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## TERMS OF REFERENCE

# FINAL EVALUATION OF THE ECOWAS-SPAIN FUND ON MIGRATION AND DEVELOPMENT

## **TERMS OF REFERENCE FOR THE FINAL EVALUATION OF THE ECOWAS-SPAIN FUND ON MIGRATION AND DEVELOPMENT**

### **I- Background and Justification**

#### **❖ Background of the Fund**

The Economic Community of West African States was founded by a treaty signed in Lagos in 1975. Since then, the Member States have been committed to the process of building a regional economic bloc.

In 1979, the Member States adopted a Protocol on the Free Movement of Persons, the Right of Residence and Establishment. This protocol and the supplementary texts thereof are a testament to the political will of the Member States to place intra-regional mobility of their population at the heart of the regional integration process.

Aware of the pivotal role of free movement of persons in the actual integration of West Africa, the ECOWAS Member States established a Common Approach for migration, which was adopted by the Heads of State and Government in January 2008 in Ouagadougou.

To make this Approach a reality, Spain and ECOWAS decided to cooperate in establishing the ECOWAS-Spain Fund for Migration and Development.

#### **❖ Objective of the Fund**

The overall objective is to eradicate poverty in the ECOWAS sub region, through sustainable and effective regional integration and institutional capacity building. In specific terms, the Fund on Migration and Development offers aid to Civil Society Organisations (CSOs) and organisations within ECOWAS Member States for projects on migration and development that help to expand positive effects and curtail negative effects of migration on the countries, the migrants, and their families.

#### **❖ Role and responsibilities**

To facilitate the fund's implementation, an institutional arrangement was set up and includes the:

- Fund Steering Committee, which is the overall organ for coordination and decision-making,
- Technical Management Team (TMT),
- Fund Management Unit (FMU),
- National Platforms.

## ❖ Intervention Strategy

The Fund is, in effect, disbursed to the Civil Society, ECOWAS Commission, Member States, through the provision of funds for implementation of their respective projects once approved by the Fund Steering Committee.

The amount granted to Civil Society Organisations for the first call for projects is between Euros 30,000 and 120,000

The Fund finances up to 90% of total project cost for each beneficiary Civil Society Organisation. The remaining 10% of the project cost is directly funded by ECOWAS Commission.

Conversely, the Member States and the ECOWAS Commission are allocated a maximum of Euros 250,000 from the fund.

The amount, allocated as a grant, finances up to 90% of the total project cost.

By way of compensation, the beneficiary bears the cost of the remaining 10%.

### ***Eligible Institutions***

The underlisted are eligible beneficiary Civil Society Organisations:

- NGOs;
- Academic Institutions;
- Research Centres;
- Associations in Diaspora;
- Associations of Migrants;
- Regional Networks.

With respect to Member States, all the fifteen (15) ECOWAS Member States are eligible, as well as the ECOWAS Commission.

#### *a) Project Execution Timeline:*

The execution of Civil Society projects may not exceed twelve (12) months. However, the execution of projects of Member States and the Commission may continue for eighteen (18) months. Requests for project extension are studied on a case-by-case basis after a field visit, where necessary. The requests must be approved by the Technical Fund Management Team.

### *b) Project Location*

Projects may have a local, national, or regional scope that is clearly restricted to the ECOWAS region. The fund may also finance cross-border projects or initiatives.

### *c) Priority intervention areas of the Fund for Migration and Development*

Projects by Civil Society Organisations with respect to the first call for projects would essentially target the two main priorities listed hereunder:

- ❖ Actions that promote free movement of persons within ECOWAS,
- ❖ Actions that promote migration and development.

Priorities of the second call for projects are:

- ❖ Actions that promote free movement of persons within ECOWAS,
- ❖ Actions aimed at promoting the management of regular migration,
- ❖ Actions in line with the fight against irregular migration, trafficking in human beings -women and children in particular,
- ❖ Actions to take the gender dimension into account.

The Commission and Member States' projects, however, would be geared towards the following priorities:

- ❖ Free movement of persons,
- ❖ Irregular migration and the fight against trafficking in human beings -women and children in particular.

## **II - Evaluation Missions**

In accordance with the Memorandum of Understanding between ECOWAS and Spain and the agreed evaluation system, there is to be a mid-term evaluation and a final evaluation of the Fund. The evaluation exercises are jointly initiated by ECOWAS and Spain through the Steering Committee, to which the evaluation reports shall be submitted for approval.

A mid-term evaluation was conducted in 2015 on the first call projects. The final evaluation would consider the first and second call projects, the ECOWAS Commission and Member States' projects, and the Fund's management and administration.

### **III- Objectives**

- Overall Objective

The purpose of the final evaluation mission is to examine the fund's implementation in line with set objectives, appraise the fund's management, budget execution and results, as well as the effectiveness of actions undertaken. The final evaluation will also help to identify impactful and transformative actions and to appraise the impact of interventions, with a particular focus on gender.

- Specific objectives

In specific terms, the evaluation will appraise:

- i. the relevance of the Fund's institutional framework, the procedures at various levels of the framework, and the management organs,
- ii. relevance of the objectives and results,
- iii. effectiveness of the Fund's implementation,
- iv. effectiveness of the Fund's institutional framework,
- v. relevance of actions carried out and the gender dimension,
- vi. the Fund's contribution towards the actualisation of ECOWAS Common Approach on Migration and Development through the funded projects,
- vii. the effectiveness of the internal and external mode of communication deployed by the Fund's institutional arrangement,
- viii. the Fund's management and monitoring of funded projects,
- ix. the Fund's visibility,
- x. significant changes, on an institutional as well as operational scale, resulting from the Fund's implementation,
- xi. the impact of projects funded in relation to the targeted areas.

It will also identify:

- i. relevant and impactful actions,
- ii. Actions with little impact, which may be modified to yield greater impact. To that end, the Consultant would be expected to suggest areas for improvement,
- iii. Fresh and relevant actions to be included in future interventions, taking due account of the development of the migration issue.

## **IV- Methodology**

The proposed methodology for the Fund evaluation exercise shall at every stage integrate the OECD DAC criteria, namely, relevance, effectiveness, efficiency, impact, and sustainability. The evaluation will rely on:

- 1) A study and analysis of documentation produced by the Fund Management Unit and the managers of projects funded by the Fund. It primarily involves:
  - Sound knowledge of the Fund implementation document, its objectives, results, and activities, as well as the fund's implementation strategy and budget.
  - Various reports and minutes (information days, field visits) as well as quarterly and annual technical and financial reports on the Fund and funded projects.
- 2) Contacts and meetings held with the Fund Management Unit, National Platforms, Spanish Embassies, AECID Technical Cooperation Offices and focal points in the region, members of the Technical Management Team, ECOWAS Commission, in particular the Departments of Free Movement, Finance, and Gender, as well as major partners in the Member States and the members of Civil Society Organisations involved in the Fund's implementation.
- 3) 3) Field visits to projects financed by the Fund. At least three countries with CSO projects and a Member State with functional platforms are to be selected for the visits. Meetings will be held with the national platforms.
- 4) 4) Report drafting and submission.

## **V – Organisation and conduct of the evaluation mission**

The team of Consultants for the evaluation mission will be multidisciplinary and demonstrate experience in the evaluation of development projects/programmes, migration and development issues, in particular. The team is to work closely with the Fund Management Unit and the National Platforms on the field.

The evaluation mission is to be conducted in 37 days, and as follows:

- Analysis of documentation: 5 days
- Meetings and field visits: 25 days
- Drafting and submission of reports: 7 days

At the end of the documentation analysis phase, the Consultant is to discuss with the Technical Management Team to review and validate tools, the list of persons to meet, and the projects to visit.

## **VI – Expected outcomes**

The Consultant or team of Consultants is expected to produce a preliminary report, a provisional report, and a final report.

The final report, to be submitted in French and English, is to constitute a response to all the concerns raised under the objectives of the mission and is expected to contain:

- Abbreviations and acronyms.
- A brief and analytical summary in French and English.
- An introductory note on the Fund’s origin, design, and methodology.
- Status of the Fund’s execution.
- Outcome and conclusion of the evaluation exercise:
  - Nature of the Fund,
  - Implementation of the Fund in relation to administrative and financial management and monitoring of funded projects,
  - Output of the Fund: comprehensive evaluation of the strides achieved by the Fund towards actualisation of the ECOWAS Common Approach on Migration through the different funded projects of Member States, the ECOWAS Commission as well as Civil Society Organisations,
  - Impact of the Fund’s implementation.
- Identified barriers to effective implementation of the Fund.
- Recommendations that will help fine-tune the formulation of fresh interventions with respect to migration issues, based on the outcomes and lessons learned from the funded projects. The Consultant(s) are to propose relevant actions to be sustained, actions to be improved upon, and new actions to be introduced.
- Lessons learned and collaborations required.

The appendix is to include:

- ❖ Terms of reference of the evaluation mission,
- ❖ Bibliography of documents and reference material consulted,
- ❖ List of persons that the Consultant(s) met with,
- ❖ A brief report on each project visited, and project outcomes.

The reports are to be prepared in English and French. Acceptance of the final report will follow upon validation by the Steering Committee.

## **VII - Profile of the Consultant**

The Consultant shall be a consulting firm with good knowledge of Civil Society Organisations, and that brings together a multidisciplinary team with proven experience in the evaluation of development programmes and projects especially in the field of migration and development.

### **Criteria for scoring the Consulting Firm**

- At least 10 years of relevant experience; a mandatory inclusion of the company registration certificate will help to authenticate the years of experience.

**NB:** If it is a Consortium, all the firms must meet the minimum criteria:

- Must have consistently conducted studies in each of the last three years (2013, 2014 and 2015).
- Must have carried out at least three (3) evaluation missions on development projects/programmes funded by development partners, with a regional scope and similar in complexity to the present study.

### **Team Composition**

The evaluation exercise is to be conducted by a Consulting Firm that is naturally registered in the ECOWAS country where it is domiciled.

To conduct this mission, the consulting firm shall propose a team made up of:

- One Expert in development project/programme evaluation, with sound knowledge of the regional integration and development question; head of mission, at least a postgraduate degree (in demography or the field of population and development), and a minimum of seven (7) years' experience in research. Experience in leading evaluation missions that relate to the funding of migration programmes/projects will be an added advantage. Moreover, knowledge of the international and regional environment and participation in high-level fora on migration is required.
- One expert in migration and development, with at least a Master's degree, five (5) year's professional experience and proven skill in data collection and analysis.
- One Social Anthropologist (Master's degree holder), with proven experience in community programmes and in development and planning.

The team must possess:



- In-depth knowledge of methods and techniques for evaluation of development projects,
- Extensive experience in the evaluation of development projects,
- Sound understanding of migration and development issues,
- Familiarity with Civil Society Organisations in the ECOWAS region,
- Good knowledge of ECOWAS and the ECOWAS Common Approach on Migration and Development,
- Knowledge of the socio-cultural realities of the ECOWAS region,
- Fluency in French and English (spoken and written). Knowledge of Portuguese would be an added advantage.

The consulting firm shall have proven experience in the conduct of similar work especially in the field of migration.