Consultancy to Prepare the 5th CAADP Biennial Review Brief for the ECOWAS Region and Country Briefs for Four ECOWAS Member States

Terms of Reference

1. Background

The Comprehensive Africa Agriculture Development Programme (CAADP) Biennial Review (BR) was established under the 2014 Malabo Declaration as a continental mutual accountability mechanism for tracking countries' progress toward CAADP commitments and targets. Five BR cycles were conducted under the Malabo framework, and going forward, the BR will be implemented under the Kampala CAADP Declaration, with the first Kampala-aligned BR expected in 2027, providing an opportunity to strengthen the framework and align it with the priorities of the new CAADP Kampala agenda.

The BR mechanism provides a platform for:

- Monitoring progress by African Union Member States against agreed CAADP commitments and targets;
- Promoting mutual accountability and peer learning;
- Strengthening evidence- and outcome-based agricultural policy planning, implementation, and decision-making;
- Identifying areas requiring policy, institutional, programmatic and investment action; and
- Supporting countries to accelerate progress towards agricultural and agrifood system transformation goals.

Every two years, AU Member States report on their progress against BR indicators to the African Union Commission (AUC) through the Regional Economic Communities. The data is analyzed and results are consolidated into a continental BR report that is presented to the Heads of State and Government for adoption. The five Malabo BR cycles have provided important evidence on country performance, implementation challenges, data gaps, policy responses, and emerging priorities.

The Regional Strategic Analysis and Knowledge Support System (ReSAKSS), a program of AKADEMIYA2063, provides data and knowledge products to support CAADP benchmarking, monitoring, review, dialogue, and mutual accountability processes at continental, regional, and national levels. In collaboration with the AUC Department of Agriculture, Rural Development, Blue Economy and Sustainable Environment (AUC-DARBE), relevant RECs, national governments, and development partners, ReSAKSS provides technical support to the CAADP BR process including the preparation and dissemination of knowledge products based on the BR data and findings.

AKADEMIYA2063 is seeking a Consultant to support the preparation of a regional CAADP BR brief for ECOWAS and country briefs for four ECOWAS Member States, drawing on the data, findings, and results of the 5th CAADP BR.

The briefs will synthesize findings from the Fifth CAADP BR, compare performance across relevant previous BR cycles, document lessons and policy responses, and identify priority actions for accelerating implementation of CAADP commitments under the new Kampala CAADP agenda.

2. Objectives of the Consultancy

The consultancy will assess and synthesize the findings of the Fifth CAADP BR for the ECOWAS region and four selected ECOWAS Member States, while drawing on evidence from previous BR cycles to identify trends, lessons, and actionable priorities for accelerating CAADP implementation. Specifically, the consultancy will:

1. Review and synthesize relevant BR reports, datasets, scorecards, country submissions, and supporting documentation from the five BR cycles;
2. Analyze the Fifth BR results for West Africa as a region and for the four selected ECOWAS Member States, including performance across the major CAADP/Malabo commitment areas;
3. Assess trends in performance by comparing results from the Fifth BR with those of the First, Second, Third, and Fourth BR cycles, highlighting areas of improvement, stagnation, and deterioration;
4. Identify areas of strong performance and priority gaps requiring policy, institutional, programmatic, investment, and budgeting action;
5. Review policy and programmatic changes linked to the first, second, third, fourth and fifth BR processes, where evidence is available;
6. Document challenges and lessons learned from the Fifth BR process at both regional and country levels, including issues related to data availability, quality, reporting, institutional coordination, and the use of BR results;
7. Identify key lessons and good practices that can inform future CAADP mutual accountability processes, including the transition from the Malabo to the Kampala CAADP framework; and
8. Develop practical, evidence-based policy and program recommendations and priority actions to address identified gaps and accelerate CAADP implementation in the ECOWAS region and the four selected Member States.

3. Scope of Work

The Consultant will undertake the following activities.

3.1 Inception and work planning

The Consultant will:

- Participate in an inception meeting with AKADEMIYA2063
- Review the purpose, intended audiences, format and communication objectives of the briefs;
- Confirm the analytical framework, sources, stakeholder engagement approach and work schedule;

- Prepare an inception report and detailed work plan and, in consultation with AKADEMIYA2063, propose four (4) ECOWAS member states for which BR briefs will be prepared; and
- In consultation with AKADEMIYA2063, identify regional and national level contacts (e.g. CAADP Focal Persons) with whom the countries' briefs will be co-authored.

3.2 Review of relevant documentation and data

The Consultant will review, as applicable:

- The Fifth CAADP Biennial Review report and supporting datasets;
- Country BR reports and country scorecards for the four countries to be identified
- Previous BR reports and country BR briefs including those prepared by AKADEMIYA2063 (1st, 2nd, 3rd, and 4th);
- Relevant country CAADP/NAIP documents;
- Regional agricultural strategies and implementation frameworks;
- Reports from ECOWAS and other relevant regional institutions;
- Policy and programme documents linked to BR recommendations;
- Relevant agricultural, food systems, nutrition, trade, climate, gender and investment reports; and
- Additional documents provided by national CAADP/BR focal points, RECs, and ReSAKSS.

3.3 Analysis of ECOWAS regional performance

For the regional ECOWAS brief, the Consultant will:

- Assess the aggregate performance of West African countries in the Fifth BR;
- Analyze the region's performance across the relevant commitment areas and indicators;
- Compare regional performance across BR cycles where data are comparable;
- Identify countries demonstrating strong, moderate or weak performance;
- Highlight regional trends and common implementation challenges;
- Examine issues affecting regional agricultural transformation, including investment, trade, food and nutrition security, resilience, markets and value chains;
- Identify cross-border and regional policy implications;
- Review the role of ECOWAS and other regional institutions in advancing CAADP implementation; and
- Develop regional priority actions and recommendations.

The regional analysis should avoid simply aggregating country findings. It should identify regional patterns, shared constraints, opportunities for regional action and issues requiring differentiated support to Member States.

3.4 Analysis of country performance for 4 ECOWAS member states

For each the four (4) countries, the Consultant will:

- Review the country's Fifth BR data, results and performance narrative;
- Analyze performance across all relevant CAADP/Malabo commitment areas;
- Compare the country's performance with its results in previous BR cycles;
- Identify areas of strong performance and progress;
- Identify areas where the country is off track or requires urgent attention;
- Examine changes in rankings, scores, indicators and targets, taking account of data comparability;
- Identify factors that may explain performance trends;
- Discuss the implications of country performance for agricultural transformation and food-system development; and
- Prepare a concise, evidence-based country narrative.

4. Proposed Structure of the Regional Brief

The West Africa regional CAADP BR brief and the 4 country briefs should generally follow the structure below and should be between 5,000-6,000 words excluding annexes. The proposed structure of the regional and country brief as shown in Annex 1 and 2.

5. Key Deliverables

The Consultant will be responsible for the following deliverables:

No.	Deliverable	Main contents
1	Inception report and detailed workplan	Understanding of the assignment, Proposal of the 4 countries in ECOWAS for which country BR briefs will be prepared, Methodology, list of data sources, gaps, quality issues and verification requirements
4	Draft West Africa regional CAADP BR brief	Complete draft regional brief, including analysis, visuals, conclusions and recommendations
5	Draft country briefs	Four draft briefs for the 4 ECOWAS member states
7	Revised regional and country briefs	Drafts revised in response to reviewers' comments
8	Final regional brief	Final, revised West Africa regional CAADP BR brief
9	Final country briefs	Final, edited and formatted briefs for the 4 ECOWAS member states
10	Consolidated technical package	Editable files, data tables, charts, references, consultation records and response-to-comments matrix

All briefs must be submitted in editable Microsoft Word format. Charts, figures and tables should also be provided in editable or reusable formats like Microsoft Excel.

6. Indicative Workplan and Timeline

The assignment is expected to be completed within approximately 12 weeks. A detailed calendar will be agreed during the inception phase. The schedule may be adjusted to accommodate the availability of national and regional stakeholders.

7. Reporting and Supervision

The Consultant will report to the Head of ReSAKSS unit at AKADEMIYA2063 and will work in close coordination with ECOWAS and national CAADP BR focal points.

The Consultant will:

- Provide regular progress updates;
- Notify the technical supervisor promptly of data, access or scheduling constraints;
- Submit deliverables according to the agreed schedule;
- Maintain a clear record of comments received and how they were addressed;
- Ensure that all factual, statistical and policy claims are properly supported; and
- Obtain technical clearance before final submission.

The contracting organization will facilitate access, where possible, to relevant reports, datasets and focal points. The Consultant will remain responsible for the quality, coherence, accuracy and timely delivery of all outputs.

8. Remuneration and Proposed Payment Schedule

The total amount payable under this consultancy is **USD 10,000** (subject to 15% tax as per Rwandan law).

Payments will be linked to satisfactory completion and acceptance of deliverables.

