

TECHNICAL SPECIFICATIONS (CCTP)

« Design of the monitoring, evaluation and learning system (MEL) for the implementation of the adaptation component of the Gambia's Nationally Determined Contribution (NDC) »

implemented within the



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Agence Française de Développement, 5, rue Roland Barthes, 75598 Paris Cedex 12- RCS PARIS B 775 665 599- phone: 00 33 (0)1. 53. 44. 31. 31
(Hereafter “the Client”)

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Article 1. GENERAL CONTEXT

Presentation of the AFD

As a public financial and solidarity institution, the AFD is the French development cooperation's central actor. It takes part in projects that tangibly improves the everyday life of populations in developing and emerging countries, as well as in the French overseas territories. Through its intervention in numerous sectors (energy, health, biodiversity, water, digital economy, education), the AFD accompanies the transition towards a safer, fairer and more sustainable world, our "world in common". Its action is totally embedded in the framework of the Sustainable Development Goals (SDG).

AFD's team works on more than 4 200 projects aimed at positive social and environmental impact in 150 countries and the French overseas territories.

More detailed information on the group's activity and its organization is available on the website <https://www.afd.fr/en>

Presentation of the AdaptAction Programme

AdaptAction is a study and capacity-building programme initiated by the French Development Agency (AFD) in 2017, which **supports partner countries in the development and implementation of their adaptation strategies and resilient development trajectories**. Through vulnerability and feasibility studies, advice on the formulation of national policies and action plans, capacity-building and institutional strengthening initiatives, AdaptAction acts as a lever to facilitate countries' access to international climate finance and accelerate investment in adaptation.

A first phase, with a budget of €30M (Thirty million Euros), was implemented between 2017 and 2022. It involved 13 countries and 2 regional partner organizations ¹ (see www.afd.fr/adaptaction for more information on the programme).

Refocused on Africa, with 12 partner countries² including the Republic of The Gambia, **AdaptAction's second phase (2022-2025) was launched at COP26 in Glasgow** with an additional budget of €15M (Fifteen million Euros). An extension to 6 new partner countries in the Mediterranean region, co-financed by the European Union Directorate-General for Neighbourhood and Enlargement Negotiations (DG NEAR), was officially announced at COP27, in partnership with UNCDF-LoCAL.

This second phase is a continuation of the first one, with changes following a capitalization study carried out in 2021.

¹ Cameroon, Ivory Coast, Dominican Republic, Ghana, Guinea, Madagascar, Niger, Republic of Congo, Republic of Mauritius, Senegal, Tunisia, Union of Comoros, Indian Ocean Commission, Organization of Eastern Caribbean States.

² Benin, Cameroon, Union of Comoros, Democratic Republic of Congo, The Gambia, Guinea, Madagascar, Mauritius, Republic of Congo, Senegal, Togo.

It is organized around a **threefold strategy:** " understanding, planning, investing ", with **reinforced cross-cutting components on gender issues and the circulation of knowledge:**

- Component 1, **Understanding:** Support operational research and encourage the translation of climate science into public policy and action;
- Component 2, **Planning:** Support the translation of scientific knowledge into governance mechanisms and public policy strategies;
- Component 3, **Investing:** Support for the preparation of structuring and transformational "climate" projects and programmes (through the financing of vulnerability, prefeasibility or feasibility studies), in the field of adaptation to climate change.

Gender and social inclusion are transversally integrated across the programme's 3 axes, as well as knowledge sharing and communities of practice, including through South-South and South-North workshops.



Figure 1 : phase 2 of the AdaptAction programme's structure

Following on from phase 1, the participatory process is at the heart of the programme. AdaptAction Regional Coordinators (including one for the Sahel region of Africa) ensure that dynamic dialogue and the inclusion of all stakeholders are encouraged throughout the programme.

Against this backdrop, and in view of the Republic of The Gambia's active involvement in the fight against global warming, it was proposed to strengthen the cooperation in order to implement phase 2 of the AdaptAction programme in The Gambia.

The AdaptAction Programme in the Gambia

The Gambia is one of the partner countries benefitting from the AdaptAction Programme, as an African country especially vulnerable to climate change impacts.

