



## **SCOPE OF WORK**

### **DEVELOPMENT OF A MONITORING, EVALUATION AND COMMUNICATION PLAN FOR THE PROJECT “MAKING REDD WORK FOR COMMUNITIES AND FOREST CONSERVATION IN TANZANIA”.**

**Issue date: 19<sup>th</sup> March 2010**

#### **1) BACKGROUND**

The Tanzania Forest Conservation Group (TFCG) in partnership with the Community Forest Conservation Network of Tanzania (MJUMITA) has been awarded a grant from the government of Norway to implement a project known as “Making REDD work for Communities and Forest Conservation in Tanzania”. The project aims to reduce greenhouse gas emissions from deforestation and forest degradation in Tanzania in ways that provide direct and equitable incentives to communities to conserve and manage forests sustainably.

The project will achieve this by supporting the development of a Community Carbon Cooperative hosted within the existing Network of Tanzanian communities engaged in participatory forest management (MJUMITA). The Cooperative will aggregate voluntary emission reductions from its members and market them according to internationally recognized standards.

The project includes an evaluation and communication component designed to inform project implementation and share lessons learnt with the national and international community. The project also focuses on building in-country capacity with regards to REDD at both local and national governmental levels. This is linked with a strategic advocacy component aimed at forging a smooth path for REDD in Tanzania by engaging in the formulation of REDD frameworks and processes at national and international level.

#### **2) OBJECTIVE**

The objective of this consultancy is to develop a participatory Monitoring, Evaluation and Communication plan for the project. It is intended that the plan will form the basis for the project’s monitoring, evaluation and communication work for the duration of the five year project. As such the plan must enable those implementing it to carry out monitoring, evaluation and communication in a consistent, rigorous, participatory and efficient manner for the duration of the project.

This activity is a part of Output 3 of the project ‘*Monitoring, evaluation and documentation processes supported that assess the overall impact of the project at local and national levels and communication of the findings undertaken*’.

The consultant should develop a Monitoring, Evaluation and Communication plan for the entire project that will define the range of information needs; the precise parameters and variables for each indicator; the precise methods to be used in collecting, analyzing and communicating the information, the specific person(s) in charge of collecting, analysing and communicating different data, and the time frames for collecting, analysing and communicating data. The plan will include a work plan and budget and will be cost-effective and affordable given the overall budget for the project.

Monitoring and evaluation should be treated ‘as an integrated process of continual gathering and assessing of information to make judgements about progress towards particular goals and objectives, as well as to identify unintended positive or negative consequences of action’. (De Ruijter et al 2006).

In developing the plan, the consultant will demonstrate that the plan applies best practices with a particular emphasis on participation, multiple accountability and transparency.

### 3) SCOPE OF WORK

#### 3.1 Development of a monitoring and evaluation plan

The plan will describe in detail how the project will track progress towards achieving its planned activities, outputs and impacts. The document will identify key variables required for project monitoring and will describe in detail the methodology that will be used to measure these variables including the sampling design. The document will also describe who (including project staff members and participating community members) will carry out the various monitoring activities and the time frame / periodicity for measuring and reporting. The document will also describe how the monitoring data should be stored, analysed, and reported. The plan will be based on the project logical frame work as outlined in the project document. The logical framework includes the goal, purpose and outputs of the project. The plan will also monitor changes in the risks and assumptions described in the project document.

Whilst indicators are included in the project document, the Consultant may propose changes to these indicators in order to make them more measurable, precise, consistent and sensitive. However these should remain true to the intention of the original indicator. Both qualitative and quantitative should be used. Proxy indicators may also be considered where direct measurements would be unrealistic for budgetary or technical reasons. Wherever relevant, indicators should be gender sensitive.

By visiting the two project pilot sites and through stakeholder consultation, the Consultant will determine locally-appropriate variables for some indicators e.g. those relating to changes in livelihood status, governance and capacity.

Wherever possible the consultant will consider synergies with other monitoring systems. In particular the plan should, wherever possible, incorporate indicators that are the same as those required by the Voluntary Carbon Standard and Climate, Community and Biodiversity Alliance (CCBA) standards in order to promote synergy between the project monitoring and the monitoring required by the two international standards. However it should be clear that the plan being developed by the Consultant is different, albeit interlinked, to the monitoring that the Community Carbon Cooperative will undertake in order to meet the requirements of the VCS and CCBA standards. The Consultant will also advise on synergies with other surveys and monitoring processes e.g. District monitoring procedures, the National Forestry Resources Monitoring and Assessment (NAFORMA), household budget surveys and census data. The plan will make reference to the reporting requirements of the project donor(s), the Voluntary carbon standards (VCS), Climate, Community and Biodiversity Alliance (CCBA) standards; the climate change and REDD Competency standards developed by Regional Community Forestry Training Centre (RECOFTC), and the National REDD Framework.

The plan will make recommendations on data storage and retrieval. Recommendations on data storage and retrieval will consider *inter alia* accessibility, safety and linkages between the data and its metadata (i.e. the data about the data such as the collection date, names of collectors, location etc). It is not anticipated that the consultant will develop databases for the project however the Consultant should make recommendations on a structure for a database to store monitoring and evaluation data. The plan will also include data quality-control mechanisms.

