

TERMS OF REFERENCE FOR THE SMSMCL PROJECT

Monitoring and Evaluation (M&E) GIS Adviser

A. PROJECT TITLE:

**Strengthening Multi-Sectoral Management of Critical Landscapes in Samoa (SMSMCL):
Monitoring and Evaluation (M&E) Specialist.**

B. CONTEXT AND BACKGROUND:

The SMSMCL project is the first upscaling initiative by the Government of Samoa to ensure land degradation issues across all levels of society are addressed through the integration of sustainable landscape management into planning frameworks and actions in multi-sectoral arrangements to achieve the Government of Samoa's long-term goal:

"Samoa's productive landscapes are protected and sustainably managed to mitigate land degradation and to increase soil carbon sequestration so as to contribute to poverty alleviation and mitigation and adaptation to climate change impacts, as well as to contribute to global environmental benefits by overcoming barriers to integrated sustainable land management."

The primary objective of this project is to *strengthen local capacities, incentives and actions for integrated landscape management in order to reduce land degradation and greenhouse gas emissions and promote nature conservation whilst enhancing sustainable local livelihoods.*

The project is expected to produce two outcomes:

- Outcome 1: Communities and farmers are able to undertake and benefit from integrated land and water management on their traditionally owned lands (composed of different ecosystems and agriculture, fisheries and livestock production systems)
- Outcome 2. Strengthened national enabling environment to promote integrated landscape management through local households and communities.

A Mid-Term Review (MTR) for the project was carried out during September-November 2016 and among its main conclusions was, "The project team is unprepared to fulfill the formidable monitoring and evaluation demands of the project. Baseline conditions have, for the most part, not yet been validated; in fact, the sources of the many of the baselines remain unclear. Monitoring and evaluation protocols have not yet been developed, and required resources to support the requisite monitoring and evaluation are under-estimated". One of the MTR recommendations was therefore, to "strengthen the project monitoring and evaluation systems".

As follow up to the above mentioned MTR recommendation, the project has revised the indicators and targets of the Strategic Results Framework (SRF) and developed an M&E Plan. While this helped address some of the M&E aspects of the MTR conclusion, it has not addressed the issue of the required resources.

The Ministry of Natural Resources and Environment (MNRE), in partnership with the UNDP Samoa Multi-country Office, is now seeking the services of an M&E Adviser with GIS experiences as an international consultant to support the Project Management Unit (PMU) in implementation of the project's M&E Plan.

C. SCOPE OF WORKS:

The scope of work for the M&E GIS Adviser will include, but not necessarily be limited to, the following key activities:

1. Review of the SMSMCL project M&E Plan

- Carry out a brief desk study of the project's documents and reports, in particular the logframe matrix and SRF to familiarise with the project's expected results.
- Revise the M&E Plan to verify the data sources and validate the methods and tools for data collection and analysis.

2. Support the PMU in implementation of the M&E Plan

- In close collaboration with the PMU, provide technical support and supervise implementation of the M&E Plan.
- Database compiling datasets for tracking the SRF indicators.

3. Preparation of M&E and GIS-based outputs

- Prepare GIS maps of final results of the mappable indicators of the SRF.
- Prepare brief bi-monthly narrative of progress towards SRF targets.
- Ensure the outputs and lessons learned are integrated into and contribute to monitoring and evaluation of ongoing Government programs in integrated landscape and ecosystem-based management.

D. EXPECTED OUTCOMES AND DELIVERABLES:

1. Revised M&E Plan with verified sources of data, validated methods and tools for data collection and analysis, and identified required resources for implementation.
2. Database and GIS-maps of mappable indicators of the SRF.
3. Bi-monthly narrative of progress towards SRF targets.

