



ADAPTATION FUND

**VFDM project ‘Integrating Flood and Drought Management and  
Early warning for the Climate Change Adaptation in the Volta  
Basin’**

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**Terms of Reference for carrying out mid-term evaluation  
of the VFDM project**

**Call for Expressions of Interest**

**December 2021**

**Implementing Partners**



## 1. Brief Background on VFDM project and context

The consortium comprising of the World Meteorological Organization (WMO), a specialized United Nations Agency, the Volta Basin Authority (VBA) and the Global Water Partnership-West Africa (GWP-WA) are implementing the project entitled '[Integrating Flood and Drought Management and Early Warning Systems in the Volta Basin](#)' (VFDM), funded by the [Adaptation Fund](#). The implementation of the VFDM project started in June 2019 and will complete by the end of June 2023.

Besides the National Agencies in charge of meteorology, hydrology, water resources management, civil protection, etc., the implementation of the project activities involves regional institutions (VBA, GWP-WA, WASCAL, ECOWAS, AGRYHMET) and some WMO technical partners such as the CIMA Research Foundation, the Italian Civil Protection Department, UNITAR/UNOSAT, IUCN and Knowledge & Innovation.

**Project Goal:** The overall goal of the VFDM project is to strengthen target agencies and communities' resilience and adaptation capacity to the impact of climate change events (floods and drought) with an integrated approach.

### **Project objectives:**

- Assist the six Volta river riparian countries in the implementation of coordinated and joint measures to improve environmental, social and economic development through flood and drought risk maps and future scenarios for the climate variability and change;
- Support basin stakeholders in developing appropriate End-to-End Early Warning Systems for Floods and Drought as well as capacity development activities for climate adaptation measures and mainstreaming gender;
- Provide policy and management guidance by sharing scientific information, knowledge and best practices for integrated disaster risk reduction and climate change adaptation in the Volta basin.

**Project Implementing Entity (IE):** World Meteorological Organization (WMO)

**Project Executing Entities (EE):** Volta Basin Authority (VBA)

Global Water Partnership West Africa (GWP-WAF)

World Meteorological Organization (WMO)

**Project Targeted Countries:** Benin, Burkina Faso, Côte d'Ivoire, Ghana, Mali, and Togo

**Project Period:** 4 years (2019-2023)

**Project website:** <https://www.floodmanagement.info/volta-basin/>

### **Project Components**

#### **Component 1: Develop capacity and established frameworks at the local, national and regional levels to ensure risk informed decision-making**

Component 1 will seek to identify and assess the current and future vulnerabilities, capacities, exposures and risks (VCERs). Floods and drought risk maps will be developed at local, national and regional level. Climate scenarios will be gathered and disseminated to the stakeholders, together with the risks maps, to study the possible impact of climate change on the current VCERs during capacity building sessions. This will provide opportunities to draw

recommendations for integrating climate change adaptation approaches into the current disaster risk strategies. It will also provide indicators and tools to raise awareness of stakeholders about the benefits of ecosystem functions for human well-being and the importance of protecting and restoring native ecosystems. Furthermore, these indicators will help in planning strategies for adequate consideration of preserving wetlands and other areas of transboundary importance such as biodiversity hot-spots.

### **Component 2: Develop concrete adaptation and environmentally friendly actions with an integrated approach**

This component will provide the basis for an integrated flood and drought management approach in the region, thanks to the data systems, collaboration frameworks and early warning systems that will be put in place in the basin. The development and implementation of the End-to-End (E2E) Early Warning System for floods and drought at the scale of the Volta basin is the key output of the project. To improve sharing of information, the system will cover the global chain from vulnerability and risk mapping to forecasting, warning dissemination and decision support. The operational use of the new E2E Early Warning platform will be supported by a series of pilot tests in different sub-basins and vulnerable areas, covering different socio-environmental conditions. Capacity development activities will be carried out to ensure an adequate uptake of the new products, services or tools developed. Moreover, self-help capabilities on nature-based solutions and gender-sensitive participatory approaches will be developed at local and national level.

