

Terms of Reference

Expert for mapping of Voluntary National Review (VNR) reporting processes and SDG evaluations in Anglophone Africa and Latin America: a collaborative effort between CLEAR-AA/CLEAR-LAC/DEVAL (FOCELAC+)

During the period between **01.10.2021 to 17.12.2021**

Location: desktop

1. BACKGROUND

CLEAR-AA, CLEAR-LAC and DEval (Focelac+) are collaborating to share lessons regarding the degree to which the Sustainable Development Goal (SDG) agenda is embedded in governance and development processes across Anglophone Africa, Latin America and the Caribbean. In particular, the group seeks to assess the state of SDG evaluation across the three geopolitical regions (Anglophone Africa and Latin America and the Caribbean). The 2020s are the last decade in which United Nations (UN) member states are meant to accelerate the achievement of progress towards attaining the 17 SDGs, namely: (1) No Poverty, (2) Zero Hunger, (3) Good Health and Well-being, (4) Quality Education, (5) Gender Equality, (6) Clean Water and Sanitation, (7) Affordable and Clean Energy, (8) Decent Work and Economic Growth, (9) Industry, Innovation and Infrastructure, (10) Reducing Inequality, (11) Sustainable Cities and Communities, (12) Responsible Consumption and Production, (13) Climate Action, (14) Life Below Water, (15) Life On Land, (16) Peace, Justice, and Strong Institutions, (17) Partnerships for the Goals.

CLEAR-AA, CLEAR-LAC and Focelac + (DEVAL) have embarked on a process of mapping the state of SDG evaluation across Anglophone Africa and **Latin America. The three organizations together conform the Steering Committee of the process described below.**

DEval

The German Institute for Development Evaluation (Deutsches Evaluierungsinstitut der Entwicklungszusammenarbeit, DEval) was created at the initiative of the German Federal Ministry for Economic Cooperation and Development (Ministerium für wirtschaftliche Zusammenarbeit und Entwicklung, BMZ) and commenced its activities in the summer of 2012. DEval is legally incorporated as a not-for-profit, limited liability company and is registered in the Corporate Registry of Bonn. The German Federal Government appears as sole partner and is represented by the Federal Ministry for Economic Cooperation and Development (Ministerium für wirtschaftliche Zusammenarbeit und Entwicklung, BMZ).



DEval's main responsibility is to carry out an independent analysis and assessment (evaluation) of the German government's development cooperation activities. Other responsibilities include developing appropriate approaches and standards, as well as qualification measures, and enhancing evaluation resources in partner countries for German development cooperation. To this end, DEval provides cooperation on a national and international level.

The FOCELAC+ Project

FOCELAC+ (Strengthening a Culture of Evaluation and Learning in Latin America with a Global Outlook) is an evaluation capacity-development project funded by the BMZ and implemented by DEval and the Costa Rican Ministry of National Planning and Economic Policy (Mideplan), as the main project partner.

The goal of Focelac+ is to increase the contribution of evaluations to strengthening accountability, transparency, and learning, and thus good governance as a prerequisite for the fulfillment of Agenda 2030. FOCELAC+ builds on the success of DEval's previous ECD projects in Latin America and serves as an innovation lab for ECD products based on a systemic approach. The project focuses its activities on selected countries in Latin America.

CLEAR-AA

The Centre for Learning on Evaluation and Results – Anglophone Africa (CLEAR-AA) is one of six regional centres housed in academic institutions across the globe with the purpose of building the capacity of countries, people, and institutions to plan, measure, and report on development programmes – a process referred to as monitoring and evaluation (M&E). CLEAR-AA's work in supporting and improving M&E contributes to better governance and improved development outcomes across Africa. Through its flagship country programme approach, CLEAR-AA has adopted an Evaluation Capacity Development (ECD) paradigm hereby it designs and implements ECD interventions that seek to strengthen the M&E capacities of Executive institutions (Ministries, Departments and Agencies), Parliament, Higher Education Institutions (HEIs) and Voluntary Organisations for Professional Evaluation. Through this holistic ECD approach, CLEAR-AA seeks to improve both the supply and demand of M&E evidence, thereby contributing to the development and entrenchment of sustainable national monitoring and evaluation eco-systems. The assumption is that sustainable and functional M&E systems will be able to entrench evidence-utilisation within public policy and development programming cycles, which ultimately leads to more relevant and impactful development interventions that facilitate socio-economic development in Anglophone Africa.

