**TERMS OF REFERENCE**

**Consultancy on**

**Report on enhancing monitoring and evaluation in the**

**Regional Coordination Mechanism for Africa**

1. **Background and Justification**

***Background***

1. The Regional Coordination Mechanism for Africa (RCM-Africa) and the Subregional Coordination Mechanisms (SRCMs) serve as a framework for the United Nations Development System to work as a family in supporting the priorities of the African Union (AU) and its organs, the Regional Economic Communities (RECs) and other regional and subregional organizations. RCM-Africa exists to promote and enhance UN system-wide policy coherence, coordination and cooperation at the regional level to ‘deliver as one’ in response to identified regional priorities and initiatives of the AU. The SRCMs are also for a similar purpose serving as vehicles for UN agencies and organizations operating at the subregional level to work with the RECs and intergovernmental organizations with a view to reducing fragmentation in their operations and increasing coherence, coordination and cooperation in their support for the programmes and priorities of the RECs and intergovernmental organizations operating at the subregional level. There are four SRCMs currently operating in Africa covering North Africa, West Africa, Central Africa and Eastern and Southern Africa[[1]](#footnote-1).
2. Both Mechanisms fulfil the following functions:
3. Coordinating UN system interaction with AU organs and organizations, including RECs;
4. Providing a high-level policy forum for exchanging views on major strategic developments and challenges faced by the region and its subregions, and providing a platform for the region to interact with the global level;
5. Devising coherent regional policy responses to selected global priorities and initiatives, and providing regional perspectives to the global level on such issues as the Millennium Development Goals (MDGs), Post 2015, sustainable development goals (SDGs); climate change challenges and green growth, promoting gender equality and empowerment of women, response to the financial and economic crisis, etc;
6. Promoting policy coherence and joint programming in support of regional and subregional integration efforts and initiatives such as the New Partnership for Africa’s Development (NEPAD), African Peer Review Mechanism (APRM), AU Agenda 2063, etc;
7. Promoting inter-agency and inter-organization coordination and collaboration in terms of response to policy recommendations and analytical findings emanating from regional and subregional strategic priorities and plans, including through joint programming and joint activities in areas of common interest/focus; and
8. Providing the forum for exchange of best practices and lessons learned and for interagency and inter-organization analysis and elaboration of interagency and inter-organization normative and analytical frameworks in response to the identified focus and priority issues mentioned above.
9. RCM-Africa and the SRCMs enabled UN system agencies and organizations to act as effective partners in supporting African organizations meet their priorities and aspirations. They have been particularly effective in terms of deepening consultations and refocusing ways of strengthening the UN-AU partnership, as well as the scaling up of UN support for the AU and its organs, including the RECs. Over the years, both Mechanisms have supported global and regional development agendas and frameworks, including the Millennium Development Goals (MDGs) and the New Partnership for Africa’s Development (NEPAD), through the UN Ten-Year Capacity-Building Programme for the African Union (10YCBP-AU).
10. In the last couple of years, support has been focused on the Agenda 2063 and 2030 Agenda. Agenda 2063 adopted by the AU Assembly in January 2015 as a new framework for Africa’s development aims to bring a “radical transformation at all levels and in all spheres”. And the First Ten-Year Implementation Plan of Agenda 2063 adopted in July 2015 by the AU Summit will guide the transformation efforts in the short to the medium terms. The Sustainable Development Goals (SDGs) that replaced the MDGs, attempt to respond to the global dimensions of Africa’s development challenges.
11. The AUC and ECA have worked extensively on the alignment between the goals of Agenda 2063 and the Sustainable Development Goals. Most of the Sustainable Development Goals are in congruence with the goals of Agenda 2063.Despite some level of alignment between the two Agendas, there are four goals of Agenda 2063 that are unique to Africa, such as goal 8 (a united Africa, federal or confederate), goal 9 (establishment of functional continental financial and monetary institutions), goal 14 (a stable and peaceful Africa) and goal 15 (a fully functional and operational African peace and security architecture).
12. African countries have committed to the implementation of the Sustainable Development Goals as well as Agenda 2063. They also have their own national development plans and strategies. That is why a coherent and common framework that integrates both Agenda 2063 and the Sustainable Development Goals into national planning frameworks is needed to achieve the goals and targets and minimize the challenges associated with implementing both agendas. The AU common M&E framework for both agendas has been adopted. The framework now integrates a reporting template to permit the preparation of one integrated report. It is envisaged that the framework will be rolled out to member States through the RECs.
13. At the level of the Mechanisms, the recurring challenges that hindered the full realization of their goals include (i) weak joint planning and programming between the AU and UN; (ii)weak information sharing and collaboration across the entire mechanisms; (iii) absence of dedicated resources to implement activities; and (iv) lack of an effective monitoring and evaluation framework.

***Justification***

1. To address the issue of lack of an effective monitoring and evaluation framework, a report on enhancing monitoring and evaluation in the RCM-Africa was prepared in August 2015. The report which also addresses M&E issues in the SRCMs, included an M&E framework for both mechanisms. However, the proposed framework is yet to be operationalized.
2. With regard to the issue of weak joint planning and programming between the AU and UN, RCM-Africa organized a Joint Programming Retreat - the first of its kind - from 24 to 27 April 2018, in Nairobi, Kenya. One main objective of the retreat was to formulate and develop a joint action plan/programme of work for the period 2018-2019 with shared responsibilities, resource windows and a time frame for effectively responding to continental priorities by agreeing on joint planning and programming modalities, capitalizing on synergies and comparative advantages. This was achieved at the end of the retreat.
3. The existence of a joint programme of work (2018-2019) for the RCM clusters provides ample justification for the development of an operational results-based monitoring and evaluation framework that integrates a suitable reporting template to effectively measure implementation progress in the agreed priority areas. Therefore, the study cannot be timelier.
4. **Objectives of the study and description of tasks of the consultancy**
	1. **Objective of the study**
5. The main objective of the study is to undertake a comprehensive review of the issues pertaining to the development of an operational results-based monitoring and evaluation framework for the RCM and SRCMs with a view to establishing a framework that will permit the clusters to track progress and results achieved in implementing agreed priority activities in support of the African Union and its organs, including the RECs.
6. In doing so, the study will build on among other reports and tools, the “Report on Enhancing monitoring and evaluation in the Regional Coordination Mechanism for Africa” and accompanying framework of 2015 and the AU Agenda 2063 and 2030 Agenda joint M&E and reporting framework. It will use joint programmes of work (2018-2019) of clusters as test cases for the M&E and reporting framework.
	1. **Objective of the consultancy and description of tasks**
7. The objective of the present consultancy is to undertake a study and produce a robust, analytical, and well-informed report.
8. The core analysis for the study will be informed by secondary data and information that will be obtained mainly from desk reviews of relevant documents, including but not limited to those pertaining to the functioning of the RCM, the four SRCMs, the regional UNDGs, the UNCTs, the AU and UN reforms, global, regional and subregional development frameworks and priorities, preparation and implementation of UNDAFs. It will identify and analyse issues pertaining to the development of an M&E and reporting framework for the RCM and SRCMs taking into account their objectives, functions and expected results and impacts, as well as the priorities of the AU, RECs and other relevant organs.
9. With the above in mind, the consultant shall carry out the following tasks among others:
10. Prepare an inception report detailing among other things, the work to be undertaken, the conceptual framework, the methodology, work plan and annotated report outline;
11. Undertake extensive desk review to collect data and information relevant to the assignment and carry out other necessary consultations as required. Particularly, s/he should have consultation with the RCM Secretariat, the five ECA subregional offices, the regional UNDGs and selected UNCTs (covering the five subregions of Africa) on matters related to the delivery on the assignment;
12. Review and analyze issues relevant to the development of an M&E and reporting framework for the RCM and SRCMs taking into account their objectives, functions and expected results and impacts, as well as the priorities of the AU, RECs and other relevant organs. The review should also be informed by the current RCM frameworks such as the Framework for a Renewed Partnership on Africa’s Integration and Development Agenda (PAIDA), the Joint UN-AU Framework for an Enhanced Partnership in Peace and Security, and the Framework for the integrated Implementation of Agenda 2063 and 2030 Agenda for Sustainable Development, and the ongoing AU and UN reforms;
13. Review the “Report on Enhancing monitoring and evaluation in the Regional Coordination Mechanism for Africa” and accompanying framework of 2015, assess its suitability and completeness for the purpose of the RCM and SRCMs, as they relate to the review and analysis carried out in iii;
14. Taking into account the findings of the review and analysis in i, build on the M&E report indicated in ii to develop an operational M&E and reporting framework for both Mechanisms, taking into account the AU Agenda 2063 and 2030 Agenda joint M&E and reporting framework among other relevant tools;
15. Use the 2018-2019 cluster work programmes and test the M&E and reporting framework developed for the two Mechanisms;
16. Adjust the framework on the basis of the test results. The final framework will include all relevant elements of a results-based M&E and reporting framework. It shall be user friendly and compatible with existing electronic platforms;
17. Make robust and action-oriented recommendations on the optimal application of the framework and its continuous adjustment and refinement in the light of new and emerging issues, such as a possible merger of the Mechanisms and the regional UNDGs into one coordination mechanism at the regional and subregional levels and the seamless relationship envisaged with the UNCTs-UNDAF process in particular;
18. Prepare and submit for review by ECA and partners a robust, analytical and well-informed study report on “enhancing monitoring and evaluation in the Regional Coordination Mechanism for Africa”. The report will be prepared using both quantitative and qualitative information. It shall cover the issues identified above and have an outline including the specified issues, an executive summary, key messages, introduction including the analytical framework for the report, references and annexes;
19. Revise the report on the basis of comments and inputs provided by ECA, partners and other key stakeholders;
20. Provide necessary support for the organization and servicing of an expert group meeting on the draft report;
21. Prepare and make a presentation of the report at the expert group meeting; and
22. Finalize the report on the basis of comments and recommendations of the expert group meeting as guided by ECA.
23. **Duration of the assignment and time lines**

