



AFRICAN FORUM FOR AGRICULTURAL ADVISORY SERVICES

CONSULTANCY: Mid-Term Review of the AFAAS Multi-Donor Trust Fund (MDTF)

TOR for the preparation of background document

RE: AFAAS/ICS-2016/013

1. General Background

African Forum for Agricultural Advisory Services (AFAAS) is a Continental body that brings National Agricultural Extension and Advisory Services (AEAS) under one umbrella. The AFAAS' goal is to enhance utilization of improved knowledge and innovations by agricultural value chain actors for improving productivity oriented towards their individual and national development objectives. AFAAS desires to ensure enhanced competency of AEAS providers to enable them better address the increasing needs and demands of various value chain actors. Agricultural extension is a key component of the innovation system, plays a pivotal role in promoting productivity, increasing food security, strengthening rural communities, and underpinning agriculture as the engine of pro-poor economic growth and one of the key pillars for transforming rural livelihoods and contributing to Africa's agenda 2063. AFAAS upholds the 2014 Malabo Declaration as evidenced in its 2015 Extension Week, Declaration of Addis Ababa.

2. Main Objectives of the Mid Term Review (MTR)

As an important milestone in the life of the AFAAS MDTF project, the MTR exercise shall critically assess AFAAS's success in fulfilling its strategic objectives and implementing its Strategic Plan (SP). Broadly, it will evaluate its activities at all stages of its SP, as well as ascertain the extent to which AFAAS was effective and efficient in fulfilling its tasks of carrying out the planned activities, including the quality of its operational support to stakeholders. Moreover, the MTR will carry out an in-depth assessment of the quality of the sub-projects, activities and services facilitated by AFAAS; confirm whether implementation of the SP so far is moving towards achieving its development objectives; provide recommendations to refine implementation arrangements/procedures, as necessary, in order to enhance the performance of the project; and focus on the operational aspects, such as project management and administration. The MTR will also be used to discuss AFAAS' long term future, different support mechanisms and the role of the WB in it. The findings and recommendations of the MTR will be used to refine implementation arrangements/procedures, as necessary, in order to ensure delivery of key outcomes by the end of the SP period; and to put in place a fund raising strategy for after the time of the current MDTF.

3. Scope/ Specific Tasks to be Undertaken

The preparation of the background document will be conducted in reference to the performance indicators in the result framework of AFAAS. The specific tasks include the following:

- Assess the implementation progress of the project components and achievements of key results of AFAAS Strategic Plan since project effectiveness;
- Critically review and determine the actual results achieved in key intervention areas of the project; assess the likelihood of achieving the Development Objectives;



- Compare MTR values of key performance indicators with baseline and mid-term targets; if required, develop a methodology that will be used to assess implementation progress of the project against the output indicators referred in the result framework;
- Review the efficiency and effectiveness of internal AFAAS management (internal systems and processes, human resources management, financial management, procurement, audit and corporate management culture);
- Review compliance with grant agreement (in particular dated covenants), sub-grant agreement and the Operational Manual;
- Assess AFAAS's role in the CAADP process;
- Assess AFAAS's role in developing the capacity of Country Fora (CF), in particular with regard to the ability to bring together advisory service providers and one umbrella, and participate in formulation of national policies/programs, as well as coming up with advisory service innovations and sharing of knowledge/information. Are the countries better-off as a result of the creation of the CF in terms of agricultural advisory services?
- Confirm if the various recommendations from previous Implementation Support Missions on partnerships, capacity development, governance, financial management, procurement, M&E, gender mainstreaming, safeguards, etc., have been implemented;
- Assess the effectiveness of interaction between the BOD and the Secretariat, particularly, adequacy of preparations for Board meetings, conduct of Board meetings and follow up of Board decisions;
- Assess the extent to which Board decisions are consistent with the Grant Agreement and where decisions are taken that affect MDTF funds, the extent to which they are compliant with the World Bank's Standard Conditions.
- Assess the relevance and effectiveness of technical assistance to AFAAS and the CF;
- Assess the quality of collaboration/cooperation with institutions and effectiveness of the coordination mechanisms, and its contribution to timely decision making and problem solving;
- Identify where project design (project objectives and strategy, activities, budget and inputs, organizational/institutional set-up and implementation plan) needs restructuring/streamlining to increase effectiveness of the MDTF and the planned activities;
- Develop an action plan and time frame to address identified issues;

4. Review and Evaluation Methodology

- Desk review of existing documents (PAD, OM, TF Agreements, MoUs, joint ISM Aide-Memoires, survey reports, impact assessment of related interventions supported by donors, etc.);
- Focused group discussion with AFAAS management, program leaders, stakeholders, development partners;
- Survey, if appropriate (for randomly selected beneficiaries using questionnaires developed along the Result Framework);



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- Give feedback to Selected countries where the missions with visit
- Recommending and/ or organizing workshop to discuss draft report before submitting final report.

