**TERMS OF REFERENCE**

**Monitoring & Evaluation Specialist**

**Improving Climate Data & Information Management**

**Pilot Programme for Climate Resilience in Jamaica**

**Background**

Jamaica’s location in the Tropics makes its climate especially variable and the island will likely experience significant changes in temperature, precipitation and sea level rise according to downscaled models described in the 2015 “State of Jamaican Climate, Information for Resilience Building” report. In summary, the models have indicated that an increase in climate variability will likely result in: a) mean temperature increase of 0.85°-1.80°C by the year 2050; b) the 2030s being up to 4% drier, and the 2050s up to 10% drier; c) a reduction of 2 % in mean annual rainfall by the mid-2020s d); an 80% increase in the frequency of Category 4 and 5 hurricanes (Saffir-Simpson scale) over the next 80 years ; and e) sea level rise of 0.26-0.82 m by 2100 relative to 1986-2005 levels.

Over the last decade, Jamaica has been impacted negatively by climate change. For example the March to June 2017 rainfall events resulted in a damage and loss was estimated at $4.0 billion or 0.2 percent of 2016 GDP. In 2014 the country experienced severe drought conditions having recorded rainfall levels for the months of June and July being only 33 and 37 per cent of the 30-year mean respectively. Among the sectors most impacted by the drought conditions was agriculture recording estimated losses of JA$900 million for that year.

Climate change and variability demands greater need for and larger benefits from, high quality climate forecasts, and assessments. Therefore, improving the country’s capacity to accurately monitor, model and predict weather and climate, and build adaptation measures to the impacts of climate change is a priority of the Government of Jamaica (GOJ) .

The Pilot Programme for Climate Resilience (PPCR) is a funding facility out of the Climate Investment Funds (CIF) that helps developing countries integrate climate resilience into development planning and investment. In 2011 under the PPCR Jamaica designed the Strategic Programme for Climate Resilience (SPCR) which recommended the implementation of a suite of investment projects aimed at building resilience across Jamaica. The Improving Climate Data

and Information Management Project (ICDIMP) is one of those projects giving effect to the goals and objectives of Jamaica’s SPCR.

In 2015, the Government of Jamaica received a grant of US$6.8 million from the PPCR under through the World Bank (WB) to implement the ICDIMP. The project development objective (PDO) of the ICDIMP is to improve the quality and use of climate related data and information for effective planning and action at local and national levels. The ICDIMP is contributing directly to the Government’s national strategy in addressing climate change Vision 2030 Jamaica-National Development Plan, specifically Outcome number 14 which speaks to hazard risk reduction and adaptation to climate change.

Specifically the project aims to:

* Strengthen Jamaica’s meteorological observation and data collection systems to enhance climate monitoring, weather forecasting and early warning systems
* Enable effective planning and design of adaptation initiatives, through access to climate change scenarios specific to Jamaica, including scenarios for priority sectors
* Use climate scenarios generated to assess the expected consequences of climate change for each priority sector and utilize assessments to develop sector-based methodologies for climate resilient planning and decision making
* Conduct detailed vulnerability assessment of the health sector to generate information needed to improve resilience of the health sector by climate proofing health care facilities
* Improve knowledge, attitudes and practice of the Jamaican public towards climate.

The ICDIMP is implemented under three main components:

Component 1: Upgrading Hydro-Meteorological Data Collection, Processing and Forecasting Systems (US$4.009 million) is aimed at enhancing the availability and reliability of data for climate change scenario modelling, risk analysis and warning systems, and knowledge sharing.

Component 2: Climate Resilient Planning and Hydro-meteorological Information Services (US$1.386 million) will provide technical assistance support to promote Jamaica’s readiness for climate events.

Component 3: Climate Change Education and Awareness towards Behavioural Change (US$0.725 million) will provide technical assistance support to promote climate change awareness at the national and local levels.

The Planning Institute of Jamaica is the Executing Agency for the ICDIMP in collaboration with various Technical Implementing Agencies (TIAs) including the Meteorological Service Jamaica, Water Resources Authority, Rural Agricultural Development Authority, Ministry of Health &Wellness, National Spatial Data Management Division, Ministry of Economic Growth and Job Creation, Office of Disaster Preparedness and Emergency Management, and Climate Studies Group Mona.

