



Notice of selection of a consultant

Regional Project "Promotion of Climate Smart Agriculture in West Africa" Grant

Management Agreement Reference: 2020031/FAT GT 2020 24 00

Contract N°: ARAA/PAIC/2021/DOT/N°3

Summary Title of Services: Responsible for monitoring-evaluation and capitalisation of the project "Promotion of climate-smart agriculture in West Africa".

Annual remuneration: 42,000 USD

1. With the Management Agreement Grant signed between ECOWAS and the West African Development Bank (BOAD), ECOWAS received a Grant from the Adaptation Fund to implement the regional project "Promotion of Climate-Smart Agriculture in West Africa", and intends to use part of these funds to make payments under the service contract (intellectual services) of a consultant to ensure the monitoring-evaluation and capitalization of the project (Contract N°: ARAA/PAIC/2021/DOT/N°3).

2. **Services include:**

Tasks and responsibility:

- Assist the Coordinator in the elaboration and implementation of the Annual Work Plan and Budget (AWPB) by preparing the necessary syntheses and checking the conformity of the achievements in relation to the planned activities;
- Develop a monitoring and evaluation plan, including conceptualization and collection of baseline data;
- Develop a system for monitoring project activities and evaluating results through regular reporting;
- Design or improve, if necessary, the tools and data collection frameworks for monitoring-evaluation;
- Update performance indicators and progress of activities to feed into the periodic reports and the final evaluation report;
- Coordinating the mid-term and final evaluation of the project (including supervision visits);
- Ensure the preparation of regular reports and documents for communication around the project;
- Ensure the capitalisation of good practices generated in the framework of the project;
- Ensuring the production of capitalisation documents;
- Produce monthly, quarterly, half-yearly and annual reports;
- Produce all the necessary communication and visibility materials on the project (decision support note, project or capitalisation sheets, etc.).

Organisation:

The project will be implemented on the basis of AWPB's validated by the steering committee with a no-objection opinion from the BOAD;



ADAPTATION FUND



Implementation schedule:

The duration of the project is three years and covers the period from 2021 to 2023. The project will be implemented on the basis of three-year planning and will be broken down into annual planning.

Interested candidates are invited to express their interest in providing the services described above by providing information indicating that they are qualified to perform the services (the nature of the candidate's activities and the number of years of experience, the candidate's qualifications in the field of services and in particular references concerning the performance of similar contracts). The selection will be made on the basis of the candidates' qualifications.

3. The procedure for this notice shall be conducted in accordance with the Guidelines for the Procurement of Consultancy Services financed by a loan or an advance of funds from the West African Development Bank.

4. Selection method

A pre-selection will first be carried out on the basis of the files and the following criteria:

- General qualification and suitability for the proposed mission 20%.
- Similar experiences in the field of expertise described 50%
- Experience with the bank or other international donors 20%
- Knowledge of the region 5%
- Language knowledge 5%

Only the first six (6) candidates with a minimum score of 70% will be called for an interview for the final selection and will be ranked according to the following criteria:

- Commitment, motivation and availability 15%
- Knowledge of Climate Change issues 25%
- Team spirit, listening 25%
- Organisation and management of work 25%
- Oral knowledge of ECOWAS languages 10%

5. Main qualifications required

- Have a university degree (BAC+5 years) in rural development, agronomy, agro-economics, animal husbandry, statistics or any other related discipline;
- Have at least 10 years of relevant experience in the management of agricultural development or environmental protection projects in the field of monitoring and evaluation (M&E);
- Have at least 2 years of international experience and in the field of Climate Smart Agriculture in the face of climate change (with a monitoring and evaluation position);
- Have a solid knowledge of climate change issues in West Africa;
- Have experience in the management of M&E databases for complex programmes;
- Have knowledge and advanced use of statistical software (SPSS, STATA, etc.) and the Microsoft office package;
- Have the nationality of one of the ECOWAS Member States.

6. Application file

The application file is compiled:

- A letter of motivation;
- A detailed curriculum vitae;
- A copy of the diploma(s);
- A copy of the work certificates justifying the experiences;
- Three professional references.

7. Submission of applications

Applications must be received no later **than Wednesday 31 March 2021 at 12:00 GMT at the** following address:

Agence Régionale pour l'Agriculture et l'Alimentation (ARAA), 83, Rue de Pâture, Lomé, Togo- Postal Code: 01 BP 4817 Lomé-Togo- Administration and Finance Division

Telephone: 00228 22 21 40 03

in a sealed envelope marked: "Application for the position of Monitoring, Evaluation and Capitalisation of the Regional Project for the Promotion of Climate Smart Agriculture in West Africa".

Subject: "Application for the position of Monitoring, Evaluation and Capitalisation of the Project for the Promotion of Climate-smart Agriculture in West Africa".

NB: Applications that do not bear the mention: "Application for the position of Monitoring, Evaluation and Capitalisation of the Project for the Promotion of Climate Smart Agriculture in West Africa" will not be considered.

For all enquiries about the Consultant Selection Notice please contact Mr.:

Bilgo Ablassé : E mail : abilgo@araa.org/ Tél. +228 92 73 47 11

Sani Abdou Koraou: E-mail: sabdou@araa.org / Tel: +228 70 34 73 89

8. Selection method

The Consultant will be selected using the qualification-based selection method in accordance with the Guidelines for Procurement of Consultancy Services financed by a loan or cash advance from the West African Development Bank. A short list of six (6) candidates will be drawn up for interviews. In the event of a tie, the candidate with the most years of experience will be selected for an interview. The candidate ranked first at the end of the interviews will be awarded the contract.

The ARAA reserves the right not to proceed with this selection notice.

Only shortlisted applications will be contacted.

Done in Lomé, on 09 March 2021.

The Executive Director



SALIFOU Ousseini

