

## **TERMS OF REFERENCE**

### **MONITORING AND EVALUATION SPECIALIST**

#### **1. BACKGROUND**

1.01 The Government of Grenada (GOGR) wishes to apply the proceeds of a loan from the Caribbean Development Bank (CDB), towards the cost of the Sauteurs Coastal Protection Project (the Project). This project will provide protection for the coastline from extreme erosion due to wave action, especially from winter swells and intense storms.

1.02 The Coastal Design and Impact Assessment Report for Sauteurs Bay (2024) documented coastal erosion rates of up to 5.95 metres (m) per year along sections of the Sauteurs Bay coastline. The property and livelihoods of several vulnerable households in the poor, rural Sauteurs Bay community, as well as vital social and economic services upon which they depend, face an urgent ongoing and increasingly severe threat due to their exposure to coastal hazards and the rapid rate of coastline erosion. Additionally, there is a main access road adjacent to the coast in Sauteurs Bay, which is also at risk of damage due to flooding and storm surge.

1.03 The Project scope includes, among other things, Infrastructure Works:

- (a) Construction of three segments of armour stone breakwater (boulder size 1.1 - 1.37m dia.), measuring 508 m in total length.
- (b) Construction of armour stone revetment (boulder size 1.1 - 1.37m dia.) measuring 389 m in total length, to function as coastline protection.
- (c) Backfilling of area in front of the newly constructed revetment, to function as a buffer zone between the existing infrastructure and the sea.

1.04 The Project will be implemented by the Ministry of Infrastructure, Public Utilities, Civil Aviation and Transportation (MOID). The Project will be overseen by GOGR's Project Steering Committee. The CTO, MOID will function as Project Team Leader (PTL). Although there are significant benefits to be realised from the Project, the establishment of a detailed framework to establish current conditions and monitor progress towards the intended project outcome is essential. GOGR's and MOID's current capacity to do so is limited. GOGR is therefore seeking to engage the services of a Monitoring and Evaluation Specialist (MES) to strengthen implementation and build capacity.

#### **2. OBJECTIVE**

2.01 The objectives of this consultancy are to: (a) prepare the Monitoring and Evaluation Framework (MEF) and update the Implementation Plan for the Sauteurs Coastal Protection Project to assess the progress of project outputs and outcomes; (b) design an evaluation strategy to assess the project's contribution to socially inclusive sustainable economic development, the (intended and unintended) impacts on project affected persons, and the results of the project; and (c) conduct a final evaluation.

#### **3. SCOPE OF SERVICES**

3.01 The scope of services of the MES will include, *inter alia*:

- (a) Review project documents including the results framework, targets and indicators, theory of change and existing monitoring tools.

- (b) MEF should outline performance indicators (output and outcomes) with clear definitions, milestones, data collection strategies, and frequency of collection. It should include methodologies for measuring these and who is responsible for collection. It should also clearly demonstrate how the impacts outlined will be measured and evidence for the evaluations will be generated.
  - (c) Design an Evaluation Strategy that draws on the CDB evaluation criteria related to relevance, effectiveness, efficiency, impact, sustainability, coverage and coherence. Evaluation methods should be elaborated and should include quantitative and qualitative approaches. The evaluation design should facilitate the gathering of robust evidence about how, where and why (or why not) the Project was effective and achieved results.
- 3.02 Submit the baseline data and overall evaluation strategy and work plan for the evaluation process. Specifically:
- (a) Identify the range of data and information required to appropriately monitor and evaluate the Project.
  - (b) Identify data disaggregated by sex, age, disability etc. to be collected, as well as other entry points for gender responsive M&E of the project. Identify the relevant, measurable, appropriate, unambiguous gender-responsive indicators of Project outputs and outcomes, and impact on Project beneficiaries. Some of these may be proxy indicators.
  - (c) The MES will also collaborate with relevant thematic experts within and beyond the PDD, as needed, to get the relevant specialist input (social, gender and environment) to inform their work.
- 3.03 Within three months of practical completion of the works, or completion of the capacity building activities, whichever is later, conduct a final evaluation based on the methods and data defined at the outset. The final evaluation should also identify and spell out good practices, lessons, gaps, and recommendations of strategies for future replication and adaptation of the initiative.