Payment	**Deliverable or milestone**	**Indicative payment**
2	Submission and acceptance of first drafts of the regional and four country briefs	50%
5	Acceptance of final regional brief, four final country briefs and consolidated technical package	50%
Total		**100%**

9. Required Qualifications and Experience

The Consultant, should possess:

9.1 Education

- An advanced university degree in agricultural economics, economics, public policy, development studies, agricultural development, statistics, monitoring and evaluation, food systems or a related discipline.

9.2 General experience

- At least 8–10 years of relevant professional experience in agricultural policy, CAADP implementation, food systems, development planning, monitoring and evaluation, or related areas;
- Demonstrated experience in analyzing agricultural-sector performance and public policy;
- Experience working with African Union, REC or national CAADP processes;
- Experience drafting policy briefs, analytical reports or investment-oriented publications; and
- Experience working with African government institutions and regional organizations.

9.3 Specific experience

The Consultant should demonstrate:

- Strong knowledge of the CAADP and Malabo Declaration frameworks;
- Familiarity with the CAADP Biennial Review methodology and reporting process;
- Experience analyzing BR data and performance indicators;
- Knowledge of ECOWAS and West African agricultural policy and institutional arrangements;
- Experience in working in several ECOWAS countries preferably in more than one of these countries;
- Experience conducting stakeholder consultations and validation processes;
- Strong policy analysis and technical writing skills; and
- Ability to communicate complex findings in concise and accessible formats.

9.4 Language

- Excellent written and spoken English is required.
- Knowledge of French would be an advantage for regional engagement and review of relevant ECOWAS documentation.

ANNEXES

Annex 1: Outline of the 5th CAADP BR Brief for ECOWAS region

1.0 Introduction

The introduction should:

- Briefly explain the Malabo Declaration and CAADP;
- Describe the purpose of the BR mechanism;
- Define the geographic scope of the West Africa analysis;
- Explain the purpose and intended audience of the regional brief; and
- Summarize the methodology and data sources.

2.0 West Africa's performance in the Fifth BR

This section should cover:

- Overall regional performance;
- Performance across commitment areas;
- Comparison with previous BR cycles;
- Countries demonstrating strong performance;
- Countries requiring additional support;
- Common trends; and
- Important differences among countries.

3.0 Regional challenges and lessons learned

This section should discuss:

- BR process challenges;
- Data and methodological challenges;
- Institutional and coordination issues;
- Lessons from regional reporting and peer learning; and
- Implications for future BR cycles.

4.0 Regional policy and programmatic responses

This section should review:

- Regional strategies and programmes;
- ECOWAS and other REC initiatives;
- Regional investment and financing measures;
- Policy changes associated with CAADP and BR findings; and
- Evidence of regional uptake of BR recommendations.

5.0 Regional priorities and recommendations

This section should identify:

- Priority regional actions;
- Actions requiring ECOWAS or other REC leadership;
- Actions requiring Member State implementation;
- Actions requiring AUC, development partner or private-sector support; and
- Measures for improving regional accountability and learning.

6.0 Conclusion

The conclusion should summarize the implications of the findings for agricultural transformation and CAADP implementation in West Africa.

Annex 2: Proposed Structure of Each Country Brief

Each country brief should generally be 8-10 pages, excluding annexes, and should follow the approved country brief template.

1.0 Introduction

The introduction should:

- Briefly introduce CAADP, the Malabo Declaration and the BR mechanism;
- Explain the purpose of the brief;
- State the BR cycles covered; and
- Describe the principal data sources and consultation process.

2.0 Progress in achieving CAADP/Malabo commitments

This section should compare the country's performance across relevant commitment areas and should include:

- Overall performance in the Fifth BR;
- Comparison with the Second, Third and Fourth BR cycles, where applicable;
- Progress toward relevant targets;
- Areas of strong performance;
- Areas requiring attention;
- Changes in performance over time; and
- Key factors influencing performance.

3.0 Challenges and lessons learned

This section should address:

- BR process challenges;
- Data availability and quality;
- Institutional coordination;
- Stakeholder engagement;
- Technical and methodological issues;
- Lessons for future BR cycles; and
- Lessons for national CAADP implementation.

4.0 Policy and programmatic changes

This section should document changes following or associated with previous BR cycles, including:

- Policies and strategies;
- National agricultural investment plans;
- Programmes and projects;
- Public budgets and investments;

- Institutional arrangements;
- Monitoring and evaluation systems; and
- Other relevant measures.

5.0 Priority actions and recommendations

This section should set out:

- Actions to sustain progress in areas where the country is on track;
- Urgent measures for areas where the country is off track;
- Measures to address BR process and data challenges;
- Actions arising from previous recommendations; and
- Specific responsibilities for government, private-sector, development and regional actors.