 9) To what extent has the project established links and created synergies with other related actions, including EU instruments and actions, in accordance with the principle of harmonization?

### **Sustainability**

- 10) To what extent does the project ensure the establishment of sustainable mechanisms / actions? What specific recommendations to strengthen the sustainability of the project's action for each of the results and in particular the capitalization of pilot projects (component 3)?
- 11) How to ensure the valuation of the work on carbon measurement within the framework of theses in a context of finalization of these theses beyond the end of 2022?

***Particular attention should be paid to the subject of project capitalization and in particular to the capitalization of pilot projects: how the strategic framework and the capitalization plan of pilot projects contribute to producing capitalization products that are relevant and useful to West Africa actors? What recommendations for realistic capitalization taking into account the progress observed in the implementation of the project?***

### **Cross-cutting issues**

- 12) To what extent does the project contribute to the good reputation and visibility of the actions of ECOWAS, the EU and the ACP in the fight against climate change?
- 13) How were transversal aspects taken into account in the implementation of the project: gender, environment, throughout the project cycle and how to improve it?
- 14) What lessons have been learned from the project design phase to mid-term, to improve the relevance and effectiveness of this type of project? What recommendations to be implemented by the PCU to achieve the results (effects and products) of the project?

## **6. Roles and responsibilities**

Expertise France is the contracting authority for this consultancy. The operational unit in charge of awarding this individual expertise contract is the PCU of the GCCA + WA project, which is based within the Regional Agency for Agriculture and Food, in Lomé (Togo).

The consultant reports contractually to the PCU, which is empowered to administratively validate the deliverables after technical validation from the partners.

The consultant will work closely with the monitoring and evaluation manager of the GCCA + WA project.

The data collection, analysis and reporting of the mid-term evaluation are the responsibility of the consultant.

The PCU will organize the framing and restitution meetings by video-conference, in terms of logistics, while the preparation of the presentation materials falls under the mandate of the consultant. Travel logistics, if any, will be the responsibility of the consultant.



The final approvals of the documents will be notified to the consultant by the monitoring and evaluation manager of the GCCA + WA project.

## 7. Profile and expertise sought

The consultant for the external mid-term evaluation of the GCCA + WA project should be an individual consultant. His profile must meet the following minimum requirements:

- **Qualifications**
  - Have at least a Master's degree in social sciences, agronomy, environment or other related discipline;

- **Professional experiences**

The expected profile of the individual consultant, approximately 10 years of experience demonstrating the following skills and experiences:

- ⇒ Proven practice of external evaluation, change analysis and support for learning processes
- ⇒ Confirmed experiences of evaluating institutional support projects with a view to strengthening public policies
- ⇒ Experience in the evaluation of regional development programs, and experience in the evaluation of climate programs
- ⇒ Good knowledge of the network of regional actors in West Africa on climate
- ⇒ Good knowledge of issues related to climate change in rural areas in West Africa, particularly in Climate Smart Agriculture (CSA)
- ⇒ Experience in capitalization processes / sustainability strategy, will be an asset
- ⇒ Experience / knowledge of innovative remote working methods / digitalization of ways of doing things will be an asset
- ⇒ Proven work experience in French and English.

## 8. Application and selection procedures

- **Application file**

Each candidate must provide:

- Proof of registration / registration of a legal person who will sign the contract.
- An up-to-date CV in French or English (template in the application form) including two references of similar services / missions or, where applicable, the most relevant, with for each of them a contact indicating the function, the telephone number and the e-mail address.
- One document including a technical offer and a financial offer.

- **Selection process**

In the first instance, each candidate will be scored out of a total of 100 points, according to the following weighting:

- CV evaluation against the criteria are mentioned in section 7: 35 points,
- Evaluation of the technical offer: 45 points,
- Evaluation of the financial offer: 20 points.

Expertise France will then proceed to the selection of the candidate, who will have obtained the best score among the applications which will have a minimum total score greater than or equal to 70 points.

If necessary, Expertise France reserves the right to call the best candidate (s) for an interview, after which a final score out of 20 points will be awarded. The candidate with the highest score will be selected.

- **Eliminating mentions**

Expertise France reserves the right to reject any incomplete file.

In addition, any candidate with a professional experience of less than 7 years or no experience in the West African context will be automatically eliminated without evaluation of the file.

- **Technical offer details**

The technical offer must not exceed 10 word pages (min 11 font) and must demonstrate (i) the candidate's understanding of the stakes of the mission and the context, (ii) the methodological approach proposed by the candidate to implement this mission: the consultant must demonstrate in his proposal, the relevance and the added value of the proposed methodology vis-à-vis the specificity of the expected results of the project but also the evaluation questions and iii) the mission schedule.

Regarding the mission schedule, the Consultant should plan in the offer one field mission in Lomé, Togo, for the beginning of the assignment (detailing the number of days allocated for it). The assignment is to be carried home-based / remotely : all other travels or field missions should be justified in the technical offer<sup>2</sup>.

- **Financial offer details**

The financial offer must consist of a fixed daily fee in euros including all the costs incurred by the consultant. The consultant must foresee in his financial offer:

- The costs related to the translation and reproduction of the documents;
- Travel expenses to Lomé according to his residence situation for the start of the mission;
- All other travel expenses for the assignment upon justification in the technical offer.<sup>3</sup>

<sup>2</sup> The inception mission in Lomé Togo will be previously validated by Expertise France. Costs will be reimbursed under the conditions below (see foot page n°3).

<sup>3</sup> Expenses linked to travels should be reimbursed by Expertise France upon prior approval by EF and according to the conditions below :

- plane travels in economy class upon presentation of invoice and boarding passes
- Visas fees (invoice and copy of passport)
- Fees related to COVID requirements (invoice)
- A per diem will cover hotel, food and taxis (from and to airport + between offices) by night spent in the country at European union rate

## 9. Expected deliverables

The external mid-term evaluation of the GCCA + WA project is accompanied by:

- An inception report updated after the scoping meeting detailing the methodological approach, the tools, as well as the final schedule.
- A provisional report in French,
- A summary report of the results for decision-makers, in French, English and Portuguese versions in infographic format (2 A4 pages maximum),
- A final report (30 pages maximum, without appendices) in French and English versions

The final report should follow the following minimum structure:

- Cover page
- Acronyms and abbreviations
- Summary
- Executive summary
- Introduction (Context, project summary, evaluation objectives)
- Methodology: Sampling, Collection tools and techniques,
- Key results
- Lessons Learned and Recommendations
- Conclusion
- Appendices

The various deliverables must be drawn up according to the graphic charter of the project, with the logos of the various partners (Expertise France, CILSS) and of the donor (GCCA + logo).

## 10. Assessment schedule

Key activity	Responsible	Stakeholders involved	Deliverables	Deadline	Observations
Recruitment of the consultant	PCU / GCCA + WA		Consultant contract	End of september 2021	
Scoping meeting by video conference	PCU / GCCA + WA	DAERN ECOWAS (DADR, DERN, RAAF), CILSS, EF, EU, S / ACP	Meeting Notes	End of september 2021	The consultant presents the methodology and schedule of the evaluation
Provision of project documentation and progress monitoring	PCU / GCCA + WA		Project documents and reports	End of september 2021	
Identification of stakeholders to interview	Consultant	PCU / GCCA + WA	List of Respondents	End of september 2021	
Introduction of the consultant to the	PCU / GCCA + WA		N / A	End of september 2021	



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stakeholders to be interviewed					
Documentary review and interviews	Consultant	DAERN ECOWAS (DADR, DERN, RAAF), CILSS, EF, EU, S / ACP.	N / A	October 2021	
Analysis and reporting of the evaluation	Consultant		Draft mid-term evaluation report	Fin November 2021	
Internal feedback of the mid-term evaluation by video conference	Consultant	PCU / GCCA + WA, EF Headquarters	Amended report	Beginning of December 2021	PCU / GCCA + WA organizes the Video-conference
Review of the mid-term evaluation report	PCU / GCCA + WA,	DAERN ECOWAS (DADR, DERN, RAAF), CILSS, EF, EU, S / ACP	Comments consolidation document	Beginning of December 2021	
Extended restitution of the mid-term evaluation by video-conference	Consultant	PCU / GCCA + WA, DAERN ECOWAS (DADR, DERN, RAAF), CILSS, EF, EU, S / ACP	Restitution report	Mid December 2021	PCU / GCCA + WA organizes the Video-conference
Submission of the final report and annexes	Consultant		Final report	Mid January 2022	

## 11. Useful information

- **Payment**

Payments will be made after receipt and validation of the deliverables according to the following installments and corresponding deliverables:

Step	Slice	Corresponding deliverable
Scoping meeting (start)	20%	An updated and validated inception report detailing the methodological approach, tools and schedule of the evaluation
Data Collection and Interim Reporting	40%	Provisional report in French validated
Final reporting	40%	<ul style="list-style-type: none"> <li>- A summary report of the results for decision-makers, in French version, in infographic format (2 A4 pages maximum) validated</li> <li>- A final report (30 pages maximum without appendices) in French and English versions validated</li> </ul>

- **Other costs directly supported by Expertise France**



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Expertise France will directly bear the costs associated with the organization of any workshops, in particular the scoping meeting and the feedback meeting.

## 12. Annex: Non-exhaustive list of documents available

The following documents will be made available to the selected consultant.

- Updated logical framework of the PCU / GCCA + WA project
- Project Action Sheet
- Interim implementation reports
- Project Capitalization framework documents
- Graphic charter of deliverables

To find out more about the project: <https://www.expertisefrance.fr/fiche-projet?id=721711> or <http://araa.org/fr/programme/alliance-mondiale-contre-les-changements-climatiques-plusamcc-ou-gcca>