

STRENGTHENING DROUGHT RESILIENCE OF SMALLHOLDER FARMERS AND PASTORALISTS IN THE IGAD REGION (DRESS-EA PROJECT)

TERMS OF REFERENCE

FOR DEVELOPING MONITORING AND EVALUATION SYSTEM FOR DRESS-EA PROJECT

Location:	Home based with a possibility of a mission travel
Type of Contract:	Individual or Team Contract
Languages required:	English
Starting date:	ASAP
Duration of Initial Contract:	37 working days
Supervisor(s):	GWPSA NPC/GWPEA

1. Project Background

Drought is one of the major natural hazards affecting people’s livelihoods and socio-economic development. In the Inter-Governmental Authority and Development (IGAD) region, the smallholder farmers and pastoralists face the adverse effects of drought. According to IGAD 2013¹, between 60-70 percent of the land area in the IGAD region consists of Arid and Semi-Arid Lands (ASALs) that receive less than 600 mm of rainfall annually. It is predicted that the frequency and intensity of droughts would increase because of climate change, especially in Semi-Arid areas. From 2015 to-date, high rainfall anomalies have been recorded. The region also faces uncontrolled activities such as deforestation and poor agricultural practices that lead to reduced water retention capacities, surface runoffs, and soil cover losses. These activities not only impact negatively on water resources, environment and other ecosystems that serve as community livelihood sources, but also increase peoples’ vulnerability to droughts. The natural resources of the region represent a major asset for the local populations whose livelihoods rely mainly on agriculture, livestock, fishery, forest resources, pastures, etc.

To strengthen the resilience of the region’s populations and ecosystems to drought, the Sahara and Sahel Observatory (OSS) in collaboration with the Global Water Partnership Eastern Africa (GWPEA) and the four riparian countries (Djibouti, Kenya, Sudan and Uganda) submitted a project to the Adaptation Fund (AF) entitled “*Strengthening Drought Resilience for Small Holder Farmers and Pastoralists in the IGAD Region - DRESS EA*”. The project was approved by the Adaptation Fund Board in October 2019.

The overall objective of the project is to increase the resilience of smallholder farmers and pastoralists to climate change risks mainly those related to drought, through the establishment of

¹ IGAD, 2013. IGAD Drought Disaster Resilience and Sustainability Initiative (IDDRSI) Strategy

appropriate early warning systems and implementation of drought adaptation actions in the IGAD region. Accordingly, these Terms of Reference have been prepared with the aim of developing a Monitoring and Evaluation System for the DRESS-EA project. The M&E system is critical to provide the much need information in tracking the project progress activities going forward. Given the fact that there are diverse players in the DRESS-EA project interventions, a system to document and track the respective activity progress needs to be in place at the start of the project activities. The robust and comprehensive M&E system will guide measurement of project progress- especially, the project outputs and outcomes. As part of the development of the M&E system, M&E tools will be developed to effectively monitor project progress and achievement and also to provide sufficient information to assess the project success. The system will provide the basis, process and procedures for the project M&E. Moreover, developing the M&E system will be through a consultative and participatory process.

2. Objectives of the Consultancy

The overall objective of the assignment is to develop a robust, comprehensive and operational Monitoring and Evaluation (M&E) system that is gender responsive to guide measurement, tracking and ascertain project progress. This will provide the project coordination unit with tools to effectively monitor project progress and achievement, and to provide mid-term and end-of-project evaluations with sufficient information to assess the project's success.

The specific objectives are:

1. To review the project indicators and means of verifications and propose adjustments;
2. To define a set of relevant, simple, and straight forward gender responsive data to monitor DRESS-EA project indicators and outputs;
3. To design the M&E system as well as identify information sources;
4. To operationalize the online M&E system/ platform; and
5. To develop an M&E manual and outline the means of operationalising it.

3. Scope of work

These TORs are issued to recruit a consultant to develop a robust DRESS-EA Monitoring and Evaluation system.