DELIVERABLES	DUE DATE AND WEIGHTING (%)	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY MNRE and UNDP OF THE SATISFACTORY PERFORMANCE OF DELIVERABLES
Deliverable 1: Revised M&E Plan with verified sources of data, validated	X October 2019 (20%)	XXX

methods and tools for data collection and analysis.		
Deliverable 2: 1 st two monthly narrative of progress including progress towards SRF targets.	X November 2019 (30%)	XXX
Deliverable 3: 2 nd two monthly narrative of progress including progress towards SRF targets.	X December 2019 (30%)	XXX
Deliverable 4: Database and GIS-maps of mappable indicators of the SRF.	X March 2020 (20%)	XXX
TOTAL VALUE (40 working days)		XXX

E. INSTITUTIONAL ARRANGEMENT:

The hired consultant will work with the SMSMCL Senior Technical Adviser and Project Manager. Reports and deliverables will be shared with the SMSMCL Project Management Unit and the UNDP MCO Programme Officer in a timely manner.

F. DURATION OF THE WORK:

60 working days in the duration of 6 months from the beginning of contract

G. DUTY STATION:

Home-based with up to 2 missions to Samoa. In Samoa, the M&E Adviser will be based in the SMSMCL Project Office within MNRE.

H. COMPETENCIES:

Corporate Competencies:

- Demonstrates commitment to the Government of Samoa mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform/advise on (as appropriate) a variety of specialized tasks related to administrative support, including project data management support, reporting, and logistics for project implementation.

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multi-cultural environment

I. QUALIFICATIONS AND EXPERIENCE REQUIRED OF THE CONTRACTOR:

- **Education:** At least a Bachelor's degree in computer science or information.
- **Experience:** Minimum 10 years of relevant work experience in :
 - GIS for land use mapping;
 - Nature Conservation;
 - Tracking M&E indicators related to land use changes;
 - Project Management
 - Previous experience in Pacific region.
- **Language requirements:** English language skills ;
- **Skills:** Demonstrable skills in the area of GIS.
- **Personal Attributes:**
 - Excellent communication skills necessary to effectively collaborate in a different cultural environment.

J. EVALUATION & CRITERIA:

Evaluation criteria: 70% Technical, 30% financial combined weight:

Technical Evaluation Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support the above required criteria

- **Education:** At least a Bachelor's degree in computer science or information (25%).
- **Experience:** Minimum 10 years of relevant work experience in (35%):
 - GIS for land use mapping;
 - Nature Conservation;
 - Tracking M&E indicators related to land use changes;
 - Project Management
 - Previous experience in Pacific region.
- **Language requirements:** English language skills (10%);
- **Skills:** Demonstrable skills in the area of GIS (20%).
- **Personal Attributes:**
 - Excellent communication skills necessary to effectively collaborate in a different cultural environment (10%).

K. RECOMMENDED PRESENTATION OF PROPOSAL:

Interested individual Consultants must submit ALL the following documents/information to demonstrate their qualifications in one single PDF document:

- Technical Proposal [methodology and workplan]
- Duly accomplished confirmation of Interest using the template provided by UNDP (Annex 1)
- Personal CV or P11 (Annex 2)
- Financial Proposal (Annex 3)

Incomplete applications will not be considered, they will be disqualified automatically.

Queries about the position can be directed to procurement.ws@undp.org

Due Date for submission of proposals is Wednesday 6 November 2019, Samoa time.

All proposals should be submitted through the UNDP eTendering portal. Email submission of proposals will not be accepted.

Go to <https://etendering.partneragencies.org> (to register first if you have not done so) and search for this consultancy reference **WSM/009/IC/SMSMCLGISMnE**

To register on eTendering, note the username and password below to access initially to register first.

Username: event.guest

Password: why2change

L. ANNEXES AND TEMPLATES TO THIS TOR

Annex 1 – Template Letter of Offer and Availability

Annex 2 – P11 form

Annex 3 – Financial Proposal

Annex 4 – UNDP General Terms and Conditions for Individual Contracts

M. APPROVAL

This Terms of Reference is approved by:

Name/Title: **Yvette Kerslake, ARR Environment and Climate Change Unit**

Date: **21 October 2019**