



TERMS OF REFERENCE

INDIVIDUAL CONSULTANCY TO PREPARE A PROJECT COMPLETION REPORT (PCR)

1. Project Background and Objectives

RCC East and Southern Africa (formerly RCC Kampala) put in a proposal to ACCF on a project on capacity building for women climate change negotiators in Eastern and Southern Africa. The proposal outlined how the RCC, using its institutional linkage with UNFCCC, would fulfill the objective of enhancing women leaders' understanding of UNFCCC's processes; assisting national delegations in the development of gender sensitive national position papers for the negotiations; and post negotiation national contextualization of decisions using gender transformative and rights-based approaches. It targeted government and non-government women leaders, and to some extent (up to 30%) their male counterparts, (e.g. UNFCCC thematic leads and those responsible for coordinating in-country climate responses) to influence gender integration in the nineteen countries covered by RCC East and Southern Africa, all which are AfDB member countries. The regional scope of the project meant that women leaders across the region would have the opportunity to network, share experiences and best practices.

The project had two major components: Supporting women participation and promoting Gender Transformative, Rights Based Approaches to effective gender integration and strengthening the evidence base for under representation and its implications and solutions.

Specific Objectives of the project

- i) Supporting mechanisms for climate finance adapted and accessible directly to women and women's groups
- ii) Supporting increased participation, leadership, and influence of women and diverse women groups in community-level, national and international climate change negotiations
- iii) Supporting women and youth empowerment through small-scale or pilot adaptation initiatives to build resilience of vulnerable communities in climate resilient activities
- iv) Supporting mainstreaming of gender equality considerations adapted and accessible to women in sub-national, sectoral-level, and national policies and programs, including Nationally Determined Contributions (NDCs)

2. Purpose, Scope, and Objectives

2.1 Evaluation Mandate

In accordance with AfDB/Africa Climate Change Fund (ACCF) evaluation policies and procedures, ACCF financed projects are required to undergo a project completion evaluation at the end of the project. This Terms of Reference (TOR) sets out the expectations for the preparation of the PCR for this ACCF funded project.

2.2. The Purpose of the Assignment

RCC East and Southern Africa having successfully completed the implementation of the project, intends to recruit an individual consultant to develop a Project Completion Report (PCR). The overall objective for undertaking this assignment is to assess the project results against what were expected to be achieved and to draw lessons that can both improve the sustainability of benefits from this project and help in the overall enhancement of ACCF programming in the future.

The PCR serves as a basis of comparison between the expected state of the project at the time of appraisal and its actual state at the time of the completion. It is a vital document that records how the project was implemented to allow the post-evaluation team to draw lessons to be learned by AfDB/ACCF and its beneficiary(ies) to improve the design and performance of future projects.

In this respect, RCC East and Southern Africa intends to recruit an Individual Consultant to produce a Project Completion Report (PCR) according to AfDB/ACCF standards, guidelines, and procedures. The Consultant's report should be based on the AfDB/ACCF standard template of PCR.

2.3 Scope and Objectives of the Project Completion Evaluation

The evaluation will cover the entire project duration, from 12th November 2021 to 30th November 2024 and will address the following specific issues:

a) Project design

The evaluation will assess the extent to which the overall project design remains valid, and will review the project's concept, strategy, and approach within the context of effective capacity development and sustainability. Specifically, the evaluation will assess the:

- i. review the project Logical Framework using the ACCF Check list¹ to assess its adequacy, indicators and baseline developed during the inception phase, represented the best project strategy for monitoring and measuring the project results during implementation and evaluation.
- ii. reconstruct/revise the Logical Framework if necessary and in consultation with the project implementors.
- iii. extent to which the underlying assumptions remain valid;
- iv. approach used in design and whether the selected intervention strategy addressed the root causes and principal threats in the project area;
- v. plans and potential for replicating or scaling up the site-based experiences.

b) Project implementation:

The evaluation will assess the extent to which project management and implementation has been effective, efficient and responsive. Specifically, it will assess the:

- i. overall institutional arrangements for the execution, implementation, management, monitoring and review of the project. This covers a number of issues, including: the appropriateness of joint implementation and coordination; whether there has been