After a pre-identification mission held on July 2023 in Banjul, the identification mission was held on Tuesday the 26th of March to Thursday the 28th of March 2024, in Banjul. These missions organized with the Ministry of Finance and Economic Affairs (MoFEA) and the Ministry of Environment, Climate Change and Natural Resources (MECCNAR) of the Republic of the Gambia and the French Development Agency (AFD), helped to identify the areas of intervention for phase 2, as well as to specify the implementation's methodology.

An Aide-memoire was consolidated and validated by MoFEA and MECCNAR in May 2024.

A Memorandum of Understanding (MoU) was signed between the Republic of The Gambia and the AFD on October, 2024.

This MoU sets out the collaboration modalities and the conditions under which the French Development Agency (AFD) intervenes in support of in the implementation of its Nationally Determined Contributions (NDC), through the AdaptAction Programme and its components.

Article 2. CONTEXT AND PURPOSE OF THE CONSULTANCY

Context and issues linked to climate change in the Gambia

The Gambia is one of the country's most vulnerable to the effects of climate change. To meet these climate challenges, the country has embarked on a process of mitigation and adaptation to climate change within the framework of the Paris Agreement, and of strategic and operational implementation at the national level of its commitments reflected in particular in its Nationally Determined Contribution (NDC). The adaptation component of the Gambia's NDC aims to reduce vulnerability to the effects of climate change that directly or indirectly affect the country and could prevent the country from achieving its development objectives.

Article 13 of the Paris Agreement established an Enhanced Transparency Framework (ETF) to ensure effective monitoring, comparison and better understanding of national commitments worldwide to effectively combat climate change. This framework is operationalized through common guidelines (MPGs) and the submission of a biennial Transparency Report (BTR) detailing each country's progress in implementing its NDC, climate change impacts and adaptation measures deployed, support provided or mobilized, among other things.

In addition to NDCs, developing countries draw up National Adaptation Plans (NAPs) based on in-depth vulnerability studies, and also long-term strategies for low-carbon, climate-resilient development (LTS). Adaptation options are defined in these strategic program frameworks, requiring a framework for monitoring progress.

The Gambian authorities, through the Ministry of Environment, Climate Change and Natural Resources (MECCNAR) designated AdaptAction program's focal point, have agreed that the AdaptAction program will support the Gambia in setting up a national system for monitoring, evaluating, and learning from the implementation of the adaptation component of its NDC (NDC MEL).

Beneficiaries of the activity and other implicated entities

The main beneficiary of this project is the Ministry of Environment, Climate Change and Natural Resources (MECCNAR) of the Republic of the Gambia as the leading institution and AdaptAction programme's focal point.

The other institutions involved are:

- Ministry of Finance and Economic Affairs;
- Sectoral ministries concerned with adaptation : Ministry of Agriculture; Ministry of Fisheries and Water Resources; Ministry of Health; Ministry of Lands and Regional Government; Ministry of Higher Education Research, Science and Technology; Ministry of Transport Works and Infrastructure; Ministry of Tourism and Culture; Ministry of Basic and Secondary Education; Ministry of Trade, Industry, Regional Integration and Employment; Ministry of Gender, Children and Social Welfare;
- National Disaster Management Agency;
- National Agriculture Research Institute;
- National Environment Agency;
- National Early warning Center;
- Gender Department of Ministry of Gender, Children and Social Protection (MoGSP);
- National Meteorological and Hydrological Service, officially known as the Department of Water Resources (DWR) within the Ministry of Fisheries and Water Resources;
- Stakeholders working on adaptation.

Capacity building activities for a selected number of staff in the above mentioned beneficiary institutions will be conducted for each activity to ensure ownership and further replicability. The selected trained staff will benefit from specific training and material for the implementation of the project following a "learning by doing" approach, to ensure they can replicate and lead the exercise in other districts.

Objectives and expected results of the consultancy

Overall objective

The overall objective of this project is to enable the Gambia to monitor, evaluate and learn continuously about the level of implementation of the adaptation component of its NDC and to strengthen inter - ministerial/intersectoral cooperation on adaptation issues

Specific objective(s)

The specific objectives of this project are:

- Carry out, with the relevant stakeholders, (i) an analysis of existing sectoral monitoring and evaluation systems, in particular to identify existing indicators that could feed into the monitoring, evaluation and learning system (MEL) for the NDC's adaptation component and for the NAP process, and (ii) an inventory that will enable to understand the needs in terms of monitoring, evaluation and learning, including needs in terms of capacity building within the Ministry of Environment, Climate Change and Natural Resources (MECCNAR), and at the level of sectoral ministries.

