



Terms of Reference

Consultancy for Independent Mid-Term Evaluation and Sustainability Plan

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TERMS OF REFERENCE (TOR)

Title of project: Intra-ACP Climate Services and Related Applications Programme (ClimSA)

Project duration: Four years

Donor: European Union

Executing Entity: Caribbean Institute for Meteorology and Hydrology (CIMH)

Consultancy: Independent Mid-Term Evaluation and Sustainability Plan

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 Sectoral Early Warning Information Systems across Climate Timescales (EWISACTs) Regional Roadmap and Plan of Action 2020-2030 for Climate Services in the Caribbean, which are guided by the Global Framework for Climate Services (GFCS) philosophy. The Caribbean tailored framework is led by the Caribbean Regional Climate Centre (RCC), hosted by the CIMH. The EWISACTs seeks to deliver services across climate timescales from daily, monthly, seasonal, decadal and centuries, which spans the full gamut of climate-related hazards and complements regional operational early warning platforms for rapid onset events.

For the Caribbean, these activities are timely and necessary since climate variability and change are already having and will continue to have severe impacts on national economies and key socio-economic sectors in the absence of this type of large scale, resilience intervention. The Caribbean approach embraces all five pillars of the GFCS: Observations and Monitoring, Research, Modelling and Prediction, Climate Services Information System, User Interface Platform and Capacity Development for the production and consumption of climate early warning information to five global priority sectors (agriculture and food security, water, health, disaster risk reduction, and energy).

Therefore, the ClimSA Caribbean Programme will focus on and be executed through pilot activities aimed at strengthening the climate services value chains in the following select sectors and countries:

- 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, agriculture and food security sectors, private sector entities and end users of products and services from the three target sectors.

The 16 Caribbean 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 results and lessons learned 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 region 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. Background of the EWISACTs RPA 2020-2030

The following is a brief overview of the components which contribute to the functioning and implementation of the Caribbean EWISACTs.

2.1. Sectoral Early Warning Information Systems across Climate Timescales (EWISACTs)

Climate variability and change occur on timescales ranging from sub-seasonal to seasonal, decadal, and beyond, making it necessary to develop effective Early Warning Information Systems across Climate Timescales (EWISACTs). Early Warning Systems (EWS) are recognised by the Regional Comprehensive Disaster Management (CDM) Strategy and Programming Framework 2014-2024 and the Implementation Plan for the 'Regional Framework for Achieving Development Resilient to Climate Change' as critical to the effective management of climate-related disasters and adaptation to climate variability and change. EWISACTs can improve the effectiveness and efficiency of sustainable planning, adaptation and mitigation strategies across major weather and climate-sensitive socio-economic sectors. If well aligned with the information needs of the priority sectors, sectoral EWISACTs can support regional growth resilient to climate risks.

2.2. The Consortium of Regional Sectoral EWISACTs Coordination Partners

The EWISACTs Consortium was fully established in 2017 under the 3-year (2014-2017) United States Agency for International Development (USAID) funded Building Regional Climate Capacity in the Caribbean (BRCCC) Programme. The Consortium of Regional Sectoral EWISACTs Coordination Partners is a key mechanism for driving the co-design, co-development and co-delivery of tailored climate products and services in the agriculture and food security, disaster risk management, energy, health, tourism, and water sectors in the Caribbean. The Consortium is a multi-sectoral alliance for climate resilience in the Caribbean. As a regional inter-agency governance and implementation mechanism, the Consortium leverages the expertise of lead sectoral organisations such as the Caribbean Agricultural Research & Development Institute (CARDI), the Caribbean Disaster Emergency Management Agency (CDEMA), the Caribbean Public Health Agency (CARPHA), the Caribbean Tourism Organization (CTO), the Caribbean Hotel & Tourism Association (CHTA), the Caribbean Water and Wastewater Association (CWWA) and the Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE).

