TERMS OF REFERENCE

Consultant: Monitoring and Evaluation Consultant
Division / Department: FAO Sub-regional Office for Central Africa (SFC), Libreville, Gabon
Programme / Project number: Sustainable Management of the Wildlife and Bushmeat Sector in Central Africa, GCP/RAF/455/GFF
Location: Libreville, Gabon
Duration of assignment: 2 months
Expected Start Date of Assignment: 27 May 2013

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Background Information

The Food and Agriculture Organisation (FAO) implements the subregional project Sustainable Management of the Wildlife and Bushmeat Sector in Central Africa, funded by the Global Environment Facility (GEF). The project has its head office in Gabon, and operates in two pilot sites in each of the four participating countries: Gabon, the Central African Republic, the Republic of the Congo, and the Democratic Republic of the Congo.

The project seeks to address the problem of declining wildlife populations caused by a demand for bushmeat that is higher than the production. Underlying issues are (i) traditional clan / lineage / community controls have broken down, resulting in a de facto open access situation; and (ii) weak governance and institutions at the national level, which includes insecurity, poor governance, lack of respect of law and order, and a general lack of enforcement of laws and regulations.

The basic approach adopted by the project to address this situation is the development and implementation of participatory wildlife management. It is based on the concept that the local communities will be more capable of controlling and regulating hunting than the government; and that local control could be more sustainable in the long term if community empowerment is conditional on communities adhering to the laws, and given that there are sufficient incentives for them to do so in the future. Specifically, the project focuses on reducing the main barriers to participatory wildlife management: (i) policy, legal and regulatory constraints, (ii) insufficient tools for participatory wildlife management, and (iii) insufficient institutional capacities.

The project’s conservation objective is to demonstrate that participatory management of wildlife can be a viable strategy for conserving forest ecosystem function, integrity and biodiversity in the Congo Basin. The project’s development objective is to enhance and increase the sustainability of livelihoods in local communities in the Congo Basin.

The project has the following products and activities:
1. The legal framework in all four countries provides a clear, solid and straightforward basis for the development of participatory wildlife management.
   1.1 Regional wildlife management strategy and national policies
   1.2 Laws and regulations enabling participatory wildlife management
2. Participatory wildlife management is operating in the communities targeted by the project and can be replicated elsewhere.
2.1 Field-level tools  
2.2 Sustainable financing and incentives  
2.3 Wildlife monitoring and evaluation  
2.4 Knowledge management tools  
2.5 Awareness raising  

3. Communities and support institutions have the capacity required to continue developing and implementing participatory wildlife management.  
3.1 Developing capacity within communities  
3.2 Developing capacity to support communities  
3.3 Developing capacities for replication and adaptation  

The project aims for the following outputs:  

1. The legal framework in all four countries provides a clear, solid and straightforward basis for the development of participatory wildlife management.  
   1.1.1 Regional wildlife management strategy is produced and adopted by the COMIFAC Council of Ministers.  
   1.1.2 All four countries have national wildlife policies.  
   1.2.1 Law and regulations enabling participatory wildlife management.  
   1.2.2 Legal sales of bushmeat and other animal products by community rangers.  

2. Participatory wildlife management is operating in the communities targeted by the project and can be replicated elsewhere.  
   2.1.1 Tools for participatory wildlife management in the field.  
   2.2.1 Tools for financial incentives and sustainable financing.  
   2.3.1 Wildlife monitoring and evaluation systems for use by communities and technical agencies.  
   2.4.1 Three participatory wildlife management reviews.  
   2.4.2 Eight cost-benefit studies of the participatory wildlife management systems in place at pilot sites.  
   2.4.3 A state-of-the-art manual for extending participatory wildlife management and training materials based on this.  
   2.5.1 Awareness raising campaigns and associated materials (posters, leaflets, etc.).  

3. Communities and support institutions have the capacity required to continue developing and implementing participatory wildlife management.  
   3.1.1 Approximately 560 community members trained in participatory wildlife management techniques and other resource management skills.  
   3.2.1 Approximately 240 staff of government and local NGOs trained in participatory wildlife management techniques, monitoring and conflict resolution.  
   3.3.1 Approximately 240 staff of government and local NGOs trained in participatory rural appraisal, land use planning / zoning and adaptive management.  
   3.3.2 Approximately 560 community members trained in participatory wildlife management techniques and other resource management skills.
Description Of The Assignment

Overall objective and purpose
The overall objective of the assignment is the establishment of an operational monitoring and evaluation system for the project. The purpose is to provide the project coordination with tools to effectively monitor project progress and achievement, and to provide mid-term and end-of-project evaluations with sufficient information to assess the project’s success.