- Develop a clear and transparent governance framework to govern data flows within the MEL system, ensuring robust, ethical and secure management of information related to the NDC's adaptation component, while promoting transparency and accessibility.
- Refine and operationalize the measurement indicators linked to the adaptation component of the NDC, ensuring that they are specific, measurable, achievable, relevant and time-bound (SMART);
- Develop a comprehensive data collection, monitoring-evaluation and learning system for actions under the NDC's adaptation component, thus ensuring effective and informed management of the initiatives implemented;
- Link the proposed MEL system to other systems under development such as RICAR Knowledge Management System (KMS) and LIFE AR MEL framework
- Train key stakeholders in charge of monitoring the tool in its use.
- Support the Ministry of Environment, Climate Change and Natural Resources (MECCNAR) and sectoral ministries in carrying out a data collection and reporting exercise using the tool developed, in order to test and adjust it.

Expected outputs

The expected outputs of this project are:

- An analysis of existing monitoring and evaluation systems at the level of sectoral ministries is carried out, as well as an inventory of the needs of MECCNAR and the relevant sectoral ministries in terms of monitoring and evaluation and related capacity-building needs.
- A clear and transparent governance framework to govern data flows within the MEL system is developed;
- SMART indicators to measure progress in implementing the NDC's adaptation component are developed;
- A system for collecting, monitoring, evaluating and learning from the implementation of NDC adaptation actions is set up. The proposed MEL system should meet accountability requirements, ensure the steering of actions and decision-making, and share information.
- The stakeholders who will use the tool and lead the MEL system are trained.
- A data collection exercise is carried out and a monitoring-evaluation report is produced.

Article 3. DEFINITION AND NATURE OF REQUESTED SERVICES

This project is in line with the Paris Agreement, which calls for the creation of a transparency framework (article 13 Paris Agreement). At the end, the system aims to meet both national needs for adaptation management and international needs for transparency.

The phases, activities and tasks set out below are not exhaustive, and are listed for guidance in line with the objectives and results of the assignment. To this end, the Consultant is called upon to (i) propose in detail a methodological approach, a coherent timetable, tools, several participatory and multi-stakeholder workshops to be conducted, their objectives and location to achieve the results of the assignment; (ii) make a proposal to optimize resources and increase the effectiveness of the action; and (iii) also be a source of proposals.

Gender, social inclusion and knowledge management issues will be crosscutting into the implementation of the activities. The Consultant will also be called upon to propose activities/approaches that will enable the tool to be appropriated and sustained by the ministries concerned and other stakeholders, particularly the disadvantaged and/or marginalized.

Duty travels to the Gambia, as well as the organization of workshops, must be prepared upon a scoping note or ToR detailing the methodology and schedule, validated by the MECCNAR and AFD. For these duty travels, the Consultant must hold a briefing with the AFD agency and a debriefing with the AFD team.

Three main phases preceded by an inception phase (phase 0), will be carried out through this project :

- Phase 1 : Design of a monitoring, evaluation and learning system (MELS) for the NDC's adaptation component;
- Phase 2 : Capacity-building of stakeholders in charge of the use of the tool;
- Phase 3 : Support for stakeholders in carrying out a data collection and reporting exercise

PHASE 0. INCEPTION PHASE

The project will start with an inception phase including a framing exercise, to have a clear understanding of the context, issues, policies and needs in which the activities will take place. This framing may lead to a readjustment of the objectives, the logical framework of intervention, the indicators of this support, and the timetable, if deemed necessary. This phase will also aimed at introducing the experts' team to stakeholders and consolidating the governance of the activity.

