



File: AP_3/19/2
Date: 25 September, 2020
To: Interested consultants
From: Melanie King, Manager – Project Coordination Unit

Subject: Request for tenders: ‘Enhancing the climate resilience of vulnerable island communities in the Federated States of Micronesia – 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 The *Enhancing the climate resilience of vulnerable island communities in the Federated States of Micronesia* project is a four-year Adaptation Fund project aimed at reducing the vulnerability of the selected communities to risks of water shortage and increase adaptive capacity of communities living in Woleai, Eauripik, Satawan, Lukunor, Kapingamarangi, Nukuoro, Utwe, Malem to drought and flood-related climate and disaster risks.
- 1.3 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
- 1.4 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 (Federated States of Micronesia) 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:

- Submit a CV detailing previous relevant experience.
- 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 Federated States of Micronesia, in particular the outer islands.
- Provide a clear outline as to how the assignment will be achieved under current travel restrictions throughout the Pacific region and in the Federated States of Micronesia.
- 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; evaluation strategies and interventions; monitoring and evaluation of large, complex projects / programmes; and demonstrated experience undertaking similar assignments in the Federated States of Micronesia (65%).
- Demonstrated experience in undertaking stakeholder consultations in culturally sensitive environments; and knowledgeable about environmental and climate change issues and impacts in Pacific SIDS (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: Enhancing the climate resilience of vulnerable island communities in the Federated States of Micronesia – 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: Enhancing the climate resilience of vulnerable island communities in the Federated States of Micronesia

Assignment Information:

Assignment Title:	Monitoring and Evaluation Specialist
Project:	Enhancing the climate resilience of vulnerable island communities in the Federated States of Micronesia
Post Level:	Specialist
Contract Type:	Individual Contractor
Duty Station:	Home-based ¹
Expected Place of Travel:	Federated States of Micronesia
Contract Duration:	65 days

Project Description:

The Federated States of Micronesia (FSM) is located near the equator about 4,000 km southwest of the Hawaiian Islands in the Western Pacific Ocean and within the Caroline Islands group. It is a group of 647 islands (84 of the islands are inhabited) covering 2,736 square kilometres (km²) in the western Pacific Ocean (Figure 1). The land area totals 704.6 km², with 7,192 km² of lagoon area. The islands vary from small islets inundated at high tide to atolls and large volcanic islands with a land area larger than 80 km². FSM's physical isolation, as well as the distance between States, and between islands within States, combined with limitations in transport, pose multiple development challenges.

The Government of FSM has identified two outer islands each in Pohnpei, Chuuk and Yap States as priorities for the water security component of this proposal to the Adaptation Fund. These are Kapingamarangi and Nukuoro in Pohnpei; Satawan and Lukunor in Chuuk and Eauripik and Woleai in Yap. The majority are among the atolls most remote from their respective mainlands. The Government has also focused on building the capacity of the communities of Malem and Utwe in Kosrae to respond to climate change as well as improving the resilience of its infrastructure and natural environment to climate change under the coastal component of the proposal.

The *Enhancing the climate resilience of vulnerable island communities in the Federated States of Micronesia* project is a four-year Adaptation Fund project aimed at reducing the vulnerability of the selected communities to risks of water shortage and increase adaptive capacity of communities living in Woleai, Eauripik, Satawan, Lukunor, Kapingamarangi, Nukuoro, Utwe, Malem to drought and flood-related climate and disaster risks.

It aims to achieve this through:

- Preparation of the necessary institutional and regulatory frameworks, policies, guidance, and tools to help deliver a climate resilient FSM.
- Strengthening water and livelihood security measures to help 6 outer atoll islands adapt to impacts of climate change related to water, health, and sanitation.

¹ Due to impacts of COVID-19

- Providing communities with climate resilient infrastructure to help relocate from high risk coastal inundation sites.
- Capturing and sharing the local knowledge produced on climate change adaptation and accelerate the understanding about the kinds of interventions that work in island environments in FSM.

The project strategy is to provide all four (4) State Governments in FSM with development planning tools and institutional frameworks to help coastal communities prepare and adapt for higher sea levels and adverse and frequent changes in extreme weather and climate events. The project strategy is to also provide communities with the resources and technical support needed to adopt and manage concrete climate change adaptation initiatives and actions.

The project will ensure that the concerns and experiences of stakeholder women and men are an integral dimension of the design, mainstreaming, implementation, monitoring, and evaluation of project resulting policies and programs, with the purpose of ultimately achieving gender equality in information sharing.

The Project is managed by the Department of Environment, Climate Change and Emergency Management (DECCEM) with the Secretariat of the Pacific Regional Environment Programme (SPREP) as the implementing entity.

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 FSM.

Expected Outcomes and Deliverables:

Guided by an existing project plan, available studies and assessments, and consultation with the Implementing Entity, Executing Entity Project Manager and members of the Project Management Unit including the Finance and Administration Officers for each State, and the outer island coordinators, the Consultant will be required to develop a budgeted Monitoring & Evaluation Plan in compliance with the AF 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 Adaptation 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 and relevant stakeholders – which incorporates elements outlined in Output 2.
2. Based on the relevant indicators work with the Project Management Unit and Implementing Entity to design baseline qualitative surveys and field monitoring reports on environmental and socio-economic to avoid collecting redundant information.
3. Finalise the 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, 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 Unit (DECEM) based in FSM. Reports and documentation will be shared with the SPREP Task Manager and DECEM Project Manager in a timely manner.

Duty Station:

Home-based. Travel to FSM and within FSM to the outer islands 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 FSM, 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 extensive experience and knowledge of FSM, in particular the States and outer islands and through virtual / remote consultations. 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 FSM for a substantive amount of time and be familiar with the State and outer island context specifically in relation to gender issues.

Outputs / Deliverables:

No	Deliverables / Outputs (Based on above tasks and responsibilities)	Estimated Duration to Complete (Days)
1	Workplan	2
2	Deliverable 1: M&E Framework a. A report detailing the proposed M&E framework incorporating: <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	Deliverable 2: Draft M&E System a. Draft Monitoring and Evaluation Plan including a detailed implementation plan and evaluation strategy <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.	40

	<ul style="list-style-type: none"> - 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>	
4	<p>Deliverable 3: Final M&E System</p> <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>	10
	<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 Federated States of Micronesia, in particular the outer islands. 6. Familiarity with M&E methodologies and approaches in the specific area of intervention.
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	<p>7. 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> <p>8. Knowledgeable about environmental issues, climate change impacts, water vulnerability challenges and resilience building opportunities particular to Pacific Small Island Developing States.</p>
Competencies:	<p>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.</p> <p>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.</p> <p>3. Communication: Speaks and writes clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed.</p> <p>4. Teamwork: Works collaboratively with colleagues to achieve goals.</p> <p>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.</p>
Language Requirements:	<p>1. Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.</p>

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

Technical Evaluation Criteria	Obtainable Score
<p>At least 10 years of 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, with a specific focus on the Pacific region.</p> <p>Demonstrated experience undertaking similar assignments in the Federated States of Micronesia, in particular the outer islands.</p> <p>Familiarity with M&E methodologies and approaches in the specific area of intervention.</p>	65%
<p>Knowledgeable about environmental issues, climate change impacts, water vulnerability challenges and resilience building opportunities particular to Pacific Small Island Developing States.</p> <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