



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Nature Conservation Action for a Resilient Pacific

File: **AP_3/28/2**
Date: 24 September, 2020
To: Interested consultants
From: Melanie King, Manager – Project Coordination Unit

Subject: Request for tenders: 'Climate Information Services for Resilient Development in Vanuatu' – Monitoring and Evaluation Specialist

1. Background

- 1.1 The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2 SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3 The 'Climate Information Services for Resilient Development in Vanuatu' (known locally as Van-KIRAP – *Vanuatu Klaemet Infomesen blong Redy, Adapt mo Protekt*) project is supporting this paradigm shift through the strengthening and application of Climate Information Services in five targeted development sectors: tourism; agriculture; infrastructure; water and fisheries.
- 1.4 More specifically, the project is building the technical capacity in Vanuatu to harness and manage climate data; develop and deliver practical CIS tools and resources; support enhanced coordination and dissemination of tailored information; enhance CIS information and technology infrastructure; and support the application of relevant CIS through real-time development processes, for more resilient outcomes.
- 1.5 For more information see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services to assist SPREP and the Member country (Vanuatu) to develop a comprehensive monitoring and evaluation (M&E) framework and implementation plan to be used for assessing and understanding the progress of the project outputs and outcomes.

2.2. The Terms of Reference of the consultancy are set out in Annex A.

3. Conditions: information for applicants

3.1 To be considered for this tender, interested Consultants must meet the following conditions:

- Provide examples of relevant experience in designing and applying robust and appropriate performance monitoring and results frameworks, in particular in the Pacific region;
- Have demonstrated experience undertaking similar assignments in the Republic of Vanuatu.
- Provide a clear outline as to how the assignment will be achieved under current travel restrictions throughout the Pacific region and to Vanuatu.
- Provide three references relevant to this tender submission, including the most recent work completed;
- Complete the **tender application form** – *(please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*
- Sign the **Conflict of Interest form** provided.

4. Submission guidelines

4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and is capable of meeting the required services and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.

4.2. Tender documentation should outline the interested consultant's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.

4.3. Tender submission must be in United States Dollars (USD).

4.4. The proposal must remain valid for 90 days from date of submission.

4.5. Tenderers / bidders must insist on acknowledgement of receipt of tender / proposals / bids.

5. Tender Clarification

5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on maraeap@sprep.org and copy Melanie King on melaniek@sprep.org before 05 October 2020 and responses will be posted on the SPREP website www.sprep.org/tender by 07 October 2020.

6. Evaluation criteria

6.1. SPREP will select a preferred Consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:

a) Experience (80%)

- Professional experience in designing and applying performance monitoring and results frameworks, and evaluation strategies and interventions (35%).
- Demonstrated experience in undertaking monitoring and evaluation reviews and evaluations in the Pacific region (specifically Vanuatu), and familiarity with monitoring and evaluation approaches and methodologies (30%).
- Demonstrated experience in undertaking stakeholder consultations in culturally sensitive environments (15%).

b) Financial (20%)

- Demonstrated value for money (20%).

7. Deadline

7.1. The due date for submission of the tender is: Friday, 16 October 2020, midnight (Apia, Samoa local time).

7.2. Late submissions will be returned unopened to the sender.

7.3. Please send all tenders clearly marked 'TENDER: Climate Information Services for Resilient Development in Vanuatu – Monitoring and Evaluation Specialist' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)
Fax: +685 20231

Person: Submit by hand in the tenders box at SPREP Reception,
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website

<http://www.sprep.org/accountability/complaints>

Annex A: Terms of Reference

Monitoring and Evaluation Specialist: Climate Information Services for Resilient Development in Vanuatu

Assignment Information

Assignment Title:	Monitoring and Evaluation Specialist
Project:	Climate information services for resilient development in Vanuatu (CISRDP) / Vanuatu Klaemet Infomesen blong Redy, Adapt mo Protekt (Van KIRAP)
Post Level:	Specialist
Contract Type:	Individual Contractor
Duty Station:	Home-based ¹
Expected Place of Travel:	Vanuatu
Contract Duration:	65 days

Project Description

Vanuatu is among the most vulnerable countries on earth to the increasing impacts of climate change, including climate-related natural disasters and the effects of slow-onset events such as sea-level rise and ocean acidification.

