**Terms of reference**

**Monitoring & Evaluation Expert (short term)**

1. **General information**

|  |  |
| --- | --- |
| **Title of the assignment** | Design of the monitoring and evaluation system for the GPDF project |
| **Name of the project** | Green Policy Dialogue Facility (GPDF) |
| **Country** | Sri Lanka |
| **Estimated number of days** | 12 days (combining remote and field work) |
| **Deadline for submission** | 1st June 2023 |

1. **Context and justification of the need**

Expertise France

**Expertise France** (EF) is a public agency and the French interministerial actor in international cooperation. It became a subsidiary of the French Agency for Development Group (“Agence française de développement” in French / AFD Group) in January 2022. As the second largest agency in Europe, it designs and implements projects that sustainably strengthen public policies in developing and emerging countries on a range of policy issues (e.g. sustainable development, governance, stability, health, education). It operates in key areas of development and contributes alongside its partners to the implementation of the Sustainable Development Goals (SDGs).

For more information, please visit our website: <https://www.expertisefrance.fr/en/web/guest/accueil>

Green policy dialogue facility in Sri Lanka

The **Green Policy Dialogue Facility** (GPDF) is a four-year intervention funded by the European Union (EU). It seeks to use the current economic crisis as an opportunity to support Sri Lanka towards a more sustainable growth trajectory. The ultimate goal would entail achieving a green (and blue) economy that is circular, carbon neutral, and socially inclusive; which, not only, would be more respectful of biodiversity resources and socio-economic/demographic context, but would also provide much needed macroeconomic stability.

In this context, the facility would harness policy experiences and knowledge from the EU (e.g. the European Green Deal), along national and regional ones, to contribute to the green recovery (medium term) and transition (long term) of the Sri-Lankan economy and society.

GPDF would more specifically support the mainstreaming of green economy (GE) challenges and objectives in the Sri Lankan policy landscape, as well as the facilitation of bringing GE policy to action by contributing to the following specific objectives (SO):

* **SO1**: Support the development and implementation of inclusive national green, blue and sustainable public policies, with participation of women and men in all their diversity.
* **SO2**: Improve the business and investment climate in view of promoting an inclusive circular economy (both green and blue).
* **SO3**: Increase accessibility and availability to green and sustainable finance.

The primary direct beneficiaries of the project will be the public institutions particularly, the Ministry of Environment and the Ministry of Finance as well as government institutions focused on SMEs. Other direct beneficiaries include the private sector, financial institutions, and civil society.

The Green Policy Dialogue Facility, which should start in Q2 2023, will be the first bilateral project to be implemented by Expertise France in Sri Lanka.

Inception phase

The implementation of GPDF will started the **15th of April** with a 6-months inception phase (IP). The aim of the IP is to update the scope and content of GPDF, through the consultation with stakeholders and experts.

1. **Description of the assignment**
	1. **Objective of the Consultancy**

The objective of the Consultancy is **to develop a comprehensive and robust monitoring and evaluation (M&E) system** for the GPDF project, based on a clear definition of roles and responsibilities between Expertise France and the partners, in order to guide its management and implementation.

The system should allow for the collection, processing and analysis of data, and make a concrete and continuous link with learning to support operational and strategic decision-making. The M&E system should also serve accountability purposes, both upwards (donors) and downwards (beneficiaries).

