



SAHARA
AND SAHEL
OBSERVATORY



ADAPTATION FUND



Scaling up Climate Resilient
Rice Production in West Africa

Benin, Burkina Faso, Côte D'Ivoire, the Gambia,
Ghana, Guinea, Liberia, Mali, Niger, Nigeria,
Senegal, Sierra Leone and Togo

TERMS OF REFERENCE FOR MID-TERM EVALUATION OF THE RICOWAS PROJECT

RECRUITMENT OF AN INTERNATIONAL CONSULTANT

[CA/OSS/RICOWAS_MTE/110725-25]

July 2025

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I. PROJECT OVERVIEW

West Africa has been identified as particularly vulnerable to climate change due to one of the most variable climates in the world on intra-seasonal to inter-decadal time scales combined with heavy reliance on rain-fed agriculture, difficult economic conditions and limited institutional capacity to face climate change. Loss of crops and livestock linked to the already devastating weather conditions will be more pronounced in the region. Rising temperatures and evaporation rates are likely to increase water stress, during the dry season in particular.

Changes in the rainfall distribution and intensity will also impact cropping season timings and agricultural production due to extended drought periods and heat waves, shortened crop season, geographic distribution of pests and diseases as well as a higher probability of flooding, all of which will damage agricultural production. Heavy flooding, irrigation water shortages, strong winds and storms will all lead to substantially reduced or poor rice harvests.

In response to these challenges, the Scaling up climate-Resilient rice production in West Africa (RICOWAS) project was initiated. The main objective of the RICOWAS project is to improve the climate resilience and increase the productivity of the rice system of smallholder rice farmers across West Africa using a climate-resilient rice production approach, for the benefit of 13 ECOWAS countries.

The RICOWAS project is financed by the Adaptation Fund and implemented by the Sahara and Sahel Observatory (OSS), in collaboration with regional and national partners. The project operates in 13 countries (Benin, Burkina Faso, Cote d'Ivoire, Gambia, Ghana, Guinea, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, Togo) and 13 National Executing Entities (NEEs) are implementing the project hand-in-hand with The Regional Center of Specialization on Rice hosted by the 'Institut d'Economie Rurale' (RCoS-Rice/IER), which collaborates with the technical and scientific partners CORAF and Cornell University. Each of these entities will cooperate locally at the project site level with local extension services, local universities, NGOs, the private sector, vulnerable groups (women and youth), as well as small rice farmers to drive project activities.

The project was launched in January 18th, 2023 and is now in its third year of implementation. This Mid-Term Evaluation is therefore designed to assess the project's progress and performance against its objectives, logical framework, activities, and budget. The evaluation will analyse key aspects of the RICOWAS project to date, including relevance, effectiveness, efficiency, and sustainability. It will also identify lessons learned and provide actionable recommendations to guide the project during its remaining period.

The evaluation process will be conducted by an independent external consultant and managed by OSS, in collaboration with the Regional Executing Entity and National Executing Entities. The consultant will employ a participatory approach, engaging stakeholders at all levels to ensure comprehensive insights and promote knowledge exchange. Both qualitative and quantitative evaluation methods will be utilized to assess progress against expected results, impacts, and risks that may influence the achievement of project objectives.

II. PROJECT BACKGROUND AND COMPONENTS

At the regional level, the project is executed by the Regional Center of Specialization on Rice, hosted by the Institute of Rural Economy of Mali, under the Ministry of Rural Development (RCoS-Rice/IER) in close collaboration with Cornell University as executing partner.

At the national level, the project is executed by the following 13 Executing Entities:

Benin	General Secretariat of the Ministry of Agriculture, Livestock and Fisheries (SG/MAEP) / National Institute of Agricultural Research of Benin (INRAB)
Burkina Faso	Direction générale des études et des statistiques sectorielles / Ministère de l'agriculture et des aménagements hydro-agricoles
Ivory Coast	Agence Nationale d'Appui au Développement Rural (ANADER) / Ministère de l'Agriculture et du Développement Rural
The Gambia	Ministry of Agriculture
Ghana	CSIR-Savanna Agricultural Research Institute (SARI)
Guinea	Agronomic Research Institute (IRAG)
Liberia	Community of Hope Agriculture Project (CHAP)
Mali	Direction Nationale de l'Agriculture (DNA)
Niger	Institut National de la Recherche Agronomique du Niger (INRAN)
Nigeria	Agricultural Research Council of Nigeria (ARCN)
Senegal	Agence Nationale de Conseil Agricole et Rural (ANCAR)
Sierra Leone	Rokupr Rice Research Centre/Sierra Leone Agricultural Research Institute (SLARI)
Togo	Institut de Conseil et d'Appui Technique (ICAT)

The main objective of the RICOWAS project is to improve the climate resilience and increase the productivity of the rice system of smallholder rice farmers across West Africa using a climate-resilient rice production approach, for the benefit of 13 ECOWAS countries.

The specific objectives of the project are:

- Strengthening the resilience and capacity of smallholder rice farmers and other rice sector stakeholders by helping them use sustainable agroecological land and water management strategies that meet the threats of climate change in their towns;
- Helping farmers implement and improve CRRP, using the System of Rice Intensification (SRI) method and locally adapted soil and water conservation management approaches;
- Supporting a communication platform and starting an advocacy to promote effective exchange of knowledge and expertise between the various stakeholders in West Africa and elsewhere;
- Fostering the creation of a coalition of partners at national and regional levels for the CRRP improvement.

For these specific objectives to be achieved, the RICOWAS project is built on three main components:

- **Component 1: Building human and institutional capacities in CRRP;**

This component aims to enhance the resilience and adaptive capacity of smallholder rice farmers and other stakeholders by promoting agro-ecological and sustainable land and water management practices tailored to local climate challenges. Leveraging the technical expertise and knowledge generated through the project, it will initiate a policy dialogue to integrate the Climate-Resilient Rice Production (SRI-CRRP) approach into national and regional rice development strategies.

This dialogue will be informed by both current and projected climate impacts on the rice sector and will focus on identifying actionable, locally adapted solutions for climate resilience. As a knowledge-intensive, principle-based methodology, SRI-CRRP promotes climate-smart agriculture through locally driven innovation and sustainable practices.

The component places a strong emphasis on capacity building—targeting research institutions, extension services, agricultural training centres, and both regional and national executing entities of RICOWAS. Strengthening these institutions not only supports effective implementation but also reinforces long-term sustainability by empowering them to take leadership roles in climate-resilient rice development.

- **Component 2: Helping farmers expand the CRRP;**

This component aims to support rice farmers in adopting and scaling up the Climate-Resilient Rice Production (SRI-CRRP) approach and engaging in related value chain activities. It is the core of the project's expected impacts, directly benefiting rice farmers across 13 countries and diverse agro-climatic zones. Beneficiaries will be selected by National Executing Entities based on regional guidelines aligned with past SRI-WAAPP procedures and the Adaptation Fund's requirements. Selection criteria were informed by a vulnerability assessment, stakeholder consultations, and national rice production priorities.

Through SRI-CRRP, rice systems will become more resilient to climate change, with improved yields, reduced input use, and better grain quality. The project will also enhance access to inputs and post-harvest technologies, especially for women and youth, fostering job creation and increased incomes. While building on past efforts, the project will re-engage with local communities to establish scalable models and generate spill over effects. By mobilizing partners and strengthening national networks, RICOWAS also aims to reach a broader group of indirect beneficiaries across the region.

- **Component 3: Strengthening communication, advocacy and partnerships for the CRRP scaling up.**

This component has two primary objectives; i) to support a dynamic communication and advocacy platform that enables effective knowledge exchange among diverse stakeholder groups within West Africa and internationally; and ii) to foster the creation of coalitions and strategic partnerships at both national and regional levels to scale up the Climate-Resilient Rice Production (CRRP) approach.

Complementing the technical and institutional efforts of the other components, Component 3 focuses on raising awareness, promoting best practices, and mobilizing key actors to ensure the long-term sustainability and broader adoption of CRRP. By showcasing project achievements and lessons learned through targeted outreach and communication efforts, RICOWAS aims to strengthen its visibility and influence, facilitating replication and scaling across the region and beyond. Ultimately, this component will help establish a robust network of committed partners capable of driving the transformation of the rice sector toward greater climate resilience.

