

GOVERNMENT OF SAINT LUCIA
BUILDING RESILIENCE FOR ADAPTATION TO CLIMATE CHANGE AND
CLIMATE VARIABILITY IN AGRICULTURE IN SAINT LUCIA PROJECT
MONITORING AND EVALUATION ASSISTANT
TERMS OF REFERENCE

1. BACKGROUND

1.01 The Government of Saint Lucia (GOSL) has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to USD 9,858,570 towards the cost for the Building Resilience for Adaptation to Climate Change and Climate Variability in Agriculture in Saint Lucia project. The objective of the Project is to build resilience in Saint Lucia's agriculture sector for livelihoods security through enhanced adaptive capacities for climate change and climate variability. The project design responds directly to the need to build adaptive capacities of agro-ecosystems and livelihoods given the projections of significant decreases in rainfall, more frequent and intense hydro-meteorological events, including droughts as reported in the country's Third National Communication (TNC) to the United Nations Framework Convention on Climate Change. The Project will contribute positively to the strategic objectives of Saint Lucia's Sectoral Adaptation Strategy and Action Plan for the Agriculture Sector (Agriculture SASAP) 2018-2028. It is also well aligned with the TNC recommendations for climate adaptation measures to enhance resilience in agriculture and with the proposals under the National Agriculture Policy Sectoral Adaptation Strategy and Action Plan (2018).

1.02 The Project is also responsive to Saint Lucia's Nationally Determined Contributions to address food security, community and national level interventions in water resource conservation and management. Gender equality will be mainstreamed throughout the Project to ensure gender equity is embedded in project interventions. An estimated 12,000 farmers and their families are expected to be direct beneficiaries of the Project.

2 INSTITUTIONAL ARRANGEMENTS

2.01 Working under the direct supervision of the Project Manager (PM) the Monitoring and Evaluation (M&E) Assistant will support the Monitoring and Evaluation consultant in specific aspects of monitoring and evaluation as it relates to project implementation. He/she will be mainly responsible for data and information gathering to feed into the development of a systematic monitoring framework to improve qualitative and quantitative evidence required by the project.

3 SCOPE OF SERVICES

3.01 The Monitoring and Evaluation Assistant will undertake the following:

- (a) Assist the Monitoring and Evaluation consultant in developing and updating Monitoring and Evaluation tools (data gathering, analysis of activities) in accordance with the project objectives.
- (b) Support the Monitoring and Evaluation consultant in the development of a database for Monitoring and Evaluation documents, including questionnaires, monitoring reports, datasets etc.
- (c) Support the Monitoring and Evaluation consultant in updating the Monitoring and Evaluation framework, and Monitoring and Evaluation plan, in accordance with project objectives.
- (c) Provide relevant information to the Monitoring and Evaluation consultant regarding project activities, expenditures, and progress towards achieving the project's results along the results chain – outputs, outcomes, impact.
- (d) Assist the Monitoring and Evaluation consultant in the preparation of required Monitoring and Evaluation reports.
- (f) Communicate with the PM and the Monitoring and Evaluation consultant on a regular basis, particularly with regards to Monitoring and Evaluation reporting requirements.
- (g) Assist the Monitoring and Evaluation consultant in the preparation and dissemination of reports on the findings and lessons learned from project activities.
- (h) Assist the Monitoring and Evaluation consultant in any training or capacity building activities under the project.

- (i) "Undertake any additional responsibilities, as directed by the PM, that are relevant to the position.

4 QUALIFICATIONS AND EXPERIENCE

4.01 The individual consultant should have:

- (a) At least a Diploma or Associate's degree in areas of Agriculture, Sociology, Economics, statistics, project management information technology or relevant field.
- (b) At least 1 year or 2 years of work experience in ongoing Monitoring and Evaluation, data analysis, data collection and analysis of climate-related data, sex-disaggregated data, and development of gender-responsive indicators will be an advantage.
- (c) Ability to plan, organize and write reports.
- (d) Excellent skills in Excel and Microsoft office
- (e) Experience in data collection and analysis tools/ programs is an advantage.
- (f) Knowledge of monitoring and evaluation tools and methodologies, including data collection, analysis, and reporting.
- (g) Good communication skills, both orally and in writing, including fluency in written and spoken English.

5. DURATION

5.01 The duration of the assignment is for a period of 18 months.