



ANTIGUA AND BARBUDA

**MINISTRY OF HEALTH, WELLNESS, SOCIAL TRANSFORMATION & THE
ENVIRONMENT**

DEPARTMENT OF ENVIRONMENT

**TERMS OF REFERENCE FOR TERMINAL EVALUATION OF THE ADAPTATION FUND
PROJECT IN ANTIGUA**

Job Title	Evaluator for the terminal evaluation of Adaptation Fund project titled <i>'An Integrated Approach to Physical Adaptation and Community Resilience in Antigua and Barbuda's Northwest McKinnon's Watershed'</i>
Contracting Authority	Department of Environment, Ministry of Health, Wellness, Social Transformation and the Environment, Antigua and Barbuda
Date of Re-Issue	10 April 2025
Deadline	30 April 2025
Fixed Contract	\$30,000 USD
Duration	Six months
To Apply	<p>Firms and individuals are invited to apply for this opportunity. Please email the Procurement Officer at doe@ab.gov.ag (CC Cathy.Thomas@ab.gov.ag). Applicants are to provide the following documentation:</p> <ol style="list-style-type: none"> 1. Cover Letter (<i>no more than 2 pages</i>) outlining how your experience, skills, qualifications are suited for the position 2. Technical Proposal that details the: <ul style="list-style-type: none"> - Proposed approach, methodology, tools as well as the activities to be undertaken for the implementation and management of the assignment, including an operational work plan with timelines for achieving the objectives of the consultancy (<i>not exceeding 10 pages in length</i>). - Curriculum vitae detailing the credentials, experience, and the expertise of the firm or a team of experts, achievements, and qualifications. - Contact information for three (3) professional references - Business information of the consulting firm, if applicable 3. One writing sample of previous work (technical reports and studies, knowledge products, etc.) <p>In the event, that clarification questions, please contact the Procurement Officer at doe@ab.gov.ag (CC Cathy.Thomas@ab.gov.ag) with the email subject line: “AF McKinnons Project Terminal Evaluation Antigua and Barbuda”.</p>

Equal Employment Opportunity (EEO)	<p>The Department of Environment (DOE) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, colour, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The DoE also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.</p>
Prohibitive Practices	<p>The DOE has a zero-tolerance policy for prohibitive practice which means:</p> <ul style="list-style-type: none"> • 100% of complaints for this practice is review by the DOE and then must be passed onto an independent contractor. • The DOE shall report all prohibitive practice complaints to the [GCF]; • If the investigator finds that there is a breach of the PP policy by the contractor the contract will be terminated. <p>These practices are:</p> <ul style="list-style-type: none"> • Abuse; • "Coercion" or Coercive practice; • "Collusion" or Collusive practice; • "Corruption" or Corrupt practice; • Financing of Terrorism or Terrorist Financing • "Fraud" or Fraudulent practice; • Money Laundering; • Obstructive practice; and • Retaliation against Whistleblowers or Witnesses. <p>If the Contractor and or staff of the Accredited Entity-Department of the Environment (DOE) the Development Control Authority (DCA) or the Ministry of Finance's Project Management Unit (MOF-PMU) violates any of the above in the process of executing this contract the contractor may report directly to the GCF at the following website: https://iiu.greenclimate.fund/reporting-fraud/how-to-report</p> <p>Or to the DOE complaint mechanism at: https://www.environment.gov.ag/contact</p> <p>Your complaint and its information will be sent to the Integrity Commission and then processed at the DOE. Complainants can be kept confidential, but the accusations will be communicated to the relevant persons. Before any actions are taken the DOE will assess the accuracy of the information provided. Complainants must note that there is a penalty under the laws of Antigua and Barbuda for providing false information. Noted further that once the investigation is completed the DOE is legally obligated with a duty to report to the GCF.</p>
Background Checks Information	<p>The DOE is, therefore, asking that all applicants who are shortlisted be prepared to provide information to allow the DOE to better communicate to our partners at the Green Climate Fund (GCF), our contractors and service providers. Information needed includes, but not is not limited to, company registration, police record, certificate of good standing with the Inland Revenue Department, registration information from the Social Security, Medical Benefit, and education</p>