The work of the Consortium is enhanced by a number of Observer organisations, including the Caribbean Meteorological Organisation (CMO), the CARICOM Secretariat, the Organisation of Eastern Caribbean States (OECS) Commission, the Caribbean Community Climate Change Centre (CCCCC), the Climate Studies Group at UWI Mona (CSGM), the Pan American Health Organization (PAHO), the Agricultural Alliance of the Caribbean (AACARI) and the Global Water Partnership - Caribbean (GWP-C), which support the work of the Consortium. Since 2015, the ad hoc meetings of the Consortium have provided an important opportunity for the six leading regional technical sectoral agencies as well as the regional observer organisations to raise sectoral and governance issues, positions and recommendations related to weather and climate in a cross-disciplinary context with the Caribbean Regional Climate Centre (RCC). These sessions facilitate the consultative and participatory processes necessary for the successful joint EWISACTs development and implementation of activities and are a key enabler of the significant strides made to date towards the development of Sectoral EWISACTs in the region.

2.3. The Sectoral EWISACTs Roadmap and Plan of Action (RPA) 2020-2030

At its broadest level, the Sectoral Early Warning Information Systems across Climate Timescales (EWISACTs) Regional Roadmap and Plan of Action (RPA) 2020-2030 serve as a strategic tool for advancing climate services in the Caribbean. Hereafter referred to as the RPA, articulates the 11-year collective, cross-agency goal, outcomes, and outputs that guide the implementation of a coordinated, multi-sectoral climate services portfolio. Its main focus is to address the gaps in meeting the needs of six climate-sensitive sectors in five (5) Outcome Areas (OAs):

1. Enhanced mechanisms for the collection, management and dissemination of climate and sectoral data.
2. Improved quality of climate information and services through enhanced scientific and interdisciplinary research.

3. Improved and harmonised Climate Services Information Systems to support sectors at regional and national levels.
4. Enhanced User Interface mechanisms at regional, national, and sectoral levels.
5. Strengthened Capacity Development and enabling environment for the provision and use of climate services at regional, national, and sectoral levels.

3. Objective of the Consultancy and Activities

More specifically, Output 5.10 of the RPA calls for the conduct of independent external evaluations for specific/targeted implementation periods. To date, no such evaluation has been conducted. Furthermore, this consultancy can also serve as an avenue to narrow two of the Capacity Development Gaps identified under Outcome Area 5 of the RPA, which noted a 1) lack of monitoring, evaluation, and reporting (MER) frameworks for measuring progress on climate services development and 2) limited sustainability planning.

Secondly, Output 5.5 calls for Sectoral EWISACTs Sustainability Plan(s) developed and endorsed by Consortium partners. As such, the ClimSA project, under Activity 2.5.2, which outlines funding for the work of the EWISACTs Consortium, will support the execution of the consultancy to carry out the independent external evaluation of the implementation progress and impact of the Sectoral EWISACTs RPA for the period January 2020 - December 2024. It is also expected that the Sustainability Plan will be developed and included in the methodology, along with the execution of the monitoring and evaluation exercise, to facilitate the drafting of the Sustainability Plan.

The evaluation should be conducted to assess progress toward achieving the identified outcomes in the RPA and the extent to which interventions/activities completed and planned have been and will contribute to these outcomes. The evaluation will also identify any necessary changes that may be needed to achieve the stated outcomes. The evaluation report should also directly lead to the development of a Sustainability Plan within this consultancy. The Sustainability Plan should further build on the evaluation's findings to include recommendations on how the RPA and the Consortium can better align and improve the current interventions, structure, and processes to achieve the intended outcomes and contribute to overall sustainability. The assessment should focus on criteria such as relevance, efficiency, effectiveness, sustainability, and impact. It should also ultimately include lessons that can improve the achievement of the intended benefits.

4. Scope of Work and Deliverables

4.1. Scope of Work

The evaluator will conduct a desk review of all related RPA key documents and Consortium interventions (past, current, and planned) to assess their alignment with intended outcomes, as well as to assess how the Consortium and RPA structure (capacity) and work processes affect the achievement of these outcomes. More specifically, the evaluation will seek to:

1. Review the status of progress and the key factors (both positive and negative) that affect the outcomes.
2. Review and assess the Consortium, as well as its role and capacity to enhance the overall implementation process of the RPA, and how the mechanism can be strengthened.
3. Review and assess the interventions in relation to the RPA and provide recommendations for the future direction of interventions and activities that can better contribute to achieving the

stated outcomes related to the RPA. (In cases where interventions have already commenced, provide recommendations on any amendments that may be necessary.)

