



## Expression of Interest

### Selection of an individual consultant

**Recruitment of a Consultant to support RAAF in the monitoring, evaluation and capitalization of innovative projects selected from calls for proposals»)"**

**Reference:** ARAA/RRSA/2018/PI/02  
**Date of publication:** June 27 2018  
**Deadline for filing:** July 17, 2018  
**Duration de The Mission:** Three (03) months  
**Number of years of experience:** 5 Years

#### 1. Background

The mandate of the Regional Agency for Agriculture and Food (RAAF) of ECOWAS is « to provide technical assistance on program and regional investment plans that contribute to the operationalization of the Agricultural Policies of ECOWAS based on regional institutions, organizations and actors with proven expertise». It has the function of a specialized technical delegate structure to manage ECOWAP / CAADP projects and programs.

RAAF currently coordinates the implementation of 10 regional projects and programmes. Two of these projects namely, the Support Programme for Food and Nutrition Security in West Africa (PASANAO) co-financed by the French Development Agency (AFD) and ECOWAS and that of the ECOWAP/CAADP support project on social safety nets co-financed by ECOWAS and the Spanish Cooperation.

Between 2015 and now, the Agency has selected 43 projects through 5 calls for proposals of which 24 projects are being implemented under the PASANAO framework and 19 others as social safety nets projects. The capitalisation of these piloted projects will lead to the scaling up of major programmes both at the national and regional levels.

Whereas all PASANO projects have already gone through the final evaluation stage and capitalisation, projects on social safety nets are still being implemented and the evaluation and capitalisation of the first ten of them will take place between June and October 2018.

It also is worth mentioning that during the period, the Agency launched the sixth call for proposals on innovative operations for the identification of agro-ecological practices that could see scale ups.

In order to support the technical unit to evaluate, capitalise and monitor the ongoing projects, the Agency intends to hire a consultant to assist it in that regard.

## **2. Objectives:**

The main objectives of the consultancy include:

- i) Contribute to the monitoring, evaluation and capitalization of ongoing projects in ECOWAS Member States;
- ii) Contribute to calls for project proposal process. This will be to contribute to the reception, evaluation of concept and detailed notes, meetings of the permanent committee on call for proposals and any other tasks that may be assigned by the technical unit.

## **3. Expected outcomes**

The main expected outcomes include:

- i) Projects assigned to the consultant are better monitored in accordance with RAAF's monitoring and evaluation manual.
- ii) Pre-final, final and periodic evaluations are conducted with the development of cheat sheets that focus on impact results and the sustainability of the innovative actions.
- iii) A capitalisation of completed projects giving clues for their large-scale extension is carried out.
- iv) Contributions are provided to the process of calls for proposals of projects particularly in terms of reception and evaluation of concept and detailed notes.

## **4. The Consultant's tasks**

The Consultant will Technical person and will perform the following tasks:

- i) Contribute to the planning, monitoring, evaluation and the capitalisation of projects;
- ii) Contribute to the internal and external communication on project outcomes and their impacts;
- iii) Review and validate technical and financial reports of field projects;
- iv) Contribute to the finalisation of project monitoring cheat sheets at RAAF;
- v) Provide support/advice to the technical unit and required information for decision making;
- vi) Upon the request of RAAF, the consultant will contribute to reflections on development strategies for emergency field actions for the benefit of people living in the ECOWAS sub-region.

The above list is not exhaustive

For the performance of this assignment, the Consultant shall report to the Head of the Technical Unit of RAAF. The main duty station of the position shall be in Lomé (Togo) with possible travels in other ECOWAS countries.

## **5. Skills required**

5 years of higher education, a qualified Agronomist, Agricultural Economist or Economist. The Consultant should have at least 5 years valuable professional experience in similar position (projects, programmes, etc); He or She should also have an experience in monitoring and evaluation of pilot projects on food and nutritional security of social safety nets. He or she should have a good knowledge about West African institutional context and West Africa Agricultural Policies; He or she should be prepared to embark on several trips across the West African region. Proficient in Microsoft office suit (Word, Excel and PowerPoint) and should have good writing skills, synthesis capacity and an excellent communication competence.

A good knowledge of RAAF's call for proposals as well as result-base monitoring expertise would be an asset.

#### **6. Application and Employment Conditions:**

- i) Must be in possession of his civil rights and of a good moral character;
- ii) Must have the nationality of any ECOWAS Member States;
- iii) A solid working experience in West Africa is required.

#### **7. Length And Conditions Of The Contract:**

- i) The Consultant shall be offered a 3-month work contract. The duration could be renewed depending on his or performance and the availability of financial resources.
- ii) The candidate will be employed according to the remuneration package assigned to the position. They will be working from RAAF's office in Lome-Togo with travels across ECOWAS Member States.

#### **8. Applications**

The application package is made up of:

- A letter of expression of interest, including the period of availability;
- A recent curriculum vitae detailing the work experience and similar assignment;
- Three professional references (names and forenames, current functions, functions at the time of collaboration with the Consultant, email and telephone contacts);
- Certified copy of the highest degree;
- Certificate of employment or assignment completion mentioned in the CV.

#### **9. Submission of applications**

Applications are received no later than ~~.....~~ **1.7 JULIL 2018** at 12 h 00 mn GMT, by hand deposits or by e-mail at the following addresses:

**Regional Agency for Agriculture and Food (RAAF)**

83, Rue de la Pâture, Lomé Togo (sealed envelope « Recruitment of a Consultant to support RAAF in the monitoring, evaluation and capitalization of innovative projects selected from calls for proposals»)

[Procurement@araa.org](mailto:Procurement@araa.org) cc: [araa@aara.org](mailto:araa@aara.org)

With object: " Recruitment of a Consultant to support RAAF in the monitoring, evaluation and capitalization of innovative projects selected from calls for proposals»)"

#### **10. Selection method**

A Consultant will be selected according to the qualification-based selection method as defined in the ECOWAS procurement Code. An interview session may be organized with a short List of consultants.

**The Executive Director**

  
**SALIFOU Ousseini**

