

## 1.1 *Appendix 1 – Terms of Reference*



# Terms of Reference

CLIMSA-RFP10-PMU2

**For Short-term Consultancy on Monitoring and Evaluation  
Activities for the ClimSA Caribbean Programme**

**Caribbean Institute for Meteorology and Hydrology**

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## **TERMS OF REFERENCE (TOR)**

<b>Title of project:</b>	Intra-ACP Climate Services and Related Applications Programme (ClimSA)
<b>Project duration:</b>	Four years
<b>Donor:</b>	European Union
<b>Executing Entity:</b>	Caribbean Institute for Meteorology and Hydrology (CIMH)
<b>Consultancy:</b>	Short-term consultancy on ClimSA Monitoring and Evaluation Activities

### **1. Programme Description**

#### **1.1. Project Introduction**

The Intra-ACP Climate Services and Related Applications Programme (ClimSA) is a four-year project funded through the European Union (EU) African, Caribbean, Pacific (ACP) Secretariat and being implemented by the Caribbean Institute for Meteorology and Hydrology (CIMH).

Its goal is to support the climate information services value chain with technical and financial assistance, infrastructure, and capacity building. This will ultimately result in improved access and use of climate information, services, and applications at all levels of decision-making and will lead to improved adaptation measures that allow for the Caribbean region to become more sustainable and resilient.

The ClimSA work programme is aligned to the Regional Roadmap and Plan of Action 2020-2030 for Climate Services in the Caribbean to achieve:

- structured interaction between the users, researchers, and climate services providers;
- guaranteed and secured effective provision of climate services at regional and national levels;
- improved access to climate information;
- strengthened capacity of the Caribbean region to generate and apply climate information and products relevant to specific concerns; and
- enhanced climate-informed decision-making and mainstream climate services into policy processes at regional and national levels.

For the Caribbean, these activities are timely and necessary since climate variability and change are already severely impacting national economies and key socio-economic sectors in the absence of this type of large-scale, resilience intervention.

The ClimSA Caribbean Programme will be executed through pilot activities aimed at strengthening the climate services value chains in the:

- health sector of Dominica;
- water sector of Jamaica; and
- agriculture and food security sector of Guyana.

Key partners of the programme at the national level are the National Meteorological and Hydrological Services (NMHSs), government ministries with national responsibility for health, water and agriculture/food security sectors and private sector entities and end users of products and services from the three target sectors.

The 16 Member Countries of the Organisation of the African, Caribbean and Pacific States (OACPS) will benefit from the programme through:

- regional capacity building initiatives,
- sharing of lessons learned and results from the three pilot countries; and
- the institutional and capacity building at the CIMH.

## 1.2. **Project Outcomes and Outputs**

The ClimSA programme has the following Outcomes:

- Outcome 1 - Interaction between the users, researchers and climate services providers in the Caribbean regions is structured;
- Outcome 2 - Provision of climate services at Regional and National levels is effectively guaranteed and secured;
- Outcome 3 - Access to Climate Information is improved;
- Outcome 4 - Capacity of the Caribbean region to generate and apply climate information and products relevant to particular concerns is enhanced;
- Outcome 5 - Climate-informed decision-making is enhanced and climate services are mainstreamed into policy processes at regional and national levels.

## 2. **Scope of Consultancy and Activities**

As noted above, the aim of the ClimSA programme in the Caribbean is to strengthen the climate services value chains through the development and improvement of climate services and applications. In an effort to achieve this goal and generate the needed impact, a Results Framework was developed for the programme focused on achieving specific outputs that would in turn lead to the desired impact. The Logical/Results Framework (RF) of the programme is a derivative of the global RF and focuses on over fifty (50) indicators to facilitate the achievement of the desired results. It was noted at the Project Steering Committee held in May 2023, that due to the extensive nature of this RF and the monitoring necessary to ensure the achievement of these results, it may be difficult for stakeholders to provide the information for monitoring the progress towards these results. Additionally, the Results Oriented Monitoring (ROM) process undertaken by the EU on the ClimSA Caribbean programme in October to December 2023 recommended that aspects of the logframe be improved to ensure a better monitoring of the Intervention.