4. Review current Monitoring Tools, reporting templates, and roles, and provide recommendations for better alignment if necessary.
5. Assess how the interventions have targeted and met, or will meet, current needs outlined (as dictated by the RPA).
6. Identify any necessary amendments to the implementation process, activities, and reporting, and provide recommendations on best practices.
7. Share findings and lessons learned, including recommendations for improving RPA implementation and sustainability going forward.

The evaluation should be aligned to international standards and practices for evaluations, and the evaluation methods should be selected for their rigor in producing empirically based evidence to address the evaluation criteria, to respond to the evaluation questions, and to meet the purpose of the evaluation. The type of information and methods selected must produce evidence, and they should combine both qualitative and quantitative aspects, utilising both primary and secondary data.

It is expected that the findings and recommendations of the evaluation will be derived from the following methods:

1. Desk review of key related documents such as the Sectoral EWISACTs Regional Roadmap and Plan of Action (RPA) 2020-2030, triennial work plans and progress reports.
2. Consultations with key stakeholders, namely Consortium Partners and Observers (using surveys, interviews, focus groups, and field/site visits).
3. Consultations with sectoral practitioner beneficiaries¹ in the six climate sensitive sectors (using interviews, focus groups, and field/site visits).
4. Conduct a tailored sustainability SWOT analysis.
5. Conduct a desk review of sustainability measures and operational funding (up to 10 measures) and implementation models applied to similar entities and programmatic contexts, as well as Consortium Partners and Caribbean climate services.

The evaluation will include a full and systematic assessment of outputs and outcomes produced to date. The evaluation should also use the key evaluation questions related to the following categories: Relevance, Effectiveness, Efficiency, Sustainability, Impact, Lessons Learnt, and Best Practices. These can be found in the section below.

4.2. Evaluation Questions

The evaluator will be expected to prepare a more targeted and specific set of questions and to design related research instruments in line with the purpose of the evaluation. The following questions are expected to be included (but not limited to) in the assessment:

¹ To be identified by Consortium Members.

1. **Relevance:** concerns the extent to which the intervention and its intended outputs are consistent with regional and national priorities and the needs of intended beneficiaries.
 - a) Was the RPA aligned to other regional and national policies/plans/goals?
 - b) Were the long-term and immediate objectives, including specification of targets and identification of beneficiaries and prospects for sustainability, clear and realistic? How feasible is it for the RPA to meet its stated targets and objectives?
 - c) Was the intervention relevant to the needs of target beneficiaries?
 - d) Was there a clear and logical consistency between inputs, activities, outputs, and progress towards the achievement of objectives (quality, quantity, and time-frame)?
 - e) Were the key stakeholders, namely Consortium Partners and Observers, appropriately involved? What was the level of participation of Consortium Partners and Observers in RPA implementation?
2. **Effectiveness:** is a measure of the extent to which the intended results (outputs or outcomes) have been achieved or the extent to which progress toward outputs or outcomes has been achieved.
 - a) To what extent have the targets of the RPA been achieved? How have the activities and outputs contributed to its expected outcomes?
 - b) What factors have contributed to achieving or not achieving intended outputs and outcomes?
 - c) What has been the contribution of Consortium Partners and Observers to the outcomes, and how effective have partnerships been in contributing to achieving the outcomes? Instances of co-financing can also be cited (if possible)
 - d) To what extent has the RPA improved the capacities of regional and national implementing partners through social science research?
 - e) In which areas are there the greatest achievements? Why and what are the supporting factors? How can these achievements be expanded?
 - f) In which areas are there the fewest achievements? What are the constraining factors and why? How can or could they be overcome?
3. **Efficiency:** measures how economic resources or inputs (such as funds, expertise, and time) are converted to results.
 - a) Was the implementation model utilized adequately? How has this model contributed to the maximum intervention efficiency?
 - b) Did the implementation model/ management arrangements deliver efficient outcomes?

