

Terms of Reference

Mid-Term Review of the RAF-22/0038 Project: Enhancing Climate Resilience for Vulnerable Populations in Africa

Background

NORCAP, part of the Norwegian Refugee Council (NRC), is a global provider of expertise in the humanitarian, development, and peacebuilding sectors. It partners with a range of international organisations to strengthen their capacity and improve coordination. NORCAP deploys experts and develops projects that address key thematic areas aligned with global challenges.

The Improving Climate Resilience for Vulnerable Populations in Africa project is funded by Norad under grant RAF-22/0038. The project builds on NORCAP's extensive experience in the development, delivery, and application of weather and climate services to support vulnerable communities. Its primary objective is to strengthen climate resilience by enhancing access to and use of climate information, enabling more effective adaptation to the impacts of climate change.

Key pillars of the programme include:

1. Enhancing Climate Services Across Africa
2. Strengthening the Climate Services Value Chain
3. Building Institutional Capacity for Climate Resilience

Objective

The Mid-term review aims to assess the implementation and outcomes of NORCAP's "Improving Climate Resilience for vulnerable populations in Africa" Project, in alignment with the results framework defined under grant agreement RAF-22/0038. The review will examine the programme's relevance, effectiveness, impact, efficiency, sustainability, and coherence, and will provide forward-looking recommendations to guide current and future projects.

Purpose and Intended Use

The Mid-term review will inform Norad, NORCAP, and stakeholders on progress made, lessons learned, and opportunities for enhancing the delivery and impact of the climate services project. It will feed into decision-making for potential adjustment of the current approach and inform development of projects beyond the current project end-date in 2027.

About the NORCAP Climate Services work

Since 2015, NORCAP has set out with a bold vision to enhance access to reliable climate services, aiming to strengthen the resilience of communities affected by crisis and climate change. The success of NORCAP's Climate Services project has been significantly supported by Norad, with its early stages laying a strong foundation for

growth. In 2018, the second phase of the project was launched, with a renewed focus on vulnerable communities and building resilience through improved access to climate services.

In February 2022, NORCAP finalized its 2022-2025 strategy, reaffirming its mission to improve humanitarian aid and empower people affected by crises and climate change. This strategy places climate change as a central element, recognizing its far-reaching impact on all aspects of humanitarian and development work. NORCAP's strategic approach, now more inclusive of climate change and sustainability, will influence a broad range of portfolios in the coming years.

NORCAP's 2022-2025 strategy includes five key strategic objectives, with Strategic Objective 3 focused on Climate Action and Sustainable Responses. This objective aims to support enhanced climate resilience and environmental sustainability for the populations and communities NORCAP serves, through:

- Strengthening national responses and improving the development and use of timely, user-driven weather and climate services.
- Developing climate-adaptive approaches to help communities build resilience.
- Expanding access to clean energy and promoting sustainable solutions.

Aligned with Strategic Objective 3, specifically Sub-objective 3.1, NORCAP is aimed at enhancing climate change adaptation by improving the quality and delivery of climate services, enabling better-informed decision-making under Enhancing Climate Resilience for Vulnerable Populations in Africa Project by funded by Norad. By strengthening climate services, both producers and users of climate information will be empowered to undertake climate-resilient actions that ensure food and agricultural security, support disaster risk reduction, and contribute to broader climate change adaptation goals, including SDG 13.

Climate services are essential for providing critical knowledge of local climates, informing decision-making, and supporting resilience-building interventions across various sectors. This project specifically strengthens adaptation pathways by enhancing climate services, thereby promoting greater resilience in vulnerable populations facing the impacts of climate change.

Scope of work

1. **Assess programme achievements:** Review the key achievements of the programme against its defined objectives.
2. **Review programme design and partnerships:** Analyse the relevance and coherence of the programme's design, including the Theory of Change, as well as the effectiveness of its partnerships.
3. **Evaluate strategic deployment and operational coherence:** Assess the strategic effectiveness of expert deployments in contributing to systemic change, enhancing the use of climate information, and strengthening NMHS capacities. Review coherence with other initiatives and the quality of coordination between experts and NORCAP headquarters.

4. **Examine sustainability and exit strategies:** Review the sustainability of the programme's outcomes and the adequacy of exit strategies.
5. **Provide strategic recommendations:** Offer forward-looking recommendations for the potential continuation or next phase of support.
6. **Assess risk management and cross-cutting issues:** Review risk management practices and the integration of cross-cutting issues such as gender, environment, and anti-corruption into programme activities.

The midterm review will focus on the areas outlined in the Scope of Work to ensure a targeted and feasible evaluation. It will not include a comprehensive assessment of long-term impacts beyond the current programme phase, detailed financial audits, or exhaustive beneficiary satisfaction surveys. Additionally, the review will provide actionable recommendations to improve programme implementation and effectiveness during the remainder of the project.

Implementation plan

The **Mid-Term Review** will be based on a comprehensive review of the project grant application, project reports, and other relevant documentation, as well as discussions and interviews with stakeholders and collaborating partners. The review will be conducted interactively and will ideally include field visits for interviews with end-users, partner organizations, and experts involved in the project. Where field visits are not feasible, remote/online interviews may be conducted.

The consultant will be responsible for the full implementation of the assignment, including, but not limited to, the following tasks:

1. Initial consultation and methodology development

- Meet with NORCAP to gain an understanding of its unique delivery model and discuss the methodology for the mid-term review, including expectations for the assignment.
- Discuss the possibility of conducting field visits to meet with project partners, experts, and end-users.

2. Inception report

- Prepare an inception report outlining the evaluation approach, methodology, work plan, and stakeholder mapping. This will include practical arrangements for interviews and meetings.

3. Data collection and analysis

- Conduct a thorough review of all relevant technical documentation related to the project (e.g., Project Document, Agreement, Progress Reports, Work plans, M&E Framework, Formal Meeting Minutes, and other related literature and financial documentation).
- Lead the data collection process through stakeholder interviews, field visits, and document reviews, ensuring comprehensive coverage of all relevant aspects of the project.

4. Development and implementation of the review

- Analyse and synthesize the collected data and information, verifying the findings.

- Ensure that the review methodology aligns with the project's objectives and provides clear, actionable insights.
- 5. Draft and final reports**
- Prepare a draft report incorporating the findings and recommendations from the review.
 - Finalize the report based on feedback from stakeholders, providing actionable recommendations for future phases of the project.
- 6. Presentation of findings**
- Present the final review report to NORCAP and Norad, providing a clear summary of the findings and recommendations.

Support Provided by NORCAP and Norad

- NORCAP and Norad will assist the consultant by providing access to all relevant project reports, documents, and data.
- NORCAP will also provide a list of collaborating partners, relevant stakeholders, and key contacts in partner organizations.

The consultant is expected to deliver all outputs according to the agreed timeline and ensure that the review process is rigorous, transparent, and collaborative.

Expected Outputs

1. Inception Report

The Inception Report (not exceeding 5 pages) shall include:

- Preliminary findings from the document and literature review.
- A brief description of the review approach and methodology.
- A list of research questions and stakeholder analysis.
- A plan for scheduling interviews with relevant stakeholders.

The Inception Report will be presented and discussed with NORCAP and Norad for feedback and approval.

2. Draft Report

The draft report shall be submitted within 8 weeks following the submission of the Inception Report. It will include the following sections:

- Introduction and background.
- Methodology.
- Analysis and review of results.
- Conclusions and recommendations.

3. Final Report

The final report shall be submitted within 2 weeks after the consultant has received feedback on the draft report. The final report should not exceed 20 pages (excluding annexes) and must include:

- An executive summary.
- A complete version of sections from the draft report.
- Additional relevant information in annexes, as deemed appropriate.
- A full reference list of the literature and documentation used during the evaluation.

4. Presentation of Findings

The consultant will present the final Mid-term review findings to NORCAP and Norad, providing a comprehensive summary of key findings, conclusions, and actionable recommendations.

All reports must be written in English and submitted electronically in both Word and PDF formats.

All findings and conclusions must be supported by clear evidence, with their significance and representativeness noted. Additionally, the review will adhere to established ethical standards, including confidentiality of informants, stakeholder sensitivity, and the principle of “do no harm”.

Timeline

The schedule will be agreed upon with the consultant. The timeframe for the work is between August - November 2025. Estimated time for the work is 12-14 weeks. The right is reserved by NORCAP and/Norad to make changes to the schedule.

Award criteria

The review will be conducted by a consultant or team of consultants, with some support from NORCAP. Travel may be required for field visits. The selected consultant(s) should possess strong expertise in project/programme management, monitoring, and evaluation of humanitarian, development, or nexus projects.

As an independent humanitarian organisation, NRC will always strive to minimise the administration costs in our work protecting the most vulnerable. NRC highly values an offer based on a humanitarian discount. The contract will be awarded to the most economically advantageous tender based on price-quality ratio as well as the award criteria listed below:

- Price-quality assessment: price comparison to established expectation and other proposals
- Demonstrated ability to professionally review and analyse grant agreements.
- A minimum of 7 years of experience in project/programme review, evaluation and management.
- Strong analytical and communication skills.
- Advanced report-writing capabilities, with a focus on clarity and detail.
- Experience in evaluating programmes and projects funded by Norwegian development assistance is an advantage.
- Proven report-writing abilities and excellent proficiency in English.
- Competency in at least two of the following areas:
 - **Experience with Climate Information Services and Adaptation Programs:** Demonstrated expertise in climate information services and the implementation of climate adaptation programmes.
 - **Knowledge of National and Regional Organizations:** In-depth understanding and experience working with national and regional organizations, particularly those focused on climate change and related sectors.

- **Experience in Climate and Resilience Building:** Proven experience in the climate and resilience sector, including community resilience, climate change adaptation, and capacity building for climate adaptation.

Other Requirements:

- The consultant(s) will be required to submit at least two report samples from previous work. In order to maintain confidentiality, selected excerpts or sections of these reports may be provided instead of the full documents
- Proven ability to comply with NRC's values and code of conduct