III. APPROACHES AND METHODOLOGY

The methodology for the Mid-Term Evaluation (MTE) will be developed in consultation with project partners, considering the scope of this ToRs and the available budget. The adopted approach should refine the preliminary issues and questions outlined in the ToRs by clearly specifying the review's scope, key issues, evaluation questions, and the data collection and analysis methods to be used.

The methodology will incorporate both qualitative and quantitative evaluation techniques to ensure a comprehensive assessment. The methodology will be finalized in consultation with partners and stakeholders aligning with terms of Reference and available budget. The evaluation will focus on relevance, effectiveness, efficiency, impact and sustainability.

The key methodological steps will include, but not limited to:

1) Desktop Review

A comprehensive review of all relevant project documentation, including but not limited to:

- The project document, result framework, agreements.
- Annual workplans and budgets.
- Financial and technical reports.
- RIE Supervision and follow-up mission's reports.
- Steering Committee and stakeholder meeting reports.

2) Stakeholder Consultations

A list of key partners and relevant stakeholders will be identified at an early stage, and a structured consultation process will be established. Stakeholders will have the opportunity to share their perspectives confidentially and identify challenges, opportunities, and recommendations for the project's future implementation. The consultant will ensure gender-sensitive and inclusive participation using Free, Prior, and Informed Consent (FPIC) principles.

The consultant will conduct semi-structured interviews through teleconference, online meetings, written feedbacks and online surveys, with key stakeholders in the beneficiary countries, including but not limited to:

- Project implementing Entity (OSS)
- Regional Executing Entity (RCoS-Rice/IER)
- Regional Executing partner (Cornell University)
- CORAF/WE CARD (West and Central African Council for Agricultural Research and Development)
- National Executing Entities (13)
- National and local government authorities

3) Field data collection

For field data collection, the consultant will:

Administer structured surveys to collect primary quantitative data on project impact. This work should be coordinated with the national executing entities involving the key following stakeholder:

- Regional Innovation Technical Group on SRI/CRRP members (26)
- Master trainers (26)
- Local trainers (extension agents in the different countries)
- Beneficiary farmers (sample to be determined in consultation with the national executing entities)

4) Data analysis

- Combine quantitative data (e.g., survey statistics, financial expenditures) with qualitative insights (stakeholder interviews, case studies).
- Use comparative analysis to assess progress against baseline indicators outlined in the RICOWAS result framework.
- Identify key trends, strengths, challenges, and areas for course correction.

5) Chronogram of Activities

The consultant will provide a detailed timeline for the MTE phases, including the different activities and consultations, ensuring all activities are completed within 120 calendar days.

This structured approach will ensure that the MTE captures a comprehensive evaluation of the project, identifies areas for improvement, and provides actionable recommendations for the remainder of the project duration.

IV. SCOPE OF WORK

The MTE of the RICOWAS project will be conducted by an independent consultant. It will adopt a participatory approach, engaging key stakeholders throughout the evaluation process. By employing both quantitative and qualitative methodologies, the evaluation will comprehensively assess the project's achievements against its expected outcomes and impacts, while also identifying risks to project objectives and sustainability and propose corrective measures and updates if and where necessary.

The assessment will focus on the following categories:

1. Project strategy

a) Project design and relevance

- Assess the relevance of the overall approach to the project objectives;
- Assess the design of the project and the coherence and relevance of its strategies and activities, as well as the interconnections between the components;
- Examine the relevance of the project strategy, ensuring it offers the most effective means of achieving the expected/targeted results and incorporates lessons learned from other relevant projects into the implementation;
- Assess whether the development of the project and the immediate objectives, specific results and activities carried out by the project are in line with the needs and expectations of the beneficiaries;
- Examine how the project addresses the priorities of the beneficiary countries and their ownership;
- Examine whether the project concept is in line with the national priorities and development plans of the key sectors addressed;
- Review the decision-making processes and mainly whether the views and opinions of the various stakeholders are considered during the execution of the project;
- Identify necessary recommendations if there are major areas of concern.

b) Results Framework/Logical Framework

- Check whether the objectives, results or components of the project are clear, practical and achievable within the given time frame;
- Consider whether progress made so far has led or could in the future help to catalyse beneficial development outcomes (i.e., income generation, gender equality and women's empowerment, improved governance, etc.);
- Ensure that the broader development, environmental, social and gender aspects of the project are effectively monitored.