	<p>levy. Applicants are encouraged to be in good standing with these organizations. Please note that if the police record indicates that the company has violated any laws does not necessarily disqualify the company from winning the bid. Where references are requested at least one of these must come from your immediate past client/employer. In addition to this, the contract will be subject to further background check if required. If this is required, the successful company will be notified accordingly.</p> <p>The DOE will also be conducting checks to determine if the bidder was placed on relevant international sanctions lists or “blacklisted” by the Caricom Climate Change Center (5Cs). If so, the bidder will not be considered.</p>
Date Ownership and Confidentiality	<p>The data, information, output, or material that are collected and/or developed under, or in connection to, the execution of this consultancy is property of the Government of Antigua and Barbuda. The Government of Antigua and Barbuda shall retain ownership to the aforementioned property including its title, interest, copyright, and other intellectual property rights.</p>
Privileges and Immunity Notification	<p>The GCF, its proceeds, and other assets are accorded certain status, privileges, immunities, and exemptions as are necessary for the fulfilment of its purposes and carrying out the functions entrusted to it in the territory of Antigua and Barbuda, and that its staff and experts similarly enjoy such privileges, immunities, and exemptions as are necessary for the independent exercise of their official functions in connection with the GCF, in accordance with the <i>Privileges and Immunities Agreement between the GCF and the Government of Antigua and Barbuda</i> dated 20th July 2016.</p> <p>The Government of Antigua and Barbuda is, therefore, undertaken to be responsible for the management and remedy for any legal judgement against the project Accredited Entity or the Executing Entity.</p>
Late Bids	<p>Late bids will not be accepted.</p>
Rights of Acceptance	<p>The Department of Environment reserves the right to accept or reject any proposal, to render any or all of the proposals as non-responsive and to reject all proposals at any time prior to the award of contract, without incurring any liability, or obligation to inform the affected bidder(s) of the grounds for the Department of Environment’s action. The Department of Environment shall not be obliged to award the contract to the lowest priced offer. The decision of the Department of Environment in this regard is final and binding.</p>
Conflict of Interest Requirements	<p>The company receiving the contract award must sign a conflict-of-interest declaration and cannot sub-contract or pay staff members of the Department of Environment to complete the tasks outlined within this Request for Proposals.</p>

TERMS OF REFERENCE

INTRODUCTION

This Terms of Reference (ToR) is for consultancy services to conduct the Terminal Evaluation (TE) of the Adaptation Fund project (herein ‘AF McKinnons Project’) titled, ‘An Integrated Approach to Physical Adaptation and Community Resilience in Antigua and Barbuda’s Northwest McKinnon’s Watershed.’

I. ABOUT THE DEPARTMENT OF ENVIRONMENT

The Department of Environment (DOE) is an agency within the Ministry of Health, Wellness, Social Transformation, and the Environment in the Government of Antigua and Barbuda. The DOE is accredited to the Green Climate Fund (GCF) and the Adaptation Fund (AF) and partners with other internal donors and agencies. Its overall mission is to provide technical advice on the environment and to design and implement projects on behalf of the Government and the people of Antigua and Barbuda. These interventions are designed to protect and enhance the environment, as well as seek common solutions to national, regional and global environmental challenges.

The DOE’s project portfolios cover four (4) main areas:

- Climate Change Programme (including adaptation, mitigation, and capacity building)
- Biodiversity Programme
- Pollution Programme
- Monitoring, Evaluation and Data Management Programme

II. AF MCKINNONS PROJECT BACKGROUND AND CONTEXT

The AF McKinnons Project was initiated by the Department of Environment of the Government of Antigua and Barbuda, in partnership with the Adaptation Fund. The northwest McKinnon’s watershed is highly susceptible to climate change impacts, including flooding and sea-level rise. This project sought to mitigate these risks by implementing concrete adaptation measures in key areas of the watershed. The project aimed to enhance climate resilience in the McKinnon’s watershed through a combination of physical adaptation measures, community-based interventions, and innovative financing mechanisms.

