Terms of Reference

Consultancy: Development of a Monitoring and Evaluation Framework for PACT

Background
The Protected Areas Conservation Trust (PACT) was established in 1996 as Belize’s National Conservation Trust Fund. The Trust’s mission is to effectively manage Belize’s National Protected Areas System through strategic partnerships and high impact investments. PACT’s 2017-2021 Strategic Plan highlights that PACT needs to put in place a system to measure its organizational performance as well as its impact on the National Protected Areas System and all stakeholders.

Objectives of Consultancy
The objective of this consultancy is to design and establish a monitoring and evaluation (M&E) framework focused on measuring PACT’s organizational performance and impact, in alignment with the 2017-2021 PACT Strategic Plan and 2015 NPASP Results Framework, where applicable to PACT’s mission.

The specific objectives of the consultancy are to:

1. Review existing documentation (PACT 2017 institutional assessment report, PACT and NPAS 2017-2021 strategic plans, PACT Grants Manual, and National Protected Areas System Plan) with the objective of clearly identifying what should be the approach and objectives of PACT’s M&E strategy;
2. Evaluate PACT’s organizational capacity to conduct M&E inclusive of a review of:
   a. Policies
   b. Processes
   c. Technological capacity
   d. Human Resource capacity
3. Identify recommendations for modifications necessary for enabling the implementation of the new M&E strategy;
4. Review similar systems in use within other relevant institutions with a view of identifying/developing potential structures suitable to PACT;
5. Design a comprehensive, effective and efficient M&E framework and tools that meet the monitoring and evaluation objectives of PACT.
6. Conduct training in methodologies and tools to be used in the M&E framework.
Methodology
The consulting firm (or team) will be responsible for developing the specific tools for conducting the exercise. Details of the approach to be taken should be included in the proposal. The consultant(s) will also be required to:

- Prepare a work plan incorporating a situation analysis (scope of work, timeline, resources required) and the detailed methodology as stipulated above.
- Meet with PACT staff and other relevant stakeholders.
- Liaise closely with the Executive Director and report on the progress of the work as per the work schedule.

Expected Outputs/Deliverables
The consultant(s) will be responsible for delivering the following:

- Methodology and work plan outlining the program of work of this consultancy;
- A summary report with the findings as well as recommendations to enable the implementation of the new M&E framework;
- An M&E Framework and Tools;
- An oral presentation to the Board of Directors.
- Training in the M&E Framework and Tools for PACT staff;

Level of Effort
- 45 person days over a period of 10 weeks

Qualification Criteria
Consulting firms/teams must have a strong background in conservation financing, impact measurement, protected areas development, financial monitoring or related fields. They must have 5-10 years’ experience in organizational performance monitoring. Experience in monitoring of investment strategies will be an asset. The proposal should include the names and CVs, including relevant experience, of the persons comprising the team.

Proposals should be submitted electronically, no later than September 8, 2017 to:

Executive Director
PACT
3 Mango Street, Belmopan
ed@pactbelize.org

Re: M&E Framework Consultancy