2. Progress towards results

- Review the result framework indicators against progress towards end-of-project goals;
- Compare and analyse the monitoring of the results of the Adaptation Fund (AF) in the project performance report, the baseline situation with that just before the Mid-Term;
- Identify any obstacles to the achievement of project objective in the remaining duration;
- Identify ways in which the project can further extend these benefits, looking at aspects of the project that have already been successful;
- Assess whether the project is oriented towards achieving the expected impacts and evaluate the effects of the program, both intended and unintended, positive or negative, in the short term and long term.

3. Project implementation**a) Management methods**

- Review the overall effectiveness of project management as indicated in the project document, considering any changes made and their effectiveness.
- Assess whether responsibilities and reporting lines are clear, and if decision-making is transparent and timely, with recommendations for improvement;
- Assess the effectiveness of the institutional set-up and management structures at the national and regional levels, including the need to strengthen the PMUs or establish additional focal points;
- Review the quality of implementing partners and provide recommendations for improvement.

b) Work planning

- Review delays in project start-up and execution, identify causes and review whether they have been resolved;
- Assess whether work planning processes are results-oriented. Otherwise, suggest alternative solutions to reorient the planning according to the expected results;
- Review the use of the project's results framework/log frame as a management tool and review any changes that have been made to it since the start of the project.

c) Finance

- Examine the financial management of the project, with particular attention to the profitability and cost-effectiveness aspect of the project interventions;
- Assess options for changes to budget allocations as a result of budget combinations/complementarities and review the appropriateness and relevance of such revisions;
- Verify that the project has appropriate financial controls, including reporting and planning, that enable informed budget decisions and smooth use of funds.

d) Project-level monitoring and evaluation systems

- Review the monitoring tools currently in use, assessing whether they provide the needed information, involve key partners, align with or integrate into national systems, utilize existing information, and are effective and efficient. Evaluate if additional tools are needed and how to make them more participatory and inclusive;
- Examine the financial management of the project's monitoring and evaluation budget, assessing whether sufficient resources are allocated to monitoring and evaluation and if these resources are allocated efficiently.

e) Stakeholder Engagement

- Analyse the project management approach, assessing whether it has developed and leveraged necessary and appropriate partnerships with both direct and indirect parties;
- Assess the participatory approach and national ownership, evaluating whether local and national government actors support the project objectives and continue to play an active role in project decision-making that ensures effective and efficient implementation;
- Evaluate the extent to which stakeholder engagement and public awareness have contributed to progress toward achieving project objectives;
- Identify and analyse all raised grievances and the applied process to address them, assessing the efficiency and accessibility of the Grievance Redress Mechanism;
- Verify whether the Executing Entities consider the FPIC process during consultative meetings and community mobilization, and whether the selection criteria incorporate FPIC process recommendations and are gender inclusive.

f) Reports

- Assess how management changes made were reported and shared with relevant stakeholders;
- Assess the extent to which project teams and partners are undertaking and fulfilling Adaptation Fund reporting requirements);
- Assess how lessons learned from the management process have been documented, shared with key partners and internalized by partners.

g) Lessons learned

- *Climate Resilience Measures*
 - Evaluate the key lessons learned, both positive and negative, from the implementation of climate adaptation measures, with a focus on their relevance to the design and execution of future projects and programs aimed at strengthening resilience to climate change.
 - Assess the scalability and replicability of the climate resilience measures implemented, assessing their potential for broader application both within and beyond the project area to maximize impact and sustainability.
- *Concrete Adaptation Interventions*
 - Assess the key lessons learned, both positive and negative, from the implementation of concrete adaptation interventions, emphasizing their relevance to the design and execution of future projects and programs.
 - Assess the scalability and replicability of the concrete adaptation interventions, assessing their potential for broader application both within and beyond the project area to enhance resilience and sustainability.

h) Communications

- Review the project's internal communication with stakeholders, assessing whether communication is regular and effective, if any key parties are excluded, and whether feedback mechanisms are in place. Evaluate if this communication contributes to stakeholders' awareness of project results and activities, and their investment in the sustainability of these outcomes;
- Examine the external communication of the project, evaluating whether appropriate communication channels have been established to convey the project's progress and expected impact to the public (e.g., web presence, awareness campaigns).

i) Knowledge Management

- Examine the role of existing information, data, and knowledge in shaping project development and implementation, identifying the specific types of resources utilized and their impact on decision-making.
- Assess the effectiveness of knowledge dissemination efforts, evaluating how relevant information has been shared with stakeholders and the channels used to facilitate its accessibility and uptake.
- Determine the extent to which established learning objectives have been achieved, measuring their success in enhancing project outcomes.
- Identify challenges encountered in accessing or retrieving critical data and knowledge, providing recommendations for improving availability and streamlining access to essential information.
- Assess the contribution of learning objectives to project outcomes, demonstrating their influence on effectiveness, scalability, and long-term sustainability.

j) Innovation

- Assess the innovative practices and technologies that were instrumental in the project's success, assessing their role in enhancing efficiency, resilience, and sustainability.

k) Complementarity/ Coherence with other climate finance sources

- Assess whether the project has been developed from or built on another climate finance initiative.

l) Gender

- Examine the extent to which gender issues have been considered in the implementation of the project;
- Assess the positive and negative effects of the project on gender equality.

m) Grievance mechanism

- Asses the efficiency of the Grievance mechanism in place to receive and address stakeholder comments and questions in a timely manner and provide further information on compensation and livelihood restoration measures to the people affected by the project activities. The mechanism should give special attention to women and members of vulnerable groups to ensure that they have equal access to grievance redress procedures.

n) Risks

- Assess the risks that have hindered the proper execution of project activities and the measures that have been taken by the executing entities to overcome them;
- Examine the impacts of the pandemic/virus on the progress of project activities and the methods of managing regional actions with all the health restrictions imposed.

4. Sustainability

- Validate whether the risks identified in the project document are appropriate and up-to-date. If not, explain why;
- Assess the existence of financial, institutional, socio-economic, and/or environmental mechanisms for sustaining project results after the end of external support.
- Propose new and innovative approaches to ensure project outcomes sustainability and scalability as well as some guiding ideas on the project exit strategy such as e.g. looking into the new Adaptation Benefit Mechanism approaches and certifications.

a) Financial risks

- Assess the likelihood that financial and economic resources will not be available once AF assistance ends (consider potential resources from multiple sources, such as public and private sectors, income generating activities and other funding that will be adequate financial resources to sustain project results).

b) Socio-economic risks

- Analyse social or political risks that may affect the sustainability of project results, including the risk of insufficient stakeholder ownership (from the four country governments and other key parties) to ensure the sustainability of project outcomes. Evaluate whether key stakeholders recognize the long-term benefits of the project, if the public/stakeholders are sufficiently sensitized to support these goals, and if lessons learned are continuously documented and shared with relevant parties for potential future replication or expansion.

c) Risks related to the institutional framework and governance

- Review legal frameworks, policies, governance structures and processes that may compromise the sustainability of project benefits. When assessing this parameter, also consider whether the required systems/mechanisms for accountability, transparency and transfer of technical knowledge are in place.

d) Environmental risks

- Assess the environmental and social risks likely to compromise the sustainability of the project results.
- Assess environmental and social risks, impacts and mitigation actions undertaken by implementing entities with respect to project activities.

MAIN CONSULTATIONS AND RECOMMENDATIONS

1. *The Mid-Term Evaluation consultant should include a section of the report presenting conclusions based on the findings.*
2. *Recommendations should be concise suggestions for critical interventions that are specific, measurable, achievable, actionable and relevant.*
3. *A table of recommendations should be included in the summary of the report (including responsible parties and deadlines for implementation).*

RATING

The consultant will provide the rating of the project results and brief descriptions of the associated achievements in a summary table in the executive summary of the report.