During this phase, the Consultant is expected to:

- Organize a kick-off meeting with the MECCNAR, the AdaptAction team, and the AFD Agency and AFD Project officer based in Banjul. At this meeting :
 - The methodology and overall timetable (specifying delivery dates and the exact nature of deliverables) will be presented by the Consultant and discussed for validation.
 - The team of experts will be introduced, and their roles, support implementation methods and internal governance will be clarified.
 - Any constraints and critical points will be identified and the corresponding measures planned.
- Make an analysis of the initiatives that the Gambia implements on the subject of climate transparency, for seeking synergies;
- Make an analysis of the legal and institutional framework as well as the constraints and gaps to implement climate transparency in The Gambia;
- Make an analysis of the indicators developed by sectorial ministries. The inventory must be accompanied by SMART improvement and operationalization indicators;

- Identify any constraints and critical points for implementing the project, and plan the corresponding measures.

- Organize a national launching workshop with the relevant stakeholders to monitor the execution of the project and validate the technical aspects. This event will also have the following objectives: to secure the commitment of all stakeholders; to deepen the diagnosis collectively; to validate the needs and orientations of the project, etc.

Associated deliverable to the activity:

- **Deliverable 1** : inception report to be submitted after the start-up mission, including at least :
 - o Diagnosis of existing digitized monitoring tools at sector and/or national level;
 - o Status report on climate transparency in The Gambia
 - o Inventory of existing data collection mechanisms, with a view to dematerializing the tool;
 - o Recommendations from the launching workshop;
 - o List of people met and contacts.

PHASE 1. DESIGN OF A MONITORING, EVALUATION AND LEARNING SYSTEM (MELS) FOR THE NDC'S ADAPTATION COMPONENT

Activity 1. Setting up a governance framework for the monitoring, evaluation and learning system

The main objective of this activity is to develop a clear and functional governance framework for the monitoring, evaluation and learning system of the NDC's adaptation component in the Gambia. This framework should promote coordination, transparency and efficiency in the management of adaptation-related activities. The Consultant will have to develop the following tasks:

- Make an analysis of the legal and institutional framework as well as the constraints and gaps to implement climate transparency in The Gambia;
- Identify the key stakeholders (departments and/or focal points) and their potential roles in the implementation of the MEL system;
- Define the data flow process (collection, feedback, consolidation, processing, visualization, extraction, use for steering and decision-making, etc.);
- Define data management (analysis, reporting, archiving, confidentiality, quality control, data protection, etc.);
- Co-elaborate the learning issues of the MEL system, and plan the learning times (workshops for identifying best practices and lessons learned, experience capitalization report, etc.);
- Propose an action plan to implement an operational and sustainable governance framework that will go beyond this project;
- Support MECCNAR's legal team (if necessary) in drafting a Cabinet Paper to formalize the governance and coordination bodies of the MEL system, adapted to the NDC. The central role of MECCNAR, which will be responsible for ensuring that indicators are properly collected, should also be defined within this governance framework.

Associated deliverables to the activity:

- **Deliverable 2** : Report on the MEL system governance framework, including:
 - o A draft of a Cabinet Paper to formalize the governance and coordination bodies of the MEL system, adapted to the NDC;
 - o Composition and role of technical committee members;
 - o Definition of a reference year for the implementation of the MEL system, adapted to the NDC

Activity 2. MEL system content and development

The MEL system should be based on a logical framework for the NDC's adaptation component: what are the adaptation objectives of the NDC? What measures are planned to achieve these objectives, and what results are expected from these measures? What indicators, covering all NDC sector, can be defined to assess the achievement of these results?

The Consultant will have to develop the following tasks:

- Co-elaborate with all stakeholders a solid MEL system deployment plan including, but not limited to:
 - o A logical framework for the NDC's adaptation component;
 - o A list of indicators for NDC adaptation measures;
 - o A list of climatic and meteorological indicators worked out in consultation with the Department of Water Resources (DWR) (National Meteorological and Hydrological Service);
 - o A description of each indicator (appropriately disaggregated), its metadata and measurement;
 - o Reference, target and time horizon situations for each indicator;
 - o Definition of collection frequency and annual reporting on the NDC's adaptation component;
 - o Evaluative and performance-related questions, and an evaluation plan.

At this stage, the consultant will take care to strictly limit the number of indicators in order to remain realistic as to their actual use, ensure that the proposed indicators meet the SMART criteria as far as possible, propose a maximum of indicators already collected by the systems in place, disaggregate by gender as far as possible in order to limit the additional workload, obtain a consensus on the list of proposed indicators.