CLEAR-LAC

The Regional Center for Learning on Evaluation and Results for Latin America and the Caribbean (CLEAR LAC) is one of the six centers that make up the CLEAR Global Initiative, led by the Global Evaluation Initiative (GEI).

CLEAR was born in response to the need to strengthen capacities in monitoring and evaluation (M&E) to consolidate the results orientation of policies and programs with public and social value.

The center for Latin America, based at the Center for Economic Research and Teaching (CIDE) in Mexico City has four main lines of action: (1) convert the recognition of the evaluation into concrete actions, through events to disseminate knowledge about M&E; (2) formation of capabilities in M&E; (3) conducting rigorous and usable evaluations; (4) research on issues of M&E.

SDG Evaluation, the 2030 Agenda, and VNR Reporting

The commitment generated by the 2030 Agenda to achieve sustainable development in the next nine years has permeated all areas of economic, social, and political work. But in addition to the need to implement actions aimed at meeting the sustainable development goals, countries committed themselves " to fully engage in conducting regular and inclusive reviews of progress at the subnational, national, regional and global levels [...] and to draw as far as possible on the existing network of follow-up and review institutions and mechanisms." (UN, resolution 70/1, 2015, p. 33).

Thus, the Agenda encourages "Member States to conduct regular and inclusive reviews of progress at the national and sub-national levels which are country-led and country-driven. Such reviews should draw on contributions from indigenous peoples, civil society, the private sector and other stakeholders, in line with national circumstances, policies and priorities." (UN, resolution 70/1, 2015, p. 33). The United Nations has an established platform for tracking the progress of its Member States with regards to achieving the 17 SDGs.

As established by the aforementioned resolution, a global process of preparation of Voluntary National Reports (VNRs) submitted by countries to the High-level Political Forum on UN Sustainable Development has resulted, fulfilling the commitment to monitor and report on progress in meeting the SDG indicators. The High Level Political Forum (HLPF) is a subsidiary of the Economic and Social Council (ECOSOC), one of six primary organs of the United Nations.

While this is an important exercise (several countries have already submitted their second VNR), it has at times not been accompanied by evaluation processes. Therefore, the effort to establish an institutional framework for monitoring and reporting the SDGs is limited to the generation of a report that is presented at the **international level**, and does not necessarily translate into inputs for the formulation or improvement of the country's public policies.

With the intention of making evaluation a technical and policy tool that supports the alignment of national policies with the 2030 Agenda, the evaluation community promotes the development of assessments aimed at understanding the extent to which and how progress has been made in meeting the SDGs at the national level, what has been learned, and which adjustments are required to achieve the country's goals in relation to the 2030 Agenda. In contrast to the VNRs, which are directed at the international level, evaluation is directed at the **national level**.

In this line, the Focelac+ project together with its project partners, aims to strengthen and articulate various actors to perform their functions in evaluation within the framework of the 2030 Agenda, and seeks to increase the role of evaluation in decision-making and contribute to the realization of the goals of the 2030 Agenda. Therefore, Focelac+ seeks to foster the understanding of how SDG evaluation and monitoring and reporting as part of the VNR process come together, mutually informing each other, and creating valuable synergies.

During the period 2019-2020, Focelac accompanied the Ministry of National Planning and Economic Policy of Costa Rica in an evaluation with important components of the 2030 Agenda, and in May 2021 supported a group of international experts in the development of the workshop "Evaluation to connect national priorities with the SDGs", in which key actors from governments of Latin America and Africa participated.