- c) Was the use of resources efficient? Was there economical use of resources?
 - d) To what extent was the execution of activities guided by effectiveness principles such as accountability, fairness, and value for money?
 - e) To what extent were quality outputs delivered on time?
 - f) To what extent were partnerships conducive to the delivery of outputs?
 - g) How was monitoring used to manage the intervention? Was it adequate?
4. **Sustainability:** measures whether the programme has the necessary resources, support, and capacity to continue producing positive outcomes and impacts
- a) What strategies and mechanisms have been incorporated into the implementation to guarantee the sustainability of expected outputs?
 - b) To what extent has a sustainability strategy, including capacity development of key stakeholders, been developed or implemented?
 - c) To what extent were policy and regulatory frameworks in place to support the continuation of benefits?
 - d) To what extent have Consortium Partners and Observers committed to providing continuing support?
 - e) To what extent do stakeholders (Consortium Partners and Observers, as well as sectoral practitioners) support long-term objectives?
 - f) To what extent are lessons learned being documented on a continual basis and shared with appropriate parties?
 - g) Assessment of the possible ex-post role of Consortium Partners, Observers, and other relevant partners.
5. **Impact:** measures changes in human development and people's well-being that are brought about by development initiatives, directly or indirectly, intended, or unintended.
- a) Did the RPA have the intended impact, and/or is it likely to?
 - b) What specific contribution did the RPA make to its stated goal of "increased resilience of climate-sensitive sectors in the Caribbean"? What specific part of this difference can be attributed to the activities completed during the implementation period 2020-2024?
6. **Lessons learnt and best practices** focuses on documenting experiences that can inform how to better (more effectively, more efficiently, etc.) achieve the intended results.

- a) What are the most important lessons learnt identified during the implementation? And best practices?

4.3. Sustainability Plan Methodology

The development of the Sustainability Plan will build on the key recommendations from the Evaluation report. It should ensure the programme has the necessary resources, support, and capacity to continue producing positive outcomes and impacts. The key recommendations will contribute to the achievement of the benefits to be derived from the RPA. The sustainability plan should include, but not be limited to, a sustainability matrix, approaches, and timelines for the systemic assessment of the RPA, and reporting.

4.4. Deliverables

The specific deliverables are:

- 1. Inception Report - Evaluation framework/design and implementation plan**

An inception report shall be prepared by the evaluator prior to conducting any full evaluation exercise. The report shall contain an evaluation matrix that displays for each of the evaluation criteria, the evaluation questions and sub questions that the evaluation will answer, and for each question, the data that will be collected to inform that question and the quantitative and/or qualitative methods that will be used to collect that data (all based on the evaluation criteria outlined). It shall include evaluation protocols for different stakeholders, as well as a proposed schedule of tasks/activities and deliverables and a table of contents for the final evaluation report. The content of the Inception Report shall be discussed with the supervisors of the consultancy prior to contacting other stakeholders.

- 2. Presentation of the preliminary findings and associated PowerPoint Presentations**

The evaluator is expected to present the preliminary findings of the evaluation. The outline of the presentation shall be included as part of the Inception Report. This should include specific findings on the monitoring framework and findings relating to the status of targets.

- 3. Draft evaluation report**

The draft report will be circulated to Consortium Partners, Observers, and other key stakeholders to ensure that the evaluation needs are met based on the quality criteria, as well as to validate the findings, recommendations, and lessons identified in the report.

- 4. Draft Sustainability Report and associated Action Plan**

The draft Sustainability Report and associated Action Plan will also be circulated to Consortium Partners and Observers for validation. This report should include:

- a) An Assessment Report outlining the insights from the desk review.
- b) Results of the SWOT analysis shall include:
 - i. Sustainability strategies and methods
 - ii. Identification of an appropriate operational funding model that responds to the needs and capacity of the Consortium of Sectoral EWISACTs Consortium as the governance and implementation mechanism for Caribbean climate services.
 - iii. Recommended activities, budgets, and timelines.

5. Final Evaluation Report and Sustainability Report and associated Action Plan

The key product (deliverable) expected from this outcome evaluation is a comprehensive analytical report that shall include:

- a) Executive Summary
- b) Background and context, including an overview of the RPA
- c) Methodology
- d) An in-depth analysis of the situation about the progress status and outcomes, as well as the role of the monitoring framework
- e) Key findings
- f) Forward-looking analysis, Lessons Learned and Recommendations. This should include full proposals on any tools that are needed to ensure better delivery of the RPA's goals
- g) Conclusion and Recommendations
- h) Appendices, including a list of stakeholders consulted

6. Deliverable Schedule

No	Deliverables	Deliverable Timeline
1	Inception report - Evaluation framework/design and implementation plan	Week 2
2	Presentation of the preliminary findings and associated PowerPoint presentations	Week 10
3	Draft Evaluation Report	Week 12
4	Draft Sustainability Plan	Week 14
5	Final Evaluation Report	Week 18
6	Final Sustainability Report and Associated Action Plan	Week 22

5. Duration & Expected Start Date

The assignment is expected to last six (6) months with an expected start date in December 2025.

