



Terms of Reference for the consultancy Monitoring and Evaluation (M&E) Training

1. Introduction

The Mesoamerican Reef Fund (MAR Fund) is a regional environmental fund whose primary goal is to protect the Mesoamerican Reef (MAR) Ecoregion shared by Belize, Guatemala, Honduras, and Mexico. Its mission is to drive regional funding and partnerships for the conservation, restoration, and sustainable use of the Mesoamerican Reef. It is a private fund with a 15 year-history that raises and grants financial resources for the management of natural resources in the region.

MAR Fund provides funding through specific operation mechanisms and/or channels. One of the main components of the projects supported by MAR Fund is the Project Development Table. This table includes the objectives, expected results, activities, performance indicators, impact indicators, means of verification and risks and assumptions.

For the above, it is important to enhance the capacities of the MAR Fund's staff in understanding performance and impact indicators, and how these are designed and evaluated.

2. Objective of the consultancy

Develop a practical training in monitoring and evaluation, providing the main tools for the MAR Fund's staff to apply all the steps and concepts needed for the monitoring and evaluation of the projects financed by the organization.

3. Specific Objectives of the consultancy

1. To improve MAR Fund's staff abilities in monitoring and evaluation of projects.
2. To improve MAR Fund's staff abilities in designing, recognizing, differentiating and evaluating performance and impact indicators.

4. Main activities of the consultancy

- a. Inception meeting with MAR Fund's team to learn about their level of understanding and knowledge in terms of M&E of projects.
- b. Develop the training agenda, the order of the lessons and the training materials, including the power point presentations and the practical exercises.
- c. Carry out the training sessions.
- d. Provide the training applying real and practical examples, based on the project planning process implemented by MAR Fund.
- e. Develop and submit a final report of the course, including conclusions and recommendations to strengthening the abilities of the trainees, to apply accurately the M&E concepts.

5. Main purpose of the training

At the end of the training, the MAR Fund's staff will have a better understanding on the M&E principles and concepts. The staff will learn how to design, differentiate and evaluate indicators; how to collect data; how to use the data and information collected, and how monitor project performance, and how to develop the reporting.

During the training the expert must explain carefully and provide examples of performance and impact indicators and means of verification. Trainees are required to learn, how to build and identify the different types of indicators in M&E; understanding how indicators can be used to measure project results; identifying the process of developing SMART and gender-focused indicators; and how to build means of verification for monitoring project progress with respect to indicators.

6. Duration and main content of the training

The proposed dates for the course are, **October the 5th and 6th, 2021**. The course will take in place in two (2) **online sessions** of four (4) hours each.

The course program will include theoretical components and practical exercises. Main components of the course will include, but are not limited to:

1. What is monitoring (the purpose of monitoring)
2. What is evaluation
3. What is an indicator
4. Types of indicators (performance and impact)
5. Guidelines when selecting indicators
6. How to build SMART indicators
7. Types of data sources
8. Data quality and use
9. How monitoring and evaluation is done
10. Identify who is responsible and where the results will be reported.

7. Qualifications required

1. Monitoring and evaluation professional
2. Minimum of five years of professional experience related to monitoring and evaluation in national/international organizations.
3. Proven experience in providing M&E trainings at the national, regional or international level.
4. Work experience in Biodiversity, Natural Resources Conservation and environmental Projects is a plus.
5. Strong English speaking and writing skills.
6. Availability to provide the training online, at the Central America time zone.
7. Availability to provide mentoring/answer any questions that the trainees may have in regards to the exercise or concepts provided during the training sessions.

8. Workplace

- She/he will conduct the training from his/her place of residence through the zoom platform.
- MAR Fund will provide the platform to conduct the sessions.
- The consultant will make sure to have an excellent internet connection to guarantee the quality of the sessions.

9. Oversight

The monitoring and follow-up of this activity will be carried out through the Reef Rescue Initiative (RRI) Coordinator within the MAR Fund. The final products will be revised by the RRI Coordinator and MAR Fund's Executive Director.

10. Payment

Professional fees will be agreed with the Consultant based on experience and availability.

11. Documentation required

- Curriculum Vitae (English version only).
- Letter of interest (2-page max). Please indicate your professional fees to carry out the consultancy (English version only).
- Three work references.

12. Deadline and contact

Please send the required documentation to cruiz@marfund.org with copy to cocana@marfund.org, no later than **August 31th, 2021 at the 5 pm.**