- adequate periodic oversight of activities; the effectiveness of government counterparts; and the effectiveness of relationships between key stakeholders.
- ii. use of logical framework as a management tool during implementation.
 - iii. indicators of adaptive management.
 - iv. quality and relevance of project reporting.
 - v. mechanisms for information dissemination (advocacy and awareness raising) in project implementation and the extent of stakeholder participation in management.
 - vi. analyze the project financing, specifically how the project has materialized/leveraged co-financing for various components (this is preferably presented in a matrix form).
 - vii. review the effectiveness and the methodology of the overall project structure, how effectively the project addressed responsibilities towards capacity building and challenges, its main achievements and overall impact as well as the remaining gaps.
 - viii. extent to which project design, implementation and monitoring have taken the following cross cutting issues into consideration: ***Human Rights, Gender Equality and Equity, Institutional strengthening and Innovation or added value to national development.***

c) Results:

The Evaluation will examine the **relevance, efficiency, effectiveness and sustainability** of operational activities and results achieved by the project to-date, by showing how the component(s) processes and outcomes have contributed (or have the potential to contribute) to the achievement of project and AfDB/ACCF climate change goals. The Evaluation will assess:

- i. the extent to which the project achieved the global environmental objectives.
- ii. the effectiveness with which the project addressed the root causes and imminent threats identified by the project.
- iii. quantitatively and qualitatively, the achievements and impact in terms of outputs and its contribution to outcomes as defined in the project document.
- iv. to what extent the project has made impacts on promoting local participatory decision-making and local governance.
- v. to what extent the project has or will contribute to the strengthened enabling climate change adaptation and mitigation.
- vi. the sustainability of project results (by describing the key factors that will require attention to improving prospects for sustainability of project outcomes).
- vii. any impact of COVID-19.

d) Governance and capacity-building:

The project completion evaluation will look at how the project contributed to improved governance local and national levels and examine how governance issues have impacted on the achievement of project goals and outputs. The evaluation will also assess how and to what extent the project has built management, planning and operational capacity among the project's stakeholders, particularly at the community levels. This should include an overview

of capacity-building techniques employed by the project as well as of the monitoring mechanisms involved.

e) Challenges, Best Practices/Worst Practices, Lessons learned:

The terminal evaluation will also highlight challenges, lessons learned and best and worst practices in addressing issues relating to relevance, performance, and success in terms of:

- i. Country/community ownership.
- ii. Stakeholder participation.
- iii. Adaptive management processes.
- iv. Efforts to secure sustainability; and
- v. The role of M&E in project implementation.

2.4 Evaluation Questions

The evaluation will be guided by the following questions:

- i) **Relevance** – Assess the relevance of the project to AfDB/ACCF strategies and policies, national strategies and policies, and international agenda.
 - Was the project relevant to the identified needs?
 - Was the project relevant to the AfDB/ACCF strategic priorities (e.g. High 5s), national strategies and international agenda?
 - Were the inputs and strategies identified, and were they realistic, appropriate and adequate to achieve the results?
- ii) **Effectiveness** - Describe the management processes and their appropriateness in supporting delivery of results.
 - Was the project effective in delivering expected results (time and budget)?
 - How does the actual project implementation schedule compare with the initial schedule?
 - What are the reasons for any deviations from the original schedule?
 - How effectively did the project respond to the needs of the beneficiaries?
- iii) **Efficiency – of Project Implementation**
 - Were the project activities implemented timely?
 - Do the deliverables of the project justify the costs incurred?
 - Were the available resources efficiently utilized?
 - Are there more efficient ways and means of delivering more and better results (outputs and outcomes) with the available resources?
- iv) **Sustainability- assess economic, environmental, and social sustainability**
 - Were the local communities and stakeholders consulted during the project implementation?

- Does the Executing Agency possess the technical capacity for the project operation?
 - Did the project address cross-cutting issues (gender equality, youth, employment etc.)?
 - What is the likelihood of continuation and sustainability of project outcomes and benefits after completion of the project?
- v) **Lessons learned**- what are the lessons? The recommendations should provide a summary of main findings, and comprehensive proposals for future interventions by answering inter alia the following questions:
- What are the main lessons that have emerged?
 - What are the recommendations for similar future interventions?
 - What are the problems and obstacles encountered during the implementation of the project?
 - How did the project financial management processes and procedures affect project implementation?
 - What are the strengths, weaknesses, opportunities and threats of the project's implementation process?
 - What are the future intervention strategies and issues?

