



TERMS OF REFERENCE

Short-Term Consultancy: Development of a Monitoring & Evaluation Framework for Fiji's National Adaptation Plan Process

April–September 2019

Background

The National Adaptation Plan (NAP) Global Network was created to support developing countries in advancing their NAP processes, in order to help accelerate adaptation efforts around the world. Since our founding in 2014, our network has grown to comprise over 700 members representing over 100 countries. Our vision is a world where communities and countries—particularly the poorest and most vulnerable—are able to articulate, work towards and realize their development aspirations in a changing climate. This is possible by aligning NAP processes with development priorities and effectively channeling resources to the people, places and systems that need it most. We work with governments, practitioners, donors and civil society to build capacities and accelerate the formulation and implementation of NAP processes, including through targeted technical support to country NAP processes.

The Network has been providing support to the NAP process in the Republic of Fiji since April 2017. The NAP document was launched in December 2018 at the 24th Conference of the Parties (COP 24). The NAP process is the main policy process for addressing climate change in Fiji. The NAP document proposes many actions to address climate change impacts and adaptation barriers, as well as to integrate environmental and climate risk into development planning processes. Additionally, it also prioritizes actions within existing policies, frameworks and plans that tackle either known adaptation barriers or known vulnerabilities to climate change.

The mandate to develop a monitoring and evaluation (M&E) system for the NAP process was established in the revised National Climate Change Policy. Additionally, covered under NAP Action 8.06: *“establish an institutional and monitoring mechanism for NAP implementation.”* This consultancy will support this mandate by developing an M&E framework for the NAP process, providing a basis for the establishment of the M&E system.

Purpose and Objectives of the Consultancy

The purpose of the consultancy is to develop an M&E framework for Fiji's NAP process. The goal of the M&E framework is to clarify how the M&E system for Fiji's NAP process should be designed and implemented, including a clear articulation of the purpose, principles and the other systems it would link to. It is a first key step toward the development of a full M&E system.

The objectives of the M&E system are to:

1. To enable government stakeholders to track progress in implementation of the NAP, in terms of the activities that have been prioritized for implementation.
2. To provide a basis for evaluating the effectiveness of NAP implementation in terms of achieving the envisioned systemic and sectoral outcomes.
3. To guide reflection on lessons learned from NAP implementation to inform adaptive management and future iterations of the NAP.

The M&E system for the NAP process will also enable Fiji to report against other commitments, including the adaptation component of its Nationally Determined Contributions and progress toward the Sustainable Development Goals. It will also provide evidence-based information to feed into future adaptation communications under the United Nations Framework Convention on Climate Change.

Activities Related to the Assignment

The activities related to this assignment include:

1. Support coordination of the M&E framework
 - Coordinate the engagement of stakeholders from across government and development partners in the development of the M&E framework via the NAP Steering Committee, and/or the creation of any necessary multistakeholder technical support groups if necessary.
 - Promote dialogue among government stakeholders and development partners to clarify expectations, gather inputs and validate the M&E framework.
 - Provide support for the organization and facilitation of meetings and workshops related to the development of the M&E framework, as required.
 - Gain endorsement for M&E framework through, for example, the development of a Cabinet Paper if necessary.
2. Provide technical support on M&E framework development
 - Map existing M&E and information systems (national, sectoral and sub-national) that are relevant for monitoring the NAP process, including: a) a description of the systems;¹ b) identification of gaps in the existing systems in relation to M&E of the NAP process, in terms of available data, capacity to analyze data to monitor adaptation progress and outcomes, coordination gaps; and c) options for filling these gaps in the establishment of the NAP M&E system.
 - Develop an M&E framework document as described in the following section.
3. Support communication and information sharing on the M&E framework
 - Ongoing communication and collaboration with key stakeholders in the Government of Fiji, as well as the IISD advisor.
 - Facilitate the development of communication and outreach products, including with the media, related to Fiji's M&E framework.

¹ Where they are housed; roles and responsibilities of different entities involved; the activities/results that are monitored; timing and methods for data collection; how the data is analyzed/used (if applicable); what aspects may be useful for monitoring the NAP process.

- Coordinate the exchange of information and knowledge among different actors involved in the NAP process as they relate to M&E.
 - Share regular progress reports on M&E with government actors and development partners.
4. Perform any other duties related to advancing Fiji’s NAP process within the consultant’s professional competence as required by the Permanent Secretary of the Ministry of Economy and the Head of Climate Change and International Cooperation Division and approved in advance by IISD’s Director of Resilience or her delegate.

