



Terms of Reference Monitoring, Evaluation and Learning Plan

Background

The Seychelles Conservation and Climate Adaptation Trust (SeyCCAT) is an independent, public-private trust fund currently managing more than US\$ 25 million in grant projects. SeyCCAT strategically invests in ocean stakeholders to generate new learning, bold action and sustainable blue prosperity in the Seychelles. SeyCCAT was established in 2015 to manage an innovative debt for nature restructure between the Government of Seychelles (GoS) and the Paris Club of creditors, supported by The Nature Conservancy (TNC). The GoS committed to advance policies and investment around marine conservation, the blue economy and climate change, notably the development of a Marine Spatial Plan (MSP) for its 1.35-million km² Exclusive Economic Zone (EEZ). In March 2020 Seychelles completed the designation of 30% of its territorial waters and exclusive economic zone (EEZ) as a Marine Protection Area (MPA). SeyCCAT, the GoS and MSP core team energized efforts to support the implementation of the MSP, partnering with others such as the Blue Nature Alliance, Oceans 5, The Nature Conservancy and Waitt Foundation to measurably improve effective management of the MSP by 2024 through the establishment of a governance system, the strengthening of sustainable blue financing and the functionality of the MSP and MPA network.

Financial support for this project comes from the Blue Nature Alliance. This global partnership aims to safeguard global ocean biodiversity, build resilience to climate change, promote human wellbeing, and enhance ecosystem connectivity and function.

Objective

The main objective is to develop a Monitoring, Evaluation and Learning (MEL) plan for the effective monitoring of these integrated partnership funded projects seeking to enable the implementation of the marine spatial plan; collecting, measuring, and assessing individual project outputs and outcomes; aligning and synthesizing the impact of these joint complementary components for the total measurable contribution of the overall goals for a three year window, present until 2024.

The consultant(s) will need to:

- 1) Refine existing MEL framework and ensure a clear, connective and comprehensive roadmap to steer multiple projects and their stakeholders;
- 2) Develop implementation plan with guidelines;
- 3) Facilitate awareness and training sessions for SeyCCAT staff and project partners on how to use the developed MEL tools effectively.

The consultant will provide systematic technical guidance and a mechanism for monitoring, evaluation and learning of day to day activities to capture systems accountability, ongoing effectiveness, innovations and how to flexibly adjust for changes over time to achieve desired impacts. The consultant is expected

SeyCCAT

SEYCHELLES' CONSERVATION AND CLIMATE ADAPTATION TRUST
Oceangate House, Room 109, Flamboyant Avenue, Victoria, Mahe, Seychelles.
www.seyccat.org // info@seyccat.org // +248 432 5806



to propose and produce a broad range of qualitative and quantitative MEL tools in planning for diverse target stakeholder audience, practical baselines and recommend other interventions.

Scope of Work

In accordance with the Covid-19 guidelines by the Seychelles Department of Health, the consultant will be required to carry out the following tasks:

- Convene an initial meeting with a technical working group (see responsibilities and reporting section) to discuss implementation of the assignment, including a detailed work plan with timeline of the proposed assignment.
- Conduct an in depth review of existing project documents such as partner project proposals, developed MEL tools and systems manuals, strategic papers such as mid-term review, donor and SeyCCAT strategic papers, and related MPA, MSP policy and regulatory papers.
- Identify and assess MEL processes and resources in place for SeyCCAT and partner projects.
 - ✓ Propose quality improvements and alternatives to streamline MEL processes and existing tools.
 - ✓ Suggest and develop appropriate capacity building and training sessions.
- Refine and design a comprehensive monitoring and evaluation framework, implementation plan with guidelines and baseline.
 - ✓ The framework and plan should outline a set of performance indicators (output and outcomes) in good alignment with the project's indicators requirements, with clear definitions, sources of information, milestones, data collections strategies, and frequency of collection.
 - ✓ It should include clearly defined roles and responsibilities for collecting and reporting each indicator from all levels of interventions and initiate processes/methodologies for measuring these.
 - ✓ It should clearly demonstrate how the impacts outlined will be measured and evidence for the evaluations will be generated.
 - ✓ It should include systematic disaggregation of data including by sex, age and geographical location.
 - ✓ Where possible, the collection and analysis of data for MEL should be folded into existing reporting processes, which through the development of a MEL framework, should be strengthened.
 - ✓ It should ensure stakeholder participatory approach, a combination of virtual and site visits with feedback considered relevantly in the design of processes and documents.
- Plan for specific evaluation methods to test and explore impacts:
 - ✓ Include and elaborate the evaluation methods to determine capturing robust evidence about how, where and why (or why not) the intervention(s) is/was effective and achieved results.
 - ✓ The evaluation strategy should correspond to the project's operation context, learning and operational needs, as well as donor requirements. It should also specify how evaluative data will be captured.
 - ✓ As part of identifying relevant MEL tools, propose a model of Dashboard that could be later developed to compile the set of indicators in a format that offers a synthetic view of the global and specific impacts and facilitate reporting and communication
- Facilitate a validation, operative and recommendations workshop.
- Develop specific actionable recommendations linked to MEL interventions supplemented by proposed terms of reference papers.