**Context**

In August 2018, the Executing Agency (PIOJ) completed a midterm evaluation (MTE) of the ICDIMP to assess its performance. The MTE was especially designed to provide feedback and guidance for strengthening implementation through to project completion. It provided an assessment of the project up to that date, including analysis of performance based on a defined Results Framework (RF) and identified the impacts achieved and efforts towards ensuring the sustainability of results. The project was rated moderately satisfactory although it had achieved significant outputs and contributed to the improvement in the quality and use of climate and weather related data especially within the TIAs. Such rating was mainly due to the challenges with monitoring of the Results Framework indicators and their overall appropriateness to measure the achievement of the PDO) and a relatively low disbursement rate. To address these challenges, the original Results Framework was revised with a view to including measurable and appropriate PDO level and intermediate results indicators that reflect intended project outcomes and impacts. The approved revisions to the Results Framework are expected to address previously identified challenges related to M&E as it relates to incomplete baselines and targets, leading to better progress reporting and thereby also leading to improved project ratings.

At the end of July 2019 the project has completed 44 months or 66% of its duration. Among the achievements to date are the following:

1. Installation of 35 Automatic Weather Stations by the Meteorological Service Jamaica (MSJ).
2. Installation of a sea level tide gauge managed by the MSJ at the Montego Bay Pier.
3. Development of Real Time Data Hydro-Met System by Water Resources Authority (WRA).
4. Production and dissemination of 2015 State of Jamaica Climate Report (SOJC).
5. Installation of 12 Soil Moisture Probes by the WRA.
6. Development and installation of water monitoring situation room and monitoring center at WRA.
7. Improvement of the technical capacity of the WRA to monitor and operate hydro-met system due to training received from Stevens Water Monitoring Inc.
8. Training of 183 persons in the management of Hydro-met system.

Regardless of the changes to the Results Framework which are expected to significantly improve the ICDIMP’s M&E performance, the World Bank noted solid M&E efforts under the Project in reporting at several levels, including to the PIOJ Committee of Management, the Project Steering Committee, the CIF through the PPCR scoring mechanism and to the World Bank. However, it is believed that there was room to further enhance such efforts by improving the M&E process and capturing success stories, in particular those related to the use of significant project outputs for decision-making and effective planning and action within the TIAs, as well as the impact the project has had on specific vulnerable groups including the disabled community, women and children as well as any unintended outcomes to date. This is also in line with the findings of the MTE report which noted some critical lessons learned and offered key recommendations including: improving the monitoring and evaluation process for better tracking of outcomes and impacts within TIAs, and development of knowledge products for dissemination to the public.

**Objective**

Against this background, the objectives of the assignment are as follows:

1. **To review the data collection tools that are being used by the TIAs to provide reports to the PIU in order to assess their relevance and effectiveness**
2. **To conduct necessary data collection, update the project status/ progress reports and assess the outcome and impact of the project against the revised results framework**
3. **To design and begin the implementation of project impacts dissemination strategy**

**Scope of Work**

Against the overall objectives listed above, specific tasks will include.

1. ***Review all the current data collection tools for their effectiveness and design new tools for capturing data where necessary***
2. Review the PPCR M&E framework to determine the extent to which the information collected is aligned to the revised project results framework.
3. Conduct interviews with implementing entities to determine validity and reliability of data.
4. Review reports submitted using existing tools.
5. Make revisions to existing data collection tools and/or create new tools for improved data collection, as may be determined by the revision process.
6. Make recommendations for improvement of the internal project monitoring and evaluation system as may be identified during the review process.
7. Review the risk management process used in the project including the risk identification, evaluation, analysis, mitigation and recording activities. Make recommendations necessary for the improvement in the system.
8. ***To conduct necessary data collection, update the project status/ progress reports and assess the outcome and impact of the project against the revised results framework***
9. Review and assess progress reports from each implementing entity
10. Conduct visits to project sites across the island to verify progress reported. Sample of project sites must be presented during the inception report and must be agreed with the TIAs
11. Conduct interviews with key stakeholders including subject matter experts (i.e. Planning Institute of Jamaica (PIOJ), Meteorological Services Jamaica (Met Office), Water Resources Authority, Office of Disaster Preparedness and Emergency Management, National Spatial Data Management Division, Climate Change Division, Rural Agricultural Development Authority and University of the West Indies – Climate Studies Group Mona (CSGM)) to capture the lessons learned and success stories related to the outputs
12. ***To design and begin the implementation of project impacts dissemination strategy***
13. Identify and document success stories, in particular those related to the use of Project outputs for Jamaica’s development planning
14. Identify and document any unintended outcomes under the project
15. Prepare a dissemination strategy outlining the most effective means of disseminating the stories.
16. Build the capacities of the TIAs to continue monitoring project activities as part of the project sustainability plan. Capacity building should be done in the form of a workshop to demonstrate monitoring activities.

