CONSULTANCY TO DEVELOP MONITORING, EVALUATION, AND LEARNING PLAN
USAID CARIBBEAN SUSTAINABLE ECOSYSTEMS ACTIVITY
CARIBBEAN REGION

1. BACKGROUND AND JUSTIFICATION:
This consultancy aims to provide support to the Pan American Development Foundation (PADF) for the development of a project Monitoring, Evaluation, and Learning Plan for the U.S. Agency for International Development (USAID) Caribbean Sustainable Ecosystems Activity.

PADF is implementing the USAID Caribbean Sustainable Ecosystems Activity. The purpose of the 5-year Activity is to reduce threats to coastal and marine biodiversity in priority areas in the Caribbean. The Activity will enhance climate resilience and human well-being of local communities, women, youth, and other marginalized groups while supporting the sustainability goals of large-scale tourism actors. Specific biodiversity focal interests include key ecosystems such as mangroves, seagrass beds, and coral reefs, as well as communities of invertebrates, sharks, rays, reef fish, marine turtles, and marine mammals, with special emphasis on manatees. Between January 2024 and January 2029, the Activity will support marine environments in Haiti, Dominican Republic, Jamaica, Dominica, Antigua and Barbuda, Barbados, Guyana, Grenada, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, Suriname, and Saint Kitts and Nevis.

2. OBJECTIVE:
PADF seeks a consultant that can work closely with the project team and provide relevant technical expertise to develop a Monitoring, Evaluation, and Learning Plan.

3. RESPONSIBILITIES OF THE CONSULTANT:
   a. Develop an overall Monitoring, Evaluation and Learning Plan that outlines a process for monitoring, evaluating, learning, and reporting progress towards the achievement of the activity objectives and results. The MEL plan should present the activity’s theory of change and a full range of indicators intended to be mutually beneficial for the activity and for USAID as a tool for monitoring, evaluating, improving the activity, documenting, and communicating best practices and lessons learned.
   b. The plan should include, at a minimum: indicator results (baseline and targets to be entered by USAID/DR), intervention locations, submission of reporting/period progress reports, including supplemental and supporting materials.

4. LOCATION(S) OF ASSIGNMENT
Caribbean, Washington D.C., or Remote (TBD)

5. CANDIDATE PROFILE:
The ideal candidate will possess the following:

- A BA/BS degree in monitoring and evaluation, data science, environmental science, or marine science. A master’s degree (or equivalent experience) is preferred.
- Experience developing similar documents for the U.S. Agency for International Development (USAID) and/or other similar international donors.
- Subject-matter expertise in monitoring, evaluation, and learning.
- Experience in the Caribbean region, whether professional or personal, is highly preferred.
- Fluency in English is essential, and proficiency in Spanish is highly desirable.

6. CONTRACTUAL MECHANISM: COST REIMBURSABLE
   Include the following information regarding your rate with your application:
   - Overall rate or rate per an day. Please provide an explanation for this amount.
   - Other related costs (if applicable).

7. PROPOSAL DOCUMENTS TO INCLUDE:
   a) Please attach your Curriculum Vitae (CV) to demonstrate how you meet the TOR requirements.
   b) Please include descriptions of similar projects or assignments and at least three client references.
   c) Your preferred daily rate and justification for the rate.

8. TERM OF THE CONTRACT:
   Estimated start date of contract is March 22, 2024. The contract will have approximately a 20 day duration.

9. SUBMISSION DETAILS:
   a) Applications must be received no later than March 20, 2024. All application materials are to be submitted to Procurement@padf.org, following the guidelines listed in these Terms of Reference.
   b) Validity of bid: 90 days from the submission deadline.
   c) Amendments: At any time prior to the deadline for submission of proposals, PADF may, for any reason, modify the Terms of Reference document by an amendment which will be posted to the PADF website and/or communicated via email.
   d) Clarifications: Questions may be submitted to Procurement@padf.org. The subject of the email must contain the TOR number and title of the TOR.

10. TERMS AND CONDITIONS:
    Resulting Award
    This TOR does not obligate PADF to execute a contract, nor does it commit PADF to pay any costs incurred in the preparation or submission of the proposals. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest of PADF. PADF will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.
    Confidentiality
All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. PADF may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. PADF’s evaluation results are confidential and applicant scoring will not be shared among bidders.