6. Contract Type and Price

The work will be conducted remotely in cases where necessary, and site visits will be conducted as determined by the methodology.

The assignment will be contracted through a fixed-priced consultancy agreement.

The contract will be concluded between the Consultant and CIMH and will contain the above-stated deliverables. Payments will be made upon satisfactory submission and approval of deliverables as outlined in Section 4 of the Terms of Reference.

7. Selection Criteria

The successful candidate(s) should possess the following qualifications and experience:

1. MSc degree in Programme Evaluation, Impact Evaluation, Monitoring and Evaluation, Project Management, Environmental Management, Economics, Public Administration, Regional development/planning, Statistics, or any other related social sciences.

2. Minimum 8 years of professional experience in project management or quantitative and qualitative monitoring and related reporting.
3. 7 years of proven and documented practical skill and experience in the design of M+E systems, based upon Logical Framework and outcome evaluations.
4. Solid foundation and experience in results-based management/logical framework approach and other strategic planning approaches, evaluation methods, and approaches (qualitative and quantitative).
5. Working experience in the Caribbean region, particularly on climate extremes, variability and change, and/or climate and disaster risk management.
6. Working experience in the development of sustainability plans would be an asset
7. Working experience in evaluating similar regional projects is an asset.
8. Ability to transfer analytical results into simple and workable solutions.
9. Excellent conceptual and analytical skills.

8. Evaluation and Selection Process

Candidates will be evaluated based on following criteria:

Category	Description	Weighting
1	MSc degree in Programme Evaluation, Impact Evaluation, Monitoring and Evaluation, Project Management, Environmental Management, Economics, Public Administration, Regional development/planning, Statistics, or any other related social sciences.	15
2	Minimum 8 years of professional experience in project management or quantitative and qualitative monitoring and related reporting.	15
3	7 years of proven and documented practical skill and experience in the design of M&E systems, based upon Logical Framework and outcome evaluations.	10
4	Solid foundation and experience in results-based management/logical framework approach and other strategic planning approaches, evaluation methods, and approaches (qualitative and quantitative)	10
5	Working experience in the Caribbean region is an asset, particularly on climate change extremes, variability and change and/or climate and disaster risk management. Working experience in evaluating similar regional projects is an asset.	5
6	Working experience in the development of sustainability plans would be an asset	5
7	Methodology: a) To what degree does the Proposer understand the task? b) Have the important aspects of the task been addressed in sufficient detail? c) Is the scope of the task well defined, and does it correspond to the TOR?	10
	Total	70

Proposals will be evaluated using the Combined Scoring Method, in which the technical proposal will carry a weight of 70% and the financial proposal will carry a weight of 30%. The contract will be awarded to the consultant achieving the highest overall score.

9. Application/Proposal Requirements

Candidate(s) should submit the following:

1. Technical proposal including:
 - a) Proposed Methodology for the Completion of Services. This should show the methodology and schedule for the delivery of consultancy.
 - b) CV including past experience in similar projects and at least 3 professional references (please make sure to include email and phone number of each reference). in alignment with the required qualifications and relevant experience.
2. Financial Proposal:
 - a) Full financial proposal - All envisaged costs, including travel, accommodation per diem, and any other related expenses, must be included in the Offeror's financial proposal. This applies to all required travel necessary for the execution of the consultancy. No additional costs will be considered beyond those specified in the proposal.
 - b) The Offeror shall indicate the daily professional rate(s) applicable to the personnel proposed for the assignment. The rates should reflect the level of expertise and effort required to deliver the outputs described in this TOR. All rates must be quoted in Euro and should include all applicable taxes and fees.

10. Supervision of contract

The contractor will report to the listed person (s) below (or their designate/representative) and they are expected to provide regular updates on the status of their work, any challenges encountered, and any technical issues that may arise.

CIMH Principal

ClimSA Project Manager

Designated CIMH/RCC representative