V. EXPECTED DELIVERABLES AND SCHEDULE

1. Deliverables

The following documents and events will be required by the proposed deadlines in the 'TERMS OF PAYMENT' section below:

- Inception report of the Mid-Term Evaluation which clarifies the objectives and methods adopted. It should contain the evaluation framework, refined Mid-Term review objectives, detailed evaluation methodology, work plan and tools for data collection;
- Reports and PowerPoint presentation with key findings and draft recommendations during data collection stage;
- Online debriefing meeting(s) with stakeholders to discuss findings, lessons and proposed recommendations;
- Draft Mid-Term Evaluation report in English: draft report (using the content guidelines described in the annex I);
- Final Mid-Term Evaluation report in English: finalize the report with stakeholder comments and project management unit's feedback.
- Global restitution workshop/meeting to all partners (OSS, REE, NEEs, Cornell University and CORAF).

All deliverables are subject to validation by OSS in accordance with the schedule of tasks entrusted to the evaluator.

2. Schedule

Phase	Description	Number of man days
0	Project desk review – related documents	4
1	Drafting and submission of the inception report	4
2	Data collection, meetings, consultations, data analysis	18
3	Report of main findings and draft recommendations	6
4	Draft Mid-Term Evaluation report	4
5	Final report of the Mid-Term Evaluation	4
Total		40

VI. MANAGEMENT ARRANGEMENT, FORMAT AND TIMETABLE

1. Institutional arrangements

The main responsibility for managing this Mid-Term Evaluation rests with the implementing entity, which is the OSS. It is therefore responsible for contracting the consultant. The Executing entities (at national and regional level) will be responsible for facilitating the organisation of interviews with stakeholders and support implementing the required surveys with trainers, extension agents and local farmers. OSS and all executing entities will also support in providing all relevant documents produced in the framework of the project.

2. Quality report requirements

Recommendations quality in the assessment report should meet the following criteria:

1. Recommendations based on the findings and conclusions of the report;
2. Recommendations should be clear, concise, constructive and relevant to the intended user;
3. Recommendations should be realistic and achievable (including responsible parties and timelines for implementation).

3. Timeframe

The work on the MTE should begin in August 2025 for a period of 120 calendar days. with an inception phase followed by intensive data collection (desk review, interviews, and surveys), analysis and report writing.

4. Duty station

The geographical scope of this review includes 13 countries, but the work will be carried out remotely. The project sites where surveys will be conducted to collect field information from the beneficiaries will be determined during the start-up phase of the consultancy in close consultation with the regional and national executing entities.

VII. REQUIRED SKILLS AND QUALIFICATIONS

The Consultant should have the following expertise and qualifications:

- At least a Master's degree in agricultural sciences, environment, natural resource management, social sciences or other closely related fields;
- Significant experience (10 years or more) in fields related to agriculture, environment, climate change, natural resource management, in similar regions;
- At least 2 relevant references in project evaluation/review;
- Specific experiences that demonstrate knowledge of a project cycle financed by a global fund such as the Adaptation Fund, Global Environment Fund, Green Climate Fund, will be an added advantage;
- Clear understanding of the development context of West Africa will be an advantage;
- Excellent English and French language skills (oral communication and report writing);

NB: The consultant must not have been involved in designing, executing or advising on the Project that is the subject of the review. This is to ensure objectivity and to avoid a real or a perceived conflict of interest. Therefore, the consultant that make up the mid-term should not have been involved in the preparation of the project concept or the Project Document or in the execution of any project activities

VIII. PAYMENT TERMS

The overall estimated level of effort is **40 Man/days** spread **over 120 calendar days**. Payment will be made by the OSS secretariat to the account indicated by the consultant when deliverables are submitted and validated.

The consultant will be responsible to cover all related expenses that will be required to undertake this mission successfully.