As the effects of global warming manifest and the hazards of climate change arise at accelerating rates, there is a need to shift the paradigm towards the standardized and mainstreamed use of science-based climate information, at multiple timescales, to support resilient development pathways. The 'Climate Information Services for Resilient Development in Vanuatu' (known locally as Van-KIRAP – *Vanuatu Klaemet Infomesen blong Redy, Adapt mo Protekt*) project is supporting this paradigm shift through the strengthening and application of Climate Information Services in five targeted development sectors: tourism; agriculture; infrastructure; water and fisheries.

More specifically, the project is building the technical capacity in Vanuatu to harness and manage climate data; develop and deliver practical CIS tools and resources; support enhanced coordination and dissemination of tailored information; enhance CIS information and technology infrastructure; and support the application of relevant CIS through real-time development processes, for more resilient outcomes.

The project is addressing information gaps and priority needs of target beneficiaries at national, provincial and local community levels across the five priority sectors through four core components:

1. Strengthening the VMGD platform to provide quality climate data and information for CIS.
2. Demonstrating the value of CIS at the sectoral and community levels.
3. Developing CIS tools and engaging with stakeholders through outreach and communications.
4. Strengthening the institutional capacity for long-term implementation of CIS in decision-making.

¹ Due to impacts of COVID-19

The Project is a 4.5-year project, funded by the Green Climate Fund (GCF) and managed by the Vanuatu Meteorology and Geohazards Department (VMGD) and the Secretariat of the Pacific Regional Environment Programme (SPREP).

Scope of Work

An experienced Monitoring & Evaluation Specialist is sought to develop a comprehensive monitoring and evaluation (M&E) framework and implementation plan to be used for assessing and understanding the progress of the project outputs and outcomes. It will also establish baselines where relevant.

The overall objective of the assignment is the establishment of operational Monitoring and Evaluation system for the project. The purpose is to provide the project team with tools to effectively monitor project progress and achievement, and to provide evaluations at the end of project with sufficient information to assess the project success.

Stakeholder consultations and the development of the plan will need to consider the impacts of COVID-19 in terms of travel restrictions. All applications will need to clearly define a course of action which considers the restrictions. To assist with information and data collection, the Consultant will have the full support of the Project Management Unit in Vanuatu, Delivery Partners and the Implementing Entity (SPREP).

Expected Outcomes and Deliverables

Guided by an existing project plan, available studies and assessments, and consultations with the Implementing Entity, Executing Entity Project Managers, Delivery Partners, Project team including sector coordinators and VMGD personnel, and stakeholders, the Consultant will be required to develop a budgeted Monitoring & Evaluation Plan in compliance with the GCF Guidelines and to meet the Project's needs. The Consultant will deliver the following outputs:

Output 1: M&E Approach

The Consultant will provide:

1. A report outlining the findings gathered during the framework development and review of existing M&E systems, with recommendations. The report will include:
 - a. The proposed M&E approach that best suits the Project's needs. The proposed approach will be built upon:
 - The requirements under the Green Climate Fund's Monitoring & Evaluation Guidelines and other relevant documentation.
 - A review of M&E needs and plans of the project.
 - Findings from a review of project documents including project plan, logframe, targets and indicators, available studies and assessments.
 - Findings from stakeholder consultations with the project team including the Implementing Entity, Executing Entity, Project Management Unit and appropriate stakeholders.

Output 2: Draft Monitoring & Evaluation System

The Consultant will deliver a draft Monitoring & Evaluation System based on findings from Output 1. The system should include:

1. A draft monitoring and evaluation framework including a detailed implementation plan and evaluation strategy. Core areas for inclusion are:
 - a. An outline of relevant and simple performance indicators (outputs and outcomes) with clear definitions, milestones, data collection strategies, and frequency of collection.
 - b. Methodologies for measuring the indicators and who is responsible for the data collection. This should include an effective data collection system and reporting forms

for capturing quantitative and qualitative information. Where possible, the Plan should consider national M&E systems, draw on existing data available and ensure new data collection proposed is complementary to existing systems and data is made available to national stakeholders as far as possible.