The Consultant shall define the detailed responsibilities for project staff and village communication officers in relation to the implementation of the monitoring, evaluation and communication plan.

The plan will include a component to monitor and evaluate the environmental impact of the project's activities with a particular focus on monitoring the project's carbon footprint.

The evaluation component will include methods to review the validity of the assumptions of the project. It will also outline how the risks to the project can be evaluated and new risks identified.

The evaluation component of the plan will also include mechanisms whereby the project can regularly assess the effectiveness, efficiency and relevance of the approach. This will include an assessment of how well the partnership is operating and how well the project is working with its collaborators including the target communities and the relevant sections of government.

In addition the plan will make recommendations on how learning can be integrated into the project to ensure that the information that has been collected and analysed is transformed into new actions and improved practice. Mechanisms to evaluate the cost effectiveness of the project's approach should be considered.

The plan will define reporting requirements from component managers and project collaborators and will define formats for standard reports (e.g. quarterly and annual) taking into consideration the requirements of the donor.

The plan will define how and how often the plan should be reviewed and improved and whose responsibility this is.

### **3.2 Communication**

Given the project's focus on learning, accountability and transparency, effective communication is critical to the success of the project.

The plan will indicate key audiences for the project's communication work; the objective of communicating with the different audiences; the kinds of information to be shared with different audiences; the means of communicating with the different audiences and the periodicity of communication with different audiences. The plan will also describe in detail the role of the village level communication facilitators in bringing the results and lessons learnt from the project to people in the participating villages as well as acting as a feedback mechanism to channel lessons learnt into the project evaluation.

For each indicator the plan will specify the anticipated end-users for the information being collected and the means by which the project will make that information available to them.

The communication component will also show synergies with other communication initiatives including the work being led by the Tanzania Natural Resources Forum as part of this project.

### **3.3 Training needs assessment and training plan**

The plan will include a section that outlines the skills and competencies required to undertake the work and will compare these with the skills and competencies within the project team, District staff and amongst the community communication officers. On the basis of this analysis the plan will include recommendations on training and capacity building needs in relation to the implementation of the monitoring, evaluation and communication plan.

### **3.4 Budget and work plan for the implementation of the monitoring, evaluation and communication plan**

The plan will include a 5 year monitoring, evaluation and communication work plan outlining the schedule of monitoring, evaluation and communication actions. This will be linked to a 5 year budget outlining the inputs required to carry out the plan including project staff / collaborator time, transport, materials, equipment and external technical support. This will include clear guidance on activities to be carried out as part of the baseline and endline assessments.

## **4) Methodology**

Task 1: Preparation of an inception report

The consultant will prepare an inception report that details the approaches / methodologies, activities, timeline and the detailed budget for the implementation of the consultancy. The inception report will provide details on how stakeholders including local communities, National REDD task force, regional and district staff in the project areas, relevant ministries and the project staff will be involved in the development of the plan. The inception report shall be submitted to TFCG for comment and approval.

Task 2: Consultation and preparation of the draft monitoring, evaluation and communication plan

Following approval of the inception report the Consultant shall proceed with the development of the plan.

Task 3: Stakeholder workshop

After completing a draft of the M, E, and C plan, the consultant will submit the draft to TFCG for comment. Having addressed any immediate comments, the Consultant shall conduct a workshop (probably two-days)

with project staff members and major stakeholders to discuss the findings and revise the M, E & C plan. The proceedings of the workshop shall be documented.

#### Task 3: Finalisation of the plan

A revised version of the plan, incorporating the findings of the workshop shall be submitted to TFCG for final comments. Having incorporated the comments, the plan will be considered final.

### 5) DELIVERABLES

- Inception report describing the consultants approach to developing the M, E, and C plan.
- Monitoring, Evaluation and Communication plan including all of the components outlined in Sections 3.1 – 3.4 of this terms of reference.
- Workshop report detailing the proceedings of the stakeholder workshop.

### 6) REPORTING

The consultant will be supervised by the **TFCG Technical advisor**. The consultant will work closely with the project team and will have the M&E coordinator as the primary contact within the TFCG.

### 7) LOCATION

The consultant will work out of their home location with travel to Dar es Salaam and the two project sites. Consultation with TFCG and the planning workshop will be held in Dar es Salaam. S/he will be provided with transport to and from the project sites in Lindi and Kilosa Districts.

### 8) CONSULTANT PROFILE

The consultant should have the following qualifications, experience and skills

1. MSc or PhD in Natural Resource Management or a related subject;
2. A minimum of 8 years of experience in developing and implementing participatory monitoring, evaluation and communication plans for natural resource management and / or rural development projects;
3. A solid understanding of participatory natural resources management and rural development;
4. Proven experience in logical framework approach and other strategic planning approaches;
5. In-depth knowledge of best practices in relation to project monitoring, evaluation and communication;
6. Strong communication, documentation and presentation skills including excellent written English;
7. Experience in REDD and familiarity with Voluntary Carbon Standards and Climate, Community and Biodiversity Alliance standards is an added advantage;
8. Experience with ongoing Tanzanian monitoring initiatives is also an advantage.

### 9) TIMESCALE

The consultant should be able to start the work no later than **April 19<sup>th</sup>**. It is anticipated that the work will be completed no later than **June 18<sup>th</sup> 2010**.