



<https://jobs.eagmark.net/job/rfp-planning-monitoring-evaluation-and-learning-consultant/>

Background

The [Africa Food Systems Forum](#) – AGRF is the world's premier forum for African agriculture, bringing together stakeholders in the agricultural landscape to take practical actions and share lessons that will move African agriculture forward. The Forum is a multi-sector platform comprising of 26 partners leading in African agriculture all focused on putting farmers at the centre of the continent's growing economies. **Initially established as the “African Green Revolution Conference” in 2006, AGRF has continued to evolve over the years.** Yara International established the African Green Revolution Conference in Oslo as an annual event focused on fostering public-private partnerships and mobilizing investments into African agriculture from 2006-2009. In 2010, with the championing of Kofi Annan, the location of the conference was moved to Africa and responsibility for the Secretariat shifted from Yara to the Alliance for a Green Revolution in Africa (AGRA). The change represented a move towards broader engagement of African stakeholders in the African agricultural transformation agenda. Since 2010, AGRF has been held annually (except for 2011) in different regions of Africa with evolving themes and has annually brought together Heads of State, Ministers, business leaders, development partners, thought leaders, farmers, youth, and other stakeholders to focus on the actions and policies needed to move the continental agenda forward. AGRF has over time incorporated new elements, including a greater focus **on food systems** and integrated approaches, government engagement, reporting and accountability, and private sector mobilization. The Forum re-focusses its work more on inclusive **healthier, more inclusive, sustainable, and equitable food systems that have the power to catalyze the SDGs achievement by 2030 in Africa.** Since 2022, AGRF has been rebranded to **Africa Food System Forum (AFSF)** to reflect the partnership ambition on food system transformation.

At the highest strategic level, the Forum is the premier platform for supporting the continental agricultural agenda, and it will measure progress in alignment with the African Union's leadership by reviewing data of the CAADP Biennial Review. The Forum will review Biennial Review indicators and data to understand which countries and regions and which sub-sectors of the agricultural system are improving over time and which need more focus, and the AGRF's programmatic focus and platforms will structure their content to respond and continue to drive progress most helpfully.

AGRF's mission is to inform influence and catalyze has focused on six strategic objectives:

Agenda Setting – AGRF serves as a platform for identifying, defining, and driving national-, regional, and continental-level priorities to accelerate progress by a broad cross-section of stakeholders through a shared vision and coordination.

Evidence-based Policy Reform – AGRF advocates and promotes evidence-based policy reforms to unlock the growth potential across the continent through agricultural transformation.

Investment Facilitation & Finance – AGRF builds and advances the pipeline of agri-investment opportunities across the continent to unlock new private sector

RFP: Planning,
Monitoring, and
Evaluation, and
Learning, Consultant

Hiring organization

Alliance for a Green Revolution in Africa (AGRA)

Employment Type

Full-time, Consultancy

Duration of employment

12 Months

Industry

Agriculture

Job Location

Kenya

Valid through

24.07.2023

investments at all levels – small, medium, and large.

Knowledge Sharing & Learning – AGRF shares strategies, approaches, tools, and insights about what works and what does not work to inform prioritization, replication, and scaling where appropriate.

Partnership Development & Coordination – AGRF facilitates efforts to forge and advance working relationships across an array of AGRF stakeholders to best achieve all other objectives and ensure that the community is best driving a coherent vision with effective and efficient use of resources.

Leadership cultivation – AGRF works with partners to identify, support, and cultivate the next generation of leaders for agricultural transformation at various levels.

Accountability – AGRF works with partners to track and share progress and results of political, policy, and financing commitments made by partners over the years.

The consultancy

Effective monitoring and evaluation are critical to track the Forum `s progress towards reaching its objectives as well as documenting results, lessons learned and emerging best practices to guide future activities and help craft a compelling narrative on development impact. Monitoring and Evaluation Specialist plays an important role in helping develop accountability tools to funding agencies and stakeholders.

The Africa Food Systems Forum secretariat would like to engage a monitoring and evaluation specialist in helping review its accountability framework and tools under its newly approved strategic plan as well as providing qualitative and quantitative data to guide decisions, the rollout and implementation of the framework and strategic plan 2023-2027 performance evaluation.

Scope of Work

Data collection and analysis

- Support the design and implementation of surveys (including satisfaction survey) and tools to collect data for the African Food System Forum as well as update, collect, and validate data from internal tracker tools. This includes an online system (Data, indicator's, frequency, questions...)
- Process and analyze data on the annual summit and year-round activities level indicators on a quarterly basis to or as needed and requested. This includes cleaning, analyzing and summarizing data collected using appropriate statistical techniques.
- Liaise with AGRF Thematic platforms, AGRF partners group other stakeholders for the collection, validation, and analysis of data. Support in synthesizing the evidence and main findings. Highlight any gaps in data and potential sources for more analysis.
- Develop an internal guideline on M&E and accountability.
- Participate in the collection of data and design of tools from other sources of information as case studies, research briefs and knowledge papers (including partner-outreach publications), side events, climate action etc.

