

Annex V Terms of Reference for Consultants and other persons hired by IFAD under a non-staff contract

Consultant **Intern** **Fellow** **Conference Service**

Specialization:	Monitoring and Evaluation
Expected Start Date of	1 June 2024
Expected End Date of	30 September 2024
Total number of working days (max. 240 in a 12-month)	80 working days
Division/Department:	AATI/PMD
Location:	Home-based with possibility of travel
Reports to (name and title):	Ms. Safia Boly, Executive Director AATI

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Expected Activities:

Background

The African Agricultural Transformation Initiative (AATI) is an initiative co-founded by the International Fund for Agricultural Development (IFAD), the Bill & Melinda Gates Foundation (BMGF), the Alliance for a Green Revolution in Africa (AGRA), McKinsey & Company and is hosted by IFAD.

Over the next years, the AATI will seek to establish new (and strengthen existing) national agencies designed to support delivery of agricultural transformation policies and programmes, with the support of a central AATI unit. In addition to the Central Unit, the AATI include steering committee and an advisory board that will provide support and guidance. The initiative is expected to achieve three primary outcomes: (i) More inclusive, efficient, effective and impactful support provided to rural producers in flagship priority areas; (ii) Improvement of institutional capacity and capability in governments, and (iii) increased awareness and knowledge dissemination on success models, tools and approaches to agriculture.

In support of this initiative, the Consultant will join the Central Unit, under the overall leadership of the Executive Director, s/he will actively contribute to achieving, but not be limited to the following objectives and deliverables:

Objective

The M&E consultant will be assigned the task of establishing and enhancing the monitoring and evaluation (M&E) system of the AATI, aimed at bolstering accountability and enabling evidence-based decision-making. Responsibilities encompass examining current M&E documents and result frameworks and illustrating the Theory of Change visually. Additionally, the consultant will develop the M&E framework for the AATI, ensuring the establishment of clear indicators and methodologies where necessary. Furthermore, the Consultant will support to countries like Nigeria, Tanzania, and Sierra Leone in crafting customized M&E frameworks for their Agriculture Transformation Offices (ATO), aligning strategies with anticipated outcomes and reporting requirements. As part of ongoing efforts, the consultant will conduct reviews of achievements of the first and second quarters of 2024, ensuring precise reporting on progress and impact.

Deliverables

1. Conduct a thorough review of the existing M&E framework, identifying strengths, weaknesses, and areas for improvement. Recommend and implement enhancements to ensure alignment with AATI's

goals and objectives. Develop a robust framework for tracking progress towards desired outcomes, incorporating clear indicators and methodologies.

2. Provide direct support to Tanzania, Sierra Leone, and Nigeria in the development of tailored M&E frameworks for their Agriculture Transformation Offices (ATOs). Collaborate closely with national stakeholders to ensure alignment with priorities and reporting requirements.
3. Organize and lead virtual training sessions and workshops for ATO staff on M&E principles, methodologies, listed in the M&E framework. Equip participants with the knowledge to effectively implement and manage M&E systems, fostering a culture of data-driven decision-making.
4. Compile and analyse data to report on the achievements of the AATI during the first and second quarters of 2024. Assess progress against predetermined targets, identifying achievements and areas for improvement. Document achievements, challenges, and lessons learned during the evaluation period, providing insights for future planning and decision-making.

Reporting requirements:

The Consultant will be required to provide a monthly report on the activities performed each week and the achievements made. A template will be provided to this effect.

Requirements

Education:

Advanced university degree in agriculture, rural development, development economics or related fields. The advanced university degree may be substituted by a first university degree (Bachelor or equivalent) plus at least four additional years of relevant professional experience, over and above the minimum number of years of experience as stipulated below.

Experience:

A minimum of eight years of professional experience in monitoring and evaluation within international organizations. Experience working closely with government entities would be an asset.

Skills:

Data analysis: proficiency in analysing quantitative and qualitative data to assess program performance, identify trends, and make evidence-based recommendations.

M&E methodologies: in-depth understanding of monitoring and evaluation frameworks, methods, and tools, including experience with logical frameworks, Theory of Change, and impact assessment techniques.

Communication skills: strong verbal and written communication skills to effectively convey findings, recommendations, and complex technical information to diverse stakeholders

Proficiency in ICT: including familiarity with data management software, database systems, and digital tools for data analysis and visualization.

Teamwork: ability to work effectively in interdisciplinary teams, fostering open communication, mutual respect, and shared goals to achieve objectives.

Language

Excellent written and verbal communication in English

This specific assignment is for 80 working days with possibility of extension depending on performance, funding availability and business needs.

Consultants are not considered IFAD staff. This consultancy assignment does not carry any expectation of employment or conversion to another type of contract with the Fund.

In the interest of making most cost effective use of funds and resources, we are only able to respond to applicants who are short-listed for written tests and interview. Candidates who do not receive any feedback within three months should consider their application unsuccessful.

KEY PERFORMANCE INDICATORS

Expected Outputs (please include any travel if applicable):	Required Completion Date:
1. Review existing M&E documents and submit short report on findings	1. 14 June 2024
2. Finalize the AATI M&E framework	2. 1 July 2024
3. Submit report on Q1 and Q2 achievements	3. 10 July 2024
4. Submit M&E framework and processes developed for Tanzania	4. 19 August 2024
5. Submit M&E framework and processes developed for Sierra Leone	5. 13 September 2024
6. Submit M&E framework and processes developed for Nigeria	6. 30 September 2024