To this end, it's expected that the consultant will engage the relevant stakeholders into a consultative and participatory manner. The development of the M&E system will consider the parties involved in project implementation and execution i.e. the Implementing Entity (OSS), the Regional Project Management Unit (RPMU)/the GWPEA, the National Project Management Units (NPMUs), in the four beneficiary countries of Djibouti, Kenya, Sudan and Uganda. Most importantly, the beneficiary communities on ground will be engaged in the process of M&E development.

The detailed scope of activities will include:

A) The establishment of a set of relevant, simple, and straight forward gender responsive data to monitor DRESS-EA project indicators and outputs

This will include conducting of desk review of the relevant documents including project proposal document, annual work plan and budgets, indicators, baseline survey report and regional and country specific documents, and targets to provide the information required in developing the M&E system.

Furthermore, the consultant will review and propose practical aspects with regards to the project logical framework, results matrix, review the indicators including the Adaptation Fund Core Indicators and results framework in consultation with the client. The consultant will also interact with Executing Entities' stakeholders in the countries of Djibouti, Kenya, Sudan and Uganda. In addition, the consultant will:

- Describe in detail the approach to be used in developing the M&E system.
- Detail how the project Monitoring and Evaluation component will be carried out. The section should describe the various procedures leading to generating the Monitoring and Evaluation indicators, internal and where possible guidance on external evaluation procedures, supervision, and support to execution, reporting as well as Environmental and Social risk management system etc. The consultant will ensure that the ESMP indicators and associated M&E component in the global M&E system is well documented.
- Undertake consultation with stakeholders in developing a robust and comprehensive M&E system that is gender responsive.

B) The design of the M&E system as well as identify information sources

The scope of activities will involve but not limited to:

- Design a practical M&E system with regard to the following key aspects: measuring the project performance indicators; the most appropriate source of information required to be collected; the methods to collect the information-including the frequency and finally the options available to store and analyze data and gender responsiveness;
- Develop a bilingual online M&E system/ platform which allow:
 - to enter directly online the national and regional necessary data for the calculation of M&E indicators,
 - to process and aggregate national and regional data on the entire DRESS-EA project,
 - to visualize the results achieved by the project through appropriate graphics.
- Identify the M&E needs and establish necessary practical procedures and measures in order to operationalize the M&E system and platform that can be used by entities (data collection and processing);
- Establish data collection and reporting forms that are gender responsive /inclusive for capturing quantitative and qualitative information whenever possible;
- Identify sources of verification that the project can use. Where possible use existing data sources embedded in existing systems and proposed in the project document;
- Design simple means of registering information;

- Design simple ways and means to store such information and the pathways for dissemination of that information; and
- Propose or design an archiving system for the data collected.

C) The development of an M&E manual and outline the means of operationalizing it

- Develop and produce a bilingual manual that includes the above information (in B) and guide project coordination in processing and evaluating the information. The development of the manual and the entire M&E system should involve project staff and key project partners as outlined in this TOR.
- Conduct training on the use of the M&E system by the various M&E experts

4. Methods to be used in developing the M&E system

The consultant is expected to propose a sound and cost-effective methodology that will be used to operationalise the M&E system. The consultant will describe in detail the approach and method used in developing the M&E system. Overall, the methodology section should be comprehensive to cover detailed information and elaborate the stakeholders to be involved in the development of the M&E system and aspects of quality assurance and control. The consultant will show a clear, participatory, and consultative methodology. In addition, the consultant will provide information on the platform to be developed for the M&E system

5. Expected Outputs and Deliverables

The purpose of this assignment is to prepare an M&E system for the DRESS-EA project. The following deliverables are expected:

- A **conceptualization report** of the M&E system inclusive of a detailed work plan, stakeholder's consultation plan and a detailed conceptual diagram of the system. The inception report will define and clarify the procedures, process and methods of conducting the assignment. The executing countries- through their focal points will review the inception report and provide the necessary guidance that will apply to the respective countries and beyond on a case by case basis. This step is important because the executing entities constitute a large constituency in terms of feeding the M&E system;
- A **draft M&E system** (based on detailed consultations and inputs from various stakeholders as outlined in this document); and **Tools** to be used in monitoring and evaluation exercise of the project will be elaborated. Special attention should be put towards gender responsiveness and the Environmental and Social Management Plans (ESMP) of the countries; and
- An elaborated bilingual **M&E system and online platform** with inputs from the above with a defined final report. The bilingual manual will be part of the documents to be submitted in the final report.