The project had three main objectives:

1. **Implementation of Concrete Adaptation Actions:** This component focused on upgrading urban drainage and waterway systems in the McKinnon's watershed to meet projected climate change impacts. Interventions include engineering solutions and ecosystem-based adaptation measures to enhance resilience against extreme rainfall events and manage disease vectors such as mosquitoes.
2. **Establishment of a Revolving Loan Fund for Climate Adaptation:** The project established a revolving loan fund under the Sustainable Island Resource Framework (SIRF) Fund to provide concessional loans to vulnerable households and businesses for adaptation measures such as water harvesting systems, hurricane shutters, and water storage.
3. **Support for Social Adaptive Capacity and Local Ownership:** The project aimed to enhance local community resilience through grants and contracts awarded to community groups and non-governmental organizations (NGOs) to maintain adaptation interventions and improve climate resilience of community buildings such as schools, clinics, and community centres.

The project employed an integrated approach combining ecosystem-based adaptation, innovative financing, and community-based capacity building. It aimed to create a replicable model for climate adaptation in other vulnerable areas across the country and within the Caribbean region. The project also aligns with Antigua and Barbuda's Nationally Determined Contributions (NDCs) and the United Nations Sustainable Development Goals (SDGs), particularly SDG 11, which focuses on making cities and human settlements inclusive, safe, resilient, and sustainable.

III. PURPOSE OF THE CONSULTANCY

The purpose of this consultancy is to conduct an independent terminal evaluation of the project titled "**An Integrated Approach to Physical Adaptation and Community Resilience in Antigua and Barbuda's Northwest McKinnon's Watershed**", funded by the Adaptation Fund and implemented by the Department of Environment (DoE) in Antigua and Barbuda. This evaluation will assess the extent to which the project has achieved its stated objectives and outcomes, the sustainability of these outcomes, and the overall effectiveness, efficiency and impact of project implementation. The consultancy will provide an unbiased and comprehensive evaluation that adheres to the [Evaluation Policy of the Adaptation](#) and the [Evaluation Policy for the Green Climate Fund](#).

The evaluation will serve several key purposes:

- i. **Compliance with Adaptation Fund Requirements:**

To conduct a final evaluation and prepare a final evaluation report that measures the overall project performance and impact of the AF McKinnons Project. This evaluation report shall be prepared and submitted to the Fund's Ethics and Finance Committee through the Fund's Secretariat within nine months of project completion.

- ii. **Assessment of Project Performance:**

Evaluate the project's relevance, effectiveness, efficiency, impact and sustainability, replicability, scale-up, and lessons learned, focusing on enhancing climate resilience and community adaptive capacity in Antigua and Barbuda's northwest McKinnon's watershed. Assess contributions to the Adaptation Fund's strategic priorities, including reducing vulnerability, increasing adaptive capacity, and improving sustainability of ecosystems and communities.

iii. Documentation of Lessons Learned and Best Practices:

Identify lessons learned and best practices to inform future adaptation projects and provide recommendations that will contribute to strengthening the outcomes, successfully scaling-up future project, and ensuring the sustainability of results.

iv. Stakeholder Engagement and Dissemination:

Ensure the final evaluation incorporates perspectives from all relevant stakeholders, including government agencies, community groups, NGOs, and project beneficiaries. Facilitate dissemination and public availability of the final evaluation report to promote transparency and knowledge sharing among stakeholders and beneficiaries.

This evaluation will be conducted by an independent evaluation team with appropriate expertise and experience, ensuring impartiality, objectivity, and adherence to the highest professional standards in evaluation. The findings of this evaluation will be utilized to enhance the effectiveness of future climate adaptation projects and contribute to the Adaptation Fund's overall impact and learning agenda.