As such, it was recommended that the project seeks support in this area through a short-term consultancy on Monitoring and Evaluation activities that can allow for adequate monitoring of the progress towards the intended results and ensure that the current framework is the best suited and most practical to achieve the project objectives. The primary objective of the consultancy will be to design and implement monitoring, reporting and evaluation processes for the project. The scope of work will support the following activities:

- Provision of technical assistance to the programme in the development, review and revision of the existing Monitoring and Evaluation frameworks;
- Provision of support to assess the quality of the project Results Framework as per the ROM review recommendations and within the context of the scope of the project and its implementation unit. Propose revisions, as necessary.
- Identification of the project's baseline data in line with any relevant indicators in the RF;
- Revision of ongoing monitoring plans for the project and provision of technical support for the design of data collection instruments;
- Development of the project's M&E framework and reporting system as per the project logframe. This includes developing methodologies for collecting and systematizing

information for outcome and output level indicators;

- Development and implementation of measurement processes that reflect the results, as well as establish and operationalize monitoring systems such as reports, etc. (including defined data collection frequency and responsible parties);
- Provision of guidance for the collection, compilation, checking, sorting, and analyzing qualitative and quantitative data about ongoing and future project activities and support data quality assessments;
- Provision of guidance on how to analyze information to risk-inform management decision-making;
- Collaboration with other project staff to package M&E findings for use in learning events. This includes supporting the related capacity building needs of relevant counterparts on the execution of the monitoring work, including data collection;
- Production of quality reports (quantitative and qualitative data, photos, charts, maps).
- Monitoring the progress of the workplan and incorporating adjustments as necessary, in addition to the monitoring of project risks with proposed mitigation actions
- Collaboration with administration to align project records related to M & E as well as provide guidance on the update of the progress of the project as per the project results framework.

### 3. Deliverables

The deliverables are outlined in the table below:

No	Deliverable	Deliverable timeline
1	An inception report showing the plan for the development of applicable monitoring systems and review of the current Results Framework including recommendations	3 weeks after start date
2	A Monitoring Plan and templates for monitoring reports progress. This should include an M&E manual with an Implementation Plan that outlines specific activities to operationalize the M&E (goal, baseline, timelines, frequency of measurements, responsible actors, required resources, etc.)	6 weeks after start date
3	Provision of templates for the evaluation of targets – this should include guidance on data collection and supporting documentation	6 weeks after start date
4	A Plan and report on the coordination and management of the M&E framework	8 weeks after start date
5	Report on the implementation and execution of a monitoring exercise (Monitoring exercise should include the use of templates and other monitoring tools)	10 weeks after start date
6	Report on the capacity building for project stakeholders in reporting on the status/progress of the relevant	10 weeks after start date

	indicator	
7	Report on the contribution to the sustainability plan	12 weeks after start date
8	Report on activities executed through the M&E	12 weeks after start date

#### 4. Selection Criteria

Candidates should possess either of the following:

- MSc/MA/MBA in a Social Science (preferably economics, management, Evaluation, planning, statistics. MSC in environmental science, natural resource management, agriculture, rural development, or similar related field may also be accepted plus 5 years of work experience with a primary or significant focus on M&E; or
- BSc/BA in a Social Science with 8 years of relevant work experience with a primary or significant focus on M&E.

The following experience will also be considered an asset:

- Minimum of 5 years' professional experience in quantitative and qualitative monitoring and related reporting.
- 5 years of proven and documented practical skill in design of M&E systems, based upon Logical Framework, etc.
- Regional work experience.
- Prior work on regional development projects.

#### 5. Duration & Expected Start Date

The duration of the consultancy is 3 months with an expected start date in April 2025.

#### 6. Contract Type and Price

The assignment will be contracted through a fixed-priced consultancy agreement. Remuneration will be based on the level and degree of expertise of the chosen consultant.

The payment shall commence upon the acceptance and approval of the deliverables specified in Section 3.

#### 7. Evaluation and Selection Criteria

Submissions will be assessed using a comprehensive scoring methodology, wherein the technical proposal and accompanying documentation are assigned a weight of 70%, while the financial proposal is allocated a weight of 30%.

The technical portion of the proposal will be assessed based on:

Category	Technical Evaluation Criteria Components	Weighting
1	Understanding of the scope, objectives, and completeness of response.	10
2	Qualifications of the consultant	15
3	The consultant's level of technical expertise	20
4	Evidence of track record in M&E	25
	Total	70

## **8. Proposal Requirements**

- 8.1. Outline of proposed work schedule
- 8.2. Full financial proposal
- 8.3. A detailed curriculum vitae

### **Supervision of contract**

This contract will be supervised by two designated individuals, Sherri Frederick, Programme Manager, ClimSA Project, [sfrederick@cimh.edu.bb](mailto:sfrederick@cimh.edu.bb) and Dr. David A. Farrell, Principal, CIMH, [dfarrell@cimh.edu.bb](mailto:dfarrell@cimh.edu.bb). They will oversee all aspects of its execution, ensuring compliance with all terms and conditions.