#### **4. CAPACITY BUILDING PROGRAMME**

- 4.01 GOCR and MOID are desirous of enhancing the capacity of the officers in the areas of monitoring and evaluation of projects. The MES will be responsible for the design and delivery of a training programme where the transfer of knowledge will be pivotal.

#### **5. REPORTING REQUIREMENTS**

- 5.01 The following deliverables shall be submitted at the times indicated below:
- (a) A revised MEF, as described in Item 3.01 (b) above, within 8 weeks of commencement of the assignment.
  - (b) An Evaluation Strategy, as described in Items 3.01 (c) and 3.02, within 12 weeks of commencement of the assignment.
  - (c) A Baseline Assessment Report, as described in Item 3.02, within 24 weeks of commencement of the assignment.

- (d) A Final Evaluation Report, as described in Item 3.04, within 12 weeks of completion of the referenced activities (estimated at about 30 months after commencement of the assignment).
- (e) Capacity Building Programme Reports:
  - (i) Draft Capacity Building Programme – within eight weeks of engagement, submit a Draft Capacity Building Programme.
  - (ii) Final Capacity Building Programme – within 16 weeks of engagement, submit a Final Capacity Building Programme.
  - (iii) Draft Capacity Building Report – within four weeks of the completion of the capacity building programme, submit a Draft Capacity Building Report.
  - (iv) Final Capacity Building Report - within two weeks of receipt of comments on the Draft Capacity Building Report, submit a Final Capacity Building Report.

5.02 GOG, through PC, will provide feedback to each of the deliverables described above within twenty-one calendar days of receiving the Report. All Reports shall contain sex-disaggregated data and critical gender analysis of the information presented.

5.03 Deliverables will be reviewed and certified as satisfactory by GOG. They must be submitted electronically in pdf format as well as in an original editable Microsoft Office format, and in hard/printed copy.

## **6. QUALIFICATIONS AND EXPERIENCE**

6.01 The MES shall possess the following minimum qualifications:

- (a) A bachelor's degree in economics, engineering, development studies or other related fields. In addition, a postgraduate degree in a related field would be an asset.
- (b) At least eight years of work experience in ongoing M&E, impact evaluation, social analysis, collection and analysis of sex-disaggregated data, and development of gender-responsive indicators;
- (c) Demonstrated expertise and experience in:
  - (i) designing and applying robust and appropriate performance monitoring and results frameworks (including expertise and experience in indicator development, testing and data collection / analysis);
  - (ii) M&E of large, complex, long-term projects and generating data to demonstrate project effectiveness;
  - (iii) M&E of social and gender results;
  - (iv) development and delivery of training programmes for monitoring and evaluation of infrastructure projects; and
  - (v) working in the Caribbean region, with a demonstrated understanding of political economy issues in the Region; and
- (d) Good communication skills, both orally and in writing, including fluency in written and spoken English.

## **7. DURATION**

7.01 The services are expected to be delivered intermittently over a period of 26 months, from July 2025 to August 2027.

## **8. IMPLEMENTATION ARRANGEMENTS**

8.01 MOID will engage a Project Coordinator (PC). The PC will facilitate the work of the MES and make available all relevant studies, reports and data, relevant to completion of the exercise and will function as a liaison between the MES.

8.02 It is expected that the MES will conduct the research, develop the evaluation methodology and strategy, conduct the baseline, interim and final data collection, analyse the data, and produce the corresponding reports.

8.03 The MES will be responsible for arranging their own logistics, including meetings, transport and accommodation if required, but may be assisted by the PC, as necessary.

8.04 The MES can work remotely but is expected to travel to Grenada for site visits and in-person meetings as needed.