

Terms of Reference (ToR) for an Independent External Evaluation and Audit of the Food for Progress 2006 Program in Cameroon

1. Background Information

Pursuant to the Food for Progress (FFP) Act 1985 and Agreement No. OGSM: FGR – 631 – 2006 / 178 – 00A of August 23rd 2006, between the Government of the United States of America and the Government of Cameroon (GoC) represented by the Cameroon Ministry of Economy, Planning and Regional Development (MINEPAT), ICRAF was chosen as the main Recipient Agency for the Food for Progress 2006 (FFP06) Program. Further provisions were made for the sub-contracting of various components of the FFP06 program components to other international, local and private parties with relevant skills to ensure efficient program activity implementation.

An agreement was made between GoC and ICRAF and further agreements were made between ICRAF and CANADEL, WINROCK International and the U.S. Embassy, and a final agreement was made between CIPRE and the U.S. Embassy in Cameroon. Budgets were allocated to the different implementing organisations for the implementation of the different program components. This thirty-six (36) months 2.024.000.000 F CFA United States Department of Agriculture (USDA) funded program had to be implemented in the West and North West Regions of Cameroon with the exception of CIPRE's Community Based Waste Management Component, which had to be partly implemented in the Centre region. ICRAF was responsible for agricultural production, income generating activities and communication. CANADEL was responsible for community development and the management of a micro-finance revolving fund (a task which CANADEL sub-contracted to FIFFA). WINROCK was responsible for the production and piloting of small farm post harvest tools and the U.S. Embassy was responsible for the Norman E. Borlaug Fellowships in collaboration with MINEPAT and ICRAF. All the parties except the GoC and the Embassy were also responsible for capacity building. Implementation of the FFP06 program was scheduled to span a three – year period, beginning January 2007 but the program was extended by a period of nine months. In order to close this program, an independent external evaluation and an independent external audit has to be carried out in the Centre, West and North West Regions.

2. Evaluation Objectives

- Assess all the implementing organizations responsible for the management of the FFP6 funds individually and evaluate:
 - i. If the detailed objectives in the agreement were obtained.
 - ii. If the funds were rightly spent according to the terms of the agreement.
 - iii. The institutional capacity and sustainability of the programs.
 - iv. The amount and location of unspent funds and remaining assets.
 - v. The strengths and weaknesses of the different program components.

- Assess the poverty reduction mechanisms put in place in order to empower farmers.
- Assess the program's impact towards improved food security through increased agricultural productivity in the three project regions.
- Assess if the methodology used was transparent and adapted to the context.

3. Required Background of the Evaluator

- Team must be bilingual (English and French).
- Tracked experience in carrying out external evaluation of development programs / projects.
- Strong agricultural and financial management skills.
- Versed with internationally recognised ethical values.
- Has not been involved in the implementation or assessment of any of the FFP activities in Cameroon.
- Has an international reputation.
- Have two attainable references.

4. Expected Evaluation Results

The team (s) is expected to produce a report featuring:

- an executive summary of no more than 2 pages
- findings and recommendations

The evaluation report should assess the:

- Project implementation.
- Impact of the project activities on the beneficiaries in the project regions.
- The sustainability of the project activities.

The evaluator should:

- Prepare and submit a draft report on the findings for comments to both MINEPAT and the Embassy.
- Prepare a narrative report clearly indicating if all the IOs met the program objectives detailed in the agreement between the Government of the United States of America and the Government of Cameroon (GoC) to be submitted to the Embassy and GoC in English in four hard copies and one soft copy.
- A financial audit report assessing the financial systems used, the amount spent and the amount unspent by the various IOs to be submitted to the Embassy and to the GoC in English in four hard copies and one soft copy.

- Provide a list of all the items procured using FFP06 funds, the state of the equipment / vehicles and where they are situated.

Proposals are expected from interested parties that meet the requirements in point 3 above **by the COB on November 19th 2010**. The application file submitted in English should include the following:

- A letter of interest including at least two references.**
- The methodology to be used.**
- The detail plan indicating the required period to carry out the evaluation, audit and submit the final report.**
- The Curriculum Vitae of the members in the evaluation team.**
- The cost of the evaluation and audit exercise.**

Applications should be addressed and sent not later than November 19th 2010 to:

**The Food for Progress Program,
Political and Economic Section,
U.S. Embassy Yaoundé,
6050 Avenue Rosa Parks,
B.P. 817 Yaoundé, Cameroon.
Email: AkomCA@state.gov**

Hard copies and / or electronic copies would be accepted.

All electronic applications sent to this address must contain "FFP06 External Evaluation and/or Audit Application" in the subject line. Applicants having problems sending in their applications electronically should send or drop hard copies at the Embassy addressed to: **The Food for Progress Program, Political and Economic Section, U. S. Embassy Yaoundé, B.P. 817 Yaoundé, Cameroon by 11.00 am on Friday November 19th 2010 latest**