

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

**Project for the Promotion of Integrated School Feeding Models in
West Africa (PMAI-AO)**

Terms of reference

**Consultant in monitoring & evaluation, capitalization and
dissemination**

Reference : ARAA/PMAI-AO/2023/SCI/009

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Deadline for response 28 April 2023 at 17:00 GMT

1. Context

On December 6, 2022, ECOWAS signed a memorandum of understanding with the Spanish Agency for International Development Cooperation (AECID) to provide financial support for the implementation of the Project for the Promotion of Integrated School Feeding Models in West Africa (PMAI-AO). This memorandum allows this project to start, with a 4-year implementation period.

The action is part of the continuity of the regional agricultural policy support project (ECOWAP/CAADP) PHASE I, financed by AECID (5 million €) and more particularly constitutes the only action implemented within the framework of the Regional Programme of Support to National Social Safety Nets in West Africa (PRAFNS). Therefore, the general objective will be "To improve human capital development in West Africa" and the specific objective "To improve sustainable access to a healthy and balanced school food basket for children".

The project will contribute to both strategic references present in the design of school feeding programmes, on the one hand human capital and education for the improvement of socio-economic inclusion of young people and on the other hand food and nutritional security for the reduction of vulnerability and the strengthening of resilience

For its implementation the RAAF plans to recruit a consultant in monitoring & evaluation, capitalization and dissemination.

2. Roles/Responsibilities

The Monitoring & Evaluation, Knowledge Capitalization and Dissemination Officer will be responsible for

- Planning and monitoring of program activities
- setting up the mechanism for capitalizing, monitoring, evaluating and disseminating the project's achievements, which should be part of the one already in place at the RAAF, ensuring its effective operation (data collection, information on indicators, etc.) and regularly producing the outputs necessary for capitalizing and disseminating knowledge.
- Monitoring the implementation of school canteens in the schools
- Setting up food stock management tools in beneficiary schools
- Prepare simple technical sheets for the use of schools in school gardens and provide capacity building for school gardens facilitators
- Preparing tools for the purchase (contracts) and management of food stocks to supply school canteens and ensuring their ownership by the beneficiaries
- Supporting the canteens manager in his duties, particularly in planning activities and reporting on project results.

He/she will be based at the RAAF and will be required to travel to the field to monitor performance indicators and evaluate impacts. He/she will be under the administrative

supervision of the Head of Technical Operations Division and the RAAF Planning and M&E Officer.

Specifically, he/she shall:

- Propose a monitoring-evaluation/capitalization and knowledge dissemination mechanism for the project that is in line with that of the RAAF and tools for collecting, analysing and disseminating the results;
- In collaboration with the project coordinator, monitor and evaluate the implementation of the project in accordance with the activity plan;
- Support the preparation and review of periodic project reports in collaboration with the project officer and the administration on financial aspects;
- Prepare simple technical sheets for the use of schools in school gardens and provide capacity building for school gardens facilitators
- Prepare tools for the purchase (contracts) and management of food stocks to supply school canteens and ensuring their ownership by the beneficiaries,
- Facilitate the signing of contracts between schools and agricultural producers' organisations for the supply of agricultural products
- Ensure the capitalization and dissemination of the knowledge acquired in the implementation of the project through modern tools adapted to the target audience;
- Visit periodically the project's intervention zones for technical monitoring of school canteen activities in the schools and the collection of data to inform the logical framework indicators and the evaluation of impacts;
- Submit a monthly plan of activities to be carried out over the period in consultation with the school canteen manager;
- Contribute to the production of all periodic reports including: quarterly, annual, report to steering committees, etc.
- Ensure project documentation and archiving;
- Carry out any other tasks assigned by the Project Officer and the RAAF Planning and M&E Officer.

3. Qualifications, experiences, skills

Qualifications

The candidate must have the following qualifications:

- University degree (at least Bachelor's or Master's 1 degree) in agronomy, rural development, business or project management, planning, rural economics, monitoring and evaluation, project management or other equivalent degree.