IV. DETAILED SCOPE OF WORKS

This summative evaluation will focus on evaluation criteria assessing relevance, effectiveness, efficiency, impact, and sustainability of project outcomes and any benefits accrued from its implementation. This Summative evaluation will focus on evaluation criteria assessing relevance, effectiveness, efficiency, impact, and sustainability of project outcomes and any benefits accrued from its implementation. The evaluation will assess the project's performance in achieving its stated objectives, the sustainability of its outcomes, and the overall effectiveness of project implementation. The scope of the evaluation is defined as follows:

1. Assessment of Project Outcomes and Achievements:

- a. Evaluate the achievement of project outcomes, including their relevance, effectiveness, and efficiency. This will involve an assessment of the project's alignment with the strategic priorities of the Adaptation Fund and Antigua and Barbuda's national adaptation priorities.
- b. Provide ratings for the level of achievement of outcomes, with consideration of the following aspects:
 - i. **Relevance:** Assess the consistency of the project's outcomes with the Adaptation Fund's goals, objectives, and strategic priorities as well as the project's alignment with to national strategies, policies, and plans.

- ii. **Relevance:** Assess the consistency of the project's outcomes with the Adaptation Fund's goals, objectives, and strategic priorities as well as the project's alignment with national strategies, policies, and plans.
 - iii. **Effectiveness:** Evaluate whether the project outcomes met the original or modified project objectives and assess the appropriateness of these outcomes.
 - iv. **Efficiency:** Assess the cost-effectiveness of the project in achieving its outcomes. This includes a comparison of preparation and implementation processes with other similar projects, if relevant.
 - v. **Impact:** Assess the extent to which the intervention as generated significant positive or negative, intended or unintended, high-level effects
 - vi. **Adaptive Management:** Assess the extent to which the intervention adapted during implementation in response to lessons and reflections during implementation; and the extent to which the intervention supports the use, development, or diffusion of innovative practices, tools, or technologies to improve or accelerate climate change adaptation.
 - vii. **Scalability:** Assess the extent to which the intervention demonstrates that climate change adaptation can be increased or replicated at a national scale in support of the country's development priorities and nationally determined contributions.
 - viii. **Sustainability:** Determine whether project results can continue beyond the life of the project, and how the project has contributed to building resilience to climate change impacts.
- c. Evaluate the contribution of project achievements to the Adaptation Fund's strategic priorities, including strengthening institutional capacity, reducing vulnerability to climate change impacts, increasing adaptive capacity, and enhancing ecosystem resilience.

2. Evaluation of Risks to Sustainability and Progress towards Impacts:

- a. Assess the likelihood of sustainability of the achieved outcomes after the end of project funding. This includes an analysis of the project's contributions towards long-term impacts, such as increased resilience at the community and national levels.
- b. Provide an overall rating for the sustainability of outcomes based on the evaluation of the following dimensions of risk:
 - i. **Financial and Economic Risks:** Evaluate the likelihood of sufficient financial and economic resources being available to continue the project activities.
 - ii. **Socio-political Risks:** Assess the level of stakeholder ownership and public support for the project's long-term objectives.

- iii. **Institutional Framework and Governance Risks:** Evaluate whether the legal frameworks, policies, and governance structures in place are adequate to sustain the project's benefits.
- iv. **Environmental Risks:** Assess any potential environmental risks that may jeopardize the sustainability of project outcomes.

3. **Evaluation of Project Implementation and Management Processes:**

- a. Evaluate the processes that influenced the achievement of project results, including:
 - i. **Preparation and Readiness:** Assess the clarity, feasibility, and alignment of project objectives and components with stakeholder capacity.
 - ii. **Country Ownership:** Evaluate the alignment of project outcomes with national sectoral priorities and the extent of government and stakeholder involvement.
 - iii. **Stakeholder Involvement:** Assess the level of stakeholder engagement throughout the project's design, implementation, and evaluation phases.
 - iv. **Financial Management:** Evaluate the appropriateness of financial controls, reporting, planning, and flow of funds, as well as the conduct of financial audits.
 - v. **Implementing Entity Supervision and Backstopping:** Assess the quality of support, advice, and supervision provided by the Implementing Entity.
 - vi. **Project Delays:** Identify any start-up or implementation delays, their causes, and their effects on project outcomes.

