



TERMS OF REFERENCE

Monitoring and Evaluation Specialist – Suriname

“Comprehensive Action for Climate Change Initiative- Latin American and Caribbean”

CACCI Project: Guyana and Suriname

General Information			
Name of Consultancy	Monitoring and Evaluation Specialist		
Type of Consultancy	Multi-Country		
Unit	IICA Suriname Delegation		
Participating Unit	Agricultural Climate Action and Sustainability Program (PACSA)		
Duration of Consultancy	6 Months (28 working days)		
Expected Start Date	June 01, 2024	End Date	November 30, 2024
Contract Value	USD 18,200		

1. Background

The Inter-American Institute for Cooperation on Agriculture (IICA) is the specialized agency for agriculture of the Inter-American System that supports the efforts of Member States to achieve agricultural development and rural well-being. Through its seven hemispheric programs, IICA has developed a broad experience in areas such as technology and innovation for agriculture, agricultural health, food safety and quality, international agricultural trade, family farming, rural development, agriculture climate change and bioeconomy. To achieve its mission, the Institute provides technical cooperation services through close and permanent work with its 34 Member States using internal and external funding and addressing their needs in a timely manner.

In this light, IICA is collaborating with the United States Agency for International Development (USAID) and the International Food Policy Research Institute (IFPRI) to implement the Comprehensive Action for Climate Change Initiative – Latin America and the Caribbean (CACCI-LAC). This initiative is geared towards improving the climate resilience of countries by providing localized technical support for countries in the LAC Region. Specifically, the objective is to accelerate the implementation of Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs) in accordance with the Paris Agreement on Climate Change

In the Caribbean, the CACCI is being implemented in Guyana and Suriname to help advance the implementation of the agriculture elements of their NDCs by:

- I. Strengthening the inter-institutional articulation between the ministries of agriculture and environment in Suriname
- II. Building capacity for:
 - a. measuring, reporting, and verifying GHG emissions from the agriculture sector,
 - b. improving monitoring and evaluation systems and processes, and
 - c. developing and implementing project interventions and sustainable climate financing initiatives and

- III. Participating in strategic global and regional networking (political-technical), knowledge and action events.

As such, IICA is seeking a suitably qualified Monitoring & Evaluation Specialist to join a team of specialists to undertake consultancies related to the implementation of the agricultural elements of NDCs.

2. Objectives of the Consultancy

- a. To conduct a needs assessment of the existing Monitoring and Evaluation processes, systems and platforms related to NDCs implementation in Suriname and Guyana.
- b. To strengthen M&E processes, systems, and platforms in Guyana & Suriname through the building of technical capacity and provision of technical services.

3. Scope of Work

The M & E Specialist will lead activities related to assessing and improving monitoring and evaluation systems, processes, and platforms.

Specifically, the M & E Specialist **will lead (23 working days)** on all the following sub-activities:

- a. Conduct a needs assessment for M&E processes, systems, and/or platforms in Suriname and Guyana.
- b. Develop a plan for providing support to strengthen M&E processes, systems and/or platforms in Suriname and Guyana.
- c. Provide support to strengthen the use, effectiveness and efficiency of M&E processes, systems and/or platforms in Suriname and Guyana based mainly on the plan developed and similar existing reports.
- d. Collaborate effectively with the Regional Project Management Team and other technical specialists and/or project personnel and actively participate in, and contribute to, meetings as scheduled by the Project Coordinator.

Additionally, the M & E Specialist will work conjointly with other specialists to **provide support (5 working days) not lead** to activities related to developing:

- a. scorecards for monitoring and evaluating inter-institutional collaboration in the implementation of agricultural elements of the NDC in Suriname.
- b. an integrated action plan and roadmap for strategic advocacy and implementation of agricultural elements of the NDC for Suriname.
- c. capacity building plans, content, and reports for strengthening MRV systems, processes, and protocols.
- d. project or financial mechanism concepts for Suriname and Guyana.

*In carrying out their work, the M & E Specialist must ensure that all activities are carried out in a gender-sensitive manner.

4. Minimum Qualifications and Requirements

Education

- a. Master's degree in economics, finance, business administration, public administration, sustainable development, climate policy, environmental sciences, or related discipline;
- b. A combination of a relevant university degree plus substantial professional experience in the field may be accepted in lieu of a master's degree in the relevant discipline;

Experience

- a. At least five (5) years directly applicable experience in providing management advisory services, hands-on experience in design of monitoring and evaluation tools (including output, outcome, and impact indicators) in development contexts;
- b. Demonstrated experience working with results frameworks and performance monitoring;
- c. Demonstrated experience working with governments and international organizations in a developing country context (working experience in multiple countries in the Caribbean will be an asset);
- d. Strong analytical, M&E design, technological awareness, and data management skills;
- e. Robust experience in the monitoring and evaluation of agricultural development or climate change programs (including planning, collecting, analyzing, and reporting information for assessing progress and ensuring data quality) is an asset;
- f. Experience and/or knowledge of working in Suriname and Guyana is a very strong asset;

Key Competencies and Skills

- a. Ability to lead implementation of new systems (monitoring and evaluation area), and affect attitudinal change;
- b. Excellent oral and written communication/presentation skills are essential for this position;
- c. Ability to work efficiently with team members and stakeholders;
- d. Proficiency in the use of online communication tools (email, ZOOM, TEAMS etc.) and Microsoft Office.

