

GCCA+ Climate Resilient Coastal and Marine Zone Project for The Gambia

TERMS OF REFERENCE

Activity/Task : 4.2.1.1

Task Title : **Prepare a Performance Monitoring and Reporting System (PMS)**

Position : **National Resource Person (NRP)**

Duration : **22 person-days**

1. General Introduction to the Project

This Project "GCCA+ Climate Resilient Coastal and Marine Zone project for The Gambia" aims at consolidating results and positive experiences of the previous GCCA project "Support to The Gambia for integrated coastal zone management (ICZM) and the mainstreaming of climate change" 2013-2016.

The objectives of the project are: 1) to support implementation of recommendations set out in the ICZM Management and Strategic Plans (Jan 2016) and the National Climate Change Policy (NCCP) implementation plan for the Gambia (April 2016) and 2) to enhance institutional governance enabling planning and implementation of improved climate resilience, adaptation and mitigation measures in the Coastal and Marine Zones of the Gambia.

The project seeks to benefit coastal communities and help them to adapt to impacts of climate change through institution strengthening, knowledge management, and demonstrated implementation of the National Decree of the Integrated Coastal Zone Management (ICZM) approach, at national and local levels. It took into account the inter-linkages between social, economic and environmental dimensions of sustainable development, and is in alignment with the Gambia's National climate change Adaptation Plan and strategy (NAP) as well as the Nationally Determined Contributions (NDC). This action also intends to widen partnership with non-state actors (NSA) and to further integrate women's rights and gender equality issues into local climate adaptation plans. The project has three technical components including:

- Component 1: Institutionalization of ICZM approach and related climate change adaptation (in selected regions),
- Component 2: Knowledge management through data collection and analysis; through downscaled climate modelling; to inform climate resilient development; and
- Component 3. Implementation of small scale (as well as up-scaled, when appropriate) climate change adaptation into ICZM.

Each of these components has a set of clearly defined Result areas and prescribed Activities set out in the Financing Agreement.

The contracting authority for the project is the Minister of Finance and Economic Affairs in his capacity as National Authorizing Officer (NAO) of the EDF. In accordance with the powers

GCCA+ Climate Resilient Coastal and Marine Zone Project for The Gambia

delegated to them by the NAO, an Imprest Administrator and an Imprest Accounting Officer located at the NAO Support Unit (NAOSU) prepare and implement programme estimates for the project, award contracts and grants, commit expenditures and make the corresponding payments. National consultants/resource persons (NRP) are being recruited by the NAO to support implementation of project activities, including development of a **Performance Monitoring and Reporting System** which implementation will determine whether planned activities are being carried out according to schedule and are producing the expected results.

2. Strategic Background

A performance monitoring and reporting system (PMS) is an important tool for adaptive management and plays a key management function during project implementation. Monitoring is an integral part of day-to-day operational management to assess progress against objectives. It refers to the process of checking to ensure that activities are implemented according to plan or services delivered according to standard, or budgets spent in line with plans. In other words, it is a means of ensuring that the right mixture of inputs produces the right type of outputs in a timely manner. That is, it is the routine, regular assessment of ongoing activities and progress being made in a programme or project.

The PMS tracks the inputs, processes and outputs of activities against indicators, and supports the modification of these factors as and when necessary. The aim of monitoring is to support effective management by reporting on actual performance against what was planned or expected. It provides an evidence base for decisions on resource allocation and to identify how challenges should be addressed and successes replicated. Monitoring information is collected before and during operations; and the information collected should be entered into a management information system for analysis (MIS). The accuracy of the information and methods used for assessing accuracy are important aspects of a MIS. In fact, result-based monitoring is a continuous process of collecting and analysing information on key indicators and comparing actual results with expected results in order to measure how well a project, programme or policy is being implemented.