Payment for the consultation will be made as follows:

Expected products	deadlines	Payment details
The Mid-Term Evaluation inception report detailing the methodology to be adopted	10 days after the start-up meeting	15% of the contract amount upon approval

Expected products	deadlines	Payment details
Deliverable 1: Report of main findings and draft recommendations after consultation meetings with project stakeholders	65 days after receipt of inception report	25% of the contract amount upon approval
Deliverable 2: draft version of the Mid-Term Evaluation report in English	25 days after receipt of a validated deliverable 1	35% of the contract amount upon approval
Deliverable 3: the final report of the Mid-Term Evaluation and a Summary of the report in English	20 days after receipt of a validated deliverable 2	25% of the contract amount upon approval and restitution meeting

NB:

- The evaluation of these different reports will be done internally by experts from OSS Secretariat.
- Evaluation time is not part of the contractual deadlines
- Payment of each tranche will only be made after submission and validation of each deliverable.

IX. APPLICATION TERMS AND DEADLINE

1. Application documents

Candidates are invited to submit their application, which must include a **technical offer** and a **financial offer**, each presented in a **separate file**.

- **Technical offer:**

The technical offer must include the following elements:

- A declaration on honour duly completed and signed as indicated in Annexe 2
- A signed and detailed curriculum vitae of the expert (using the OSS template: [\[OSS CV template\]](#)) with the contact details of 3 clients for whom the consultant has provided similar service indicating scope and amount;
- Methodological note (5 pages maximum) describing the approach to be used by the consultant for the execution of the mission including a work program which specifies the activities, dates and schedule.
- Photocopies of diplomas of the Expert
- Copies or links to evaluation reports produced for other institutions

- **Financial offer:**

The financial offer must be presented in USD excluding taxes, according to the following template:

Description	Number of man/days	Honorary /day (USD)	Total (USD)
Consultancy Fees			
Logistics fees			
Other fees			
Total			

The project document can be downloaded via the Adaptation Fund website

https://fifspubprd.azureedge.net/afdocuments/project/12103/12103_3-Amended-Clean-OSS-PDF-Revised-Regional_Full_Proposal-RICOWAS_Project%20Benin%20a1.pdf

2. Submission deadline

Complete applications should be submitted by email to the following address: procurement@oss.org.tn, at the latest on **August 2nd, 2025, at 23:59 (Tunis Time)** with the following reference in the subject line: **[CA/OSS/RICOWAS_MTE/110725-25]**.

Interested candidates are invited to submit their applications in full compliance with the requirements outlined in the “**Application Documents**” section. Applications that do not meet these requirements will not be considered. Women are strongly encouraged to apply.

Requests for any clarification should be sent at least 10 days before the deadline for submission of offers on the following email address: aziz.belhamra@oss.org.tn.

X. EVALUATION METHOD

The offers of the consultant will be evaluated based on the combined scoring method:

- Technical qualifications (100 points max.) weight: 70%
- Financial offer (100 points max.) weight: 30%

A two-stage procedure will be used in evaluating the offers, with evaluation of the technical qualifications being completed prior to any financial bid being compared. Only the financial offers of applicants who passed the minimum technical qualifications score of 70 points will be evaluated.

Criteria for evaluation of technical qualifications score

Technical evaluation criterion	Highest possible technical qualifications score
Consultant CV	60
Master's degree in agricultural sciences, environment, natural resource management, social sciences or other closely related fields: 10 POINTS OTHERWISE: 0 POINTS	10
Significant experience (10 years or more) in fields related to agriculture, environment, climate change, natural resource management in WEST AFRICA(ECOWAS) region; <ul style="list-style-type: none"> • 10 years (minimum required): 05 points • More than 10 years but less than 15 years: 10 points • 15 years and more: 15 points 	15
Number of references in project evaluation/review; <ul style="list-style-type: none"> • 2 refs (minimum required): 10 points. • 5 points per additional reference, to a maximum of 20 points. 	20
Number of references that demonstrate knowledge of the cycle of a project financed by a global fund such as the Adaptation Fund, Global Environment Fund, Green Climate Fund; <ul style="list-style-type: none"> • 2 refs: 5 POINTS • OTHERWISE: 0 POINTS 	5
Number of references of work in WEST AFRICA (ECOWAS) region; <ul style="list-style-type: none"> • 2 points/ref 	10
Methodology: Assessment of the methodological note and the execution schedule by the evaluation committee: clarity of approach, coherence and response to the mission's deadlines	40
Have the important aspects of the task been addressed in sufficient detail according to the guidance in the ToRs	20
Is the presentation clear and is the sequence of activities and planning logical, realistic and does it ensure effective project delivery?	20

ANNEX 1 - CONTENT GUIDELINES REPORT (FOR INFORMATION)

This document serves as a template for Content Guidelines Reports, providing a structured outline to ensure consistency and comprehensiveness in reporting.