- Develop a tool for collecting, reporting, consolidating, analyzing and visualizing data's from the NDC's adaptation component. The tool must be practical, accessible and easy to use by all stakeholders (Excel-based or other). To this end, it must be designed in a participatory manner with users. It will include an automated reporting system presenting the situation of each indicator graphically. The tool will be centralized within the MECCNAR, but filled in by the sectoral ministries and other institutions/agencies concerned, such as the Department of Water Resources (DWR) (National Meteorological and Hydrological Service).

- Develop a practical user guide for the various institutions directly involved in using the tool.

Associated deliverables to the activity:

- **Deliverable 3** : Implementing plan for the monitoring-evaluation and learning (MEL) tool for the adaptation component of the NDC (logical framework, indicators, description of indicators, etc.).
- **Deliverable 4** : Draft version of the monitoring and evaluation tool for the adaptation component of the NDC
- **Deliverable 5** : Practical using guide for the MEL tool

PHASE 2. CAPACITY-BUILDING FOR STAKEHOLDERS IN CHARGE OF USING THE TOOL AND LEADING THE MEL SYSTEM

The training of key stakeholders (identified as responsible for collecting indicators on the tools and system in place) is necessary to facilitate their use and appropriation and promote the operationalization of the MEL system. To this end, the Consultant will carry out the following tasks:

- Assess users' level of knowledge of the tool and their specific needs in terms of capacity building to master the tool and appropriate the MEL system;
- Development of training modules based on user needs and profiles;
- Organize training for key stakeholders. This training will include a theoretical aspect, with an emphasis on the practical, using case studies and real-life scenarios.

This training will also serve as a pre-test, enabling the Consultant and all parties to gauge the functionality and effectiveness of the MEL system, including the tool, and to make recommendations for its improvement

Associated deliverable to the activity:

- **Deliverable 6** : Final version of the monitoring and evaluation tool for the adaptation component of the NDC (based on pre-test recommendations)

PHASE 3. SUPPORT FOR STAKEHOLDERS IN CARRYING OUT A DATA COLLECTION AND REPORTING EXERCISE

Once the MEL system has been defined with all stakeholders, the indicators selected, the metadata developed and validated, the architecture of the tool validated, and the stakeholders trained to complete it, the system should be operational.

Nevertheless, experience shows that a test phase is always necessary. It is also an important precaution to avoid the emergence of problems not identified during the first data collection schedule.

This phase of the project therefore consists of assisting the MECCNAR in carrying out a monitoring-evaluation and learning exercise: data and metadata collection, processing, analysis and report production.

At the end of this exercise, and on the basis of the lessons learned, the Consultant will produce a plan which will include avenues, responsibilities, means of implementation, etc. for the sustainability of the NDC's adaptation component MEL system.

Associated deliverables to the activity:

- **Deliverable 7** : Monitoring and evaluation report on the progress of the adaptation component of the NDC
- **Deliverable 8** : MEL system sustainability action plan including recommendations to make the MEL system's governance framework operational and sustainable beyond this project, such as :
 - o Proposals for mobilizing resources/funds to ensure the sustainability of the MEL system Including its digitalization;
 - o Proposals for the outreach and ownership of the governance framework;
 - o The definition of a periodic planning of meetings for upgrading and harmonization with the various sectoral focal points;
 - o A job description for the person in charge of MEL system within the MECCNAR

PHASE 4. MEL SYSTEM'S UPDATING WITH REGARDS TO THE NDC. 3 IMPLEMENTATION PLAN (OPTIONAL PHASE)

With regards to The Gambia's context of vulnerability, a major change in priorities, measures and even indicators is highly unlikely at the end of the updating of the current NDC's adaptation component. Should this happen, the Consultant will have to update the entire MEL system implementation plan (logical framework, indicators, baseline, etc.) and the tool designed to take account of the changes.

This activity will be subject of a separate optional tranche, which can only be activated once the situation has been assessed with all stakeholders, taking into account the relevance of the changes to the current NDC's adaptation component, the timing of the submission of the NDC.3 and the implementation schedule for phase 2 of the AdaptAction programme (October 2025), etc.