Experience:

At least 3 years of experience including:

- Experience in capitalization and dissemination or sharing of good practices,
- Experience with actions related to school canteens,
- Experience with school canteen management entities or organisations
- Experience with producer or youth organisations working in the field of grain storage and marketing,
- Experience in training on vegetable gardening or school gardens is a major asset,

- Previous experience working on issues related to agricultural value chains and food security;
- Experience in preparing tender documents related to agricultural production;
- Experience working in a rural environment with people and the ability to work under pressure;
- Experience in capitalizing on the achievements of projects implemented by local organizations, **experience in capitalizing on achievements in the field of school feeding is a major asset**

Skills

- Good planning and monitoring skills, good organisation, ability to manage several tasks in parallel and to prioritise them;
- Skills in monitoring and evaluation of rural development projects and knowledge in the field of capitalization and skills management;
- Demonstrate skills in support of agricultural cooperations,
- Good experience in the agricultural sector with producer organisations,
- Good skills
- Good command of quantitative data analysis methods and tools as well as knowledge of the use of the most common statistical software;
- Knowledge and experience in the design, implementation and monitoring and evaluation of local development projects;
- Excellent IT skills and ability to use standard software (Word, EXCEL, Power Point, and mapping software) and the Internet;
- Demonstrate a perfect command of at least one of the ECOWAS working languages and have good working skills in a second language
- Fluency in French and English (at least C1 level in both).

4. General conditions for the mission

- o The consultant will be based in Lomé, Togo, at the headquarters of the Regional Agency for Agriculture and Food;
- o The duration of the contract is one year renewable after its satisfactory evaluation and subject to the availability of resources.
- o The start of the mission is scheduled no later than the 2nd quarter of 2023
- o The mission is full-time and de facto excluded from any other engagement incompatible with this condition
- o The maximum annual remuneration is set at €30 924 per year and will depend on the experience and qualifications of the selected consultant;
- o The Consultant is called upon to refrain from any situation that could put him or her in conflict of interest in the context of the mission assigned to him/her.

5. Selection procedures

5.1 Eligibility and qualifications

The ECOWAS Commission, through the Regional Agency for Agriculture and Food (RAAF) hereby invites natural persons to express their interest in providing the required services by providing information demonstrating that they possess the required qualifications and relevant experience to carry out the mission. Qualification and experience criteria better described in the terms of reference.

The attention of interested individual consultants is particularly drawn to Article 117 of the revised ECOWAS Public Procurement Code ("Offences by Candidates, Bidders and Winners"), which provides information on corrupt or fraudulent practices in competition or contract performance. In addition, please refer to the following specific information on conflicts of interest related to this assignment in accordance with Article 118 of the revised ECOWAS Public Procurement Code.

5.2 Application file

The application file consists of :

- A cover letter, including the availability period
- A recent curriculum vitae detailing professional experience and similar assignments;
- Three professional references (first and last names, current functions, functions at the time of collaboration with the Consultant, email and telephone contacts);
- Copy of the highest degree in agronomy, rural development, business or project management, planning, rural economics, monitoring and evaluation, project management or other equivalent degree;
- Copy of the certificates of work or service rendered, listed in the curriculum vitae.

5.3 Receipt of applications

- Deadline for receipt of applications: 28 April 2023 at 17:00 GMT.
- Submission links: Applications will be submitted by download to Dropbox <https://www.dropbox.com/request/lly0YYrYsHULIAGALZu0>
- Application format: The application must be in the form of a single PDF file.
- RAAF reserves the right not to consider applications that do not meet the above submission requirements.

5.4 Selection method

A consultant will be selected according to the individual consultant selection method described in the ECOWAS "Procurement Regulations". An interview to assess knowledge, skills and abilities may be arranged with the best candidates. Only shortlisted candidates will be contacted. For equal skills, female candidates will be privileged. RAAF reserves the right not to act on this advice.

5.5 Request for additional information

Interested consultants can obtain further information by writing to the following e-mail addresses: procurement@araa.org cc: ctienon@araa.org, mnakorba@araa.org with the subject "SCI009- PMAI-AO- Consultant in monitoring & evaluation ".