

## TERMS OF REFERENCE

### RECRUITMENT OF A LONG-TERM CONSULTANT TO DEVELOP AND MAINTAIN FARA'S AUTOMATED MONITORING, EVALUATION, AND LEARNING (MEL) SYSTEM

#### A. Background

The Forum for Agricultural Research in Africa (FARA) along with other African supra-national agricultural research and development organizations<sup>1</sup> (AFAAS, ASARECA CCARDESA, CORAF, FARA), collectively known as the CAADP Ex-Pillar 4 (CAADP-XP4) organizations have secured funding from the European Commission (EC) under the Development Smart Innovation through Research in Agriculture (DeSIRA) to implement a 4-year programme titled “Supporting implementation of a Science-Led and Climate Relevant Agricultural Transformation in Africa (SISTA)”. This funding is administered by the International Fund for Agricultural Development (IFAD).

The SISTA programme overall objective is to enable agricultural research and innovation, including extension services, to contribute effectively to food and nutrition security, economic development, and climate mitigation in Africa. Its specific objective is to improve the individual and collective capacities of the CAADP XP4 organizations in their support to countries to achieve the programme’s overall objective, through: (i) strengthening the technical and organizational capacities of individual CAADP XP4 organizations in coordination, multi-stakeholder programme management, resource mobilization, fiduciary processes, and monitoring, evaluation and learning (MEL); (ii) establishing and strengthening multi-stakeholder partnerships (including with European institutions) for climate-relevant innovation; (iii) strengthening policies, investments, markets linkages, foresight capacities plus application; (iv) enhancing knowledge management for advocacy and decision support; and (v) strengthening coordination (including planning, MEL, and learning), reporting and governance.

Part of FARA’s organizational capacity development supported by this programme seeks to strengthen planning, monitoring, evaluation, reporting, learning, and accountability. A key dimension of this work entails automating FARA MEL system. The data management models and architecture for this automation have been developed and a working web application is currently in operation. FARA now seeks to engage the services of a long-term Consultant to complete the automation of this system and support its maintenance.

#### B. Scope of the Assignment

The consultant will be responsible for ensuring that FARA’s automated MEL system reliably and satisfactorily performs its functions of supporting planning, monitoring, evaluation, learning, reporting and accountability. To this end, the consultant will undertake the following:

1. Finalization of modules initiated for the MEL website.

<sup>1</sup> The African Forum for Agricultural Advisory Services (AFAAS), the Association for Strengthening Agricultural Research in East and Central Africa (ASARECA), the Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA), the West and Central Africa Council for Agricultural Research and Development (CORAF/WECARD)

2. Upgrade of the user interface and experience of the web application.
3. Development of additional layers of security and authentication.
4. Development of new modules, extra features, upgrades, forms and reports based on demand.
5. Regular maintenance of the web application, MySQL database, and the cloud and server architecture.
6. Provision of technical support for the management and administration of the web application, database, and cloud and server architecture.
7. Support of training organized for local and international staff, partners, CAADP XP4 organizations, and users on the use of the web application.
8. Support the interoperability of the web application with systems developed by FARA, other CAADP XP4 organizations, and other relevant data portals, including APIs development and integration.
9. Coordination of work on developing and implementing APIs in relation to external consultants.

### C. Outputs / Deliverables

- a. Development of the MEL web application completed by concluding outstanding work on the “Reporting” and “Personal Space”.
- b. MEL modules for new FARA projects developed and modules for existing projects updated.
- c. FARA’s MEL made interoperable with MEL and/or database systems of other CAADP XP4 organizations
- d. Training of FARA staff as well as staff of other CAADP XP4 organizations undertaken to promote optimal use of the MEL website and tools, including joint planning and collective reporting on progress.
- e. Functional manuals to support the use of the MEL system
- f. New modules, extra features, upgrades, forms, and reports developed based on demand.
- g. Technical backstopping in the application of FARA’s MEL system provided to staff.

### D. Duration and Time Schedule

The assignment will be carried out over **One hundred and twenty (120) days** spread over one (1) year between 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2022; an average of 10 working days per month.

### E. Location of the Assignment

The assignment will be carried out at the FARA Secretariat (at least 2 days each week) and the home base of the Consultant.

## **F. Reporting**

The consultant will report to the Monitoring and Evaluation Lead Specialist.

## **G. Facilities to be provided by the CAADP XP4 Consortium**

FARA will provide the following to facilitate the execution of the assignment:

- Access to relevant staff and documents.
- Linkage with contact persons in other CAADP XP4 organizations and country focal persons and enumerators.
- Office facilities (office space, internet connectivity, stationery, communication, access to FARA servers, etc)
- Cover costs of travel in line with FARA's policy
- FARA may arrange with CAADP XP4 and other partner institutions the provision of logistic support for missions to those organizations

## **H. Performance Criteria**

The Consultant is expected to undertake the assignment with the highest standards of professionalism and ethics, competence, and integrity. He/she is further expected to deliver the outputs most effectively and efficiently, within the period of assignment.

## **I. Qualification Required**

The Consultant to undertake this assignment should have the following:

- A minimum of a BSc degree in IT or related field, with at least two years experience in developing databases using MySQL and Microsoft Access.
- Evidence of strong proficiency in the following languages and frameworks: PHP, Laravel; MySQL, MS Access; VBA; JavaScript, Vue.js, JQuery; CSS3, HTML5, Bootstrap CSS; Git; AWS
- Proven experience in developing web applications for MEL systems.
- Have a demonstrable ability to write concise technical reports and manuals under tight timelines.
- Proven experience in training on web applications
- Familiarity with Africa's agricultural research and development organizational landscape and working in an international and multi-cultural context is an added advantage.

## **J. Application Procedures and Deadline**

Interested consultants may obtain further information at the address below during office hours 9h00 to 14h00 GMT. Submission of EOIs on the assignment must be delivered to the address below on or before 5<sup>th</sup> July 2021 to:

Dr. Yemi Akinbamijo,  
Executive Director  
Forum for Agricultural Research in Africa (FARA)  
PMB CT 173, Cantonment-Accra, Ghana  
Email: [recruitment@faraafrica.org](mailto:recruitment@faraafrica.org)



**For further information and clarifications ONLY:**

***Mr. Anselme Vodounhessi***

Monitoring and Evaluation Lead Specialist

Forum for Agricultural Research in Africa (FARA)

Email: [avodounhessi@faraafrica.org](mailto:avodounhessi@faraafrica.org)

***Mr. Callistus Achaab***

Procurement Expert

Forum for Agricultural Research in Africa (FARA)

Email: [cachaab@faraafrica.org](mailto:cachaab@faraafrica.org)

FARA Affirmative Action Statement on Recruitment: *there is no discrimination based on gender race, religion, ethnic orientation, disability, or health status.*