- c. Identify sources of verification that the project can use. As much as possible, use existing data sources embedded in existing systems.
 - d. Demonstrate how the impacts outlined will be measured and evidence for the evaluations will be generated. Systematic disaggregation of data including sex, disability and geographical locale will be important throughout. The evaluation strategy should correspond to the project's operation context, learning and operational needs, as well as donor requirements.
 - e. A baseline assessment and a plan to address any information gaps through survey or other relevant data collection tools.
2. A draft data collection system and reporting forms for capturing quantitative and qualitative information through a set of project stakeholder meetings and in accordance with the M&E logframe.
 3. A draft operational manual on the M&E system and reporting.

Output 3: Final Monitoring & Evaluation System

The Consultant will provide:

1. A final Monitoring and Evaluation Plan following feedback and inputs from the Implementing Entity, Executing Entity, Project Management Unit, Delivery Partners, project personnel and relevant stakeholders – which incorporates elements outlined in Output 2.
2. Based on the relevant indicators work with Project personnel and the Implementing Entity to design baseline qualitative and quantitative surveys and field monitoring reports on environmental and socio-economic to avoid collecting redundant information.
3. Develop an operational manual of the M&E system that includes the above and guides the project team in processing and evaluating the information.

Output 4: Monitoring & Evaluation Training

1. Develop and deliver training to the Project Management Unit, Delivery Partners, Project personnel, Country stakeholders (as appropriate) and Implementing Entity counterparts, on the effective implementation and reporting against the Monitoring and Evaluation Plan.

Institutional Arrangement

The hired consultant will be under the supervision of the Secretariat of the Pacific Regional Environment Programme (SPREP) and work closely with the Executing Entity's Project Management Units based in VMGD and SPREP. Reports and documentation will be shared with the SPREP Task Manager and the PMU Project Managers in a timely manner.

Duty Station

Home-based. Travel to Vanuatu and within Vanuatu will be determined depending upon the situation under the COVID-19 pandemic.

However, at this time, with the current travel restrictions due to the COVID-19 pandemic, if the successful consultant is not a resident of Vanuatu, it is expected there will be no opportunity to undertake in-country consultations with the project team and stakeholders at this time.

The consultant is therefore expected to undertake the initial analysis and development of the action plan based on experience and knowledge of Vanuatu. The Plan will be ground-truthed once the travel restrictions have been lifted. It is therefore expected that the Consultant will have lived and / or worked in Vanuatu and be familiar with the country and provincial context.

Outputs / Deliverables

No	Deliverables / Outputs (Based on above tasks and responsibilities)	Estimated Duration to Complete (Days)
1	Workplan	2
2	<p>Deliverable 1: M&E Framework</p> <p>a. A report detailing the proposed M&E framework incorporating:</p> <ul style="list-style-type: none"> - Stakeholder consultations including IA, EA and relevant government agencies, NGOs, CBOs, Women's associations etc are identified and where possible, consulted - Project documentation review; - Initial M&E analysis conducted, and gaps identified; - M&E approaches and systems analysed, and the approach identified; 	10
3	<p>Deliverable 2: Draft M&E System</p> <p>a. Draft Monitoring and Evaluation Plan including a detailed implementation plan and evaluation strategy</p> <ul style="list-style-type: none"> - An outline of relevant and simple performance indicators (outputs and outcomes) with clear definitions, milestones, data collection strategies, and frequency of collection. - Methodologies for measuring the indicators and who is responsible for the data collection. This should include an effective data collection system and reporting forms for capturing quantitative and qualitative information. Where possible, the Plan should consider national M&E systems, draw on existing data available and ensure new data collection proposed is complementary to existing systems and data is made available to national stakeholders as far as possible. - Identify sources of verification that the project can use. As much as possible, use existing data sources embedded in existing systems. - Demonstrate how the impacts outlined will be measured and evidence for the evaluations will be generated. Systematic disaggregation of data including sex, disability and geographical locale will be important throughout. The evaluation strategy should correspond to the project's operation context, learning and operational needs, as well as donor requirements. - A baseline assessment and a plan to address any information gaps through survey or other relevant data collection tools. <p>b. A draft data collection system and reporting forms for capturing quantitative and qualitative information through a set of project stakeholder meetings and in accordance with the M&E logframe.</p> <p>c. A draft operational manual on the M&E system and reporting.</p>	40
4	Deliverable 3: Final M&E System	10

