

TERMS OF REFERENCE

Consultancy for Monitoring and Evaluation of Caribbean Export Development Agency's Implementation of the 11th EDF Regional Private Sector Development Programme

1. BACKGROUND

The Caribbean Export Development Agency (Caribbean Export/the Agency) is the premier agency for implementing trade, export and investment promotion programmes within the CARIFORUM region. In 2016, the Agency completed the implementation of the 10th European Development Fund (EDF) Regional Private Sector Development Programme (RPSDP). The final evaluation of that programme gave a positive overall assessment of medium-high, and found the alignment with CARIFORUM policies and the CARIFORUM-EU EPA to be high. Additionally, sustainability, coherence and EU value-added were also assessed as high and overall effectiveness as medium-high. Specific recommendations emanating from the evaluation focused on improving the Direct Assistance Grant Scheme (DAGS), increasing sector focus and increased technical assistance, trade promotion and market intelligence.

In a continuation of this work, the 11th EDF RPSDP will therefore focus on market penetration, supply chain and intelligence frameworks, increased access to finance, promotion of green energy and energy efficiency as key factors in lowering costs, business to business forums and more targeted diagnostic tools to enhance firm capacity. An extremely critical pillar in the success of this Programme will be the improvement of the business enabling environment within CARIFORUM States. It will also seek to facilitate public-private dialogue to strengthen the private sector's ability to influence policy formulation at the national and regional levels leading to a more conducive environment for doing business and sustained economic growth. Caribbean Export will also continue to build on the wide stakeholder consultation process it currently employs to ensure buy-in at all levels of engagement.

The overall objective of the 11th EDF RPSDP is to increase employment creation, inclusiveness, particularly for youth, women and indigenous groups, and overall poverty reduction in CARIFORUM states through targeted interventions that provide new and innovative framework for growth and development. The specific objectives of this programme are as follows:

- (i) Building Private Sector Capacity at the Firm Level in Order to Increase Export Competitiveness
- (ii) Strengthening Business Support Organisations (BSOs) to Support the Private Sector
- (iii) Strengthen Regional Mechanisms Aimed at Promoting Effective Public-Private Dialogue in Order to Develop a More Effective Enabling Environment

The programme is scheduled to run from January 2017 to December 2021 with an indicative budget of 24 million Euros.

2. OBJECTIVE

2.01 Due to the diversity of this programme, Caribbean Export needs to embed a culture of results-based monitoring, and provide evidence-based decision making inputs of both strategic and operational natures. The objective of this assignment is to therefore support the work of the Agency, by tracking all Work Programme activities and overseeing Monitoring and Evaluation activities in support of these programmes. This includes the collection of information and analysis of results, to accurately demonstrate programme outcomes, impact, accomplishments, challenges and, lessons learnt.

2.02 The specific goals and principles of the Monitoring and Evaluation within Caribbean Export are to:

- Track and monitor the programme inputs, activities, and outputs;
- Provide assessments of results and accomplishments of the programmes implemented;
- Create evidence for informed decision-making at policy and strategic levels;
- Provide information for accountability and performance improvement;
- Support evaluation to expand lessons from evidence; and
- Contribute to learning and knowledge management on programming, monitoring and evaluation

3. ASSUMPTIONS AND RISK

3.1 The following assumptions underlie these Terms of Reference:

- (i) The Consultant has access to existing Caribbean Export programme staff and project-related documentation.

3.2 The following are anticipated risks:

- (i) Reduced implementation of the work programme will result in a decrease of activities to be monitored throughout the programme cycle
- (ii) Reduced financial resources to undertake project monitoring and evaluation activities will result in inadequate reporting

4. SCOPE OF WORK

4.01 The scope of work is understood to cover all the activities necessary to accomplish the stated objective, whether or not a specific activity is cited in these TORs. The main tasks/activities are summarised below:

- Develop and strengthen monitoring, inspection, and evaluation tools and procedures;
- Monitor all project activities, expenditures, and progress towards achieving the project output;
- Conduct interviews, in-depth assessments and focus groups to highlight the success, challenges, and impact of programme interventions;
- Work with programme staff to ensure that programme activities are aligned with the overall work programme and strategic objectives;
- Contribute to the maintenance of database and appropriate documentation of beneficiary data collected, disaggregated per programme requirements, and organized as necessary to meet various reporting requirements throughout the life of the programme;
- Contribute to quarterly, bi-annual, and annual programme reporting in accordance to multiple stakeholder requirements;
- Conduct risk assessments of current project/programme activities, and suggest strategies for the management of potential risks;
- Inform management of any identified bottlenecks, deficiencies or possible improvements in programming using data collected in M & E systems;
- In partnership with the PR and Communications Unit identify, and generate content for success stories, reports, briefing documents and other programme communication; and

5. CONTRACTING AUTHORITY & RESPONSIBILITY

Caribbean Export shall be the contracting authority for this assignment and shall have overall responsibility for its delivery and implementation.

6. LOGISTIC AND TIMING

6.01 Location

The Consultant must be either an ACP or EU national or be legally registered as a business in either. Where possible, the Consultant should make optimal use of Information Communication Technologies, including videoconferencing and online meeting platforms to enhance collaboration among team members and organisations around the region as necessary.



6.02 Duration

The estimated duration for this project is eleven (11) months.

7. REQUIREMENTS

The Consultant must have the following qualifications and experience:

- Bachelor's or Master's degree in Development, International Relations, Public Policy, Project Management or a discipline related to the Terms of Reference;
- A minimum of three years relevant professional experience in project management, public relations and communication and relevant fields;
- A good knowledge of NGOs and other local and regional development agencies will be considered an asset;
- Knowledge of results-based management (RBM);

Interested and suitably qualified candidates are required to submit a detailed CV via electronic copy to info@carib-export.com

THE DEADLINE FOR THE SUBMISSION OF PROPOSALS IS 23rd JUNE 2017 AT 4:30PM (BARBADOS TIME).

8. REPORTING AND OUTPUTS

The Consultant shall report to the Caribbean Export designated Project Manager, and provide the following outputs as a part of the assignment:

- Monthly reports on the activities undertaken in this assignment
- Tools and protocols for project monitoring
- Draft and final quarterly and annual reports on progress of the programme
- Follow-up beneficiary assessments bi-annually (6 months)
- Programme and project briefs as requested by programme staff and stakeholders

9. Special requirements

Confidentiality in the discharge of the obligations is a requirement.