16. The assignment will require two months, commencing in the first week of September 2018 and will be executed in accordance with the following time lines:

|  |  |
| --- | --- |
| **Time frame** | **Activity** |
| 1 week after signature of the contract | Consultant submits to ECA an inception note, detailing the conceptualization of the assignment: methods, data collection and analysis, work plan. |
| 2 weeks after signature of the contract | Consultant submits to ECA an annotated outline for the report |
| 5 weeks after signature of the contract | Consultant submits the first draft report |
|  |  |
| Within one week after receiving the first draft  | ECA and partners review and provide comments on the draft report. |
| 8 weeks after signature of the contract  | Consultant submits a revised draft report |
| October 2018 | Consultant participates in the expert group meeting (EGM), presents the findings of the report and provides substantive support to in the servicing of the meeting.  |
| Within two weeks after the EGM | Consultant finalizes the report on the basis of comments and recommendations of the EGM as guided by ECA. |

1. **Deliverables**

17. The consultant shall deliver the following:

1. An inception report detailing the conceptualization of the assignment that strongly demonstrates a clear understanding and interpretation of the tasks; and includes a conceptual framework; the methodology, including data and information collection and analysis, and a work plan;
2. An annotated outline of the report;
3. A robust analytical report on “enhancing monitoring and evaluation in the Regional Coordination Mechanism for Africa” containing a fit for purpose results-based M&E and reporting framework that is user friendly and compatible with existing electronic platforms.
4. For charts, graphs, etc. presented in the report, the Consultant shall provide ECA with the datasets (preferably in Excel format) used to generate the figures.
5. A power point presentation at the EGM; and
6. Substantive support and inputs to the organization and servicing of the EGM and preparation of the report.

18. All the written outputs shall be prepared in English or French. Except for the power point presentation, all outputs shall be prepared using single line spacing, times new roman 12 font size, contain page numbering, list of acronyms, a table of contents, foot notes, references, relevant annexes and appendices.

**All work submitted must be the original work of the consultant, and contain proper citation and recognition of reference documents and data sources.**

1. **Qualifications**

19. The required qualifications are as follows:

***Education:*** Advanced university degree (Masters Degree, MBA or equivalent) in economics, development economics/studies, sustainable development, statistics or related discipline is required. Professional training in monitoring and evaluation of public policies is desirable.

***Experience:*** A minimum of 10 years of progressively responsible experience at the national and/or international level in planning or policy development, and development of monitoring and evaluation frameworks-in the context of Africa is required. Experience in the normative and/ or operational work of the UN Development System in Africa is highly desirable.

***Language:*** The consultant shall be fluent in written and spoken English or French. Good working knowledge of the other language is desirable.

***Communication:*** The consultant must possess excellent drafting abilities and have proven abilities to prepare reports in a clear, concise and compelling manner. He/she should be able to interact with senior people including heads of AU, RECs, IGOs, UN agencies, government ministries, the private sector and other stakeholders and individuals.

***Other skills:*** The consultant shall have good computer skills for compilation and analysis of statistical data.

1. Eastern and Southern Africa is served by one SRCM covering three RECs namely, EAC, COMESA and SADC considering the tripartite arrangement between the three where coordination is already institutionally operational. ECA Sub-regional Office for Eastern Africa (SRO-EA) and ECA Sub-regional Office for Southern Africa (SRO-SA) facilitate the work of this SRCM. [↑](#footnote-ref-1)