### **Component 3: Strengthening policy and institutional capacity for integrated flood and drought management at the local, national and transboundary levels.**

Component 3 will explore how implementation and coordination efforts will be beneficial to the concerned institutions in order to revise or develop new policies, plans and guidelines on disaster risk reduction and climate change adaptation. Adaptation measures and strategies aligning with AF Environmental and Social Policy (ESP) and gender principles will be discussed at local level in agreement with local organizations and communities to increase the resilience to floods and drought. The participation and engagement of local stakeholders will facilitate the adoption of the strategies and subsequently result in long-term sustainability.

### **Mid-Term Evaluation (MTE) aim and objectives**

As per the guidelines of the Adaptation Fund, the implementing entity must undertake the MTE for projects/programmes that are under implementation for **over four (4) years**.

The objective of the Mid-Term Evaluation (MTE) is to assess progress towards the achievement of the project objectives and outcomes as specified in the Project Document. It will assess early signs of project success or failure in order to identify adjustments to achieve its intended outcomes or results.

Mid-term evaluation will assess at a minimum:

- Outputs and outcomes of the project activities implemented from the Inception to first half of the project's term;
- The quality of implementation, including stakeholders engagement, financial and risk management;
- Assumptions made during the preparation phase, in particular, objectives and agreed upon indicators, against current conditions;
- Factors affecting the achievement of objectives, and;

- M&E systems and their implementation.
- Project alignment with the Adaptation Fund's strategies and objectives

## **Expected Results**

The MTE study report will highlight progress made, issues requiring decisions and actions and present initial lessons learned about project design, implementation, and management. Findings of the review and action suggested will be incorporated as recommendations for the second half of the project's term to ensure that the project stays on track and achieve the deliverables and objectives.

## **Mid-term evaluation approach and methodology**

The MTE must provide evidence-based information that is trustworthy, reliable and useful. As a first step, the MTE consultant will review all relevant sources of information including documents prepared during the project preparation phase such as the project concept note and proposal, the inception workshop report, as well as; the project technical and financial reports.

Secondly, the MTE consultant is expected to follow a collaborative and participatory approach ensuring close collaboration with the Project Team, government counterparts, VBA, GWP-WA and other key stakeholders (ensure gender inclusive approach) involved in the implementation of the activities. The involvement of stakeholders from regional to national to local levels are crucial for a successful MTE; their involvement should be also based on semi-structured interviews and/or focus group discussion (virtual and/or face-to-face). Specific focus should also be ensured towards those who have been consulted and involved during the preparation and implementation phase. The MTE consultant is expected to conduct field visit missions to some or all the involved National agencies of the Volta Basin countries (Benin, Burkina Faso, Cote d'Ivoire, Ghana, Mali and Togo). Accordingly, the Independent consultant should detail in his/her methodology the approach and tools to put in place for field visits or discussion with the stakeholders.

The evaluation must adhere to the standards and norms of the United Nations Evaluation Group (UNEG). All relevant data should be sex-disaggregated and different needs of women and men and vulnerable groups should be considered throughout the evaluation process.

## **Mid-term evaluation scope**

The MTE consultant will assess the following four categories of project progress.

### **1) Project design and relevance**

The extent to which the objectives of a project intervention are consistent with beneficiaries' requirements, country needs, global priorities and partners' and donors' policies.

Sample questions:

- How relevant is VFDM project in the countries overall action plan and strategies for the preparing and managing climate change events such as

floods and drought? How relevant is VFDM project in addressing the countries' needs?

- What is the comparative advantage of VFDM project in relation to other early warning programs or projects in the countries or at the regional level?
- How relevant is VFDM project in contributing to the strategic objectives of the donor, implementing and executing partners?
- To what extent is VFDM responding to stakeholders and beneficiaries' requirements mainly contribute to long-term results and impacts?
- If there are major areas of concern, recommend areas for improvement.

## 2) Effectiveness

The extent to which the project objectives were achieved, or are expected to be achieved, taking into account their relative importance at the Regional, National and local levels and considering the mandate of key agencies or institutes involved in the management of floods and drought.