The consultant will review all PPCR reports and other project documents including, but not limited to: ICDIMP mid-term evaluation report; Grant Agreement; Project Appraisal Document; Project Operational Manual; Results Framework; other Project Reports, Aides Memoires, primary consultancy contracts and deliverables.

**Methodology**

The consultant will execute the assignment using qualitative and quantitative research methods working in close collaboration with the PIU and the TIAs.

**Deliverables**

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| **Deliverable** | **Standard of Deliverable** | **Submission Deadline** | **Review Deadline** |
| Inception Report  initial findings, progress in collecting data, any difficulties encountered or expected | Inception report must include the methodology and the detailed work plan. | 10 days after contract signing | 5 days after receipt |
| Report outlining findings of the review of data collection tools including revised tools where necessary. |  | 6 weeks after contract signing | 10 days after receipt |
| Results Framework updated to reflect the the current results |  | At the end of Month 6. | 5 days after receipt |
| 3 Interim Reports | The reports are on project progress based on the planned activities targets for the Financial year | 5 days after the end of months 3 5 and 7 | 5 days after receipt |
| Impacts dissemination strategy including stories for dissemination. |  | At the end of Month 4 | 5 days after receipt |
| Final Report | Report must have all the stipulations of the draft report incorporating all comments received. | 5 days after receipt of comments | 5 days after receipt |

**NB**: Deliverables must be submitted in MS word format-British Standard English.

**Variation**

We anticipate no variation in cost or scope. However, where necessary, variations will be agreed in writing.

**Summary/Specification of the Consultancy**

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| **Type of Consultancy** | **Individual Consultant (Local)**. The consultant selected for this assignment should not have participated in the project preparation and/or implementation and should not have a conflict of interest with ICDIMP activities. |
| **Type of Contract** | Lump Sum paid upon approval of specific deliverables. |
| **Duration** | The consultancy will be for a maximum of **70** man-days over a period of **8** months. |
| **Location** | The consultant will work from the consultant’s place of business; however PIOJ will provide all required documentation. The consultant will be required to visit the offices of the Technical Implementing Agencies all of which are located in Kingston. |

**Qualifications/Experiences/Skills**

**Qualifications:** Candidates should have at least a post-graduate degree in Management, Economics, Development Planning, Project Management, Public Administration or related/equivalent discipline with.

**General Experience**

* Experience in working with Ministries, Departments and Agencies.
* Track record of innovative leadership in managing evaluations for projects/programme funded by international development partners in Jamaica or the Caribbean is considered advantageous
* Monitoring and evaluating Projects within the environmental/natural resources field

**Relevant Experience**

* At least five years’ experience in the area of environmental management with an understanding of climate change issues and their implications for Jamaica and the Caribbean.
* At least five years’ experience in conducting monitoring and evaluating environmental or climate change related projects.

**Skills/Competencies**

* Proven ability to produce results within agreed timeframe.
* Excellent oral/written communication and report-writing skills in English.
* Strong interpersonal skills.

**Reporting Arrangements**

The consultant will work under the direct supervision of the Deputy Director General – Sustainable Development and Social Planning Division and will liaise closely with the Project Manager for the ICDIMP who will be the focal point for coordination with the project stakeholders and provide documentation available to assist the consultancy.