3. Evaluation Methodology

The consultant will be guided by the AfDB/ACCF principles and shall be responsible for the overall direction of the evaluation. The evaluation will combine **qualitative and quantitative** data collection and evaluation techniques using the following methods:

- i. **Desk-base review:** The evaluation will review relevant project documents and content produced before and during project implementation including the project proposal, annual and quarterly work plans, project progress reports, annual project reports, public policy documents and other documents produced by or associated with the project.
- ii. **Interviews with Project stakeholders/partners:** In addition to the desk review, the evaluation will also conduct interviews with key project stakeholders.
- iii. **Key Informant Interviews (KIIs):** A set of KIIs will also be conducted with selected relevant key informants and institutions (a list of key informants and institutions will be agreed between the evaluator and the project proponent).
- iv. **Focus Group Discussions:** Data will also be collected using focus groups discussions with project beneficiaries and other project stakeholders using a pre-designed focus group discussion guide.
- v. **Survey:** Where applicable, sample survey will be conducted in select locations to gauge the perception of the population about the outcome and impact of the project.

4. Evaluation Criteria and Rating

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework (see PCR template Annex 1), which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluator will review all relevant sources of information, such as the project document, project reports including the Progress/Annual Project Reports/Project Information Reports, project budget revisions, mid-term review, progress reports, project files, national strategic and legal documents, and any other material that the evaluator considers useful for this evidence-based assessment. A list of documents that the project team will provide to the evaluator for review. The evaluation will at a minimum cover the criteria of: **relevance, effectiveness, efficiency, sustainability and impact**. Ratings must be provided on the following performance criteria. The obligatory rating scales are included in PCR template.

5. Evaluation Deliverables and Timeline

No.	Deliverables	Timeline
1	Inception Report	End of week 1
2.	Draft Project Completion Report based on the ACCF template and acceptable to the Client	End of week 3
3	Final Project Completion Report	End of week 4

6. Responsibilities

6.1 Responsibilities of consultant

The consultant will be responsible for the following:

- i. Reviewing Project related materials to enhance his/her understanding of the Project and its context.
- ii. Developing a detailed and comprehensive work plan for successful execution of the assignment. The work plan will be part of the inception report.
- iii. Undertaking interviews with client and relevant stakeholders.
- iv. Presentation of the deliverables to clients, capturing feedback and incorporating comments.
- v. Discussing with client emerging issues of concern.
- vi. Development of the Project Completion Report based on the ACCF format and acceptable to the Client.

6.2 Responsibilities of the client

RCC East and Southern Africa will be responsible for:

- i. Organizing meetings and interviews with key stakeholders as requested by consultant.

- ii. Provision of relevant reports and documentations as requested by consultant
- iii. Reviewing and providing feedback on reports presented by consultant.
- iv. Approval of reports
- v. Providing relevant resources such as printing, photocopying etc. as per the contract.
- vi. Monitoring timelines and deliverables relating to the assignment.
- vii. Provision of transport and other logistics when necessary.

7. Qualifications

This assignment will be undertaken by an Individual consultant. The consultant must have the following minimum qualifications:

- i. The consultant must have a Master's degree in Project Management, Monitoring and Evaluation, Environmental Science, Climate Change, or related field.
- ii. Have at least ten (10) years' work experience in handling similar consultancy tasks in preparation of the PCRs, project monitoring and evaluation, and project management of climate Funds and Multilateral Development Banks' (MDBs') including the AfDB is an added advantage.
- iii. Work experience in M&E on related projects in African countries will be an asset.
- iv. A perfect command of English with good communication skills in this language.
- v. Experience in development communication.

8. Reporting

The consultant will report to the Regional Lead RCC East and Southern Africa. All reports must be submitted electronically via email and in print copies. The print reports will be submitted in three bound copies.

9. Duration of the Assignment

The assignment would be carried over a period of 30 days.

10. How to apply

Interested candidates with qualifications and experience that match the job description must send their technical and financial proposals to RCCEASAfrica@unfccc.int not later than **9th November 2024 17:00 EAT**. Kindly indicate "Consultant Project Completion Report" in your email subject.

Only shortlisted candidates will be contacted.