4. **Evaluation of Contribution of Project Achievements to the Adaptation Fund's Goals and Strategic Outcomes**

- a. Assess how the project outcomes and impacts have aligned with and contributed to the Adaptation Fund's goals and strategic priorities, such as reducing vulnerability to climate change, increasing adaptive capacity, and strengthening ecosystem resilience.
- b. Evaluate the extent to which project achievements have contributed to strengthening national and regional resilience to climate change and variability, and identify the main challenges or risks faced in achieving these outcomes.

5. **Field Visits and Stakeholder Consultations:**

- a. Conduct field visits to the project intervention areas to validate the reported outcomes and assess the project's impact on the ground.
- b. Hold consultations and interviews with all key stakeholders, including government officials, project staff, community representatives, and

beneficiaries, to gather additional insights on the project's performance and sustainability.

6. Documentation and Reporting:

- a. Prepare a comprehensive final evaluation report in accordance with the Adaptation Fund's guidelines, that includes:
 - i. An executive summary.
 - ii. Evaluation of achievement of project outcomes and sustainability risks.
 - iii. Evaluation of project implementation processes and M&E systems.
 - iv. Key findings, lessons learned, and recommendations for future projects.
 - v. Terms of reference used for the evaluation.
 - vi. Methodology, key questions, and references.
 - vii. other sections deemed relevant to the evaluation
- b. Ensure that the report adheres to the Adaptation Fund's standard/core indicators and includes an official response from the project management team regarding the evaluation conclusions and recommendations.

7. Dissemination of Findings:

- a. Facilitate the dissemination and public availability of the final evaluation report among relevant stakeholders and beneficiaries.
- b. Engage with the Department of Environment and other relevant entities to share the evaluation findings and provide feedback for knowledge sharing and capacity building.

The evaluation lead will ensure that the evaluation is conducted with a high degree of independence, impartiality, and objectivity, providing an unbiased assessment of the project's performance and sustainability. The evaluation will be informed by a thorough review of project documentation, field observations, stakeholder consultations, and analysis of quantitative and qualitative data collected during the evaluation process.

V. APPROACH & METHODOLOGY

The terminal evaluation consultant will employ a mixed-methods approach combining qualitative and quantitative data collection techniques to ensure a comprehensive and objective evaluation of the project. The methodology will be guided by the Adaptation Fund's standards and evaluation guidelines, and will emphasize participation and inclusivity, allowing for the integration of diverse stakeholder perspectives. The following methodology should be followed to achieve the scope of works outlined in the consultancy:

1. Perform a Desk Review of documents including:

- a) all relevant project documents, including the project proposal
- b) project implementation reports (PIRs),
- c) financial and audit reports
- d) mid-term evaluation report
- e) and any relevant Adaptation Fund policies and guidelines.
- f) Review the project's Results-Based Management (RBM) framework, including logframes, outcomes, outputs, indicators, baseline data, and targets.
- g) Review relevant national policies, strategies, and plans to understand the project's alignment with national development and adaptation priorities.

2. Inception Meeting and Report:

Hold an inception meeting with the project management team and other key stakeholders to discuss the scope of the evaluation, methodology, and data collection tools. Develop an inception report outlining the evaluation design, including detailed methodology, data collection instruments, a work plan, and timeline.

3. Data Collection Phase:

1. Stakeholder Mapping and Analysis:

Identify and map key stakeholders, ensuring diverse representation, including vulnerable groups.

2. Data Collection Methods/Tools :

- a. Conduct interviews, focus group discussions, and workshops with stakeholders to evaluate project impacts and sustainability.
- b. Administer surveys and analyze monitoring data to assess project outcomes using baseline and endline comparisons.
- c. Visit project sites, document physical interventions, and observe changes since implementation.

4. Data Analysis Phase:

- a. Cross-check qualitative and quantitative data to ensure validity and identify patterns and discrepancies.
- b. Evaluate project performance using Adaptation Fund criteria and assign ratings (e.g., Highly Satisfactory, Satisfactory).
- c. Assess financial, institutional, and environmental risks, and evaluate the potential for sustaining project outcomes long-term.