Associated deliverables to the activity:

- **Deliverable 9**: Implementation plan for the NDC's adaptation component MEL tool updated (logical framework, indicators, description of indicators, etc.)
- **Deliverable 10** : NDC's adaptation component MEL tool updated

Article 4. KEY ELEMENTS TO BE TAKEN INTO ACCOUNT

- **AdaptAction programme's approach**
 - Define a participative, inclusive and cooperative approach;
 - Combine quantitative and qualitative approaches
 - During capacity building sessions, adopt a pedagogy adapted to the target audience, taking into account their differentiated needs, level of knowledge and skills;
- **Gender and social inclusion**

- Explore the possibility of redefining gender-specific indicators;
- In particular, the data collected should consider gender inequalities, in a non-exhaustive way, in relation to other types of inequalities (income, mobility, disability, wealth, geographical isolation, level of education and health, age...), while taking into account the national context and sensitivities.

Article 5. DELIVERABLES AND CONDITIONS OF DELIVERY

5.1. Description of deliverables

Each deliverable will include, in addition to its very content:

- An executive summary, summing up the content of the report and its conclusions. This 3-pages max executive summary, targeted at decisions makers, should allow for a clear and quick understanding of the report's content, while potentially addressing technical aspects.
- Presentation including visuals will be appreciated.
- An introduction, including a reminder of the activity's and the deliverable's objectives.
- A description of methodology used and of potential adjustments to the one initially planned, together with justifications for these adjustments.
- A summary of conclusions and recommendations.
- A bibliography.
- A list of individuals and organizations met for the elaboration of the report, and their contact details.
- Cross-cutting consideration of social inclusion and inequality reduction themes (executive summary, methodology, capitalization, conclusions and recommendations...)

Special attention will be given to the quality of writing and the presentation of the deliverables, for which an attractive formatting and design should be pursued. The reports should moreover be in line with the Facility's template.

5.2. Delivery schedule of deliverables

The table below presents the delivery deadlines for the deliverables, in their provisional version.

Please note that activities could be carried in parallel.

Activity	Expected deliverable	Submission deadline (months)
Activity 0	Deliverable 1 : Inception report	M0 + 2
Phase 1		
Activity 1	Deliverable 2 : Report on the MEL system governance framework	M0 + 3
Activity 2	Deliverable 3: Implementing plan for the MEL tool	M0 + 6
	Deliverable 4: Draft version of the MEL tool	M0 + 6
	Deliverable 5: Practical using guide for the MEL tool	M0 + 6
Phase 2	Deliverable 6: Final version of the MEL tool for the adaptation component of the NDC (based on pre-test recommendations)	M0 + 7,5

Phase 3	Deliverable 7: Monitoring and evaluation report on the progress of the adaptation component of the NDC	M0 + 11
	Deliverable 8: MEL system sustainability plan	M0 + 12
Phase 4 optional	Deliverable 9: Implementation plan for the NDC's adaptation component MEL tool updated (logical framework, indicators, description of indicators, etc.)	M0 + 14
	Deliverable 10: NDC's adaptation component MEL tool updated	

The estimated duration of the project is 14 months, including the preparation and submission of reports.

5.3. Deliverables Validation Process

Provisional versions of AdaptAction deliverables will be e-mailed first to the regional coordinator of the Programme in Word and PDF format to the AdaptAction's team, who, after an initial review, will share them simultaneously with the Gambian stakeholders concerned and with the French Development Agency's team (at the AFD Agency in Dakar, the AFD Project officer based in Banjul and the team at AFD headquarters in Paris if necessary).

Upon receipt of the deliverables, an exchange may be scheduled between the AdaptAction's team, the MECCNAR and the Consultant. Then, the stakeholders concerned (gathered in the study monitoring committee) and the AFD will have a period of 20 working days to analyze them and send their comments to the Consultant.

Once received, the Consultant may need to modify the reports and deliverables, within a reasonable timeframe (between 5 and 10 working days), before sharing the improved version of these deliverables, again electronically, in Word and PDF format, to the AdaptAction program team, who will share them after an initial review, simultaneously with the relevant Gambian stakeholders and the French Development Agency's team (at the AFD Agency in Dakar, the AFD Project officer based in Banjul and the team at AFD headquarters in Paris where applicable). To facilitate the review, the documents will also be sent by the Consultant in Word format in "track changes" mode, accompanied by a matrix summarizing the comments made, the titles and pages of the comments and the responses/modifications made by the Consultant.

