

CITYADAPT

BUILDING CLIMATE RESILIENCE OF URBAN SYSTEMS THROUGH ECOSYSTEM-BASED ADAPTATION (EBA) IN LATIN AMERICA AND THE CARIBBEAN PROJECT

Terms of Reference: Monitoring and Evaluation Consultant

**Prepared:
April 11, 2022**

TERMS OF REFERENCE FOR MONITORING AND EVALUATION CONSULTANT

1.0 Introduction

The Latin America and Caribbean (LAC) region is the second most urbanised region in the world, with ~80% of the population living in cities. Within the next two decades, this proportion is projected to reach ~85%, thereby ranking the cities of the LAC region among the fastest-growing in the developing world. The rate of urban expansion is faster in small and medium-sized cities relative to mega cities. In the medium-sized city of Kingston in Jamaica, rapid urbanization is coupled with limited urban planning. This rapid urbanisation and the associated expansion of cities is degrading urban and periurban ecosystems – including wetlands, green spaces and forests – that provide a wide range of ecosystem services for urban communities.

The degradation of these ecosystems coupled with the impacts of climate change threaten the lives and well-being of urban communities in the LAC region and increase the risk of urban communities vulnerable to natural disasters. It is on this premise that the Global Environment Facility (GEF) through its Special Climate Change Fund is financing a project called the Building Climate Resilience of Urban Systems through Ecosystem-Based Adaptation (EbA) In Latin America and the Caribbean (CityAdapt), implemented by UNEP in 3 medium-sized cities in LAC, one of them being Kingston. The overarching goal of the CityAdapt project is to build the climate resilience of urban and peri-urban communities in cities in the LAC region through the implementation of Ecosystem-based Adaptation (EbA) approaches. The objective of the project is therefore to increase the capacity of government and local communities living in three medium-sized LAC cities to adapt to the effects of climate change through the integration of EbA into urban planning in the medium- to long-term.

The objective of the project will be achieved through the implementation of activities under three main components:

Component 1 - will include activities to strengthen the technical and institutional capacity of stakeholders involved in urban planning and environmental management to integrate EbA into development planning within cities. This will support improved decision-making on climate change adaptation in urban areas in the LAC region, thereby promoting climate-resilient urban development.

Component 2 - on-the-ground, urban EbA interventions will be demonstrated in Kingston (Jamaica) to increase the capacity of urban communities living in vulnerable areas within the city to adapt to the effects of climate change.

Component 3 - will promote the generation, dissemination and management of knowledge on urban EbA in each city and across the broader LAC region, thereby supporting upscaling of the urban EbA approach.

To support the accomplishment of project objectives the UNEP has signed agreements with three local partners: The Forestry Department, The Nature Conservancy and the Jamaica 4-H Clubs. Each partner is responsible for the implementation of activities under each component with the Jamaica 4-H having responsibility for activities under Components 2 and 3. Through their agreement the Jamaica 4-H Clubs will employ additional personnel, and will provide supervision to same in conjunction with the existing National Coordination Team for the project established by UNEP. The National coordinating team includes a National coordinator and a Technical Advisor.

2.0 OBJECTIVE OF CONSULTANCY

The objective of this consultancy is to carry out all monitoring and evaluation (M&E) activities for the CityAdapt Project in Jamaica. The consultant will collaborate closely with the project implementing partners and the national coordinating team to carry out all duties. The consultant will lead the project's overall M&E activities by establishing and executing a monitoring system, based on the Project's Results framework and UNEP's global set of Climate Change Indicators , for collecting and tracking frequent progress updates and informing management via formal reporting. The Consultant will also monitor implementation by all partners and determine best suited ways to evaluate the impact or project activities and engagements. The M&E Specialist will provide evidence-based feedback to guide modifications to the said interventions where necessary, following the principles of adaptive management.

3.0 SCOPE OF WORK FOR CONSULTANCY

The Monitoring and Evaluation Consultant will perform the following specific activities under the overall supervision and direction of the Jamaica 4-H Clubs and the CityAdapt Project's National Coordinating team:

- a) In collaboration with the national coordinating team revise the Results Framework for CityAdapt to include updated indicators
- b) Develop and implement a comprehensive Monitoring and Evaluation Plan/framework for the CityAdapt Project in Jamaica to generate regular information related to progress of the project
- c) Develop tools and provide technical support to assist Project partners with effective monitoring of project activities to include public awareness initiatives.
- d) Collect, check, verify and compile data from the field as stipulated in the M&E plan.

- e) Develop standardised M&E reporting forms for project partners
- f) Develop common indicators for data collection, design data collection tools/templates, and assist with regular data collection/generation process.
- g) Track project's output and outcome level results on the periodic basis in close coordination with project's implementing team as well as with project partners.
- h) Propose adjustments to implemented/planned activities based on the continuous monitoring to ensure project's best impacts and results
- i) Work closely with essential stakeholders and project partners to ensure that they are involved in the development, testing, and implementation of M&E Framework. Where necessary train team members on M&E concepts, skills and tools.
- j) Provide reports on all M&E activities and corresponding adaptive management strategies
- k) Contribute to risk register and lessons learnt register based on M&E activities
- l) Provide technical support to staff members for all M&E related activities.
- m) Work closely with implementing team for enhancing their capacity for proper data collection and reporting
- n) Undertake the quality control of project's implementing strategies and approaches.
- o) Prepare monitoring field visit plan and conduct monitoring visit as and when required.
- p) Perform any other related duties applicable to such portfolio or assigned by 4H or the national coordination team.

4.0 MONITORING AND EVALUATION CONSULTANT OUTPUTS/DELIVERABLES

No.	Deliverables
1.	Inception Report outlining current project status and approach to develop M&E Framework
2.	M&E plan to include M&E framework
3.	Monthly updates
4.	Periodic M&E Reports to include adaptive management strategies
5.	M&E Reporting Formats
6.	Tool for M&E for partners

QUALIFICATIONS AND EXPERIENCE

The Monitoring and Evaluation Consultant will be expected to have the following minimum qualifications and experience:

Education and Training

- a) First Degree preferably in Business Administration, Economics, Natural Resource Management or related field from a recognised university and
- b) Certificate in Project Management or Monitoring and Evaluation

Work Experience

- a) No less than three years of experience in designing, implementing and overseeing M&E related tasks in the area of Environmental Conservation.
- b) Experience of quantitative and qualitative data collection and analysis.
- c) Experience in designing tools and strategies for data collection, analysis and production of reports;
- d) Expertise in analysing data using statistical software;
- e) Previous experience with GEF funded projects would be an asset
- f) Experience in climate change adaptation or Ecosystem based Adaptation would be an asset

Key Competencies

- a) Strong analytical writing, facilitation and communication skills.
- b) Strong grasp of the principles of adaptive management: *Ability to analyse and articulate project issues and identify creative, practical approaches to overcome challenging situations;*
- c) Ability to prepare reports and presentations.
- d) Ability to work with a multidisciplinary and multicultural team.
- e) Ability to work independently with little or no supervision.
- f) Strong statistical skills
- g) Proven experience in undertaking similar assignments and context
- h) Very good command of MS Office/excel and spreadsheets.
- i) Fluency in written and spoken English.
- j) Experience working in a project environment is an asset

5.0 CHARACTERISTICS OF ENGAGEMENT

Language of Delivery:	English (<i>British Standard</i>)
Type of Contract:	Independent Consultant – Individual <i>(Consultant will be responsible for the provision of office and accommodation facilities)</i>
Duration of Engagement:	Project duration
Date of Engagement:	June 2022
Location:	Present in Jamaica for the duration of the project