



INDIVIDUAL CONSULTANT SELECTION

NEMA/RFP/003/2023-2024.

Selection of Monitoring and Evaluation Expert for GEF 7 funded project on “Strengthening forest management for improved biodiversity conservation and climate resilience in the Southern Rangelands of Kenya”

1.0. Background Information

The Global Environment Facility (GEF)-funded project on “Strengthening forest management for improved biodiversity conservation and climate resilience in the Southern Range lands of Kenya” is to be implemented by NEMA in close coordination with the International Union for the Conservation of Nature (IUCN). The project is being implemented over 4 years, primarily in Kajiado and Narok Counties. The overarching goal of the project is to support a functioning and resilient dryland forest landscape that supports sustainable economic/food production through integrated natural management. The project’s overall objective is to restore Southern Kenya’s dryland forest and rangeland landscape for a resilient environment and community livelihoods. This will be delivered through the following objectives:

- i. To develop Community enterprises and livelihood value chains based on sustainable use of natural resources in the drylands.
- ii. To improve effective governance of land resources through the strengthening of community-level organizations and national and County governments.
- iii. Implementation of local resources management and restoration plans by the community units and Local Authorities.
- iv. To coordinate the management of an integrated dryland landscape knowledge exchange and management platform.

These objectives will be realized through three key components that include;

1. Strengthening the enabling environment for the sustainable management of drylands;
2. Investment in scaling up sustainable dryland management;
3. Programmatic coordination, monitoring and knowledge management.

The project has been designed in careful consideration of the national priorities of Kenya, the needs of the local pastoral Community and the lessons from past and on-going initiatives in similar ecosystems. The proposed holistic approach will link income-generating activities (e.g. livestock marketing, horticulture value chain, eco-tourism) with sustainable environmental management activities. Therefore, the project plans to create a bridge between development needs and environmental activities. By building the communities' capacities and supporting them to derive more benefits from sustainable activities, the project will pave the way for innovations at local or landscape level in terms of natural resources management and conservation.

Under Component 3 of the project on Programmatic coordination, monitoring, and knowledge management the project will put in place and institutionalize robust and integrated monitoring systems to determine the status of land degradation, climate change trends, forest cover change and connectivity, the status of wildlife populations, and the socio-economic status of the people that use the landscape. Performance and impact are two central aspects that guide the M&E of projects. While the evaluation of performance concentrates on the efficacy and efficiency of the project, the evaluation of impact focuses on the changes that the project generates in the context in which it works. The analysis of performance looks within the project, while that of impact looks outside it.

M&E should endeavour to undertake a more participatory, more realistic, and more relevant approach to describing the reality of the project's progress and outcomes. That is why the project proposes to implement a Monitoring and Evaluation system at two different levels: at the community level and County and National level. Participatory M&E needs to examine with the main stakeholders what constitutes progress to include the perceptions of the target population. It can, therefore, provide more comprehensive information on efficiency, relevance, sustainability, impact, and effectiveness of work in progress. It is relevant to consider sites with and without the project to be able to assess the real impacts of the project. It is important to be able to describe and distinguish between the effects resulting from the project and the effects resulting from local changes independent of the project. Indicators to consider need to be SMART: Specific, Measurable, Achievable, and Attributable. Relevant and Realistic and Time-bound, Timely, Trackable, and Targeted.

2.0. Objectives of the Assignment

2.1. Overall Objective

Ensure all project activities are continuously monitored evaluated, reported and lessons learnt are documented.

2.2. Specific Objectives/Tasks

Under the immediate supervision of the Programme Coordinator, the M&E Specialist will perform the following tasks:

3.0. Terms of Reference and Expected Deliverables/Outputs.

- i. Develop and enhance sector-specific monitoring and evaluation frameworks for the various project components.
- ii. project team in developing program processes, outputs, outcomes, and impact level indicators for progress monitoring;
- iii. Based on the framework develop a simple and user category-wise monitoring format and guidelines to be used in the monitoring process.
- iv. Guide the Project team in implementing the M&E framework, guidelines, and other M&E tools
- v. Guide the Project team in preparing an annual monitoring and evaluation plan consistent with the M&E Framework
- vi. Develop testing, modifying, and finalizing Recording and Reporting Forms and Formats for program components.
- vii. Conduct an M&E need identification survey among partner organizations at the site level and identify M&E capacity gaps
- viii. Capacity Building on M & E Techniques as may be required
- ix. Prepare quarterly, Annual and field Reports as may be required
- x. Spearhead documentation of lessons learnt annually

Evaluation:

- i. Lead the program team in preparation of Terms of Reference (ToR) for Midterm and End term program/project evaluation
- ii. Develop and carry out midterm evaluation for the project and develop an end term evaluation report
- iii. prepare a Request for Proposal (RFP) to invite potential evaluators/bidders as directed by the Public Procurement and Assets Disposal Act.