Final validation of the deliverables will be carried out by AFD, in coordination with the Gambian stakeholders, no later than 10 working days after receipt of the final deliverables (clean versions and tracked changes), subject to satisfactory amendments by the Consultant. The process may be repeated as long as the deliverables are not satisfactory to AFD and the stakeholders.

This final validation will trigger payment of the related invoices.

Article 6. PROFILES OF EXPERTS

6.1 Main Expertise

The Team of Experts for this Consultancy must be multidisciplinary, composed of nationals (residents) and internationals and include the expertise below in the fields required for the implementation of the project. Their academic qualifications, competences, technical/practical experience and previous assignments of similar nature and/or related consultancy services should be detailed in the submitted CVs.

Each of these areas of expertise may be filled by several experts (their combined profiles will then have to meet the minimum criteria required). **Knowledge of the context and issues, expertise and experience in the Gambia will be considered an asset.**

As far as possible, the experts' profiles should be complementary, particularly in terms of sectoral expertise, in order to cover the NDC sectors.

The Consultant could propose additional relevant experts, if necessary, for the successful completion of the assignment. Additional experts could between other cover specific expertise in communication, participatory approaches and capacity building.

The experts should have an excellent command of written and spoken **English**, a good command of French being an advantage; have high level of autonomy; initiative and creativity; be result oriented and used to working under time pressure; have the ability to work in complex stakeholder environments, including with government officials, private sector, local authorities, local communities and associations.

6.1.1 Expertise 1: Team leader – Expert in climate governance, institutional support and monitoring-evaluation and learning systems

The expert shall act as team leader for this consultancy service. He or she will thus guarantee the smooth running of the various expert missions, relations with the various stakeholders, and coherence and synergy between the different activities, experts and deliverables.

- at least a Master degree in economics, statistics, agronomy, environmental sciences, planning, monitoring-evaluation or any relevant degrees.
- the Team Leader shall have at least 10 years of experience in the design and implementation of monitoring and evaluation systems and their institutional anchoring in public development policies;
- At least 5 references in the design of monitoring and evaluation tools for public policies, projects and programs related to climate change;
- Experience in climate change capacity-building initiatives, particularly in African countries;
- At least 2 studies on learning from Monitoring, evaluation and learning systems;
- Experience of working in developing countries, with particular knowledge of sub-Saharan Africa and ideally of the Gambian context.

6.1.2 Expertise 2 in climate change adaptation

- At least a Master degree in environment, climate change, geography, social sciences or any relevant degrees;
- At least 10 years' proven professional experience in adaptation issues, particularly in conducting climate risk analyses and defining adaptation measures;
- At least 5 assignments in the definition of indicators and/or monitoring and evaluation of climate change adaptation projects and programs;
- 2 studies on learning from Monitoring, evaluation and learning systems;
- Experience of working in developing countries, with particular knowledge of sub-Saharan Africa and ideally of the Gambian context.

6.1.3 Expertise 3 in gender and social inclusion

- At least a Master's degree in sociology, anthropology or related field;
- Minimum 5 years' proven experience in social analysis and gender and social inclusion issues in the field of development;
- At least 3 assignments on gender issues related to climate change adaptation in sub-Saharan African countries, ideally in the Gambia;
- Experience in defining indicators would be an asset.

6.1.4 Expertise 4 in Digital technology and communication

This expertise in development of digital data and GIS software seems relevant in order to gain a better understanding of the requirements that will be necessary for the subsequent development of a digital and GIS tool (a tool that will not be financed as part of this contract) for a potential dematerialization of the MEL tool in the next future.

- Minimum Master's degree or equivalent in digital data and geographic information system (GIS) software development;
- Minimum 5 years' proven experience in framing and proposing an application development project (digital data and GIS software), taking into account the existing system and the partner's needs;
- Similar experience in sub-Saharan Africa, ideally in the Gambia.

6.2 Ad hoc expertises

Other more ad hoc expertise may be proposed to complete the project team. Technical expertise in specific sectors and on gender and social inclusion issues, as well as knowledge dissemination and outreach, could be envisaged to enhance the distribution of this project.

