



Call for proposal for a consultancy to develop monitoring and evaluation frameworks in support of the implementation of the programmatic mandate of ISA in the field of marine scientific research and capacity development

1. The International Seabed Authority (ISA) is an autonomous international organization established under the United Nations Convention on the Law of the Sea of 10 December 1982 (UNCLOS) and the Agreement relating to the Implementation of Part XI of the United Nations Convention on the Law of the Sea (the 1994 Agreement). ISA is the organization through which States Parties to UNCLOS organize and control all mineral-resources-related activities in the Area for the benefit of mankind as a whole.
2. The ISA is seeking a consultant with requisite experience in monitoring and evaluation of complex development projects with national or international organization or related fields to produce the deliverables identified in line with the Terms of Reference of work in the Annex to the present call and invites proposals to be submitted via email to OSG@isa.org.jm not later than 11 March 2022.
3. Proposals should not exceed 1,500 words and should thoroughly and sufficiently demonstrate the competence and expertise of the applicant to meet the requirements contained in the Annex. Proposals should equally reflect a clear methodology on the deliverables as well as proposed costs. All proposals will be reviewed by a committee and the outcome will be communicated to applicants using the contact details provided.

TERMS OF REFERENCE FOR A CONSULTANCY TO DEVELOP MONITORING AND EVALUATION FRAMEWORKS IN SUPPORT OF THE IMPLEMENTATION OF THE PROGRAMMATIC MANDATE OF ISA IN THE FIELD OF MARINE SCIENTIFIC RESEARCH AND CAPACITY DEVELOPMENT

I. Background and rationale

1. Under the overall supervision of the Senior Policy Officer & Special Assistant to the Secretary-General, the Consultant will lead the development of monitoring and evaluation frameworks including targets and indicators to effectively measure and report on the implementation of: (i) the Action Plan for Marine Scientific Research (ISA MSR Action Plan) adopted in support of the UN Decade of Ocean Science by the Assembly in December 2020 through its decision [ISBA/26/A/17](#); (ii) the programmatic approach of ISA for capacity development (ISA PACD) as endorsed by the Assembly in December 2020 through its decision [ISBA/26/A/18](#).

2. Both the [Strategic Plan for 2019-2023](#) and the [High-Level Action Plan for 2019-2023](#) respectively in 2018 and 2019 recognize the importance for the organization to monitor progress in achievements of identified outputs. Further, both the ISA MSR Action Plan and ISA PACD calls for the development of dedicated mechanisms for monitoring and review to ensure that the implementing activities stay aligned with the needs of ISA's Members in these respective field of activities, as well as the goals and targets of the 2030 Agenda and the scientific objectives of the UN Decade of Ocean Science.

3. Accordingly, the ISA Secretariat is seeking the assistance of a consultant to develop the necessary monitoring and evaluation frameworks for each stream of programmes which ultimately should serve to better defining the results framework applicable, including targets and indicators with a view to effectively measure and report on the implementation of the programmatic activities of ISA in relation to the ISA MSR Action Plan and ISA PACD and inform outputs, outcomes and impacts at regional and global levels.

II. Objective of the consultancy

4. The main objective of the consultancy will be to develop two monitoring and evaluation frameworks for the implementation of the (i) ISA MSR Action Plan and (ii) ISA PACD. For each, the consultant will be expected to:

- A dedicated results framework and monitoring plan including a list of relevant indicators and targets to measure and progress outputs, outcomes and impacts (at the regional and global levels);
- The monitoring and evaluation framework including guidelines, tools, reporting templates, monitoring data collection forms for team members, partners and beneficiaries for credible, reliable, timely and cost-effective primary and secondary data collection and analysis to inform ongoing management decisions and strategic planning;
- Ensure alignment with ISA strategic Plan and High-Level Action Plan for 2019-2023; (b)

- Produce an outline of linkages with the SDGs and 2030 Agenda;
- Recommend IT based knowledge and data management approaches, including the use of participatory documentation techniques to monitor implementation of dedicated programmes;
- Prepare a plan for reporting and dissemination of results of activities.

III. Qualifications/special skills

Academic qualifications:

5. A Master Degree in monitoring and evaluation, marine policy, governance, public policy or closely related field is required.

Experience

- A minimum of 5 years of experience in monitoring and evaluation of complex development projects with national or international organization is required
- Good understanding of ocean governance framework and the work of ISA is required.
- IT affinity and demonstrated experience working with M&E related software for analyzing data and ensuring programme design is statistically sound is required.
- Ability to communicate technically complex information clearly and concisely is required.
- Excellent written and oral communication skills
- Experience in evidence gathering protocols and development of Performance Monitoring Plans (PMP) and oversight of their implementations is desired.
- Experience with UN monitoring and evaluation policies, procedures and practices and/or related agencies will be an advantage.

IV. Deliverables and timeline

6. The consultant will be required to produce the following deliverables:

Deliverables		Timeline
1)	An inception report which will guide the initial view of the scope and way forwards (including activities and timing for all deliverables)	3 days
2)	Results framework and monitoring plan for the ISA MSR Action Plan	15 days
3)	Results framework and monitoring plan for the ISA PACD	15 days
4)	Set of guidelines, tools, reporting templates, monitoring data collection forms for M&E and knowledge transfer to relevant stakeholders	12 days
Total		45 days

4 Modalities of work

7. The Consultant will report and receive guidance from the Senior Policy Officer and Assistant of the Secretary-General who, after close consultation and cooperation with the relevant offices within the Secretariat will review and approve the deliverables/outputs.
8. All deliverables should be submitted in English.
9. The work shall be performed at the Consultant's home base; the Consultant will be required to meet remotely with ISA Secretariat staff on issues related to the deliverables. Where travel is deemed necessary, a round trip airline ticket (economy) as per prevailing ISA policies on official travel and DSA at the prevailing ICSC rates established on the travel days would be provided to the Consultant.
10. The Secretariat will make reasonable and practical efforts to facilitate the production of timely, accurate and useful outcomes by promptly responding to the Consultant's queries and providing the necessary reference material as identified by the consultant where feasible.

5 Application

11. Application should be submitted no later than 11 March 2022 by sending CV and cover letter to OSG@isa.org.jm.