5. Synthesis and Report Writing

a. Draft Evaluation Report:

Prepare a comprehensive draft report following the Adaptation Fund's guidelines, covering findings, conclusions, and recommendations. Submit for review.

b. Validation Workshop:

The consultant(s) will present the findings at a validation workshop with key stakeholders, including the Department of Environment, government counterparts, project beneficiaries and other key stakeholders. The workshop will allow stakeholders to provide input on the findings and ensure that the recommendations are practical and actionable. A validation workshop report is required following the workshop.

c. Final Evaluation Report:

Incorporate feedback, finalize the report.

6. Dissemination and Knowledge Sharing

- a. Prepare presentations, case studies and knowledge products highlighting key findings, lessons learned, and recommendations. Present these to the Department of Environment, project management team, and other stakeholders.

Final Evaluation Report and Knowledge Products will be shared and made publicly available by the Department of Environment through appropriate channels, such as online platforms, workshops, or conferences, to promote knowledge sharing, public awareness and inform future adaptation projects.

VI. DELIVERABLE SCHEDULE

Deliverable No.	Deliverable Name	Description	Schedule	Payment
1.	Inception Report	A detailed report outlining the evaluation methodology, work plan, timeline, and key evaluation questions.	14 working days after signing of contract	10% after the approval of Inception Report and Work Plan
2.	Stakeholder Mapping Report	<ol style="list-style-type: none"> a. Identification and mapping of key stakeholders, including diverse groups (e.g., community members, NGOs, government agencies). b. Report detailing stakeholder engagement strategies and involvement in 	20 working days after signing of contract	

Deliverable No.	Deliverable Name	Description	Schedule	Payment
		evaluation activities.		
3.	Interim Data Collection Report	<ul style="list-style-type: none"> a. Summary of initial findings from interviews, focus group discussions, surveys, and field observations. b. Highlight emerging themes, trends, and preliminary conclusions 	15 working days after the adoption of Stakeholder Mapping Report	10% after approval of Interim Data Collection Report
4.	Validation Workshop	<ul style="list-style-type: none"> a. Presentation of draft findings to key stakeholders (virtual or in-person) b. Organize workshop to gather feedback, validate results, and refine recommendations c. Include feedback summary and adjustments made to draft report. 	Within 5 working days after the delivery of Interim Data Collection Report	
5	Draft Evaluation Report	<ul style="list-style-type: none"> a. Comprehensive evaluation report structured as per Adaptation Fund guidelines. b. Sections include project background, methodology, findings, sustainability assessment, lessons learned, and recommendations. 	7 working days after Validation Workshop	20% after the approval of Draft Evaluation Report

Deliverable No.	Deliverable Name	Description	Schedule	Payment
6	Final Evaluation Report	Incorporate DOE and stakeholder feedback and finalize the evaluation report.	10 working days after the receipt of feedback from DOE on the Draft Report	40% after the approval of Final Evaluation Report
7	Case Studies & Knowledge Products	(2) Case studies (2) Knowledge products	15 working days after the submission of final evaluation report	20% after the presentation of (2) case studies and (2) knowledge products

VII. DURATION

This Consultancy should not exceed six (6) months.

VIII. REPORTING COORDINATION

Day-to-day technical supervision of the consultancy will be managed by the Monitoring, Evaluation and Learning Unit within the Monitoring, Evaluation and Data Management Unit. All updates, reports, deliverables, and other communications will be coordinated between these officers.

IX. SUBMISSION GUIDE

Applicants are to provide the following documentation:

- i. **Consultant(s)** with expertise relevant to the scope of works, to include an evaluation lead responsible for overseeing the implementation and management of the evaluation process.
- ii. **Cover Letter** (*no more than 2 pages*) outlining how the team's collective experience, skills, qualifications are suited for the position.
- iii. **Technical Proposal** that details the:
Proposed approach, methodology, tools as well as the activities to be undertaken for the implementation and management of the assignment, including an operational work plan with timelines for achieving the objectives of the consultancy (*not exceeding 10 pages in length*).
- iv. **Curriculum Vitae** detailing the credentials, experience, qualifications, achievements and the expertise of the evaluation lead and their team of experts.
- v. Contact information for **three (3) professional references**
- vi. **Business information** of the consulting firm, if applicable.