6.3 Additional considerations

The experts proposed by the bidders cannot come from a beneficiary administration. However, civil servants from a public institution / trust organization other than the beneficiary can be nominated (if feasible) when there is no hierarchical link between the expert and the beneficiary. A document from the official's administration, giving his agreement for his mobilization, will be necessary.

The cost of technical support and the staff provided by the bidders must be included in the experts' fees.

A Curriculum vitae of no more than 3 pages will be submitted for each proposed expert.

A declaration of availability and exclusivity must be signed and attached to the offer for each expert presented.

Article 7. LOGISTICS AND CALENDAR

7.1 Follow up / Coordinate Scheme

On the Republic of the Gambia's side, the project will be managed by an ad hoc technical support monitoring committee. This committee will be composed, at the Gambian authorities' convenience, of:

Lead institution/organization

- Ministry of Environment, Climate Change and Natural Resources (MECCNAR) of the Republic of the Gambia – AdaptAction programme's focal point

Institutions/organizations involved:

- Ministry of Finance and Economic Affairs;
- Sectoral ministries concerned with adaptation : Ministry of Agriculture; Ministry of Fisheries and Water Resources; Ministry of Health; Ministry of Lands and Regional Government; Ministry of Higher Education Research, Science and Technology; Ministry of Transport Works and Infrastructure; Ministry of Tourism and Culture; Ministry of Basic and Secondary Education; Ministry of Trade, Industry, Regional Integration and Employment; Ministry of Gender, Children and Social Welfare
- National Disaster Management Agency
- National Agriculture Research Institute
- National Environment Agency
- National Early warning Center
- Gender Department of Ministry of Gender, Children and Social Protection (MoGSP)
- National Meteorological and Hydrological Service, officially known as the Department of Water Resources (DWR) within the Ministry of Fisheries and Water Resources
- Stakeholders working on adaptation.

This committee will be responsible for:

- Providing the logistics necessary for the proper execution of the mission; (meeting arrangements and introduction to key authorities)
- Providing the logistical and administrative means necessary for the proper conduct of the various workshops;
- Comment and validate the products and deliverables of the mission.

On the AFD side, the project will be coordinated by:

- the AdaptAction programme's regional coordinator for Sahel and HQ geographical focal point;
- the French Development Agency's team (at the AFD Agency in Dakar, the AFD Project officer based in Banjul and the team at AFD headquarters in Paris).

Technical follow-up and validation meetings will be organized by the Consultant each time a deliverable is shared, and will bring together all or some of the institutions present at the kick-off meeting, as well as other institutions deemed relevant.

The Consultant will send the minutes of these meetings to all participants within a week, for comment and validation within 10 days. If no comments are received, the Consultant may consider the minutes validated.

7.2 Location and related logistic dispositions

The team of experts will carry out all services mainly in Banjul.

7.3 Provisional calendar

The planned start date is June 2025. The actual duration of the service is estimated at 14 months, including the preparation and submission of the final report.

7.4 Scope of services

The estimated total volume of expert-days to be mobilized for the mission is 125 for the main phases and 19 for the optional one. This envelope does not include quality control and support/backstopping staff. The number of days proposed (including the number of days planned to be spent in the country and on the field), and the coherence of these figures with the proposed methodology and chronogram of activities will be among the key criteria used to evaluate technical offers.

Article 8. LANGUAGE OF THE CONSULTANCY

The language of the project will be English. Dialogue with stakeholders, writing of deliverables and hosting of meetings/workshops will be conducted in English. Proficiency in English by the experts team is thus required, as well as an important proof-reading effort by the backstopping team for deliverables in English.

Consequently, the Service Provider undertakes to comply with the provisions set out in the schedule hereto.

Article 9. VISIBILITY & COMMUNICATION

Please refer to the Communication Guide, which will be shared with the service provider selected.

Article 10. MONITORING AND EVALUATION

Throughout the project period, the Consultant will collect the relevant monitoring indicators presented in the AdaptAction programme's logical framework, which will be sent to the Consultant. These indicators are significant in assessing the progress and achievement of the programme's objectives.

Article 11. REFERENCES AND AVAILABLE DOCUMENTATION

The available documents below will be given to the Firm that will be selected.

- The Gambian Nationally Determined Contribution (NDC)

ANNEXES