4.0. Qualifications, Experience, and Competencies of the Expert

a) Education

- Holder of a Master's Degree in any of the following fields: Monitoring and Evaluation, Demography, Population Studies, Statistics, Economics, or any other related subjects
- Possession of additional training in impact evaluation, familiarity with the operations shall be an added advantage.

b) Experience

Over the last 8 years' demonstrated experience in: -

- conducting a research study including the entire evaluation or project cycle from design and formulation to implementation, analysis, and presentation of results and recommendations.
- Data processing and management of large-scale surveys.
- Experience with donor-funded projects that are large-scale.

c) Skills and Competencies

- Proficiency in Computer statistical packages and/ or data analysis software (e.g. SAS, STATA, SPSS, and Advanced Excel) and basic computer skills (word-processing, PowerPoint, and databases).
- Excellent writing and oral presentation skills;
- Strong organizational and task management skills;
- Effective time management skills and ability to complete given tasks perfectly within the given time
- Familiarity with monitoring systems and tools, including data collection methods, database management, and data quality assurance processes.
- Knowledge of various evaluation methodologies such as impact evaluations, outcome evaluations, and process evaluations.
- Experience in project management to plan, implement, and oversee monitoring and evaluation activities within project timelines and budgets.
- Ability to engage with stakeholders at various levels, including donors, government agencies, NGOs, and community members, to gather input, share findings, and facilitate decision-making
- Flexibility and adaptability to work in dynamic environments, handle changing priorities and adjust monitoring and evaluation approaches as needed.

5.0. Selection Criteria.

- **The following criteria shall be applied to evaluate expression of interest for Monitoring and Evaluation Expert. The pass mark to be considered for the contract shall be 75%.**

PART ONE (EDUCATION)			
No	Description	Yes/No	Marks
1	The Expert has a Master's Degree in any of the following fields: Monitoring and Evaluation, Demography, Population Studies, Statistics, Economics, or any other related subjects. <i>(Provide certified copies of certificates (by the issuing institution/commissioner of oaths).</i>		30
2	Possession of additional training in Impact Evaluation.		5
	Total Marks		35
PART TWO (EXPERIENCE)			

1.	The Expert has demonstrated over Eight (8) years of experience in conducting research study including the entire evaluation or project cycle from design, formulation to implementation, monitoring and evaluation, analysis, and presentation of results and recommendations. (Provide updated CV and relevant documentary evidence)		25
2	Experience with donor-funded projects that are large-scale. (Provide updated CV and relevant documentary evidence)		10
	Total Marks		35
PART THREE (SKILLS AND COMPETENCIES)			
1	Basic computer skills (word-processing, PowerPoint, and databases)		2
2	Proficiency in Computer statistical packages and/ or data analysis software (e.g. SAS, STATA, SPSS, and Advanced Excel) (Attach relevant documentary evidence)		10
3	Familiarity with monitoring systems and tools, including data collection methods, database management, and data quality assurance processes. (Provide relevant evidence)		8
4	Strong organizational and task management skills (Provide relevant evidence)		5
5	Flexibility and adaptability to work in dynamic environments, handle changing priorities and adjust monitoring and evaluation approaches as needed. (Provide Updated C.V)		5
	Total Marks awarded		30
	OVERALL MARKS AWARDED		100

6.0. Duration/Time frame. The project runs from F.Y 2023/24-2026/27.

The expert shall serve yearly on part time basis renewable yearly subject to satisfactory performance.

7.0. Payment method.

Payments shall be based on time sheets and monthly reports submitted by the expert.

8.0. Reporting/ Coordination.

The Expert will report to and take direction from the Project Coordinator briefing the Project Management Unit on progress at regular intervals. It is expected that the expert will engage at frequent intervals and collaborate with all relevant NEMA, county, and key stakeholders to ensure the ownership and success of the stipulated objectives. All the reports should be submitted to the satisfaction of project standards.

9.0. Application Procedure.

Interested individual consultants should send their **Updated Curriculum Vitae(CV's) accompanied by all relevant academic and professional documents clearly demonstrating how they meet the required qualifications, job experience and other attributes.** Expression of interest should be submitted in a sealed envelope indicating the reference number and subject of EOI on top.

All expression of interest should be addressed to:

The Director General

National Environment Management Authority

P.O. Box 66839-00200

Nairobi.

And be dropped into the tender box located at the Entrance of Elland House, NEMA Headquarters.

Physical Location; South C, POPO Road Off Mombasa Road.

All expression of interest should be received by 21st May 2024 10.00 AM.