Monitoring and Evaluation plans and tools

- Contribute to foster a monitoring and evaluation culture in AGRF.

- Assist in the development and review of normative monitoring and evaluation products that improve the quality of the M&E function within AGRF.
- Assist in the production of monitoring and evaluation knowledge management products that improve access and use of evaluative evidence to assess the forum performance.
- Support the secretariat in utilizing data to improve performance.
- Perform other related duties as required.

Key Deliverables

- Updated M&E and accountability framework in line this new strategic framework

AGRF 2023 M&E report

- AGRF survey report 2023
- **Tools**
M&E Systems in place

scorecards tool

- Guideline on planning, Monitoring and Evaluation

Reporting Lines

The position is based in Kigali within the AGRF Team and reports Lead Platforms Coordinator. The incumbent is a member of AGRF and collaborates with all stakeholders, including the thematic platforms and Program/ Event manager.

Duration of the Assignment

The assignment will be carried out over a period of 12 Months subject to a maximum of 2 renewals on performance and availability of funds.

Qualifications and Experience Required

AGRA is looking for an individual consultant with strong demonstrated knowledge of and experience in developing messaging, editorial plans, and managing content.

The individual consultant shall:

- Hold a degree in Statistics, Development Evaluation, Monitoring and Evaluation, International Development, Development Economics; or related disciplines.
- At least six (6) years of experience in the position of M&E in a development organization, including an international NGOs, donor organization or a reputable organization/institution working in core areas of water and sanitation.
- Demonstrable sound knowledge of M&E methodologies and approaches in the global development arena
- Knowledge of M&E systems procedures and reporting.
- Excellent analytical, problem solving and strategic thinking skills.
- Good oral and communication skills, including writing and editing technical development reports. Ability to communicate to influence, motivate and change behavior, by inspiring to create enthusiasm for right work approaches.
- Good interpersonal skills with ability to work in a multi-disciplinary team and

a multi-cultural environment.

- Excellent written and verbal communication skills
- Competence in the use of the standard Microsoft software applications (Word, Excel, PowerPoint, Outlook) and SAP; and in database management

Evaluation Criteria

Interested individuals shall be evaluated against the following technical criteria:

1. Qualifications.....
.....20%
 2. Relevant academic qualifications
 3. Experience of the consultant.....
.....40%
-
1. Meet requirements as outlined under qualifications and experience
 2. Detailed reference list indicating the scope and magnitude of similar assignments carried out
 3. Key competencies
.....40%

Total Score.....100%

Note:

- Minimum technical score – 75%

Application Submission Requirements

a) Technical proposal

Interested and qualified individual consultants are invited to submit their proposal(s) comprising of the following:

b) Technical Proposal

1. Detailed Curriculum Vitae.
2. Detailed reference list indicating the scope and magnitude of similar assignments carried out.
3. List of previous similar assignments completed in the last 5 years: detailing the date; assignment name and a brief description of key deliverables; the name of client and country of assignment; contract budget (in US\$);
4. Provide methodology, work plan and understanding of the assignment. Consultants may propose additional scope and deliverables to ensure that a comprehensive review of the Board performance is carried out in line with recent best practice.

c) Financial Proposal

1. The consultant shall provide a financial proposal for carrying out the assignment. Use the templates provided in annexes A, B and C for the financial proposal.
2. Reimbursable costs if applicable shall be quoted separately. These will be reimbursed based on actual cost incurred.
3. Professional fees shall include the applicable withholding tax.
4. If the financial proposal is silent on taxes, AGRA shall assume that these are inclusive.

5. Prices **must** be quoted in **USD (\$)**. Contracting will be in USD and bidders are encouraged to have a USD bank account.
6. The financial proposal shall be sent as a separate attachment and **MUST be password protected**.

10. Guidelines for Preparations and Submission of Proposals

1. The Proposals shall be prepared in English Language.
2. The proposals SHALL be submitted to procurement@agra.org by the **deadline indicated in the synopsis**.
3. The technical proposal **shall not exceed 10 pages. CVs and certificates should be added under annexes**.
4. The proposal and ALL Attachments submitted via email **SHALL NOT exceed 10MB**. The technical proposal shall not exceed 15 pages.
5. VALIDITY of the proposal shall be for a period of 90 days from the date of bid closure.
6. Financial proposal shall be sent as a separate attachment and **MUST be password protected. The password shall be requested from the best technically qualified individual**.

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