There are various systems for gathering the information needed for planning the delivery of a product or service and for analyzing its success. The characteristics of a well-designed project intervention are: (1) Linked - directly relates to achieving a specific result, (2) Focused - outlines the specific sub-activities/tasks involved in implementation; (3) Feasible – can be accomplished within the resources provided and operational constraints; and (4) Appropriate – fits within the site-specific socio-cultural, ecological and economic parameters.

Important aspects of an intervention such as its critical inputs, processes and outputs should be measured systematically and any key assumptions monitored. Key assumptions are the external factors for which the intervention is not responsible but are important in realizing its results; and preconditions are external factors that have to be met before the start of the intervention.

A strategy for collection of monitoring data should be developed before implementation of project interventions start. PMS requires both quantitative and qualitative data that is collected based on the specific information needs of project management. Standard formats and checklists should be designed for efficient data collection on the delivery aspects of project interventions; and unstructured and structured methods used for gathering insights on the outcomes.

GCCA+ Climate Resilient Coastal and Marine Zone Project for The Gambia

What monitoring data is to be collected, and what methods are to be used in collection, capture, storage, and analysis as well as dissemination of the data should be specified and responsibilities assigned to particular project personnel. The PMS framework plan should provide these details. It is important to note that building a monitoring system framework means that each outcome should have an indicator, baseline, target, data collection strategy, data analysis, reporting plan and identified users.

When a PMS is being set up, baseline information is often not available, but collection should occur when the monitoring plan is implemented. Indicators have been specified for the GCCA+ Project specific objectives and expected results. However, baseline information is required for the existing conditions that the project interventions aim to improve on, and for subsequent periods, to measure performance.

3. Duties of the NRP

A PMS will be developed that links project results with activities, tasks, indicators and targets. The PMS will provide the Project Staff, Implementing Partners, Technical Working Group (TWG) and Technical Assistance Team with the means to understand not only what results have been accomplished but also how these results were achieved and what actions should be taken to improve performance.

Specifically, the NRP will:

- Work in close coordination with the international Technical Assistance Team (TAT), Project Staff, and Implementing Partners (NEA, DWR, NAOSU);
- In consultation with the lead agencies, ICZM and Climate Change TWG, define the information needs of the project to establish a baseline for project indicators, to support the planning of project interventions, to monitor financial and physical implementation, and to analyze results;
- Recommend formats, tools and checklists for efficient data collection on the delivery aspects of project interventions (including grants), and practical approaches for gathering insights on their outcomes/ benefits;
- Prepare a PMS framework plan that specifies performance monitoring objectives; the types of quantitative and qualitative data required; what methods are to be used in data collection, capture, storage, analysis and reporting; and responsibilities and timelines for these functions;
- Present the draft PMS framework plan to the project stakeholders in a validation meeting to gather comments and subsequently finalise the plan.

4. Expected Outputs

1. Framework Plan for a Performance Monitoring and Reporting System of the GCCA+ Project – which describes, as outlined above, information needs; monitoring objectives; types of supporting data required; data collection and management functions, methods and responsibilities. Recommended formats, tools and checklists developed are to be attached as appendices to the framework plan.

GCCA+ Climate Resilient Coastal and Marine Zone Project for The Gambia

2. Mission Report – which describes the work undertaken by the NRP, challenges and opportunities, people met, meetings and workshops attended, and other observations concerning successful implementation of this assignment.

5. Qualification and Experience:

- Graduate certificate in project management, monitoring and evaluation (PMME) or equivalent work experience.
- Previous experience with doing monitoring & evaluation on projects involving coastal/marine conservation and/or environmental management is preferred;
- Previous experience with developing a performance monitoring and reporting system for EU projects is advantageous;
- Minimum three (3) years of relevant work experience that includes experience in project management, monitoring and evaluation;
- Proficiency in use of Microsoft Office (Word, Excel and Powerpoint) is required;
- Strong writing and speaking skills in English are required; and the ability to communicate in a local language would be beneficial.
- Possess good organizational skills and able to work independently;