Specific objectives
The objectives of this contract are:
1. To formulate a set of relevant, simple and straightforward indicators to monitor the project outputs listed above.
2. To design socioeconomic baseline surveys based on the set of indicators.
3. To identify sources of verification.
4. To produce operational means.
5. To produce an operational manual.

Requested services
The consultancy aims at developing an M&E system for the project. The Consultant will assist the Project in reviewing M&E needs and establishing necessary practical procedures and measures in order to operationalize M&E (data collection and processing). The consultant is expected to design a practical M&E system with regard to the following key aspects:
1. What needs to be measured?
2. What is the most appropriate source of information that needs to be collected?
3. How to collect the information and how often?
4. How to store and analyze data?

One of the project’s activities is the establishment of wildlife and bushmeat monitoring. The current assignment should incorporate this activity into the project’s M&E system but is not meant to design and operationalize it. The establishment of wildlife and bushmeat monitoring is a separate project activity that will be undertaken by the project team and project partners.

The Consultant is expected to:
1. Study the relevant project documents (including but not limited to the project document, provisional workplan, first annual workplan, budget), review and revise the logframe and results matrix, and revise the indicators if necessary.
2. Review the M&E needs and plans of the project, and extract relevant indicators to monitor the project outputs listed above. A first exploration for M&E needs is in Annex 1. The set of indicators to use needs to be simple and straightforward. The assessment should involve project staff and key project partners, in particular the National Technical Assistants, National Coordinators, M&E Operationalization and Health, Hygiene and Nutrition Advisor and Chief Technical Advisor, and, where possible, GEF Focal Points.
3. Establish data collection and reporting forms for capturing quantitative and qualitative information.
4. Based on the relevant indicators listed above help design baseline socioeconomic surveys to avoid collecting redundant information.
5. Identify sources of verification that the project can use. As much as possible, use existing data sources embedded in existing systems.


7. Design simple ways and means to store such information and the pathways for dissemination of that information.

8. Produce a manual that includes the above and guides project coordination in processing and evaluating the information.

Timing and logistics
The Consultant will work in Libreville, Gabon; Bangui, Central African Republic; Brazzaville, Republic of the Congo; and Kinshasa, Democratic Republic of the Congo. The assignment will be in two inputs of one month. She/he is expected to travel to each of the other three participating countries. Given the limited time, the Consultant will be expected to prepare this trip so as to allow the project team in these countries to prepare the visits, and effectively spend three days in each of the other three participating countries. A tentative schedule is:

First input: identifying sources and indicators
Day 1       Home location-Libreville
Day 2-7     Libreville
Day 8-12    Libreville → Bangui, Bangui
Day 13-17   Bangui → Brazzaville, Brazzaville
Day 18-21   Brazzaville → Kinshasa, Kinshasa
Day 22-29   Kinshasa → Libreville, Libreville
Day 30      Libreville → Home location

Second input: operationalization and design of means
Day 1       Home location-Libreville
Day 2-14    Libreville
Day 15-22   Testing of means in the field (Gabon)
Day 23-29   Libreville
Day 30      Libreville → Home location

The M&E Consultant will be assisted by the M&E Operationalisation and Health, Hygiene and Nutrition Advisor, who will be charged with ensuring M&E remains operational and will bridge the time in between the two assignments of the M&E consultant. The second input is foreseen after 4-6 months, to be determined in discussion with the M&E Consultant.

The project will provide office space. The Consultant is expected to bring her/his own computer (laptop). Printing facilities are available. The main working language is French. Occasionally there will be documents in English. The Consultant is expected to write the reports in French.
KEY PERFORMANCE INDICATORS

Expected outputs

1. A) A document that sets out project M&E needs and lists project M&E indicators.
   B) Socioeconomic survey designs.

2. A) Means to operationalize project M&E.
   B) The project’s M&E system is developed.

Required completion date

At the end of the first input.
At end of assignment

REQUIRED COMPETENCIES

Academic Qualifications:
• The expert must have a postgraduate degree in natural resource management or equivalent.

Technical Competencies and Experience Requirements:
Minimum requirements:
• She/he should have a minimum of ten years experience of working with government agencies and of working in development projects.
• At least ten year experience in monitoring and evaluation, particularly in the context of natural resource and/or rural development projects.
• Knowledge of and experienced in project cycle management and well versed in logical frameworks.
• Previous experience with M&E for GEF funded projects.
• She/he should be fluent in French and have working proficiency of English.

Desired skills and experience:
• Previous experience in working with governments of the four project countries is an advantage.
• Experience in wildlife and/or bushmeat management and issues is an advantage.

To apply:
Applicants must complete the FAO Personal History Form (PHF).
Send your PHF – which should clearly elucidate the required and desired competencies – to:
FAOSFC-Vacancies@fao.org
Applicants can include their CV if they wish, but this is not mandatory.

The deadline for applications is 30 April 2013.