It is of interest to the DEval and the Focelac+ project that countries in the region put into practice the learnings of the workshop and develop their own evaluations of the SDGs, aimed at fulfilling the global commitments towards sustainable development by 2030.

2. PURPOSE OF THE ASSIGNMENT

Objective of the Consultancy

Perform a comprehensive mapping of SDG evaluations within and along with VNR processes of selected African and Latin American countries, with a view to highlight common and unique challenges and successes that these countries have experienced.

Description of the services required

The primary aim is to identify and analyse challenges and successes during the VNR reporting process as experienced by each of the **eight countries**. This assignment therefore has the following specific objectives:

i. The process seeks to retain a primary focus on the degree to which the VNR reports of the eight countries are informed by evaluations in the selected countries. Therefore, an examination of national evaluation capacities will form part of the final output from this exercise.

ii. From this analysis, CLEAR-AA, CLEAR-LAC and Focelac + will highlight the common challenges and successes experienced by the 8 countries regarding their VNR reporting with regards to the process of tracking country progress in achieving the 17 SDGs. Such an identification of unique as well as differences regarding the VNR process will uncover best practices that can be documented and shared by CLEAR-AA, CLEAR-LAC and FOCELAC+ in their regions and countries of operation.

iii. Besides evaluative evidence, what have been the alternative sources of evidence when compiling a VNR report for each of the eight countries? Addressing this question will further highlight the extent to which each of the eight countries has adopted evidence-based VNR reporting.

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The final output is a Discussion Paper that is to be disseminated at a workshop. DEVAL may provide financial resources for the VNR mapping exercise of CLEAR-LAC, FOCELAC+ and CLEAR-AA.

The person(s) hired will provide the Steering Group with all deliverables. The Steering Group has a responsibility of sharing relevant materials with the consultant.

During this period of time, the expert will have regular virtual meetings with the Steering Group, will review design proposal documents, and will help in the development of a final workshop.

It is highly recommended that the expert use as a basis for the accompaniment to the development of the design of the evaluation the following documents: Evaluation to connect national priorities with the SDGs, a guide for those responsible for commissioning and managing evaluations, as well as the experiences of countries from different regions in the development of SDG evaluations, for example Nigeria, Finland and Costa Rica. In this way, the evaluation design process will be nourished by the positive experiences and challenges that other actors have encountered both in the design and implementation of evaluations with components of SDGs and the 2030 Agenda.

The person hired will hold regular follow-up meetings with the Working Group (Focelac+/DEval, CLEAR-AA, CLEAR-LAC), in which the progress of the study will be discussed, the limitations encountered and suggestions for action to guide the hiring to the successful conclusion.

As a final output, the consultant will generate a Discussion Paper in which the findings of the assignment, as well as recommendations will be documented. The methodology of this entire assignment will be constituted by desktop research of existing literature and technical documents, as well as interviews (or focus group discussions) with key stakeholders and informants. The discussion paper is to be disseminated through a workshop with relevant stakeholders.

3. PRODUCTS TO BE DELIVERED AND DELIVERY DATES

The contractor will undertake, at the minimum, the following activities:

1. Inception Meeting between the Steering Group (CLEAR-AA, CLEAR-LAC, Focelac+), and Consultant(s) implementing this Assignment
2. Understanding the assignment (reviewing Concept Note, country checklist and Terms of Reference), outlining the implementation modalities and management process of the assignment
3. Desktop Review of the VNR reports of the 8 selected countries (4 in Latin America; 4 in Anglophone Africa. Consider the two aims of the project as identified in Section 2 of this Terms of Reference
4. Key informant and stakeholder interviews or focus group discussions with key individuals who are experts in SDG Evaluation/VNR reporting in Latin America, and Anglophone Africa

¹ D’Errico, S., Geoghegan, T. the Piergallini, I. (2020). Evaluation to connect national priorities with the SDGs, a guide for those responsible for commissioning and managing evaluations. London.

