

**Terms of Reference for M&E Expert  
National Consultancy**

**GENERAL INFORMATION**

|                                   |   |
|-----------------------------------|---|
| <b>Services Description:</b>      | M&E Expert to provide consultancy services for the development of a Global Environment Facility-funded, UNDP-supported project aimed at protection of forests and coastal habitats on Zanzibar. |
| <b>Project Title:</b>             | Safeguarding Zanzibar's Forest and Coastal Habitats for Multiple Benefits   |
| <b>Post Title:</b>                | National Consultant, Zanzibar experts are highly encouraged to apply. <b>Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)</b>   |
| <b>Duty Station:</b>              | Home-based with travel to DSM & Zanzibar (Project sites)  |
| <b>GEF Focal Area(s):</b>         | Multi-focal Area  |
| <b>Expected Places of Travel:</b> | DSM & Zanzibar  |
| <b>Duration:</b>                  | 25 Working days spread over the period from June to December 2018   |
| <b>Expected Start Date:</b>       | Immediately upon signing contract   |

**I. BACKGROUND / PROJECT DESCRIPTION**

The United Nations Development Programme (UNDP) Tanzania in collaboration with the Ministry of Agriculture, Natural Resources, Livestock & Fisheries (MANRLF) in Zanzibar are in the process of formulating a full-sized UNDP/GEF project on Safeguarding Zanzibar's Forest and Coastal Habitats for Multiple Benefits.

The project will take a landscape approach with the aim to safeguard Zanzibar's forest habitats for multiple benefits by facilitating an integrated policy and planning process across sectors and institutions (including biodiversity, land management, climate change mitigation) that ensures improved effectiveness of the network of PAs leading to sustainable protection of vulnerable ecosystems, especially mangroves, native forests and other habitats of global significance. The resulting framework should be robust enough to promote effective biodiversity and ecosystem management that supports Zanzibar's national development, with implementation capacity in place.

Following the approval of the PIF by the GEF Secretariat in December 2017, UNDP received a Project Preparation Grant (PPG) to develop a full project document. In this context, UNDP is seeking the services of a national M&E Expert. The M&E Expert shall work closely with the Deputy Team Leader under the direction of the Team Leader, as well as with the other members of the project formulation team.

The team will be comprised of 5 consultants including an International NRM Expert who will function as the overall Team Leader, and four national consultants working together to collect and analyse required background information and prepare the full UNDP/GEF project document (ProDoc) while ensuring timely completion of the assignment. The national consultant team will include a **1) Policy & Institutional Capacity Expert**, who will also act as the Deputy Team Leader, **2) Biodiversity Expert**, **3) Socio-Economic Development Expert** (whose TOR will also include tasks relevant to stakeholder engagement and gender mainstreaming); and **4) an M&E Expert**.

All consultants are recruited separately. The overall project formulation guidelines, TORs detailing expected deliverables for each individual team member, and the concept note/Project Identification Form (PIF) will be provided electronically at the start of the assignment.

## II. SCOPE OF THE WORK

In close cooperation with the Deputy Team Leader, under the direction of the overall Team Leader (international NRM Expert), the M&E Expert will contribute to the development of a project Monitoring & Evaluation plan, including the formulation of SMART indicators, provide support for the development of the theory of change for the project, as well as support the stakeholder analysis and the preparation of the gender analysis. The M&E Expert will furthermore prepare inputs and support the development of final PPG deliverables, as agreed with the Deputy PPG Team Leader.

## III. EXPECTED OUTPUTS AND DELIVARABLES

Based on the scope of work above, the M&E Expert is expected to ensure the delivery of the following:

- 1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
  - a. Contribute to the development of a project Monitoring & Evaluation plan, including the formulation of SMART indicators as well as a **detailed M&E plan and budget**.
  - b. Provide support for the development of a theory of change for the project.
  - c. Prepare inputs for the **baseline/situational analysis** for the project. This will include a precise definition of other relevant existing/planned interventions, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices.
  - d. Support the **stakeholder analysis and consultations** and ensure that they are complete and comprehensive.
  - e. Support the preparation of the **gender analysis**.
  - f. Support the action points, including risk assessments from the **UNDP Social and Environmental Screening Procedure (SESP)** as appropriate.
  - g. Support the **identification of the project sites**, with documentation of selection criteria.
  - h. Support the completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs.
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader.
- 3) Validation Workshop (Component C):
  - a. Contribute to the validation workshop; and
  - b. Support all necessary revisions that arise during the workshop, as appropriate.
- 4) Final Deliverables:
  - a. Comprehensive costed monitoring and evaluation plan for the project
  - b. Final UNDP-GEF Project Document and GEF CEO ER

## TOR for M&E Expert - PPG Zanzibar (National)

| Expected Outputs and Deliverables   | Target due dates                | Payment % |
|---|---------------------------------|-----------|
| 1. Detailed work plan based on the objectives and approaches outlined above, to be submitted to the Deputy Team Leader and the PPG Team Leader for review within five days of contract signature. | By 5 <sup>th</sup> of June 2018 | 20        |
| 2. Support to PPG TL field mission, including participation in stakeholder meetings.  | By end of June 2018             | -         |
| 3. Draft project M&E plan and budget including the proposed SMART indicators.   | June/July 2018                  | 30        |
| 4. Participation in the ProDoc validation workshop, and support all necessary revisions that arise during the workshop, as appropriate.   | October 2018                    | -         |
| 5. Final Consultant report submitted to Deputy PPG Team Leader, including a comprehensive costed monitoring and evaluation plan for the project.  | December 2018                   | 50        |

### IV. MANAGEMENT AND INSTITUTIONAL ARRANGEMENTS

The M&E Expert shall work closely with the Deputy PPG Team Leader under the direction of the overall PPG Team Leader and the rest of the national consultants team, as well as the client (UNDP and MANRLF/Project Preparation Working Group (PPWG)). S/he will receive guidance from the Deputy PPG TL regarding the delivery of specific tasks as outlined above. The consultant will report to the Deputy Team Leader. The expected frequency of progress reporting is monthly.

The consultant may make field visits to consult with key stakeholders in the project areas as appropriate in consultation with UNDP. UNDP will coordinate field visits during the field Missions. In general, the methodology will be consultative in nature with a two-way communication maintained between the experts and stakeholders.

### V. DURATION OF THE ASSIGNMENT

This assignment is planned for a total of 25 working days between June 2018 - December 2018.

### VI. REQUIRED QUALIFICATIONS AND COMPETENCIES

- a) Academic Qualifications:
  - Master's degree or higher in a relevant field, such as such as natural resource management.
- b) Experience
  - Minimum 10 years of demonstrable experience in the technical area of project and programme management/design/evaluation;
  - Excellent writing and communication skills.
- c) Language
  - Fluency in written and spoken English and Kiswahili.

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### d) Functional Competencies

- Demonstrated ability to plan, organize logically, effectively implement and meet set deadlines
- Good interpersonal and communication skills, including a demonstrated ability to set out a coherent argument in presentations and group interactions
- Conceptual and strategic analytical capacity coupled with good writing skills
- Ability to work in teams, as well as in complex environments
- Proven experience in participatory processes and in facilitating dialogue between Government, Development partners, private sector and civil society
- Understanding of GEF functioning and procedures

### e) Compliance with UN Core Values

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.  
Treats all people fairly without favouritism

## **XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP

**This TOR is approved by:** Saskia Marijnissen



Regional Technical Adviser - Ecosystems & Biodiversity  
Global Environmental Finance Unit  
Bureau for Policy and Programme Support  
UNDP Regional Service Centre for Africa

**Date** 12 May 2018