



## **Terms of Reference (TOR) for a meta-analysis of an independent evaluation of projects supported by the Enhanced Integrated Framework (EIF) in the Least Developed Countries (LDCs)**

### **Background**

The EIF is a global trilateral partnership between LDCs, EIF Donors and EIF International Agencies, which became operational in October 2008, and the first set of projects was rolled out in July 2009. The EIF aims to integrate the LDCs into the global trading system by assisting them to mainstream trade into their National Development Plans (NDPs) and/or Poverty Reduction Strategy Papers (PRSPs), trade-related sector strategies and trade-related legislations. It also helps build the LDCs' capacity to trade and coordinate trade-related technical assistance.

The programme supports trade-related projects at two levels. At the institutional level (known as Tier 1), the programme provides support to the LDCs for projects that involve the preparation of a Diagnostic Trade Integration Study (DTIS) and the associated DTIS Action Matrix, which forms the basis for including trade-related priorities into country NDPs/PRSPs and donors' financing fora; and for support to the EIF National Implementing Arrangements by building their capacity to formulate and coordinate trade policies and strategies and to manage projects.

At the productive level (known as Tier 2), the programme supports the LDCs in the formulation and implementation of priority projects identified in the DTIS Action Matrix. Such projects aim at attracting, retaining and increasing investments (both domestic and foreign) in trade-related value chains, such as in agriculture, tourism, fisheries and livestock, while also facilitating gender-inclusive trade in such goods and services.

The EIF is in its second phase of a seven-year term (January 2016 to December 2022). The second phase will continue to focus on value for money (VfM) through a greater emphasis on efficiency and effectiveness of programme delivery, sustainability of programme objectives and impact of the results on the lives of the people in the LDCs and communicating such results to the EIF partnership and beyond. To deliver on its seven-year mandate, the EIF has developed procedures, guidelines and modalities and updated a Theory of Change and a programme-level logframe to measure results and a risk matrix to monitor risks associated with programme delivery. These strategic documents guide in-country programme delivery, monitoring, evaluation and communication, all hinged on mid-term strategic plans.

### **RATIONALE AND PURPOSE**

#### ***Rationale***

Evaluation is an integral part of EIF programme implementation and management and a necessary phase in the programme cycle. Moreover, the results-based management nature of the programme requires that all country-level EIF-funded projects are evaluated at mid-term and end of project to assess the extent of results achieved, relevance of the objectives, efficiency and effectiveness of delivery and the potential impact and sustainability of the programme. It also identifies lessons

learned to input into the design of other projects, programme or policy. Accordingly, the idea of a meta-evaluation was proposed by the Executive Secretariat for the EIF (ES) and endorsed by the 27<sup>th</sup> EIF Board meeting held in Ouagadougou, Burkina Faso, from 20 to 21 November 2018.

### ***Purpose***

The main purpose of the meta-evaluation is to: a) assess linkages between past evaluations and the objectives of respective projects and relevance to the overall goal of the EIF Country-based projects; and b) determine the overall quality, credibility and use of evaluations in order to provide advice on improvements and adjustments to existing and future evaluations.

Objective of the meta-evaluation:

- Determine to what extent these evaluations fulfil widely accepted standards in terms of quality and develop recommendations on what aspects to improve and how to increase the usefulness of country-level project evaluations.
- Provide an overall assessment of the major strengths and weaknesses of country-level project evaluations carried out between 2012 and 2018 and describe how effective the evaluations are at examining the value of the particular project/programme approach.
- Identify key findings, recommendations and lessons learnt to improve the performance of EIF institutional capacity-building and productive capacity enhancement projects.
- Provide a consolidated evaluation on the performance (either actual or expected) of EIF projects, particularly in relation to its relevance, efficiency, effectiveness, impact and sustainability.
- Assess gender inclusiveness and gender-disaggregated data in the evaluations.

The EIF seeks a short-term Consultant to undertake this evaluation as part of the EIF's review of its monitoring and evaluation (M&E) system and will contribute to assessing how the programme is contributing to mainstreaming trade in the LDCs' socio-economic development and integrating them into the global trading system. The primary stakeholders of the evaluation are the EIF Board and the overall EIF partnership.

## **SCOPE OF WORK AND METHODOLOGY**

### ***Scope***

The meta-evaluation aims to take stock of the evidence base stemming from independent evaluations conducted in the LDCs from 2012 to 2018. There are about 45 independent evaluations (both mid-term and final) of varying quality, covering 30 countries during this period. The consultant will review these evaluations and conduct a meta-analysis of their results and methods. This will involve critically assessing the robustness of the evaluations, analyse the results obtained and drawing out key recommendation and lessons learned from the findings. The evaluation will start in July 2019 and is projected to end in September 2019, with a draft report to be submitted to the ES in September 2019.