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5. Discussion paper to be compiled from both Desktop review, the interviews/focus groups and other relevant sources as deemed by the Steering Group and Consultant.

6. Assistance in the design of the workshop to present findings and discuss recommendations with Steering Group, and other invited parties.

As a result of activities carried out, the contractant will deliver the following products to Focelac+ and its partners on the following established dates:

Product	Working days	Date range (from the signing of the contract)*
Work plan and schedule (intermediate presentation of draft report, final presentation, etc.)	2	Week 1*
Desktop review period, interviews and focus groups (interview guide and analytical report)	20	Week 5*
Follow-up meetings with the Steering Committee (at least three in the contracting period)	1	Week 6*
Report (discussion paper) of the accompaniment carried out, which includes recommendations for the development of the evaluation.	5	Week 7*
Assistance for Workshop design	2	Week 8*
Total working days	35	8 weeks

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*Specific deadlines will be determined by the Steering Committee in consultation with the Consultant

Structure of the report

The final product of the consultancy is a discussion paper reflecting, **minimum**, the following content:

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- i. the degree to which the VNR reports of the 8 countries are informed by evaluations in the selected countries.
- ii. reflection on national evaluation capacities in the selected 8 countries should data be available, including a description of the evaluation architecture (or governance) in place for SDG evaluations.
- iii. other forms of evidence that inform the VNR process in each of the 8 countries (routine monitoring data, research data [surveys etc.] from socio-economic think tanks, census data etc.)
- iv. highlight the common challenges and successes

- v. section containing the main findings
- vi. section containing recommendations
- vii. executive summary of the report

4. RESPONSIBILITIES

On the part of the person hired:

- Promptly inform the representative of Focelac+ of the contents and development of its work, fulfilling the commitments described the celebration of activities and delivery of products and reports.
- Respond to any request for additional information that Focelac+ deems necessary for a correct supervision of the work carried out.
- Request in advance from the representative of Focelac+ or members of the working group, the information that, in addition to that provided, he/she considers relevant to correctly fulfill its responsibilities.
- Promptly inform Focelac+ of any eventuality that could compromise the smooth running of the consultancy.
- Maintain at all times an attitude of commitment and respect with the people participating in the process.
- Assistance in the organization of the workshop..... In coordination with the Steering Group.

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Steering Group (Focelac+, CLEAR-LAC and CLEAR-AA)

- Designate a contact person for the dialogue with the contracted person for administrative and financial matters: one person each for Latin America countries and another for African countries.
- Share with the contracted person the documentation and key information of the initiative for the start-up of the consultancy.
- Put the person hired in contact with the reference persons for the development of the contract and facilitate the exchange of information and necessary coordination.
- Review the drafts and the final version of the products prepared by the contracted person and return them commented within a period not exceeding three days from the date of confirmation of their receipt.
- Ensure that the products delivered are of quality and meet the requirements established in these terms of reference.

5. CONDITIONS OF CONTRACT

The execution of the contract will cover a period of **xx weeks**, from 1st October to 17 December, 2021. A total of up to **35 days** of consultant work is calculated.

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Given the uncertainty of mobility limitations, the grouping of several people and the restrictions on international travel due to the Covid-19 pandemic, the planning of the work must be carried exclusively via alternative virtual methodologies.

The person hired understands that the copyright of all the products generated within the framework of this consultancy will be the sole property the FOCELAC+ project and its partners (i.e. CLEAR-AA, CLEAR-LAC), and that they may be used by these instances for publications and the generation of other products linked to the raison d'être of the project. In all cases, the corresponding credits will be granted to those who generate content in the framework of the **contracting**.