1. Acronyms and Abbreviations

This section provides a comprehensive list of the acronyms and abbreviations used throughout the document to ensure clarity and consistency for the reader.

2. Executive Summary

The executive summary offers a concise overview of the evaluation, highlighting the purpose, approach, and key findings of the project. It serves as a snapshot of the document for stakeholders who may not read the full report.

3. Background and Introduction

This section provides the context and foundational overview of the project under evaluation. The background introduces the broader circumstances and justification for the project's inception. The introduction to the project delves into the specific aims and structure of the project, with project objectives clarifying the targeted outcomes and project components and budget outlining the operational framework and allocated resources. The mid-term evaluation purpose and scope set the stage for the evaluation, detailing its objectives, boundaries, and importance in assessing project progress and effectiveness.

4. Approach and Methodology

This section explains the strategies and tools employed during the mid-term evaluation to gather and analyse data systematically. It defines the methodological framework used to ensure a robust and reliable assessment.

5. Mid-term Evaluation Findings

The findings from the evaluation are presented under various themes, starting with project design and relevance, where design evaluates the project's conceptual framework and relevance assesses its alignment with stakeholder needs. Efficiency addresses operational effectiveness, examining aspects such as implementation strengths and challenges, project planning and reporting, and financial planning and management, among others. Topics like communication and outreach, environmental and social safeguards, and risk management further illustrate how well the project has managed diverse operational areas. Project effectiveness focuses on achieving outputs and outcomes against pre-established targets, while sustainability considers factors influencing long-term impact and risks. Finally, lessons learned summarize key insights and takeaways from the evaluation process.

6. Summary of Key Findings

This section consolidates the critical insights from the evaluation, drawing attention to the most impactful and relevant findings that emerged.

7. Project Rating

The project's performance is assessed and rated based on various criteria, providing an objective measure of its success and areas requiring improvement.

8. Recommendations

Based on the findings, this section provides actionable suggestions and strategies to enhance the project's implementation and ensure sustainability in the long term.

9. Conclusions

This final assessment synthesizes the overarching conclusions drawn from the mid-term evaluation, offering a succinct reflection on the project's progress and areas for improvement.

10. References

A list of sources and materials consulted throughout the evaluation process is provided for credibility and transparency.

11. Annexes

Supporting documents are included in the annexes to enrich the evaluation. These comprise extracts from the Terms of Reference, a record of interviews conducted, and sample interview questions. Additional annexes on key analysis techniques, financial status, and the rating scale provide supplementary insights and detailed documentation.

ANNEX 2 - SAMPLE DECLARATION ON HONOUR

DECLARATION ON HONOUR

Purpose of the call for tenders:

I, the undersigned (name and surname):

Nationality:

Acting in the capacity of:

Corporate name:

Address:

Registered in the trade register under the number.....onat

Tax Certificate number:

I Declare on the honour that:

1. I have never been in receivership nor subject of any legal proceedings for any reason whatsoever,
2. I commit not to undertake, by myself or through an intermediary, of any practices that could be described as embezzlement, fraud or corruption in the various procedures for procurement, management and execution of this contract,
3. In the case that my offer is accepted, I commit to respect the procedures enforced at the OSS and the obligation of confidentiality and professional secrecy for all facts and/or information that I may have.

I certify the accuracy of the information given in this declaration and in the documents provided in my offer,

I certify that I am not related to any person receiving any remuneration from the OSS,

I acknowledge that I am aware that any inaccuracy or error and any failure to comply with the conditions of participation in my offer will result in the rejection of my application.

Done at On.....

Signature and stamp of the legal representative of the consulting firm or the consultant