5. Composition of Review Team

The consultancy, or the Review Team, depending on the Secretariat choice to carry out the task, is expected to consist of individual(s) with experience in project implementation and evaluation, institutional analysis of advisory services and research organizations and review of fiduciary and safeguard aspects.

6. Expected output

The final report should be less than 40 pages of length, Arial Narrow, 12 font size, single spacing and have an Executive Summary. Since the report is written on behalf of the AFAAS it should be approved by AFAAS management before being shared with other MRT participants.

7. Reporting arrangement

The consultant will report to AFAAS Executive Director and will work closely with the Partnerships, Planning and Learning Officer and M&E specialist of the Forum for Agricultural Research in Africa (FARA). AFAAS will provide key background documentation to the consultant/Team (Project Appraisal Document, Review Mission Reports, Progress Reports, Strategic Plan, Operational Manual and any other available documents as may be deemed necessary) and resolve various issues as they emerge during the review.

8. Submission of proposals for the MTR (if consultant is to carry out the task)

Interested consultants are requested to submit a short proposal containing:

- Inception report: in terms of the description of the understanding of the tasks, including comments on the TORs;
- A succinct but short description of the methodology to be followed, to achieve the desired objectives;
- Time scheduling of information gathering and other activities;
- CVs of the consultants/firms to participate in the preparation of background document;
- A budget proposal, including staff time cost, direct expenses, reimbursable expenses, etc.;

9. Management and Supervision of The Assignment:

The technical team of AFAAS secretariat shall be responsible for approving the quality of the work (including the tools and methodology to use during the survey) and the extent to which the report fulfils the requirements stated in the TOR before payment is done. In case the work/report would be substandard and/or does not fulfil the requirements stated in the TORs, AFAAS reserves the right to adjust the payment accordingly.

10. Payment Terms:

The payment of fees shall be on instalment basis attached to submission of deliverables in the following intervals: **40%** on submission of inception report; **30%** on submission of draft report; and **30%** after approval of final report.



11. Duration of the Assignment

Detail will be worked out jointly with consultant and AFAAS secretariat. However, the work is expected to commence from April, 2016 for 20 days period. Final approvals by 25th April 2016.

12. Location of the Assignment

The consultant shall select the location within the project target beneficiaries in consultation with the AFAAS secretariat.

13. Qualifications and Experience of Consultant

AFAAS is looking for a consultant with the following minimum qualifications. Masters degree in any of the following fields; Agricultural extension, Agricultural economics, rural development, statistics or social sciences with experiences of at least 5 years conducting surveys, documentation, baseline studies. S/He should have clear understanding on research methodology and experiences on using different social research tools and techniques relevant for evaluation studies. Work experiences, preferably in agricultural extension and advisory services related projects in rural areas and AFAAS structures and programmes will be an added advantage.

Experience in the following is highly desired:

- Planning, design and management of both qualitative and quantitative surveys.
- Development of survey tools
- Experience with and knowledge of survey data quality assurance.
- Report writing.
- Working with stakeholders.
- Working with surveys conducted for evaluation studies.
- M&E systems development and implementation
- Proficiency in data analysis software and other computer processing.
- Understanding of operations research and rigorous evaluation methodologies.
- Familiarity with agricultural extension and advisory services related projects in rural areas.
- Strong management, organizational, and communications skills.
- Willingness to undertake regular field visits.
- Fluency in English.

14. How to Apply

Consultants who feel can meet or exceed the requirements should submit technical proposals to Silim M. Nahdy, Executive Director, AFAAS, email: msnahdy@afaas-africa.org, Plot 22A, Nakasero Road, Box 34624 Kampala Office Tel: +256-312313400. Copy all emails to secretariat@afaas-africa.org and pwanzala@afaas-africa.org not later than 10 days from the date of this advertisement.