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6. PAYMENT METHOD

In the course of the consultancy, disbursements will be made against delivery and approval of products, as described below, and upon receipt of the corresponding invoice:

- **First payment** after delivery of the **Work Plan (Product 1)**. The person hired will receive an amount based on the number of days worked up to that point.
- **Final payment** of the balance (**final deadline: November 30, 2021**) after delivery of the **Final Report (Product 3)**.

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1. Submission of offers

THOSE INTERESTED IN OFFERING THE SERVICES ESTABLISHED IN THESE TERMS OF REFERENCE MUST SUBMIT THE DOCUMENTS LISTED BELOW NO LATER THAN [INSERT DATE] TO THE EMAIL: [INSERT EMAILS]. INTERESTED PARTIES MUST INCLUDE THE FOLLOWING DOCUMENTS IN THEIR PROPOSAL:

A) ACCREDIT WORK EXPERIENCE RELATED TO THE REQUIRED SERVICES, PRESENTING THE INSTITUTIONAL CURRICULUM AND CURRICULUM OF THE PROJECT COORDINATOR. THROUGH THESE DOCUMENTS, EXPERIENCE IN SERVICES RELATED TO THIS CALL MUST BE DEMONSTRATED.

B) ECONOMIC PROPOSAL OF THE SERVICE REQUIRED FOR THE DURATION OF THE CONTRACT, BREAKING DOWN THE TOTAL AMOUNT BASED ON THE CHARACTERISTICS OF THE SECTION 3, **PRODUCTS TO BE DELIVERED AND DELIVERY DATES**.

C) PROVE LEGAL PERSONALITY OF THE PERSON SUBMITTING THE PROPOSAL BY MEANS OF THE FOLLOWING DOCUMENTS:

1. REGISTRATION WITH THE TAX ADMINISTRATION SERVICE

2. OFFICIAL IDENTIFICATION OF THE LEGAL REPRESENTATIVE OR NATURAL PERSON

3. PROOF OF ADDRESS

In case there is any doubt about the content of these Terms of Reference, questions should be sent before [Date to submit] to the email: [EMAIL]. All questions and corresponding answers will be made public in the same section as the terms of reference.

Once the proposals are received, it will be determined based on the principles of efficiency, economy and effectiveness which proposal meets the needs of the steering group and the interested parties will be informed if their proposal has been chosen or not. After that, the selected provider will be contacted directly to inform them of the administrative processes that will formalize their collaboration.

Candidates should send their offers by e-mail to NN (.....@deval.org) and NN (...@...), indicating " Guía de evaluación de Ecuador " in the subject line, before August 20, 5pm Ecuador time.

Offerings should include:

- CV(s) showing that the candidate(s) meets the required profile (section 6), of no more than 5 pages with font size 11.
- A written test in Spanish of a maximum of two pages (DIN A4, font size 11) in which the candidate(s) develops the following topic: Discuss the usefulness of having practical tools to guide the evaluation function within the public sector.
- Copy of a methodological guide, guidebook or similar product produced by the candidate or one person of the team.
- Price of the technical assistance service in dollars (Price Sheet, Annex 3).

The valuation will be carried out by means of the evaluation matrix (Annex 2). Only those offers that meet the required profile (section 6) and achieve a minimum of 6 points in the evaluation of the technical part will be considered.

2. Criteria for the valuation of the offers

Offers will be valued according to the following criteria:

- A. Completeness and validity of documents received (required items are: CV, signed price sheet (Annex 3), copy of the methodological guide or similar product.
- B. Fitting the person to the profile sought.
- C. Valuation of the written test detailed in section 9 (maximum two pages DINA4).
- D. Financial proposal.

Incomplete offers or offers that arrive after the deadline will not be considered. The weighting of the offers will be based on the correlation between the technical appraisal and the price submitted. All offers must

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comply with the minimum requirements established by the contracting entity to be taken into account in the evaluation, otherwise they will be discarded.

(15 .09 .21)