Deliverables

The consultant is expected to deliver detailed reports/outputs that will include the following:

Deliverable	% of Payment	Tentative Due Date
<u>Deliverable 1:</u> Detailed work plan and detailed financial proposal agreed, contract signed and meeting with the Technical Working Group (TWG) for overview and guidance.	5	Second week of November 2021
<u>Deliverable 2:</u> Report of proposed quality improvements from review of documents, processes, tools and resources.	5	First week of December 2021
<u>Deliverable 3:</u> Report of projects partners and related stakeholder consultations, awareness session(s) and documentation of all partners and other stakeholders interviewed/met.	5	Second week of January 2022
<u>Deliverable 4:</u> First draft framework, implementation plans, guidelines, baseline and model for dashboard submitted to MEL Officer for dissemination to TWG for comments.	5	Second week of January 2022
<u>Deliverable 5:</u> Second draft framework, implementation plans, guidelines, baseline and model for dashboard completed and submitted to MEL Office for dissemination to TWG for comments.	10	Last week of January 2022
<u>Deliverable 6:</u> Validation workshop - MEL framework, implementation plans, guidelines, baselines, dashboard and any other supporting material presented to TWG for validation, adjustments (if any) and training on how to operationalize.	20	First week of February 2022

<u>Deliverable 7:</u> Final validated framework, implementation plans, guidelines, baseline and dashboard submitted to MEL Officer and TWG.	30	Second week of February 2022
<u>Deliverable 8:</u> Report of learnings, actionable recommendations linked to projected MEL interventions and proposed terms of reference papers submitted to MEL Officer and TWG.	20	Second week of February 2022

Type of Contract

Short term consultancy open to an individual consultant or a Consultancy firm. *The consultancy is not limited to Seychellois applicants.*

Duration and Timeline

The consultancy will be 24 working days over a period of 3 months, expected to start mid-November 2021 and completed mid-February 2022.

Responsibilities and Reporting

The consultant will report to the MEL Officer and will work under the overall guidance of a Technical Working Group (TWG) comprised of the MEL Officer, CEO, Grants Manager, Seychelles MSP Project Manager, Grants and Fundraising Assistant, and Project Coordinators. The deliverables will be submitted to SeyCCAT MEL Officer and reviewed by the TWG.

Qualifications and Experience Required

The consultant(s) should have the following minimum qualifications and experience:

1. Advanced degree in environmental sciences, development studies, international development, or other closely related field.

2. Proven training and experience in MEL processes, systems and tools development, and implementation; theories of change training and/or implementation in the field of economic development.
3. At least 7 (seven) years of experience in MEL/MIS systems designing and evaluating frameworks with expertise in indicator development, testing and data collection / analysis related to projects/programs, preferably in Small Island Developing States, in some of the following fields:
 - governance and environmental/natural resource management
 - marine spatial planning
 - marine protected areas
 - blue economy
 - climate finance, mitigation and adaptation
 - fisheries management
 - sustainable livelihood
 - microbusiness
 - social equity
 - community development
4. Experience in conceptualizing, analyzing and implementing MEL in multi-donor grant programs.
5. Familiarity with relevant policies, legal frameworks and landscape of the Seychelles.
6. Strong communication skills in English, oral and written; knowledge of French and Creole an asset.

How to Apply

SeyCCAT is inviting qualified national and international consultant(s) to indicate their interest individually or as a team of no more than 2 people.

Applications may be submitted via email to info@seyccat.org with the subject line 'Consultancy Proposal for SeyCCAT Monitoring and Evaluation Plan'. Applications must include the following:

- A cover letter describing experience and qualifications;
- A full CV;
- A sample of previous work similar to what is being requested in TOR;
- A simple work plan or time line. The template provided in **Annex 1** may be used;
- A financial proposal linked to the work plan. The template provided in **Annex 2** may be used.

Deadline for submission

All submissions must be received by Monday 25th October by 4.00pm Seychelles time.

**ANNEX 1
TEMPLATE FOR THE PROPOSED WORK PLAN**

The purpose of this template is to provide sufficient details for the proposal to be evaluated, enabling reviewers to see if how you intend to complete the job on time.

NAME: **TEL: ():**

WORKPACKAGE: SeyCCAT MSP **TIN:**

CONTRACT DURATION:

(Please refer to TOR – you may propose an alternative with adequate justification, noting that that project ends in 2024)

SCOPE OF WORK AND PROPOSED APPROACH:

(Please refer to TOR – elaborate your proposed approach)

LIST OF DELIVERABLES AND PROPOSED TIMELINE:

(Please refer to TOR – indicate number of days required for each, with breakdown by team members if relevant)

WORKPLAN WITH PROPOSED TIMELINE FOR EACH TASK

Tasks to be completed (See scope of work in TOR)	Proposed Timeline (weeks / months)									
	<i>Month 1</i>									
Sign contract and submit revised/final work plan	X									
Etc...										

COVID-19 PRECAUTIONS BEING PROPOSED:

(Please refer to the most recent guidelines by Seychelles Department of Health)

ADDITIONAL NOTES IF RELEVANT:

**ANNEX 2
TEMPLATE FOR THE FINANCIAL STATEMENT**

The purpose of this template is to provide sufficient details for the proposal to be evaluated, enabling reviewers to see if the proposal is realistic to complete the job.

NAME: TEL:

WORKPACKAGE: SeyCCAT MSP TIN:

ITEM DESCRIPTION	QUANTITY Days	UNIT PRICE Per day (SR or USD specify)	TOTAL (SR or USD specify)
1. Professional fees	DAYS		
2. Travel costs (if relevant)	DAYS		
3. Stakeholders consultations	DAYS		
3. Any other cost (<i>please itemize e.g. taxes</i>)			
Additional information			
TOTAL COST			

Date:

Signature: