



**Terms of reference for the development of a monitoring and evaluation manual for the VFDM Project: « *Integrating flood and drought management and early warning for climate change adaptation in the Volta basin* »**

**May 2020**

## **I - CONTEXT AND JUSTIFICATION**

The implementation of the VFDM Project entitled « *Integrating flood and drought management and early warning for climate change adaptation in the Volta basin* » (VFDM), funded by the Adaptation Fund, started at the end June 2019. The activities are executed by the consortium composed of World Meteorological Organization (WMO), Volta Basin Authority (VBA) and Global Water Partnership West Africa (GWP-WA).

The project is scheduled to be implemented over four years (2019-2023). It particularly aims at supporting the six countries of the Volta basin to implement coordinated and joint measures for the improvement of their existing management plans at regional, national and local levels on the one hand; and on the other hand, to build on lessons learnt from past and ongoing projects related to disaster risks reduction and to climate change adaptation.

The VFDM project aims to develop in the Volta basin a first implementation of both integrated flood and drought management by empowering National Hydrological and Meteorological Services (NHMSs) and other competent authorities of the six riparian countries. Ultimately, the latter will have at their disposal innovative solutions and approaches for the disaster risks reduction and climate change adaptation, including capacity development activities for “green” or nature-based solutions as well as gender-sensitive participatory approaches. An early warning system will be designed taking into account the needs of the civil protection services and other private entities and public actors.

In order to better account for the project’s achievements, evaluate their impacts on the beneficiaries and ensure that they contribute to the achievement of the expected results, it has proved necessary to set up a dynamic and participatory monitoring and evaluation mechanism adapted to innovations at various scales of the project implementation. This monitoring and evaluation system will enable to support the project management team and the decision-makers in the operationalization and implementation of the project activities. It will also enable to assess the overall progress, effects and impact (in short, medium and long term) of the planned activities using the appropriate means/tools and methodologies, etc.

Its against this background that these Terms of Reference (ToR) are developed to hire a Monitoring and Evaluation (M&E) Expert with following roles and responsibilities. They focus on the mobilization of adapted expertise for undertaking this assignment.

## **II - OBJECTIVES OF THE ASSIGNMENT**

The objective of the assignment is to develop and provide the project with a participatory monitoring and evaluation system to equip all actors and organizations involved in the implementation of the project activities with:

- harmonized monitoring (quarterly, bi-annually) and evaluation (including mid-term and final evaluation) tools to monitor the action indicators during the implementation;
- a rigorous, regular and harmonized practice of monitoring and evaluation for ensuring a harmonious implementation of the project; and
- a rigorous reporting benefiting to organizations and institutions working in the fields of integrated flood and drought management in the Volta basin countries.

### **III - EXPECTED RESULTS AND PRODUCTS**

The expected results of the mission are as follows:

- the executing partners of the VFDM project will have operational monitoring tools and mechanisms adapted to their needs enabling them on a one hand to conduct regular monitoring of the project activities and to steer their effects towards the achievement of the project objectives in accordance with the logical framework and the theory of change, and on the other hand to feed the monitoring system of the implementation of the concerned national policies;
- the executing partners of the VFDM project have the standard approach or mechanisms for monitoring and evaluating the project activities allowing to feed their reflection on the relevance of the approaches at the technical and socio-economic levels, and the feasibility of a similar larger-scale action through appropriate national and regional policies;
- the project executing partners have a monitoring-evaluation system to measure and highlight the effects and impacts of the project at activities/output/outcome level.

### **IV - TASKS TO BE PERFORMED BY THE CONSULTANT**

In order to achieve the expected results, the consultant must carry out following activities:

- Analyze project activity implementation in terms of monitoring and evaluation through:
  - o describing and prioritizing the needs of the project and the project executing partners on the basis of the project document, of its logical/result framework (check page 108-124 of the project document) and its theory of change (page 31) so as to allow to: (i) monitor the activities implementation and the resulting products – quantitatively and qualitatively; (ii) report on the implementation of the theory of change of the project; (iii) measure the expected effects of the project in terms of effects, changes and impacts;
  - o listing and classifying the activity baseline situation, key performance indicators (KPI), targets to be achieved, means of verification and assumptions/risks on the basis of the project document, its logical framework and its theory of change, according to their level of collection, sources, degree of complexity and periodicity: observations/field measurements, internal/external sources, direct measures vs ratio/percentage, qualitative/quantitative,...;
  - o analyzing the specific requests of the project executing partners in terms of monitoring and evaluation according to their perspectives: local/regional/national and functional, regional/national/international and institutional, ...;
  - o listing, classifying and describing indicators according to their sources: external/internal, local/community/communal/regional/national, and their destination: a project system, a system specific to an organization, national system, institutional, ...;
  - o examining and promoting the monitoring systems of regional and national policies in the Volta basin countries as well as of VBA in the fields of flood and drought risks management and then propose links with the monitoring and evaluation system of the Project;
- Describe a process for setting up the project monitoring and evaluation system by:

- taking into account and enhancing the capacities and operating methods of the project executing partners;
- making a comparative analysis of the strengths and weaknesses of the means, practices and tools used by the project executing partners;
- proposing a coherent, solid and harmonized set of monitoring and evaluation methods and tools already in place or to be extended among the project executing partners;
- Develop a comprehensive set of monitoring and evaluation tools and mechanisms for all the needs of the project activities and executing partners including:
  - descriptive guide of baseline, indicators and how to calculate them;
  - information collection sheet;
  - indicators monitoring file;
  - tables of performance measurement;
  - tables of efficiency measurement;
  - technical specifications of database for the project data classification, archiving and enhancing;
  - technical specifications of the photographic and cartographic database for the project data classification and archiving;
- Develop a training course on the monitoring and evaluation tools to be used during the course of the project implementation:
  - which favors learning through action;
  - adapted to the needs of the various partners of the consortium;
  - which values their skills and know-how;
- Produce the draft version of the monitoring and evaluation manual;
- Produce the final version of the monitoring and evaluation manual taking into account the amendments of the partners on the draft version.

## **V - METHODOLOGY**

To achieve the expected results, the consultant will have to deploy a participatory methodological approach involving all stakeholders at national, regional and local levels.

A methodological approach, with a very precise implementation chronogram, will be presented by the consultant then validated by the stakeholders at the beginning of the mission.

The consultant will work in close collaboration with the project executing partners.

## **VI - REPORTING REQUIREMENTS**

The consultant shall produce a draft report and a final report following the feedbacks and comments gathered in relation to the activities carried out under these ToR and presenting the expected results and the one achieved.

The reports prepared in French and in English versions, will be submitted in digital form.

All products, reports, results resulting from this mission remain the property of the VFDM project.

## **VII- QUALIFICATIONS AND EXPERIENCE OF THE CONSULTANT**

The assignment will be entrusted to a consultant with proven references in baseline situation studies, manuals elaboration or setting up of monitoring and evaluation systems for development projects and programmes.

The consultant shall hold at least a minimum Master's degree in Economics, Socio-economics, Agro-economics, projects management or any other equivalent diploma. It is recommended that the consultant work with an associate consultant with proven knowledge in hydro meteorological risks management.

The consultant must have at least ten years of relevant practical experience in project management or monitoring, proven consultancy experiences in supporting basic studies, of setting up of systems of projects monitoring and evaluation, experiences in results-based approaches, experiences in climate change adaptation projects and programmes.

The consultant must also have relevant professional experiences in the analysis and integration of gender and youth in development policies and projects. Besides, she/he must have experience in conducting qualitative and quantitative research and in the elaboration of evaluation criteria based on evidence, have a good knowledge and understanding of the national policies of the sub-region in terms of gender equality as well as related international commitments.

## **VIII - DURATION OF THE MISSION**

The proposed duration for the consultancy is 30 working days. These working days include the activities of preparing and analyzing documentation, information collecting, analyzing data and writing the report.

## **IX - CONSULTANT RECRUITMENT PROCEDURES**

Interested persons with the required qualifications and experience relevant to the assignment are requested to submit their applications including a technical and a financial proposals. The proposals, written in French or English languages should include among others, the following documents:

### **For the technical proposal:**

- a dated and signed letter of submission;
- the understanding and observations on the terms of reference;
- the methodology proposed for carrying out the mission;
- the detailed chronogram of the activities;
- the detailed curriculum vitae of the consultant and the associate consultant highlighting their experiences related to the mission and their diplomas;
- the certificates of successful completion for similar missions of the consultant;
- a list of similar mission with references;
- the necessary equipment to carry out the mission.

**For the financial proposal:**

- the dated and signed letter of submission indicating the amount of the proposal;
- the dated and signed cost estimate in accordance with the budget presentation framework.

The technical and financial proposals will be sent via email with the subject line “Technical and financial proposals for the elaboration of VFDM Project monitoring and evaluation manual” no later than 5<sup>th</sup> June 2020 at 5p.m, Local time in Burkina Faso to the following e-mail addresses:

- VBA : <a href="mailto:secretariat@abv.int">secretariat@abv.int</a>
- GWP-WA : <a href="mailto:gwp.westafrica@gwpao.org">gwp.westafrica@gwpao.org</a>
- WMO: <a href="mailto:floodmanagement@wmo.int">floodmanagement@wmo.int</a>

**X - BUDGET PRESENTATION FRAMEWORK (in fcfa – HT)**

N° Price	DESIGNATION	U	Qté	Unit Price in FCFA or EURO	Total Price in FCFA or EURO
<b>1</b>	<b>Honorary</b>				
1.1	Principal Consultant	day			
1.2	Associate Consultant	day			
	<b>sub-total 1</b>				
<b>2</b>	<b>RUNNING</b>				
2.1	Communication	ff			
	<b>sub-total 2</b>				
<b>3</b>	<b>TRANSLATION</b>				
3.1	Translation	ff			
	<b>sub-total 3</b>				
	<b>TOTAL (HT) 1+ 2 +3</b>				<b>FCFA or EUR</b>

Done in....., on.....2020

**The bidder**

**(Surname, first name, signature and stamp)**