The consultant will consider following aspects on effectiveness:

- Are the project's outcomes, outputs and desired results, as laid out in the project logframe, on track to be achieved or not? What have been the enabling and/or inhibiting factors in this regard?
  - How effective are VFDM project development and implementation process? how was this carried out at the regional, national and local level?
  - To what extent has the project been successful in targeting the end users of Early Warning Services? How is it able to design and deliver tailor-made observation, forecasting, and early warnings, adapted to the different end-users (i.e National meteorological and hydrological services, water resources, farmers, fisherfolk, civil protection, etc.)? (linked to project component 1 and 2)
  - To what extent has the project been successful in supporting increased access to early warnings and risk information in particular for the most vulnerable populations?
  - To what degree did VFDM project has managed to connect 1) assessment of risks, 2) local hazard monitoring (forecast), 3) warning service for dissemination and communication and 4) reaction of the population?
  - To what extend did VFDM project foster the connections between providers of forecast and prediction products and preparedness and response plans?
  - At which level – regional, national, local – did VFDM support activities on awareness raising on early warnings?
  - Has VFDM investments provided an environment to enhancing the hydromet infrastructure observations network?
  - How have VFDM project so far integrated aspects of gender consideration? For example, participation and involvement in the implementation of the project activities, capacity development, involvement of women in decision making, is there a method for a gender-disaggregated collection of data on beneficiaries, gender-analysis undertaken or any targeted interventions implemented?
  - To what extent have VFDM project delivered, or are likely to deliver, results in an economic and timely way? Including: is the VFDM project development

and implementation process (consultation, involvement, decision-making) adapted to respond to countries' needs?

- How effective is the project approach in delivering the desired results? How can it be improved?
- Do the partner organizations work together effectively? Is the partnership structure effective in achieving the desired results?
- How effective has been the project monitoring in tracking the achievement of the desired results? Are any modifications required?
- Review the log frame indicators against progress made towards the end-of-project targets available in the project proposal.
- Compare and analyze the Adaptation Fund (AF) Results Tracker within the Project Performance Report (PPR) at the Baseline with the one completed right before the MTE.
- Identify the remaining barriers to achieving the project objective in the remainder of the project.
- By reviewing the aspects of the project that have already been successful, identify ways in which the project can further expand these benefits

### 3) Efficiency

In this section, it will be important to measure how economically resources/inputs (funds, expertise, time, human resources etc.) are converted to results

Sample questions:

- What is the efficiency of the VFDM project in relation to other existing early warning projects or initiatives (completed and on-going in the countries such as CREWS, World Bank HydroMet projects)?

Are the available technical and financial resources adequate to fulfil the project plans?

Are the project's resources (human and financial) used efficiently (value for money)?

### 4) Sustainability

This category looks into the potential of the continuation of benefits from the project intervention as well as the probability of continued long-term benefits out of it. In the case of the VFDM project, it is important to look at how sustainability has been addressed in the early stages of programming and project design.

Sample questions:

- To which extent the net benefits of the VFDM project are likely to continue?
- What systems and structures have VFDM project put in place to sustain delivery beyond the timescales of the VFDM project?
- What measures are needed to strengthen institutional sustainability for the EWS?
- How did VFDM follow a comprehensive approach to risk governance, for example in contributing to enhanced capacities for strategic planning?

### Independent Evaluator: required skills and qualifications

- The Independent evaluator will be responsible for:

- Producing all the evaluation deliverables;
- Recommending additional experts for recruitment, as needed, for the purposes of this evaluation, such as:
  - Technical expert in climate, or early warning, or preparedness and response
  - Technical expert in strategic planning and development programming.
- Ensuring the quality of data (validity, reliability, consistency, and accuracy) throughout the analytical and reporting phases. It is expected that the report will be written in an evidence-based manner.

Minimum qualifications for the Independent Evaluator:

- A Master's degree or equivalent in Social Science, or other closely related fields
- A minimum of 8 years' experience in design, management and evaluation of development or climate change adaptation projects, experience in designing evaluation tools that fit the need of the exercise, conducting desk reviews and evaluation missions, drafting of evaluation reports;
- Experience in evaluations of the Adaptation Fund, World Bank and/or UN programmes and projects;
- Experience in the technical areas of climate and early warning, preparedness and response, strategic planning and development programming;
- Experience and knowledge of LDCs in West Africa;
- Ability/experience to facilitate consultation meetings or workshops;
- Knowledge in gender and vulnerability issues is also preferable; - Ability to write and speak fluently in English and in French

## **Expected outputs and deliverables**

### **Deliverables**

The following documents/events will be required at the proposed times:

- 1) MTE Inception Report: Evaluator clarifies objectives and methods of Mid-term Evaluation. The inception report must be containing the evaluation framework, refined mid-term review objectives, detailed evaluation methodology, evaluation matrix, work plan and logistical arrangements for the field visits.
- 2) Prepare report and PowerPoint presentation with main findings and tentative recommendations upon data collection and field visits (expected to visit 3-4 countries and two countries virtually).
- 3) Debriefing workshop (1/2 day) with WMO to discuss the findings, lessons, and proposed recommendations (two days after completing the field trip)
- 4) Draft mid-term evaluation report in English: Draft report (using guidelines on the content outlined in Annex B) with annexes;
- 5) Final mid-term evaluation report, including an executive summary, in English and French: Finalize the report with comments from stakeholders and management responses. Some of interview or meeting tasks may be conducted via skype or video conference. All deliverables are subject to the validation by the WMO in respect with the schedule of tasks assigned to the Evaluator.

### **Payment modalities and specifications**

The overall level of effort estimated is 40 person/days spread over 4 months. The daily rate will be discussed with the shortlisted candidate. The payment will be made by WMO to the account specified by the Consultant upon validation of the work required.

The Consultant will travel to 2-3 Volta Basin countries for the purpose of the mission.

The consultant will take in charge airfare tickets, local travel costs for the mission including accommodations and daily allowances.

The WMO and VFDM Project Teams will be responsible for liaising with the MTE consultant to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

#### Schedule of Payments

- a) 30% of payment upon approval of the MTE Inception Report detailing the adopted methodology
- b) 40% of payment upon submission and validation of the draft MTE Report
- c) 30% of payment upon finalization of the MTE Report

#### Technical and Financial Proposals Presentation

The application package must include the following:

Signed Curriculum vitae (in English) with contact details of 3 clients for whom you have rendered preferably the similar service

- Methodological note (3 pages maximum) describing the approach to be used by the consultant for the mission execution including a work schedule that specifies the activities, dates, and timeframe.
- Two writing samples/reports in English.
- Minimum of three letters of professional references, contracts, certificates, etc

#### Financial Proposal

The overall budget proposal should be presented for the below timelines table.

Work stages	Description	Days proposed
1	Desk review of the project – related documents	5
2	Drafting and submission of the MTE Inception Report	3
3	Data Collection, Meetings, consultations (face to face) and field visits in 2-3 Volta Basin countries Virtual discussion with other countries	12
4	Report of key findings and tentative recommendations upon field visits	5
5	Draft MTE Report (English)	10
6	Final MTE Report (English and French)	5
	Total Days	40 days



Important Note 1- The interested consultant should have not participated in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project's related activities.

2- The project document is also downloadable via Adaptation fund website :  
<https://www.adaptation-fund.org/project/integrating-flood-drought-management-early-warning-climate-change-adaptation-volta-basin-benin-burkina-faso-cote-divoire-ghana-mali-togo/>

The M&E manual including result framework for the VFDM project is available here:  
<https://www.floodmanagement.info/volta-basin/monitoring-and-evaluation/>

### **Application modalities and deadline**

Complete applications should be submitted by email to the following address: [support@vfdm.info](mailto:support@vfdm.info) and [rtripathi@wmo.int](mailto:rtripathi@wmo.int) , **no later than January 10, 2022, at 5 pm GMT** with the following reference in the subject line: [VFDM/MTE/2021: Consultant for VFDM Project MTE].

Interested applicants must submit all documents as described in the above item entitled " **Technical and Financial Proposals Presentation** " for the eligibility of their applications.

Requests for clarifications should be sent to the same e-mail address ([support@vfdm.info](mailto:support@vfdm.info) and [rtripathi@wmo.int](mailto:rtripathi@wmo.int)).

### **Annexes**

Annex 1: Final Evaluation Report incorporating feedback from stakeholders, for the review and approval of the WMO.

The total length of the MTE report should be a maximum of 50 pages for the main report, excluding annexes. Annexes can provide background and further details on specific components of the project evaluated.

The evaluation report template:

1. Title page
2. Table of contents
3. Executive summary
4. Acronyms
5. Background and description
6. Purpose of MTE
7. Evaluation methodology and evaluation questions
8. Findings per criteria
9. Lessons learnt and potential good practices and models of intervention
10. Conclusions and recommendations

11. Annexes (ToR, list of interviews, overview of meetings, proceedings stakeholder meetings, other relevant information)

**Annex 2 List of stakeholders (will be shared later)**