



## **Terms of Reference for External Assessment Consultants**

**May-June, 2014**

### **Background**

The African Forest Forum (AFF) is an association of individuals who share the quest for and commitment to the sustainable management, use and conservation of the forest and tree resources of Africa for the socio-economic wellbeing of its people and for the stability and improvement of the environment they live in.

The purpose of AFF is to provide a platform for information sharing and expertise and create an enabling environment for independent and objective analysis, advocacy and advice on relevant policy and technical issues pertaining to achieving sustainable management, use and conservation of Africa's forest and tree resources as part of efforts to reduce poverty, promote economic and social development and protect the environment. More information on AFF is available at [www.afforum.org](http://www.afforum.org)

The African Forest Forum, with funding from the Swiss Agency for Development and Cooperation (SDC) has since November 2011 been implementing a project of the title "Africa forests, people and climate change". The project is part of an emerging Climate Change Programme for AFF (AFF-CCP).

The purpose of the AFF-CCP is to better understand how forests and trees, and the people who depend on them in the various African landscapes, respond to climate change and variability. The emphasis of the programme is on understanding and development of the relationship between forests and trees on one hand, and climate change on the other, in the various forest areas on the continent; and more specifically in semi-arid areas (including the Sahel region), the woodlands of West, East and Southern Africa and moist forests in Central and West Africa.

The programme focuses on the following three working areas (i) Policy and advocacy; (ii) Capacity building and skills development; and (iii) Learning, knowledge generation and information management. The "Africa forests, people and climate change" project has three specific objectives that have been formulated to guide work in these working areas, and these are to:

1. Foster awareness on forests and climate change issues and promote appropriate changes in policies and practices. (Working area 1).
2. Build and improve capacity to address forest related climate change issues. (Working area 2).
3. Ensure that production, adaptation, mitigation and policy processes involving forests and trees are backed by sound information. (Working area 3).

As an overall strategy, the three working areas are closely interlinked. Transversal themes, in particular the topic of gender, are integrated throughout the three working areas.

### **External assessment of the project**

AFF is inviting applications from suitable candidates to carry out an external assessment of the project. Applications should be directed to the contact person at the address at the end of this document. Only the selected candidates will be notified of the final outcome.

*The deadline for receiving applications is April 25, 2014, and selected candidates are expected to start working on this task latest mid-May 2014.*

### **Scope of Work**

The objectives of this assessment mission are:

- (i) To review progress against plans as contained in the document “ Contract between The Swiss Confederation, represented by the Swiss Federal Department of Foreign Affairs, acting through Swiss Agency for Development and Cooperation SDC, Freiburgstrasse 130, 3003 Berne, Switzerland, and African Forest Forum-AFF, c/o World Agroforestry Centre (ICRAF), United Nations Avenue, Gigiri, 00100Nairobi, Kenya, Concerning the granting of a contribution to the project: 7F-06587.01.03 AFF programmatic support 2011-2014. Contract no.81014210.”
- (ii) To assess if any major developments have taken place during the implementation period that could facilitate planning future activities.

Introduced by Prof. Godwin Kowero, Executive Secretary, AFF, the consultants shall assess the AFF activities, and specifically those supported by a grant from SDC, taking into account the following:

- a) Project activities
  - ◆ Appropriateness to Africa of the issues addressed in the project
  - ◆ Consultative process between AFF and stakeholders in defining the project areas
  - ◆ Commitment of AFF to the projects
- b) Project Management
  - ◆ Planning, organisation and implementation of project activities
  - ◆ Management of AFF headquarters-Nairobi, and liaison with experts that undertook the work
  - ◆ Consultative mechanisms between AFF and SDC
  - ◆ Management of the joint training component between AFF and the School of Agriculture, Forest and Food Sciences (HAFL) at Bern University of Applied Sciences in Zollikofen, Switzerland
  - ◆ Technical and financial accountability and reporting.

- c) Project outputs
  - ◆ Level of achievement of objectives in terms of planned outputs in relation to those realized
  - ◆ Technical quality of outputs realized
  - ◆ Appropriateness to target audience of outputs like newsletters, policy briefs, working papers, interim reports, etc.
  
- d) Dissemination
  - ◆ Evaluation of means employed to disseminate information, including the website, and how dissemination of information can be improved.
  
- f) Other Issues
  - ◆ Problems and constraints experienced by AFF in implementing its agenda
  - ◆ What remains unaccomplished
  - ◆ Areas and/or opportunities for potential improvement and growth of AFF
  - ◆ Risks and risk management
  - ◆ Any suggestions on way forward with this project

### **Qualifications**

1. Advanced degree, at least at master's level, in forestry or natural resources management or related areas.
2. Considerable experience (at least 10 years) in development, research and/or management related to forest and/or other natural resources in Africa.
3. Demonstrated experience in project review/evaluation.

### **Duration**

Two consultants will be engaged for one man-month each during the period May and June 2014.

They will work very closely and produce a draft report, in the English language, which shall be presented to the Executive Secretary, latest June 30, 2014.

### **Contact Person**

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