- vii. **One writing sample** of previous work (technical reports and studies, knowledge products, etc.)

VII. REQUIRED QUALIFICATIONS AND EXPERIENCE

- Master's degree or higher in Environmental Science, Climate Change, Development Studies, Economics, Social Sciences, or a related field.
- Minimum of 10 years of experience in evaluating international development projects, with a strong focus on environmental, climate change, and adaptation projects.
- Proven experience in conducting terminal evaluations for projects funded by international organizations, such as the Adaptation Fund, Green Climate Fund, or Global Environment Facility.
- Demonstrated expertise in Results-Based Management (RBM) frameworks, including development and evaluation of logical frameworks, outcome mapping, and the use of performance indicators.
- In-depth knowledge of climate change adaptation strategies, environmental sustainability, and ecosystem-based adaptation.
- Familiarity with the strategic priorities and operational policies of the Adaptation Fund and other climate finance mechanisms.
- Experience in risk analysis, sustainability assessments, and stakeholder engagement within the context of adaptation projects in Small Island Developing States (SIDS).
- Strong methodological skills in both qualitative and quantitative research methods, including the ability to design and implement surveys, interviews, and focus group discussions.
- Expertise in data analysis, synthesis of findings, and the formulation of actionable recommendations.
- Excellent written and oral communication skills in English, with a proven ability to prepare high-quality evaluation reports and deliver presentations to diverse audiences.
- Strong interpersonal skills and the ability to work effectively with government officials, community members, and project beneficiaries.
- Prior experience working in the Caribbean region, particularly in Antigua and Barbuda or other SIDS, is highly desirable.
- Ability to travel for field visits and stakeholder consultations within the evaluation timeline.
- Familiarity with gender-sensitive and inclusive evaluation approaches.

VIII. EVALUATION CRITERIA

Submitted proposals will be evaluated based on the criteria outlined in the table below:

Criteria	Description	Weighting	TOTAL
Educational Qualifications	A master's degree or higher in environmental sciences, climate change adaptation, development studies, international development, or related fields.	10%	15%
	Additional certifications related to monitoring and evaluation, disaster risk reduction, or climate resilience is an asset.	5%	
Relevant Work Experience	Minimum of 10 years of demonstrated experience in climate change adaptation, disaster risk reduction, or related areas	10%	25%
	Prior experience in conducting evaluations of climate resilience or infrastructure projects, particularly those funded by international organizations including GCF, GEF or AF.	10%	
	Experience working in Small Island Developing States (SIDS) or similar socio-economic contexts.	5%	
Technical Expertise	Proven ability to apply robust monitoring and evaluation methodologies, including quantitative and qualitative techniques.	10%	30%
	Familiarity with the strategic priorities and operational policies of the Adaptation Fund and other climate finance mechanisms as well as experience with	10%	

Criteria	Description	Weighting	TOTAL
	result-based management evaluation methodologies.		
	Demonstrated understanding of gender issues in climate adaptation and experience in gender-sensitive evaluation methodologies.	5%	
	Strong analytical skills, including the ability to synthesize complex information and provide actionable recommendations	5%	
Proposed Methodology and Work Plan	The proposed methodology should be clearly articulated, demonstrating an understanding of the project's scope and objectives.	5%	10%
	A detailed work plan outlining the approach, timeline, and deliverables for the evaluation	5%	
Communication Skills	Demonstrated ability to produce high-quality reports and documents particularly in English	3%	5%
	Strong presentation and interpersonal skills to effectively engage with stakeholders.	2%	
Financial Proposal	The financial proposal should provide a detailed breakdown of costs for key activities, demonstrating value for money while being competitive within the market.	10%	15%
EVALUATION TOTAL			100%