Languages

- a. Fluency in English (both oral and written) is required;
- b. Fluency or good knowledge in Surinamese or Dutch will be an asset;

5. Timetable for Implementation of Activities:

The consultancy will last for six (6) months, from June 01 to November 30, 2024. A workplan will be developed and agreed upon with IICA after the contract is signed.

Expected Products and Content

No.	Product Description	Submission Date	% Payment
1.	Inception Report and Workplan for undertaking the consultancy. The report should include a mapping of stakeholders to be included in the review and stock taking process, proposed methodology and workplan for undertaking the identified activities inclusive of associated stakeholder engagement plan, tools, timeline, technical resources, assumptions and risks; the detailed work plan for the completion of the assignment should include indicators, means of verification, timelines.	June 10, 2024	15 %
2.	Draft Needs Assessment Report on M&E systems, processes and platforms requiring support. The draft will constitute the completed needs assessment before review/feedback by the Regional Project Management Team.	July 22, 2024	10%
3.	Draft Plan for strengthening M&E systems , processes, and platforms in Guyana & Suriname. The draft will constitute the completed plan before review/feedback by the Regional Project Management Team.	August 26, 2024	10%
4.	Final Needs Assessment Report on M&E systems, processes and platforms requiring support. The final needs assessment will constitute the updated draft based on feedback received from the Regional Project Management Team.	September 16, 2024	15%
5.	Draft Report on support provided to strengthen M&E systems , processes, and platforms in Guyana & Suriname. The draft will constitute the completed report before review/feedback by the Regional Project Management Team.	September 30, 2024	10%
6.	Final Plan for strengthening M&E systems , processes, and platforms in Guyana & Suriname. The final plan will constitute the updated draft based on feedback received from the Regional Project Management Team.	October 09, 2024	15%
7.	Final Report on support provided to strengthen M&E systems , processes, and platforms in Guyana & Suriname. The final report will constitute the updated draft based on feedback received from the Regional Project Management Team.	October 28, 2024	15%
8.	Final Consultancy Report detailing all activities performed and results achieved, covering all aspects of the scope of work and lessons learned and recommendations.	November 18, 2024	10 %

6. Location and Duration of Contract:

The M & E Specialist will be hired by contract until the end of the contract, or until the specific assignments for the required services are completed, whichever is sooner. The total number of working days for the consultancy is 28 days over a period of six (6) months, from June 01 to November 30, 2024. The consultancy will begin once the contract is formalized and signed. The M&E Specialist will work mainly remotely to execute their duties.

7. Payment Method

The M & E Specialist will be paid a percentage of the total value of the consultancy subject to the approval of each deliverable and invoice that are deemed satisfactory by IICA. The total amount of this consultancy will be Eighteen Thousand, Two Hundred United States Dollars and ⁰⁰/₁₀₀ (USD 18,200.00) which is inclusive of professional fees as well as any bank fees and tax obligations that may be posed.

- a. Source of Funding: CACCI-LAC Project
- b. Total Payment: USD 18,200.00
- c. Payment Method: Upon submission and satisfaction of deliverables

8. Unit responsible for monitoring:

Agricultural Climate Action and Sustainability Program (PACSA).

9. Project Coordination:

As a collaborating partner, IICA will provide project management oversight for the implementation of the interventions covered within the Research Agreement on behalf of the International Food Policy Research Institute (IFPRI). A Project Implementation Unit (PIU) consisting of a Project Coordinator, an Administrative/Operative Support, and a Multi-Country Facilitator with direct responsibility for the day-to-day execution of the project, will be established by IICA.

The PIU will be supported by a Regional Project Management team, which provides technical and management guidance. This will include IICA staff in both headquarters and Caribbean offices and will be led by IICA's Hemispheric Program on Agricultural Climate Action and Sustainability, of the Directorate of Technical Cooperation. The project will be implemented in coordination with national and sub-national stakeholders from the public sector, private sector, civil society, academia, and farmers organizations.

The M & E Specialist will lead activities related to assessing and improving monitoring and evaluation systems, processes, and platforms under the overall supervision of the Regional Project Management Team, which will provide technical guidance and managerial support. This position will be hosted in IICA's Suriname office.

10. Position of the officer responsible for monitoring:

1. The Project Coordinator, CACCI-LAC Project.

The Consultant will also be accountable to:

1. Dr. Chaney St. Martin, International Specialist in Water and Soil Management, IICA Delegation in Trinidad and Tobago.
2. Ms. Carolina Borda, CACCI Project Lead, Technical Specialist in Natural Resource & Climate Change
3. Mrs. Nekelia Gregoire Carai, Technical Specialist in Water and Soil Management, IICA Delegation in Dominica.
4. The Manager of the Agricultural Climate Action and Sustainability (PACSA), Directorate of Technical Cooperation.

11. Travel

Any international travel required will be defined together with the consultancy supervisor, with costs covered by the Project/IICA.

12. Presentation of Offer

Interested candidates are encouraged to submit an electronic application by email to climate.change@iica.int no later than May 19, 2024, at 11:59 pm with the subject line **Application: M&E Specialist – CACCI-LAC**. The application must include (as attachment) the following documents:

1. Cover letter
2. Curriculum Vitae
3. Two references

For questions related to this job offer please contact climate.change@iica.int

****Incomplete applications will not be considered.***

-----*Last line of the Terms of Reference*-----