The following deliverables will be expected by the end of this consultancy. The final reports shall be in English and French languages respectively.

Payments will be made according to the following schedule:

No	Deliverable	Duration (Effort/man days)	Delivery time
1	Conceptualization Report	7	10 days after signing contract
2	Draft Report	24	33 days after signing the contract
3	Final Report	6	45 days after signing contract

6. Reporting/Supervision

The Consultant will work under the guidance of the Project Manager DRESS-EA project. The consultant will also collaborate with the Regional Implementing Entity and the Executing Entities of the four countries. The national executing entities are: **Djibouti:** Ministry of Agriculture Water Fisheries and Livestock / Directorate of Rural Hydraulics; **Kenya:** Ministry of Environment and Forestry / Directorate of Climate Change; **Sudan:** Ministry of Irrigation and Water Resources / Hydraulics Research Center; **Uganda:** Ministry of Water and Environment / Directorate of Water Resource Management

7. Coordination during the execution of the assignment

Considering the global pandemic situation resulting from the COVID-19, and potential related travel and other restrictions, the consultant will be responsible for arranging their own logistics, including transport and accommodation if required. In regards to workshops, an assessment shall be made whether this can take place in person (face to face) or whether it shall happen remotely through a video conferencing platform to facilitate the development of M&E system. In all cases, it's important that the consultant directly interacts with the beneficiaries and partners to ensure completeness of the task. GWPEA will meet the cost of workshop and related agreed upon costs. The client will also facilitate some contacts with relevant stakeholders and ensure that required information is available.

8. Qualification/Requirement for ideal candidate

- i. A MSc. In the field of geography, economics, quantitative economics and development studies or its equivalent. A post graduate qualification in M&E is a must.
- ii. Demonstrated capacity in research methods including data analysis.
- iii. At least 7 years' experience in Monitoring and Evaluation work in a reputable institution.
- iv. Knowledge of and experience in project cycle management and well versed in logical frameworks.
- v. Knowledge in mainstreaming Gender in Monitoring, Evaluation & Learning frameworks is an added advantage.
- vi. Conversant with indicators and performance measurement.

- vii. Prior participation in designing, setting up and / or computerization of similar M&E system.
- viii. Ability to engage stakeholders at all levels- including -in the public sector and other levels e.g. sub-national and community level.

9. Duration, Deadlines and Remuneration

The overall level of effort estimated is **37-person days** distributed over **(1 ½)one and half-month** period.

The payment will be made by GWPSA-NPC to the account specified by the Consultant, upon validation of the work required. The remuneration under the contract for this consultancy service will be subject to a Withholding Tax deduction at the default rate of 15% or as per the applicable Double Taxation Avoidance Agreement (DTAA) for any other country as required by the laws of Botswana where the GWPSA NPC is registered.

The payment will be made in three instalments as follows:

- 20 % of the total amount upon validation of the products of deliverable 1;
- 50 % of the total amount upon the final validation of the products of deliverable 2; and
- 30 % of the total amount upon receipt and validation of the final deliverable.

10. Application modalities and deadlines

The applications must be sent to GWPSA NPC by email to gwpsaprocurement@gwp.org no later than Close of Business: **3rd January 2021** with the mention of: "DRESS-EA - Call for tenders for the development of DRESS-EA M&E system" in the email subject.

Documentation to be submitted:

- a. Technical offer
 - An updated CV indicating Education/Qualification, Professional Certification, Employment Records /Experience;
 - A methodological note for the execution of the consultancy
- b. Financial offer
 - A breakdown of Costs Supporting the Final All-Inclusive Price