

TERMS OF REFERENCE

MONITORING, EVALUATION AND LEARNING DATA CONSULTANT

- A. Project Title: *Provide support to the SPC-USP European Union Pacific Technical Vocational Education and Training in Sustainable Energy and Climate Change Adaptation project (EU-PacTVET)*

B. Project Description

The EU-PacTVET project is being implemented by the Pacific Community (SPC) in partnership with The University of the South Pacific over a period of 53 months, from July 2014 with funding provided the European Union.

The general objective of the project is to enhance sustainable livelihoods in P-ACPs. Sustainable livelihoods are a high priority for P-ACP communities and governments alike. The purpose of the project is to enhance and/or create P-ACP's regional and national capacity and technical expertise to respond to climate change adaptation (CCA) and sustainable energy (SE) challenges.

The project builds on the recognition that energy security and climate change are major issues that are currently hindering the social, environmental and economic development of Pacific-African Caribbean Pacific countries. The project complements the broader Adapting to Climate Change and Sustainable Energy (ACSE) programme by reinforcing the potential for green-growth, including the introduction of systematic, regular and standardised training at technical institutes and colleges throughout the Pacific, where the next generation of tradeswomen and men can learn about climate change adaptation techniques, sustainable energy technologies and their applications. Results from the project will continue to be disseminated within and beyond the project countries through existing information sharing networks and forums at the national, regional and global levels.

The EU-PacTVET project is seeking a consultant to manage the monitoring, evaluation and learning (MEL) data for the project.

C. Scope of Work

The scope of work for the consultancy will include, but not necessarily be limited to:

- Assisting with the establishment of a reliable M&E system that is in alignment with the project's outcomes and objectives, and detailed to a country-by-country basis across the 15 project member countries.
- Collection, verification, collation, entry and storage of MEL data and instruments in close consultation with the GEM MEL Team.
- Providing support for aligning the EU-PacTVET project's M&E plan with the GEM division Business Plan results framework, SPC's PEARL policy as well as USP's strategic objectives.
- Assisting with the review and revision of current project reporting templates to support improved progress tracking, reporting and learning

- Assisting with the preparation and peer review of reports and analysis of qualitative and quantitative data prepared by others.
- Assisting in academic research and publications relating to TVET M&E, resilience and/or sustainable energy.

D. Expected Outputs

- High quality MEL data is available for reporting and other purposes.
- Project reporting templates incorporate M&E requirements.
- Reports and analysis peer reviewed in a timely manner improving their overall quality.
- Relevant literature and information identified to assist academic research, monitoring, evaluation and learning as required.
- Preparation of team publications for peer reviewed literature.
- Monthly reporting on progress.

E. Institutional Arrangement

The consultant will be directly responsible to the Team Leader of the EU-PacTVET team stationed at the SPC Energy Programme in Nabua. In this case, the reporting and any matter relating to the consultancy work should be referred to the EU-PacTVET Team Leader. The consultant will work in close consultation with the GEM Monitoring and Evaluation team.

F. Duration of the Work

The consultancy work must be done within a maximum of 130 workdays. The consultancy work is expected to begin on 29 January 2018 and should be completed by 1 December 2018. Proposals should include a daily rate of remuneration.

Phasing of the work is at the consultant's discretion and is based on the work methodology that forms part of the bidding document. Monthly reports should be submitted to the PMU on progress and should include issues, constraints and opportunities for improvement and future initiatives.

G. Duty Station

Travel to any of the P-ACP countries will have to be adequately justified. It is anticipated that USP in-country coordinators and SPC focal points can be involved to negate the need for excessive travel. Information required for this consultancy can be found online or communicated electronically.

The consultant, depending on the work plan, will have to report or liaise with the EU-PacTVET team through the Team Leader on any matters that need the team's attention during the course of the consultancy work.

H. Evaluation Criteria

Qualifications of the Successful Contractor

- It is essential that the appointee is a well-qualified professional with integrity and confidence with a Degree in a relevant field such as economics, project management or international development.

Knowledge, Skills and Experience

- Experience with monitoring and evaluation of programmes/projects.
- Experience with a range of quantitative and qualitative evaluation methods and data analysis.
- Excellent research and report writing skills.
- Excellent computer skills including MS-Excel, Internet and/or research software.
- Demonstrated ability to organise work, manage time, determine priorities and meet deadlines.

Proposal Evaluation Matrix

Competency Requirements	Score Weight (%)	Total Obtainable Score
1. A well-qualified professional with integrity and confidence with a Degree in a relevant field such as economics, project management or international development.	5%	5
2. Experience with monitoring and evaluation of programmes/projects.	20%	20
3. Experience with a range of quantitative and qualitative evaluation methods and data analysis.	15%	15
4. Excellent research and report writing skills.	10%	10
5. Excellent computer skills including MS-Excel, Internet and/or research software.	10%	10
6. Demonstrated ability to organise work, manage time, determine priorities and meet deadlines.	10%	10
Total Score	70%	70
Qualification Score (minimum requirement)	49%	49

I. Budget and Schedule of Payments

- The contract cost will be paid based on achieving each set out milestone as shown in the table in this section.
- The following components must be specified by the bidder and must be included in the computation of the contract price:
 - a. Professional fees; and
 - b. Management and operating costs.

- In full consideration for the complete and satisfactory completion of the activities specified in section C, the consultant shall be paid in accordance with the following milestones.

Milestones/outputs	Deadline (date)	% Payment
Signing of Contractual Agreement	29 January 2018	15% of price
Interim progress report in accordance with expected outputs in section D.	1 April 2018	15% of price
Interim progress report in accordance with expected outputs in section D.	1 July 2018	20% of price
Interim progress report in accordance with expected outputs in section D.	1 October 2018	20% of price
Satisfactory delivery of all reports relating to expected outputs listed in Section D.	1 December 2018	30% of price

Note: Bidders should include a Curriculum Vitae and financial proposal showing a daily rate of remuneration.

Closing date for submission of proposals is Friday 8th December 2017 at 3pm. All proposals are to be emailed to Ms Selemena Soqe (selemanas@spc.int).

All enquiries regarding the consultancy are to be directed to Dr Sarah Hemstock (sarahh@spc.int).