	<p>a. Final Monitoring and Evaluation Plan incorporating:</p> <ul style="list-style-type: none"> - An outline of relevant and simple performance indicators (outputs and outcomes) with clear definitions, milestones, data collection strategies, and frequency of collection. - Methodologies for measuring the indicators and who is responsible for the data collection. - Identify sources of verification that the project can use. - Identify how the impacts outlined will be measured and evidence for the evaluations will be generated. - A baseline assessment and a plan to address any information gaps through survey or other relevant data collection tools. <p>d. Baseline qualitative surveys and field monitoring reports on environmental and socio-economic.</p> <p>e. An operational manual of the M&E system to guide the project team in processing and evaluating the information.</p>	
	<p>Deliverable 4: Monitoring and Evaluation Training</p> <p>a. Preparation of the training programme and training undertaken for Project staff in implementation and reporting against the Monitoring & Evaluation Plan.</p>	3
Total # of Days		65

Qualifications & Competencies

Experience:	<ol style="list-style-type: none"> 1. At least 10 years of expertise and experience in designing and applying robust and appropriate performance monitoring and results frameworks (including expertise and experience in indicator development, testing and data collection / analysis); 2. Demonstrated experience in the design and delivery of robust, relevant and timely evaluation strategies and reviews of development interventions using qualitative and quantitative methods; 3. Monitoring and evaluation of large, complex, long-term projects / programmes; 4. Reviews and evaluations in the Pacific region, in similar projects / programmes; 5. Demonstrated experience undertaking similar assignments in the Republic of Vanuatu. 6. Familiarity with M&E methodologies and approaches in the specific area of intervention. 7. Demonstrated culturally sensitive, friendly, and effective interpersonal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks. 8. Knowledgeable about environmental issues, climate change impacts, water vulnerability challenges and resilience building opportunities particular to Pacific Small Island Developing States.
Competencies:	<ol style="list-style-type: none"> 1. Professionalism: Ability to conduct data analysis using various methods. Ability to apply judgement in the context of assignments given, plan own work and manage conflicting priorities. 2. Leadership: Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions. 3. Communication: Speaks and writes clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed. 4. Teamwork: Works collaboratively with colleagues to achieve goals.

	5. Planning and Organising: Develops clear goals that are consistent with agreed strategies; identifies priority actions and assignments; adjusts priorities as required; allocated appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.
Language Requirements:	1. Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.

Evaluation criteria: (Technical 80%, Financial 20%)

Technical Evaluation Criteria	Obtainable Score
<p>At least 10 years of expertise and experience in designing and applying robust and appropriate performance monitoring and results frameworks (including expertise and experience in indicator development, testing and data collection / analysis);</p> <p>Demonstrated experience in the design and delivery of robust, relevant and timely evaluation strategies and reviews of development interventions using qualitative and quantitative methods;</p> <p>Monitoring and evaluation of large, complex, long-term projects / programmes.</p>	35%
<p>Reviews and evaluations in the Pacific region, in similar projects / programmes.</p> <p>Demonstrated experience undertaking similar assignments in the Republic of Vanuatu.</p> <p>Familiarity with M&E methodologies and approaches in the specific area of intervention.</p> <p>Knowledgeable about environmental issues, climate change impacts, water vulnerability challenges and resilience building opportunities particular to Pacific Small Island Developing States.</p>	30%
<p>Demonstrated culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.</p>	15%
Total (Technical)	80%

Reporting Relationships

The consultant will report primarily to the SPREP Project Task Manager.

The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct

https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf