



TERMS OF REFERENCE FOR MONITORING, EVALUATION & KNOWLEDGE MANAGEMENT SPECIALIST (CONTRACT – 18 MONTHS)

Value: \$5,359,200 per annum

Requesting Section: Forestry Department

Date: March 10, 2024

1. OBJECTIVES OF ASSIGNMENT

The primary objective of the Jamaica Mangroves Plus Project is to fortify the execution of the recently approved National Mangrove and Swamp Forests Management Plan. The project emphasizes a biodiversity-positive approach to ensure the sustainable management of over 7,000 hectares of Jamaica's mangrove ecosystems.

2. PURPOSE

The incumbent will provide leadership and direction on Monitoring, Evaluation and Knowledge Management to ensure the Jamaica Mangroves Plus Project achieves its goals and corresponding objectives and targets. Additionally, he/she will develop and implement a knowledge management strategy for the project and will be responsible for:

Monitoring and Evaluation:

- Designing and implementing the overall Monitoring and Evaluation framework for the project, including the necessary instruments and tools.
- Conducting data collection, compilation, and analysis, and preparing all Monitoring and Evaluation reports in line with the Results Framework's specifications.
- Establishing metrics within the Monitoring and Evaluation Framework to capture the project's contribution to the National Mangroves and Swamp Forests Management Plan (NMSFMP) as well as any related higher-level government outputs and outcomes.
- Preparing reporting results for the Agency to use in reporting to donors and governance bodies on Monitoring and Evaluation activities and indicator results for progress and annual reports.
- Leading mid-year and end-of-year reviews of the project's Annual Operations Plan (AOP).

- Working with the communications team to produce impact stories for multiple audiences.
- Strengthening Agency capacity in results-based management and facilitating knowledge transfer.
- Conducting qualitative and quantitative analysis of projects and maintaining an appropriate M&E interface database.
- Reporting monthly, quarterly, and annually on the project's progress and impact.

Knowledge Management:

- Developing and managing the implementation of a Knowledge Management Strategy for the project.
- Coordinating and tracking the implementation of the knowledge management strategy.
- Collecting, editing, and disseminating lessons learned and best practices to internal and external stakeholders.
- Assisting in the design and development of the project's data management system, including data collection tools and database.
- Collecting, disseminating, and editing reports related to knowledge management activities, collaborating with working groups to vet reports and success story narratives.

3. SCOPE OF WORK

The Monitoring, Evaluation and Knowledge Management Specialist will be responsible for executing the following tasks in alignment with project objectives and timelines, ensuring effective monitoring, evaluation, and knowledge management throughout the project lifecycle:

i. Data Collection:

- Review all relevant documentation to establish the M&E framework for the Jamaica Mangroves Plus Project.
- Design the framework for undertaking M&E for the Project, including an Overall Project M&E Plan, Annual & Quarterly M&E Work Plans, and identifying key performance indicators.
- Design and implement systems to collect necessary data to monitor the Project's Results Framework.
- Develop recording and reporting forms and formats for the project.
- Assist with reviewing deliverables from consultants contracted to the project.
- Undertake regular field visits to support implementation of the Project's M&E framework and to identify where adjustments might be needed.
- Liaise with internal and external stakeholders to obtain data and information relevant to the implementation of the project.

- Ensure project monitoring arrangements comply with the Project’s Letter of Agreement.
- ii. **Capacity Building and Effective Cooperation:**
- Organize meetings with stakeholders responsible for data collection related to the Project to identify shared objectives.
 - Conduct capacity-building and training workshops for stakeholders to support and strengthen the Project’s M&E.
 - Collaborate with staff and partners on qualitative monitoring to provide relevant information for ongoing evaluation.
 - Identify implementation lags and advise on corrective measures.
- iii. **Dissemination of Information:**
- Design and prepare Annual Implementation Progress Reports.
 - Guide Project Management Unit (PMU) staff and implementing partners in preparing progress reports.
 - Draft consolidated quarterly implementation progress reports.
 - Share M&E findings with project staff, partners, and stakeholders.
 - Participate in external supervision and evaluation missions.
- iv. **Resource Management:**
- Prepare a budget for M&E-related activities.
 - Produce Terms of References for individuals and firms recruited to support M&E activities.
 - Supervise consultants to ensure M&E work is carried out according to specifications.
- v. **General:**
- Perform other related functions assigned by the Project Manager/Coordinator.
 - Maintain a current archive of lessons learned from M&E activities.

4. EXPECTED OUTPUTS AND DELIVERABLES

Deliverable	Minimum Content
a) Inception Report	Analysis of existing situation and work plan and review of existing Theory of Change.

Deliverable	Minimum Content
b) Project M&E Framework	<p>Structure for undertaking M&E for the Project, including an Overall Project Plan, Annual & Quarterly Work Plans, identifying key performance indicators, timing, baseline data, data sources – organization and persons, data collection methodology and templates, key assumptions, and cost implications.</p> <p>The Annual Implementation Progress Reports should also detail how each number was arrived at: i.e. the original source of the data being used for each indicator, and how the data was collected, compiled, and any assumptions underpinning the final number. Templates for Quarterly and Monthly Reports must be included.</p>
c) Monthly consultant progress reports	Description of achievements including problems encountered and recommendations to improve project output.
d) Quarterly Project Implementation Progress Reports	Collated information on all components of the Project with particular reference to the Results Framework, identifying risk areas, challenges, and mitigation measure
e) Co-financing Reports	Tracking of co-financing materialized against the confirmed amounts at project approval and reporting. The co-financing report should include the activities that were financed by the contribution of the partners.
f) Annual Implementation Progress Report	Same as the Quarterly Project Implementation Progress Reports.

5. Required Qualifications and Competencies

Qualifications:

- Advanced university degree in social sciences, demography, statistics, development studies, public policy, international development, or related fields.
- At least 5 years of work experience in Result-Based Management (RBM), M&E, project implementation, project performance indicator development and monitoring, impact evaluation, social analysis, qualitative and quantitative research.
- Expertise and experience in designing and applying robust and appropriate performance monitoring and results frameworks or key performance indicators.

- Experience should include a minimum of three (3) years of professional experience in knowledge management and knowledge sharing strategies.
- Demonstrated ability to manage collaborations between multiple organizations.
- Previous experience with GEF funded projects would be an asset.
- Experience in providing M&E to Ecosystem Based Adaptation projects would be an asset.

Competencies:

- Understanding of basic monitoring and evaluation (M&E) concepts and the purpose of M&E.
- Ability to clearly define the project cycle and results chain.
- Ability to harmonize goals, objectives, and design and apply different types of frameworks used for monitoring and evaluation.
- Knowledge of qualitative and quantitative techniques for data collection.
- Ability to define and develop good indicators.
- Ability to select appropriate evaluation designs/methods and develop evaluation studies.
- Ability to make effective decisions about data collection.
- Knowledge of techniques for representing information and good report-writing skills.
- Advanced user of Microsoft Office suite (Excel, Word, PowerPoint).
- Fluency in English with good communication skills, both verbally and in writing.
- Experience working within development agencies preferably in government systems.
- Ability to work under minimum supervision.
- Ability to work with multiple stakeholders from a wide range of disciplines.
- Ability to conduct data analysis using various methods.

Performance Standards:

- Work is to be completed on schedule and at a high standard.
- Accurately estimate the time required to complete a task appropriately to meet assigned deadlines.
- Exercise due professional care in the performance of professional services.
- Plan effectively, anticipating issues, taking the initiative to address issues, and developing innovative approaches to resolving issues.
- Demonstrate an understanding of the urgency of tasks and the impact of tasks on the project.
- Demonstrate integrity, honesty, a sense of responsibility, and loyalty in the performance of all tasks.
- Use clear, concise language to provide timely and accurate written and verbal communication.
- Act appropriately to ensure the accuracy and reliability of information.

6. REPORTING

The M&E and Knowledge Management Specialist will report to and work under the supervision of the Project manager/Coordinator with guidance and technical support from the Agency as needed/ requested.

7. ANTICIPATED DURATION

The assignment is to be completed within **eighteen (18) months** following the inception of the contract.

8. CONFIDENTIALITY

The incumbent agrees to keep confidential all information that they receive, directly or indirectly, from Forestry Department or any other stakeholder, as well as all copies that they make, or have been made by third parties, based on such information (collectively, the Material). The incumbent shall use the Material exclusively for the purpose of preparing deliverables relevant to this assignment. Confidentiality obligations shall not apply to information in the public domain. The incumbent shall only permit access to the Material to persons within their organisations on a need-to-know basis. The incumbent shall explicitly inform such persons of the confidential nature of the Material and, prior to providing them with the Material, subject them to the confidential obligations contained in this Terms of Reference.

Applications along with résumés should be submitted no later than **Tuesday, April 2, 2024 to:**

Senior Director,
Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8
Email: hrmd.fd@gmail.com

We thank all persons who express an interest; however, only short-listed applicants will be contacted.