### ***Methodology***

The meta evaluation will be guided by the OECD criteria of evaluation (relevance, effectiveness, efficiency, sustainability and impact). It will assess the relevance of the objectives of the EIF as applied to the trade agenda of the LDCs, including the importance and complexity of working with LDC

government structures and efficiencies gained through targeted partnering. It will assess the effectiveness of the project in line with the trade objectives of the LDCs and the capacity of the implementing partners, particularly regarding their skills as the concept of trade itself continues to evolve. It will assess efficiency in relation to cost effectiveness or VfM. Conversely, sustainability, particularly through capacity-building, should be assessed to gauge the continuity of programme objectives once the EIF comes to an end or picks up a new direction. The change, both at the micro level (as it impacts people's lives) and the largely aspirational impact at the macro level should be assessed.

The evaluation will be guided by these TOR and an Inception Report to be produced by the winning consultant, which will specify the detailed meta-evaluation methodology. The Inception Report will be approved by the EIF Board or a Meta-evaluation Committee (composed of EIF Donors, EIF Agencies and LDC representatives) designated by the EIF Board for this purpose. The evaluation will consist of desk-based analysis only, and no fieldwork is anticipated, although EIF partners could be consulted.

It will involve:

- a. Document review: the main data collection method will be a document review, which includes the review of guidelines and notes on conducting evaluations for the EIF, evaluation reports (mid-term reviews, final evaluations and project completion reports) and other EIF strategic documents, such as the Compendium and the Medium-term Strategic Plans).
- b. Survey and interviews: For each selected project evaluation, staff of the EIF National Implementation Units, Main Implementing Entities of projects, the ES and the EIF Trust Fund Manager (TFM) as well as partners could be consulted through interviews or surveys to ascertain the perceived usefulness of country-level project evaluations as well as support functions, challenges and constraints.
- c. Be largely summative and will provide an assessment of EIF Country-level evaluation systems.

#### *Criteria for the selection of country project evaluations*

The selection of country evaluation reports will be based on a desk assessment and influenced by the geographic/regional distribution and language and different development factors, such as land-locked economies or small island developing states. *The proposed criteria for the selection of countries and the method of selection will be included in the Inception Report by the winning consultant.*

#### **TASKS**

- Prepare a quick analysis of a sample of documents and of country-level independent evaluations to produce the Inception Report, including a work plan.
- Upon approval of the Inception Report, increase the sample size (about 30) based on the number of independent evaluations of both institutional and productive sector projects.
- Do a desk review of the selected sample and conduct the meta-analysis using standard robust evaluation techniques.
- Produce a draft meta-evaluation report.
- Receive and incorporate comments into the draft report.
- Present the draft report to EIF Board.
- Finalize the draft report after receiving comments from the EIF's constituencies (Donors, Agencies and the LDCs).
- Submit the final report to the ES.

These tasks are indicative for understanding the meta-evaluation. They will be adjusted and elaborated in the consultant's Inception Report and as agreed upon by the EIF Board/Meta-evaluation Committee.

## **TIMELINE AND EVALUATION DELIVERABLES**

The consultancy will cover a period between July and September 2019 for a total of 40 effective working days covering a period of 60 days. The following is a tentative schedule:

	<b>Task</b>	<b>Estimated days</b>	<b>Timeline</b>
1	Recruit the consultant		First week of July
	Initial document review	5	Second week of July
2	Inception Report, including survey questionnaire	5	Third week of July
	Review of inception report		Fourth week of July
3	Assessment phase: review of evaluation reports, interviews and analysis	20	Third week of August
4	Draft the meta-evaluation report	5	Fourth week of August
5	Review of the draft report by stakeholders		Second week September
6	Incorporate comments and submit the final meta-evaluation report to the ES	5	Third week September
	Total	40	

### ***Deliverables***

The consultant is expected to deliver the following products:

- Inception report (including a work plan and timeline).
- Survey questionnaire, in cooperation with the EIF partnership.
- Draft meta-evaluation report.
- Presentation of the final meta-evaluation report (the final report must contain an executive summary and a list of recommendations made by the consultant. It should not comprise more than 30 pages, excluding annexes).

### **Managing the evaluation process**

The meta-evaluation will be conducted by an experienced consultant supervised and managed by the ES. Key deliverables (outlined above, except for the final report) will be reviewed and approved by the ES/Meta-evaluation Committee created by the EIF Board. The evaluator will be responsible for the quality of the final meta-evaluation report, which will be submitted to the EIF Board for approval. The consultant will report to the Executive Director through the Deputy Executive Director of the ES.

## **Payment Method**

The total budget for this meta-evaluation is US\$35,000, which will be paid as follows:

- Advance payment of 40% of the total budget upon the acceptance of the Inception Report by the ES and Meta-evaluation Committee.
- Remaining balance of 60% of the total budget upon the acceptance of the final meta-evaluation report to the satisfaction of the ES.

## **QUALIFICATION AND EXPERIENCE OF THE EVALUATOR/CONSULTANT**

In accordance with these TOR and the Inception Report (to be produced by the winning consultant), the consultant will be responsible for the overall conduct of the evaluation, including submitting/presenting all evaluation deliverables in a timely manner. He/she shall have the following skills:

- Extensive M&E expertise and experience (at least ten years), including leading global programme evaluations across diverse trade-related sectors.
- Evaluation experience in Aid for Trade contexts and familiarity with Aid for Trade programme issues.
- Extensive experience working with and in the LDCs, whether in M&E or programme management/implementation.
- Knowledge of institutional issues related to development programming (including funding and administration and the role of donors, UN agencies and partnerships).
- Experience working with multi-donor/partner/beneficiary initiatives, including understanding of the political and diplomatic dimensions, and managing a complex evaluation process in that context.
- Languages: fluency in both oral and written communication in English and French is required; Portuguese is an asset.
- Post-graduate degree in trade, development, M&E or a related field.

Specific to the task:

- Extended experience in conducting meta-evaluations and in developing analytical protocols as documented in at least two meta-evaluations during the last five years.
- Proven knowledge of meta-evaluations and their methodology, as proven ideally by publications in which meta-evaluations played a role.
- Experience in conducting project and programme evaluations in the international development cooperation arena proven by at least two project evaluations during the last five years and by participation in at least two programme evaluations.
- Familiarity with the EIF programme and understanding of trade in the LDCs and capacity of the LDCs.
- Experience with evaluation systems of other bilateral donor agencies is an asset.

Other skills:

- Strong analytical skills and ability to work independently.
- Excellent report-writing and editing skills.
- Excellent data presentation and visualization skills.

## **SUBMITTING A PROPOSAL – SELECTION PROCESS**

### ***Submitting the proposal***

A consultant of the meta-evaluation will be hired through a competitive selection process. These TOR are published in a variety of platforms and networks. Interested candidates should provide a technical offer (maximum five pages, excluding annexes) and the estimated costs. The technical offer should include the following:

- Brief description of the understanding of the assignment.
- Presentation of a proposed approach.
- Presentation of a detailed work plan, including time schedule and tasks.
- Detailed CV and references of similar assignments (as annexes).
- The costed proposal (financial offer) should follow the following breakdown (in US\$):
  - Consultant's fee: fee rate per working day, total amount;
  - Travel costs to Geneva for preliminary discussions, access documents etc.
  - Other costs (for communications and/or distribution, etc.).

Proposals should be submitted by 28 June 2019 to Ms Constanze Schulz, Administrative Assistant, Executive Secretariat for the Enhanced Integrated Framework at the WTO: [eif.secretariat@wto.org](mailto:EIF.secretariat@wto.org).

**Only short-listed candidates will be contacted.**

### ***Evaluation/selection of proposal***

The technical and financial proposals will be weighed 70:30 respectively. Criteria that will be used to assess the proposals include:

- Expertise, relevant experience and suitability of consultant.
- Quality and coherence of the proposal, including methodology, timeline and work plan.
- Coherence of financial and technical proposal; and VfM.

Please note that personal data included in the proposals (like CVs) will be stored and used for the EIF's internal processes during the review of the proposals.

After the selection of the consultant, he/she will be briefed and asked to provide an Inception Report (to include, but not limited to, the approach and methodology, including stakeholder engagement, evaluation standards to focus on and data collection and analysis) within a week of signing the contract. The Inception Report will then be evaluated by the ES/TFM and submitted to the EIF Board/Meta-evaluation Committee for approval. Once an agreement has been reached on the Inception Report, the consultant will be asked to begin its implementation.

## **CONFLICT OF INTEREST**

The consultant shall be independent and shall respect ethical standards with respect to conflict of interest, confidentiality and transparency. Any potential conflict of interest (actual or perceived) should be disclosed in the submission documents. Consultants who have been involved in undertaking the actual evaluation of the projects to be selected for Meta-evaluation should not apply.

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