



## **TERMS OF REFERENCE FOR CONSULTANCY SERVICES**

### **Insights Advisor, Tanzania**

#### **1.0 The African Enterprise Challenge Fund.**

The Africa Enterprise Challenge Fund (AECF) is a US\$ 325 million private sector challenge fund that provides catalytic funding to enterprises in 24 countries in sub-Saharan Africa. It was launched in 2008 as an initiative of the Alliance for a Green Revolution in Africa (AGRA) and has been supported by donor governments of Australia, Canada, Denmark, Netherlands, Sweden, United Kingdom. The Fund supports innovative commercial businesses in the agribusiness, renewable energy and adaptation to climate change technology sectors with the aim of reducing rural poverty, promoting resilient rural communities and creating jobs through private sector development. It invests in businesses that struggle to meet traditional risk-return standards for commercial investors and which offer significant impact on poverty alleviation by creating jobs and sustainable incomes. Catalytic funding in the form of grants and zero interest loans is provided to businesses that would not otherwise have access to adequate financing. The AECF is headquartered in Nairobi and has satellite operational offices in Dar es Salaam and Harare, with advanced plans for an additional facility in Abidjan.

A significant proportion of the AECF's investment occurs in Tanzania through both a country specific agribusiness fund (the Tanzania Agribusiness Window) and targeted investments in renewable energy projects under the Renewable Energy and Adaptation to Climate Change Window (REACT).

#### **2.0 Purpose, Scope and Deliverables of the Assignment.**

The AECF was initially conceived with a 'light touch' approach to management which included limited resources for effective monitoring and results measurement. Following a review of these processes in 2014, donors provided additional resources to implement an objective results measurement system from the Donor Committee for Enterprise Development (DCED) as well as launch a series of learning and knowledge management actions. This has resulted in the establishment of Result Measurement Plans (RMPs) for each of the 200+ projects in the AECF's portfolio, the implementation of a large number of result verification assignments for high impact projects and the creation of a series of learning papers covering various parts of the business.

Results measurement has been mainstreamed to the AECF's Portfolio Management division with analytical and research competencies retained within a specialist advisory unit, AECF Insights. Monitoring of project performance is a responsibility of Portfolio Management, working under the guidance of AECF Insights who establish the methodological framework, develop measurement tools, train staff in implementing them and verify and validate the information generated.

In Tanzania, the long term support of donors for improving results measurement will continue to 2020 with a programme of interventions targeted at incrementally improving the quality of results reported and developing research to strengthen the AECF's position as a go-to source for



information on private sector development in agriculture and renewable energy. The AECF has invested in 54 businesses in Tanzania, of which 19 are in renewable energy. 35 Agriculture and 13 renewable energy investments remain ongoing. The workplan for results measurement is agreed periodically with the donors (DFID and Sida).

The scale of the portfolio in Tanzania along with its maturing profile generate considerable and increasing demands for support in result measurement, result verification and the design and implementation of research studies on various aspects of portfolio performance. To meet these demands, the 2018 Monitoring and Result Measurement workplan foresees the recruitment of a full time technical advisor in monitoring, evaluation and learning on an initial six-month contract with the option of renewal. Implementation beyond one year will be subject to further discussion and approval with the donor. These terms of reference outline the role and the outputs expected from the assignment:

The consultant will perform the following tasks:

- i. **Review and update result measurement plans:** Under guidance of the Insights Manager in Nairobi and project managers in Tanzania, provide regular updates to the results chains, beneficiary models and indicator tables included in the AECF's project by project results management plans. Full training on the DCED methodology and its implementation in the AECF will be provided as necessary;
- ii. **Undertake secondary desk research and primary fieldwork** as necessary to improve the assumptions and analysis in the existing results measurement plans. There is a backlog of research needs for both new and existing projects in the portfolio as well as ongoing evolutions in business models that require evidence based research to incrementally improve the measurement of results at both a project and portfolio level;
- iii. **Design and where applicable implement primary research** on thematic areas within the Tanzania portfolio or across the AECF more broadly. The Insights Advisor will be expected to design terms of reference within his/her area of technical competence or work with other experts to design terms of reference outside his/her area of competence, oversee tender processes to recruit service providers and provide administrative and technical support to the delivery of outputs. Where possible, the Insights Advisor is encouraged to undertake primary research in his/her areas of interest and competence;
- iv. **Provide ad hoc and supporting management support** to the operations of the AECF more broadly when necessary and dependent on workload. The AECF operates with a lean organisational infrastructure, requiring flexibility and adaptability and the Insights Advisor will be expected to support other staff in the implementation of their project management duties where necessary, in agreement with management of the Tanzanian operations and the Insights Manager



### 3.0 Output and Reporting Requirements.

The consultant shall report to the AECF and S/He will deliver the following outputs:

- A brief (2 page) monthly report on activities undertaken and results achieved, including planning for the subsequent month;
- Technical outputs as agreed with the Insights Manager in Nairobi.

### 4.0 Duration of Service

The assignment consists of an initial six months with an option to renew for an additional six-month period. The intention is to sustain the post, but applicants should be aware that this will depend on performance and subsequent approval by donors. This assignment is expected to commence in September 2018.

### 5.0 Proposal submission.

Interested and qualified individual consultants are invited to submit a proposal which includes the following:

- a) Qualification and experience of the consultant.
- b) Financial proposal of expected monthly fee (in USD)
- c) 2-page understanding of the assignment, highlighting how the experience and competence of the applicant addresses the needs of this ToR;
- d) Two professional referees

The applicants must have the legal right to be able to work in all areas of Tanzania.

### 6.0 Qualifications.

Applicants must be able to illustrate in their CV the **minimum competencies** of:

- At least 7 years' experience in agriculture related project monitoring and evaluation, including the design and implementation of research work;
- Good understanding of the private sector agribusiness value chain analysis and impact measurements;
- Technical experience of working in agricultural value chains in East Africa at an operational level would be an advantage
- Understanding of renewable energy value chains is an added advantage;
- Fluency in written and spoken English. Evidence of the ability to write to a professional standard will be required.
- At least Masters' degree in an appropriate technical field is required. Some form of overseas educational qualification is highly desirable.

Applications must be received at [procurement@aecfafrica.org](mailto:procurement@aecfafrica.org) by **7<sup>th</sup> August 2018**. **Shortlisted applicants will be interviewed in August 2018**

**For Submission:**

**Email Subject Must Read: Insights Advisor Tanzania Window**