

**EAST AFRICAN COMMUNITY  
SECRETARIAT**



**TERMS OF REFERENCE  
(INDIVIDUAL CONSULTANT)  
FOR  
MONITORING & EVALUATION SPECIALIST  
(REF: EAC/ENSURE PROJECT 004/2024)**

**ENABLING SUSTAINABLE REGIONAL AGRICULTURAL EXTENSION (ENSURE)  
PROJECT**

**Position:** Monitoring & Evaluation Specialist

**Type:** Consultancy

**Reports to:** Director Productive Sectors **through** the Principal Agricultural Economist.

**Duration of Contract:** One-year renewable subject to performance and funds availability

**Duty Station:** EAC Secretariat Headquarters, Arusha – Tanzania

**1. Background**

The East African Community (EAC) Secretariat has received funds from the African Development Fund of the African Development Bank Group (AfDB) to implement the **Enabling Sustainable Regional Agricultural Extension (ENSURE) Project**. In order to strengthen the human resource capacity for coordination and implementation of the EAC-AfDB project “Enabling Sustainable Regional Agricultural Extension (ENSURE): a regional extension project aims to catalyzing adoption and scaling of technologies for African agricultural transformation through extension”. The East African Community

(EAC) seeks to recruit an individual consultant to fill the position of the **Monitoring & Evaluation Specialist**.

The Enabling Sustainable Regional Agricultural Extension (ENSURE) project is the regional project supported by the grant to EAC from African Development Bank (AfDB) to strengthen regional agricultural extension through enhanced cooperation between the public sector, private sector, and civil society. The project aims to increase the long-term sustainability of agriculture in the region by increasing access to robust extension services while improving the capacity of EAC and the Partner States to provide responsive and reflexive extension services and training in line with article 105 (2d) of the treaty for establishment of EAC. Specifically, it aims to (i) promote a regional approach to strengthening agriculture extension, (ii) enhancing the role of extension in transforming agriculture, (iii) facilitating farmers' access to advice and information, and (iv) facilitating adoption of climate-smart technologies and building the resilience of farming communities

The project will use a regional approach to strengthen agriculture extension to leverage the pivotal role extension plays in transforming agriculture. The initiative will mainly focus on three key areas of intervention: (i) create an enabling an environment for regional harmonized extension and inputs policies, (ii) deploy a regional pluralistic extension approach (public, private NGOs); and (iii) establish a regional extension capacity-building program targeting transboundary pests and diseases especially fall armyworm and desert locusts. The aspects of gender, climate change, environment and social safeguards are well mainstreamed in all project interventions.

## **2. Overall Objective of the Assignment**

The main objective of this assignment is to serve as knowledge focal point on all aspects of the agricultural extension and provide technical guidance in planning, development and implementation of various activities of the ENSURE Project.

## **3. Scope of Services**

The Monitoring and Evaluation (M&E) Specialist will provide technical support on project implementation at national and regional level including the following: -

- i. Develop Monitoring & Evaluation Strategy and relevant guidelines for tracking Project achievements and outcomes and take lead to implement the same within Project area;
- ii. Coordinate and share appropriate and useful information for programme tracking and assessment of changes incurred for strategic decision by management;
- iii. Coordinate and facilitate capacity building for project team and in project communities on Participatory Planning Monitoring & Evaluation (PPME);
- iv. Coordinate design and implementation of special studies and baselines surveys as required by the project log frame;
- v. Contribute in programme enhancement through sharing findings from continuous assessment, support in appropriate planning and strategic decision-making;

- vi. Prepare a M&E plan or workplan for the implementation and monitoring the project;
- vii. Support the implementation of the M&E Plan and indicators for monitoring during quarterly project reviews, donor reporting, steering and technical committees, and on an ad hoc basis;
- viii. Prepare a Monitoring and Evaluation Framework (SCORE CARD) for the project that shall lead the process of monitoring and assessment of the project performance;
- ix. Lead and supervise a team to monitor youth and gender sensitive outputs and impact of the project activities related to project indicators; and
- x. Carry out any other relevant duties that may from time to time be assigned by the project coordinator in accordance with the objectives of the project.

#### **4. Education Qualifications**

All candidates applying must have qualifications that are recognized by the relevant national accreditation body in their respective countries. This condition is applicable for locally and internationally attained qualifications.

All professions that require registration with the specific professional bodies will be expected to do so in compliance with the requirements of their respective Partner States.

#### **5. Qualification and experience**

To be qualified for the position, the individual must meet the following minimum required qualifications and experience:

- a) Master's degree in social science preferably in projects monitoring & evaluation, development planning, economics or management or any other related field;
- b) At least five (7) years of experience in monitoring and evaluation, results-based programme development and management;
- c) Experience working as M&E Coordinator/supervisor/lead expert in the field of socio-economic development project with national or international organization, donor or development agency or in government system;
- d) Experience and familiarity with the Monitoring Evaluation and Learning (MEL) system of the CGIAR centers.
- e) Experience in working with local communities, civil society partners, International Organizations/Development Partners and governments officials;
- f) Proven experience and skills in designing and developing M&E systems, evaluation and research protocols and tools;
- g) Experience in formulating, designing, planning and monitoring programme/project implementation related to agriculture extension.
- h) Understanding and knowledge of basic computer applications such as MS Words, Excel and data base management; and

- i) Excellent writing and analytical skills in drafting concept notes and reports.

## **6. Deliverables**

The Consultant shall prepare and submit the following reports:

- a) Annual Project Monitoring and Evaluation Plan;
- b) Quarterly Project Monitoring and Evaluation Report; and
- c) Annual Project Monitoring and Evaluation Report.

## **7. Duration of Assignment**

The effective date shall be the date of signature of consultancy contract agreement and completed within twelve months from the date of the commencement of services. This period may be renewable depending on the client and the funding agreement.

## **8. Location**

The Monitoring and Evaluation (M&E) Specialist will be based at EAC HQ in Arusha Tanzania.

## **9. Payment**

The contract will be time based and payment is made on monthly basis

## **10. Facilities to be provided by the Client**

The client will make available office accommodation, and relevant to the performance of the works.

## **11. Reporting**

The Monitoring and Evaluation (M&E) Specialist will work under the overall supervision of the Project Coordinator.