

## **Terms of Reference**

### **Monitoring and Evaluation Expert**

#### **1. Introduction and context**

The African Union Inter-African Bureau for Animal Resources (AU-IBAR), a specialized technical office of the Department of Agriculture, Rural Development, Blue Economy, and Sustainable Environment (DARBE) of the African Union Commission, is mandated to support and coordinate the utilization of livestock, fisheries, aquaculture and wildlife as resources for both human wellbeing and economic development in the Member States of the African Union. The Vision of the AU-IBAR Strategic Plan 2024-2028 is an Africa in which animal resources contribute significantly to integration, prosperity and peace. Within the framework of the African Union Agenda 2063, the Livestock Development Strategy for Africa (LiDeSA)environed an inclusive and sustainable livestock economy that significantly contributes to Africa's transformation and growth.

Small ruminants constitute an important part of the African livestock and represent a key element in food and nutrition security on the continent. Small ruminants are well adapted to the different agro-ecological zones and production systems in which they are reared. Farming small ruminants provide a safety net for women and youth who are vulnerable to socio-economic shocks and disturbances.

Production, productivity, circulation, trade and marketing of sheep and goats in Sub-Saharan Africa are constrained by the presence of high impact transboundary animal diseases. Among those, Peste des petits ruminants (PPR) a viral disease affecting only small ruminants and their wild relatives, is the most sensitive one because of its contagiousness and the fatality rate observed.

For many years, multiple partners and donors have been supporting various PPR control and eradication in different countries/regions, however, the efforts are still fragmented and inadequately coordinated, achieving limited short-term control of the disease and appear insufficient to hope for an eradication at continental level. Around ten years ago, Rinderpest, a viral disease very similar to PPR but affecting cattle and buffaloes, was successfully eradicated from Africa because of a strong continental coordination that was put in place with the support of the European Union. Now, PPR eradication has become a political objective for the African Union reaffirmed on several occasions. A plan of action and a global strategy has been put in place by the FAO/WOAH joint PPR Secretariat that coordinate the PPR Global Eradication Programme under the umbrella of the GF-TADs.

AU-IBAR and partners with support of the European Union have developed an Action that aims to define concretely the needs and support for strengthening the continental/ regional actors to respond to the threats of transboundary diseases of sheep and goats in Sub-Saharan Africa (SSA), particularly PPR. The Action will also prepare the governance for coordinating the global PPR eradication in SSA and for coordination at continental level. Finally, the Action will prepare and organize the vaccination strategy needed to eradicate PPR based on the state of play of the various existing initiatives and capacities.

This Action should be considered as the first phase to initiate a larger approach to eradicate PPR in Africa in the years to come. It will be used to inform a harmonized continental strategy supported by a theory of change and a comprehensive Business Plan for eradication of PPR. Subsequent implementation phases will entail targeted evidence-based interventions for a time-bound eradication process.

## **2. Objectives**

In seeking to achieve these objectives, the African Union Commission intends to strengthen its capacity and the Commission therefore, invites applicants for the position of Monitoring and Evaluation Expert to coordinate the monitoring and evaluation functions of the programme at the Pan African PPR Secretariat (PAPS) based at the InterAfrican Bureau for Animal Resources (IBAR), located in Nairobi, Kenya.

## **3. Main Functions**

The M&E Expert will coordinate all data collection, analysis, and learning activities to help ensure accountability and efficiency of the PPR eradication programme which will be implemented at continental, regional and national levels. S/he will:

- Design, coordinate and implement the monitoring and evaluation, research, and learning framework of the PPR programme.
- Develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the PPR programme. S/he will also provide technical assistance to the implementing partners, particularly in relation to monitoring, reporting and rules and regulation issues.
- Coordinate the preparation and presentation of M&E findings/reports, including M&E recommendations to support project management;
- Coordinate the presentation of M&E findings, with recommendations, to the Program/Project Steering Committees.
- Check that monitoring data are discussed in appropriate forums and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.
- Perform any other duties as may be assigned by the Project Manager for the successful implementation of the project.

## **4. Key Responsibilities**

She/he will have the following specific duties and responsibilities.

### ***Specific Responsibilities***

- i. Lead the revision of the project theory of change, log frame matrix, particularly in the areas of performance indicators and their measurement;
- ii. Liaise with the project manager and relevant staff in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
- iii. Develop the overall framework, for the project M&E and Performance Monitoring Plan with relevant data collection systems.
- iv. Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will be useful for impact evaluation.
- v. Develop baseline data for each project component and for all project indicators.
- vi. With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources.
- vii. Develop a plan for project-related capacity-building on M&E and for any support that may be required.
- viii. Draft ToRs for Baseline, Mid -term and End of the Program Evaluations for the PPR project especially and other related Animal Health projects and programs.
- ix. Identify areas where technical support to project partners is required and organize capacity building with collaborating partners on M&E as may be required.
- x. Collect data on a regular basis to measure achievements against the performance indicators.
- xi. Ensure data quality; maintain and administer the M&E database; analyse and aggregate findings.
- xii. Support project progress reporting, project mid-term review and final evaluation.