In achieving these tasks, the contractor will work with the support of an international M&E expert.

The elements to be considered in the M&E framework document are presented in Annex A.

Deliverables

The following table describes the anticipated key deliverables for the assignment.

Deliverables		Due date
1	Detailed report outline and reference list	April 15
2	A first draft of the M&E framework based on an in-depth review of the literature	April 30
3	A second draft of the M&E framework addressing the feedback received from the Government of Fiji and IISD	May 15
4	Proposed approach and detailed workplan for the stakeholder consultations	May 22
5	A third draft of the report based on the results of the consultation process	June 30
6	A fourth draft of the M&E framework incorporating feedback from the Government of Fiji and IISD	July 15
7	Organization of a validation workshop with the support of the Fijian government and a summary of feedback from the validation workshop	August 15
8	Final draft the M&E framework document incorporating feedback from the validation workshop (up to three rounds of comments)	August 31
9	Communication products related to the NAP framework, including a Cabinet Paper to gain endorsement for M&E framework if necessary	September 15
10	Regular communications to the Fijian government	Ongoing

The specific deliverable schedule and associated outputs will be determined/reviewed on a monthly basis, based on an agreement between the Government of Fiji and IISD.

The estimated time requirement is **120 days over 6 months**.

Reporting

For contractual matters, the consultant will report to IISD.

For technical matters, the consultant will work under the close supervision of the Fiji's Climate Change Adaptation specialist of the Climate Change and International Cooperation Division and the IISD senior researcher.

Required Qualifications

- Master's degree in a relevant field
- Demonstrated expertise in M&E, ideally of climate change adaptation
- Knowledge of the climate change adaptation context in Fiji
- Strong research, analysis and writing skills
- Fluency in English (spoken and written)

Application Process

IMPORTANT: Applicants must have the legal right to work in Fiji. This consultancy is open to local consultants.

To apply for this consultancy, please submit a cover letter, CV (4 pages max), your daily rate and a proof of your daily rate (e.g., copy of a contract of at least 20 days that states a daily rate) to info@napglobalnetwork.org, specifically mentioning in the subject "Consultancy: Development of an M&E framework for the NAP process in Fiji."

In your application, please clearly demonstrate how you meet the criteria outlined above.

Application deadline: March 31, 2019 (midnight Fiji time)

Start date: April 8, 2019

Location: Ministry of Economy, Suva

United States In-Country National Adaptation Plan (NAP) Support Program

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Annex A: Draft outline for the M&E framework document

- **Intro**
 - Status of the NAP process
 - Purpose and objectives of the M&E framework (purpose, objectives, expected outcomes and outputs)
 - Approach to the development of the framework

- **Section 1: Context**
 - Policy context
 - Mandate
 - Overview of existing M&E systems (national, sectoral, sub-national levels)
 - Description of existing M&E and information systems (national, sectoral and sub-national) relevant for monitoring the NAP process—what exists, where and in what formats and conditions—including data quality control and assurance.
 - What works and what does not work within existing M&E systems and why. Draw lessons and identify what is needed to address what does not work (e.g., M&E of the national development plan).
 - Linkages with other climate-related commitments and associated monitoring processes: national development plan, adaptation component of the Nationally Determined Contributions, Sustainable Development Goals, among others
 - Purpose and objectives of the M&E system
 - Target users and intended use of the results
 - Scale(s): Level(s) of application and aggregation
 - Key principles

- **Section 2: Theory of change** (a hypothesis of how the NAP process will contribute to change)
 - Theory of change narrative
 - What is the long-term change and development impact the NAP doc is seeking to support? Develop a central hypothesis of the NAP doc.
 - How will change happen? Who are the key actors?
 - What are the contextual factors (at local, regional and national levels) that may enable or constrain change?
 - What are the underlying assumptions about how this change would happen?
 - Theory of change visual

- **Section 3: Content**
 - Focus/proposed approach and tools
 - Data and information requirements (what type of data and information are required to fulfill the purpose of the M&E system?)
 - Baselines, where available, against which to evaluate the impact of adaptation actions or notes on how baselines can be established if they do not already exist

- **Section 4: Conclusions/next steps**
 - Recommendations on next steps to advance the operationalization of the M&E system (e.g., institutional arrangements, resources and capacities, products)

- **Annexes**
 - Definition of key terms
 - Table mapping existing, relevant data and information

Data source	Relevant sector(s)	Description of data

- List of stakeholders consulted
- ...