



REQUEST FOR TENDER

Tender: 33/2020 (Readvertised)

“Consultancy Services for a Full time Monitoring and Evaluation Officer”

Pacific Islands Forum Secretariat together with Ministry of Economy (Fiji), is seeking services of a full time Monitoring and Evaluation Officer on a consultancy basis, for a period of 24 months. Tender submissions are invited from reputable and experienced individuals.

The consultant will undertake this assignment under the joint supervision of the PIFS - PACRES Coordinator and the Ministry of Economy (Fiji). The officer will be responsible for the delivery of Key Result Area (KRA) 2.1 of PACRES in providing support to the implementation of Monitoring and Evaluation Framework for the 5-Year & 20-Year National Development Plan (NDP), and Monitoring and Evaluation Framework of Fiji’s National Adaptation Plan (NAP).

This is one of the key results of the GCCA+ Intra ACP Pacific Adaptation to Climate Change and Resilience Building (PACRES) Project and the Officer is required to provide direct technical M&E support to the Ministry of the Economy to implement the Monitoring and Evaluation Framework for National Development Plan and National Adaptation Plan, including but not limited to the specifications set out under the Terms of Reference (TOR) document.

Detailed **Request for Tender** document containing “**Terms of Reference (TOR)**” and “**Submission Forms**” can be downloaded from the link below:

www.tenders.net/forumsec

Submissions must be forwarded in **PDF format** following the instructions at www.tenders.net/forumsec. Note: Tenders must be submitted with clear labelling of the technical offer and the financial offer. The electronically submitted documents should be converted to the PDF format.

Submissions need to reach the Secretariat by **5pm (Fiji Time), Friday 16 April 2021. *Late or incomplete tenders will not be considered.***

All queries or request for information must be submitted via the Question and Answer Forum at www.tenders.net/forumsec. Tenderers may submit questions in writing to the mentioned Question and Answer Forum before the stated “deadline for requesting clarifications” **5pm, on Friday 9 April 2021**. All submissions must meet the requirements as outlined in the tender documents.