

**COMISSÃO DA CEDEAO**

**COMMISSION DE LA CEDEAO**

Agence Régionale pour l'Agriculture et l'Alimentation  
ARAA



**ECOWAS COMMISSION**

Regional Agency for Agriculture and Food  
RAAF

**Terms of Reference:  
Recruitment of consultants for ECOWAS Regional  
Agriculture Joint Sector Review**

**Table of content**

Table of content.....	1
1. BACKGROUND INFORMATION.....	2
1.1. Partner.....	2
1.2. Contracting authority .....	2
1.3. Background .....	2
1.4. Related programmes and other donor activities .....	3
2. OBJECTIVE, PURPOSE & EXPECTED RESULTS .....	3
2.1. Overall objective .....	3
2.2. Purpose .....	3
2.3. Results to be achieved by the contractor.....	3
3. ASSUMPTIONS & RISKS .....	4
3.1. Assumptions underlying the project.....	4
3.2. Risks.....	4
4. SCOPE OF THE WORK.....	4
4.1. General.....	4
4.2. Specific work for moderator.....	4
4.3. Project management .....	5
5. LOGISTICS AND TIMING .....	5
5.1. Location.....	5
5.2. Start date & period of implementation of tasks .....	5

6. REQUIREMENTS.....	5
6.1. Staff.....	5
6.2. Facilities to be provided by the contractor .....	6
6.3. Equipment .....	6
7. REPORTS.....	6
7.1. Reporting requirements .....	6
7.2. Submission and approval of reports .....	6
Special requirements .....	6

## **1. BACKGROUND INFORMATION**

### **1.1. Partner**

ECOWAS

### **1.2. Contracting authority**

Directorate of Agriculture and Rural Development

### **1.3. Background**

The African Union (AU) Member States, through various Heads of State and Government Summits, have emphasized the need to accelerate the implementation of the Comprehensive Africa Agricultural Development Programme (CAADP); and to ensure that its expected results and impacts, most specifically the improved performances of the agriculture sector for an increased contribution of agriculture to overall wealth creation, job creation, poverty alleviation, hunger eradication and enhanced nutrition, and resilience of the continent's population and communities, are fully realized. This was strongly reaffirmed by Heads of State and Government in the Malabo Declaration, during the twenty-third ordinary session of the AU Assembly held in June 2014.

The Malabo Declaration recommits to reach CAADP's goals by identifying specific goals and targets to be achieved within a period of ten years, especially on enhancing investment finance in agriculture, poverty reduction, ending hunger, tripling intra-Africa trade in agricultural goods and services, and enhancing resilience of livelihoods and production systems, in order to ensure that agriculture contributes significantly to the poverty reduction.

Within CAADP implementation, it is anticipated that national investments into policy practices will deepen national ownership of the agriculture and food policy agenda, thus yielding greater political and budgetary commitments and interest by the public and private sectors, leading to accelerated and more effective and efficient delivery of results and impact. More specifically, the Malabo Declaration introduced a commitment on Mutual Accountability to the actions and results, which calls AU Members States to: (i) conduct a Biennial Agricultural Review Process that involves the tracking, monitoring and reporting on implementation progress; (ii) foster alignment, harmonization and coordination among multi-sectorial efforts and multi-institutional platforms for peer review, mutual learning and mutual accountability; and (iii) strengthen national and regional institutional capacities for knowledge and data generation and management that support evidence-based planning, implementation, monitoring and evaluation at all levels (national, sub-regional and continental) for the expected growth and

agricultural transformation in Africa. It is in this context that the African Union has been encouraging African countries towards the practice of carrying out JSRs.

The Joint Sector Review (JSR) is a process by which progress in implementing jointly agreed sectoral goals and targets is reviewed in an inclusive and evidence based manner. JSRs are a means of actualizing mutual accountability which occurs when stakeholders hold one another accountable for mutually agreed goals and targets. JSRs are primarily aimed at building a learning culture in sector policy processes in an inclusive manner. As a means of strengthening the agriculture policy process under the Comprehensive Africa Agriculture Development Program (CAADP).

ECOWAS was the first region in Africa to carry out a JSR at the regional level in 2018. Subsequently, a JSR steering committee, chaired by the ECOWAS Commission, and a secretariat in the commission were constituted to support the organization of the RJSR. The committee is comprised of the 6 key stakeholder groups in the sector – the government, non-state actors, farmer organizations, agriculture researchers, formal private sector and development partners.

ECOWAS through the DADR team aims to hold the second RJSR during the last quarter of second semester with the support of hired consultants.

#### **1.4. Related programmes and other donor activities**

Not applicable.

## **2. OBJECTIVE, PURPOSE & EXPECTED RESULTS**

### **2.1. Overall objective**

The JSR is aimed at serving as a “management and policy support tool for inclusive stakeholder planning, programming, budget preparation and execution, monitoring and evaluation, and overall development of the sector” (Bahiigwa et al, 2013). JSRs are intended to contribute to the planning process in order to support the achievement of common goals and targets. The overall objective of the project of which this contract will be a part is as follows:

- Assess the performance and results of the agriculture sector
- Assist the government in setting sector policy and priorities
- Assess how well state and non-state actors have implemented pledges and commitments

### **2.2. Purpose**

The purpose of this contract is as follows:

- Support the DARD M&E team to facilitate the second RJSR.
- Support to review of sectoral results.
- Support to review of institutional roles and performance
- Help to develop special topic to solve special issue

### **2.3. Results to be achieved by the contractor**

The following deliverables of the assignment have been identified and will be tied to the release of funds:

- a. Facilitation of the second RJSR process and review are done.
- b. Review of sectoral results are available.
- c. Review of institutional roles and performance are done.
- d. Special study about key issue within the sector are developed
- e. A report of RJSR is available.

### **3. ASSUMPTIONS & RISKS**

#### **3.1. Assumptions underlying the project**

The RJSR report is intended to contribute to the planning process in order to support the achievement of common goals and targets. This can help to better engage the key stakeholders to achieve the Malabo objectives set for 2025.

#### **3.2. Risks**

Not Applicable

### **4. SCOPE OF THE WORK**

#### **4.1. General**

##### **Description of the assignment**

The overall duty of the four (4) consultants is to support DARD M&E team to facilitate the second RJSR through review sectoral results, review institutional roles and performance, develop special study for key important topics.

##### **Geographical area to be covered**

ECOWAS Region

##### **Target groups**

ECOWAS Commission, Government actors, non-state actors, farmer organizations, agriculture researchers, formal private sector and development partners

#### **4.2. Specific work for consultant**

In summary, the three moderators will be expected, among other duties, to:

- a. Facilitate the second RJSR process.
- b. Conduct sectoral results review.
- c. Conduct institutional roles and performance review
- d. Conduct special study about key issue within the sector selected by key stakeholders
- e. Prepare RJSR report.

### 4.3. Project management

#### Responsible body

Directorate of agriculture and rural development of ECOWAS commission

#### Facilities to be provided by the contracting authority and/or other parties

ECOWAS Commission will make available to consultants, all the necessary documentation for the realization of the consultancy. The reference documents for the consultancy are:

- Regional of 2017, 2019 and 2021 Biennial reports
- Term of Reference of RJSR
- NAIP and RAIP Documents
- ECOWAP strategic document
- Relevant Agriculture reports
- 2020 Regional Joint Sector Review Report

## 5. LOGISTICS AND TIMING

### 5.1. Location

Abuja, Nigeria

### 5.2. Period of implementation of tasks

This consultancy will take 20 days, to ensure to have good deliverables.

## 6. REQUIREMENTS

### 6.1. Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organizations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

#### Key experts

Key experts are not required.

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

#### Consultants:

- Qualifications and skills

Interested individual consultants should hold at least a master degree in either Agricultural Economics, Rural Development, Program Management, Statistics and Rural Economics or another related discipline

- General professional experience

Interested individual consultants should have:

- ✓ At least eight (08) years' experience within the Regional Agricultural Sector,
- ✓ Have a good experience of working with ECOWAS DARD M&E team

- ✓ Have a good experience of working with key stakeholders involved in RJSR
- ✓ Good knowledge about Joint Sector Review at National and Regional level
- ✓ Excellent written skills in French or English and good knowledge of the other language;
- ✓ Competence in the use of standard Microsoft software applications (specially Word / Excel);

### **Specific professional experience**

Should have played this role with ECOWAS in previous times, at least once or twice

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

#### **6.2. Facilities to be provided by the contractor**

No specific facilities to be provided by the contractor.

#### **6.3. Equipment**

No equipment is to be purchased on behalf of the contracting authority / partner as part of this service contract or transferred to the contracting authority / partner at the end of this contract. Any equipment related to this contract which is to be acquired by the partner must be purchased by means of a separate supply tender procedure.

## **7. REPORTS**

### **7.1. Reporting requirements**

The contractor will submit the following reports in English in one original and one (01) copy:

**Final report** with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is five (05) days after receipt of comments on the draft final report.

### **7.2. Submission and approval of reports**

The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.

#### **Special requirements**

Not applicable