- xiii. Identify and document best practices, lessons learnt and develop case studies to capture qualitative outputs of the project.
- xiv. Coordinate the management of risks to enhance efficiency and effectiveness in project performance.
- xv. Produce reports on M&E findings and prepare presentations based on M&E data as required.
- xvi. Coordinate the preparation and presentation of M&E findings/reports, including M&E recommendations to support project management;
- xvii. Coordinate the presentation of M&E findings, with recommendations, to the Program/Project Steering Committees.
- xviii. Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.
- xix. Advise the supervisor on improving project performance using M&E findings.
- xx. Perform any other duties as may be assigned by the Project Manager for the successful implementation of project.
- xxi. Manage budgets and ensure that they are in line with the project's objectives.
- xxii. Implement financial and operational policies, rules and regulations of AU and donors namely European Union (EU)
- xxiii. Coordinate and oversee the financial and operational activities of the project, ensuring compliance with African Union and EUROPEAN Union (EU) rules and regulations
- xxiv. Prepare and monitor the annual budgets and work plans of the project, liaising with RECs, MSs and partners
- xxv. Provide timely and accurate financial and operational reports to the Project management and donors, highlighting achievements, challenges and recommendations
- xxvi. Establish and maintain effective working relationships with the project staffs, regional stakeholders, donors and other partners, representing IBAR relevant meetings and forums
- xxvii. Identify and mitigate financial and operational risks, ensuring adherence to internal controls and audit recommendations
- xxviii. Support IBAR in resource mobilization, proposal development and grant management
- xxix. Provide technical guidance and capacity building to the IBAR staff on financial and operational matters
- xxx. Prepare financial reports and ensure that they are accurate and timely.
- xxxi. Administer accounts and ensure that payments are made on time and in accordance with AU policies, rules and regulations.
- xxxii. Oversee procurement activities and ensure that goods and services are purchased in a cost-effective manner.
- xxxiii. Perform any other duties as assigned by the AU-IBAR Director or his/her designate.

## **5. Duration and Location**

The duration of this consultancy is six (6) months, which may be renewed subject to satisfactory performance and availability of funds. The successful consultant will be based in AU-IBAR offices in Nairobi, Kenya and will be required to maintain the AUC office hours.

## **6. Remuneration:**

The remuneration for this Consultancy shall be an all-inclusive monthly fee equivalent to P3 Step 5 on the AUC Salary Scale.

The consultant will be responsible for his/her medical and travel insurance cover for the duration of the consultancy. Expenses for travel on official missions will be covered separately by AU-IBAR in accordance with the applicable African Union Commission rules and regulations.

## **7. Supervision**

The Monitoring and Evaluation Expert under the direct technical supervision of the Senior Animal Health Officer and the overall oversight of the Director of AU-IBAR.

## **8. Requirements**

### **8.1 Qualifications:**

The successful applicant should have:

- Bachelor university degree in Monitoring and Evaluation, Agriculture/rural development/ Veterinary Medicine, Economics, Business Administration, Political or Social sciences, Quantitative analysis or statistics or any other relevant or equivalent degree; or
- A Postgraduate University degree master's degree) in Monitoring and Evaluation, Agriculture/rural development/ Veterinary Medicine, Economics, Business Administration, Political or Social sciences, Quantitative analysis or statistics or any other relevant or equivalent degree will be considered an added advantage.
- Applicants holding a specific Monitoring and Evaluation training certification in Monitoring and Evaluation in addition to the above general areas of training will be considered favourably,
- A master's degree in project management will be an added advantage

### **8.2 Experience:**

- i. Minimum of seven (7) years of relevant progressive work experience in areas of monitoring and evaluation , preferably within a regional, continental and/or International organization of which at least 3 years should be at managerial level.
- ii. Experience in M&E of animal resource development programs/project including project management
- iii. Familiarity with animal health program/projects development, implementation and evaluations
- iv. Experience in developing and delivering Communication programmes and packages with and for different stakeholders and partner organisations
- v. Proven experience in M&E of similar assignments with RECS, continental and international organizations such WOAH, FAO among others).
- vi. Proven knowledge and experience on Monitoring and Evaluation methods and Monitoring and Evaluation data and information management is required.
- vii. Proven knowledge in the development of M&E Frameworks and plans, theories of change, results
- viii. Knowledge of human/animal health and/or conducting data collection in the field
- ix. Frameworks data collection tools, frameworks and method, M&E planning, and use of M&E applications.
- x. Knowledge of project cycle management, administration and evaluation concepts and procedures

### **8.3 Other Essential Skills and Experience**

- i. Excellent analytical capacity
- ii. Possess at least some basic knowledge and experience in research methodology
- iii. Proven knowledge, skills, and experience in quantitative and qualitative data collection and analysis
- iv. An ability and desire to work collaboratively in a team of largely non-M&E specialists, so an ability to explain concepts in layman's terms is key.
- v. Detail-oriented, demonstrated ability to multi-task and meet internal and external deadlines.
- vi. Organisational awareness, ability to establish priorities, work within tight timelines
- vii. Capability for working in a multicultural environment with colleagues from different departments and office
- viii. Proficiency in at least one AU language required. Knowledge of another language will be an added advantage.

#### **8.4 Selection Criteria**

Applications will be evaluated in accordance with the requirements and the evaluation grid below:

<b>Criteria</b>	<b>Max Score</b>
Qualification	30
Relevant Experience	45
Other Skills	25
Total	100

Applicants who meet the technical requirements may be invited for an interview (virtual or in person as is appropriate).

*Gender & Age Mainstreaming:*

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply. Applicants between 35 and 45 years of age are also encouraged to apply.

#### **9. Submission of Applications**

Applications are open to individuals of eligible nationalities. If your career aspirations, qualifications, and experience match the above requirements, please email your application stating **“Monitoring and Evaluation Expert – PPR Secretariat”** in the subject of the email.

Applications should be submitted via email to [procurement@au-ibar.org](mailto:procurement@au-ibar.org).

**The deadline for submission of applications is Friday 27<sup>th</sup> December 2024 at midnight Nairobi local time.**

Applications should include the following:

- i. Detailed curriculum vitae;
- ii. Copies of academic and professional qualifications
- iii. Completed declaration on exclusion criteria in the format attached; and,
- iv. Copies of identification documents.

A Personal Data Protection and Privacy Statement is attached as information for the applicants.