* 1. **Nature of the services requested**

The expected mission of the Expert will aim at designing the M&E system of the project through the following activities:

* Assess the needs, practices and capacities of the team and partners in terms of tools, collection, consolidation and analysis of information.
* Review and refine the project's logical framework (indicators, targets, sources of verification) including a completed baseline based on reliable data sources and a clear methodology.
* Propose and develop a solid M&E plan co-constructed with the project stakeholders, in line with the commitments recommended in EF’s M&E policy, detailing in particular:
	+ The description of each indicator, their adequate disaggregation (including gender) and their monitoring plan (means of verification, calculation method, tools, frequency, person responsible, etc.);
	+ The data flow process, from collection to use (collection, feedback, consolidation, visualization, use for steering and decision-making, reporting, etc.);
	+ Data management (analysis, reporting, archiving, confidentiality, quality control, data protection in compliance with data protection and the GDPR);
	+ The tools and methods of data collection, including a proposition of potential software that could be used;
	+ The respective responsibilities of each partner organisation involved in the implementation of the activities;
	+ Identification of reliable data sources and a clear methodology for undertaking Endline exercises.
1. **METHODLOGY**
	1. **Methodological guidelines**

The methodology should include meetings with EF and the project partners to co-construct the M&E system and to ensure buy-in.

The M&E Consultant will also need ***to work closely with other short-term expertise*** (gender, digitization, etc.) that will take place at the same time.

The methodology will be the subject of a precise and detailed description, in which the Consultant will justify the methodological choices made.

* 1. **Deliverables**

The expected deliverables are presented in the table below:

|  |  |
| --- | --- |
| **Activities** | **Deliverables** |
| 1. Needs and capacity assessment of EF team and partners | Report or presentation of assessment results and recommendations |
| 2. Logical Framework Review  | Revised logical framework and baseline values |
| 3. Development of the M&E plan | M&E plan |

A detailed work plan will be developed by the Expert and EF at the beginning of the assignment to agree on milestones, deliverables, and working arrangements for each stage of the process.

* 1. **Coordination**

The service provider shall designate a single contact person for project implementation purposes. A launch meeting shall be held 2 days after the contract award has been notified.

The Expert will work under the supervision of the Project Manager, based in Colombo, and in close collaboration with Expertise France headquarters for the application of the agency's monitoring and evaluation policy. Furthermore, regular exchanges must take place with EF on assignment progress and any difficulties that may be encountered.

1. **Place, duration and indicative schedule**
	1. **Implementation period:** 3 months
	2. **Start date:** 25 July 2023
	3. **Budget :** 12 man/days
	4. **Location:** The Consultancy will take place remotely.
	5. **Schedule:**

Indicative schedule of Consultancy and of the deliverables:

|  |  |
| --- | --- |
| Notification of the contract | T0 |
| **Deliverable 1** – Report or presentation of diagnostic results and recommendations | T0 + 15 days |
| **Deliverable 2** – Revised logical framework – Draft version | T0 + 20 days |
| **Deliverable 3** – Revised logical framework – Final version | T0 + 60 days |
| **Deliverable 4** – M&E plan | T0 + 75 days |

1. **Required expertise and profile**

## Education

Graduate degree (minimum 5 years of higher education) in development economics, political or social sciences, international cooperation, applied statistics or any other profile in line with the missions to be performed.

## Proven Experience

* At least 5 years of experience in monitoring, evaluation, and learning in the context of international cooperation and development projects;
* Experience of construction of project management tools and practices (theory of change, logical framework, planning, reporting, etc.) and knowledge of donor practices, particularly the EU;
* Experience in developing an M&E plan;
* Previous experience in Sri Lanka will be an asset.

## Qualitification and skills

* Excellent understanding of all aspects of program quality;
* Strong teamwork skills, initiative, organizational skills and autonomy;
* Proven writing skills;
* Pragmatic, proven ability to produce tools and documents in a short time;
* Full professional proficiency in English.
1. **Application modalities**

**Submission deadline: 1 June 2023, 11:59 pm** (**Paris time**).

Expertise France reserves the right to choose a candidate before this date.

**Bid composition:**

* A technical offer, including :
	+ A resume highlighting the skills and experience in line with the required ones (5 pages max);
	+ 3 references;
	+ A 3 to 5 pages memo of understanding of the context and issues of the mission ;
	+ A detailed workflow (including number of man-days per activity) ;
* A financial offer (based on the joined budget template);

**Incomplete bids will not be considered.**