**Terms of reference**

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

1. **General information**

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| **Title of the assignment** | Design of the monitoring and evaluation system |
| **Name of the project** | Sargassum integrated management in the Caribbean (provisional title) |
| **Country** | Caribbean region |
| **Estimated number of days** | Up to 25 days (depending on the financial offer) between April 23rd and June 17th |
| **Deadline for submission** | 23/04/2024 at 18:00 CET |

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>

The *Sargassum Integrated Management* project

The Agence Française de Développement (AFD) is developing a new project aimed at providing a regional response to the phenomenon of sargassum seaweed in the Caribbean region. The project seeks to strengthen regional coordination among affected countries, support both public and private actors in the integrated management of this biomass to create an environment conducive to the development of sargassum value chains. At this stage of development, the programme’s intervention logic is structured into three components and one cross-cutting component.

1. **Support the regional coordination** by strengthening a network of expertise, to facilitate public decision-making through knowledge sharing, experience capitalization in sargassum management, and exchange of best practices among sargassum managers in Caribbean countries and territories.
2. **Support the development of an enabling framework for value chain structuring** in three or four Caribbean states to facilitate the scaling up sargassum valorisation chains with high replicability potential, while also building the resilience of communities to extreme climatic events.
3. **Strengthen regional scientific cooperation** to enrich knowledge on sargassum and produce data and capitalization materials to better assist the policy-makers and sensitize affected communities.
4. **Mainstream gender in the sargassum management and valorisation activities** conducted by public and private actors. The scope of this cross-cutting component is to be defined through a gender expertise.

The geographical scope of the program will vary depending on the components. The first and the third component axis will cover a broader area and include countries in the Lesser Antilles, member states of the Organization of the East Caribbean States - OECS, Barbados, the Dominican Republic, and potentially Mexico. The second component, focusing on promoting an enabling framework for value chain structuring will have a narrower focus, targeting the Dominican Republic, Saint-Lucia and one or two other islands (currently under delineation in an ongoing diagnosis study).

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

The objective of the Consultancy is to:

* + **(i) deepen the development of the logical framework and its respective indicators, based on the outline theory of change**
  + **(ii) collect the baseline values and,**
  + **(iii) develop a comprehensive and robust monitoring and evaluation (M&E) plan** for the project 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:

* 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;
  + Identification of reliable data sources and a clear methodology for undertaking Endline exercises.
* Assess the needs, practices and capacities of the team (especially the MEAL officer) in terms of tools, collection, consolidation and analysis of information.

1. **METHODLOGY**
   1. **Methodological guidelines**

The methodology should include meetings with Expertise France project team to co-construct the M&E system and to ensure buy-in. Note that a diagnosis study and a technical assistance for gender mainstreaming will be carried out concurrently with this consultancy. Coordination with the assigned consultants will be scheduled to ensure the coherence of the gender component within the overall project architecture and its M&E framework.

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

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 Consultant will work under the supervision of Expertise France project team, and the M&E officer for the application of the agency's M&E 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:** 2 months
   2. **Start date:** April 25th 2024
   3. **Budget :** The total budget for the consultancy **must not exceed 12 750 EUR**
   4. **Location:** The Consultancy will take place remotely. If deemed necessary, a mission in the Caribbean region can be proposed in the technical offer.
   5. **Schedule:**

Indicative schedule of Consultancy and of the deliverables:

|  |  |
| --- | --- |
| Notification of the contract | T0 |
| **Deliverable 1 -** Inception report, including a detailed methodology and timetable. | T0 + 10 days |
| **Deliverable 2** – Revised logical framework | T0 + 40 days |
| **Deliverable 3** – M&E plan | T0 + 60 days |
| **Deliverable 4** – Report or presentation of diagnostic results and recommendations | T0 + 60 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.

## 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 the Caribbean region will be an asset.

## Qualification 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. Spanish is an asset.

1. **Application modalities**

**Submission deadline: 23/04/2024, 18:00 pm** (**Paris time**).

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

**Application composition:**

* A **technical offer**, including :
  + A resume highlighting the skills and experience in line with the required ones (5 pages max);
  + A 3 to 5 pages memo of understanding of the context and issues of the mission;
  + A detailed workflow (including number of person/day per activity);
* A **financial offer** detailing number of man-days and daily fee.

**Incomplete application will not be considered.**