NAP GLOBAL NETWORK - IN-COUNTRY SUPPORT PROGRAM

TERMS OF REFERENCE

Local Consultancy: Supporting the Ministry of Environment, Government of Rwanda, to Develop a Pilot Monitoring, Evaluation and Learning (MEL) System for Climate Adaptation

March – December 2022

The National Adaptation Plan Global Network (NAP GN) was established in 2014 to support developing countries in advancing their NAP processes, and help accelerate adaptation efforts around the world. To achieve this, the Network facilitates South-South peer learning and exchange, supports national-level action on NAP formulation and implementation, and generates, synthesizes, and shares knowledge. The Network's members include individual participants from more than 155 countries involved in developing and implementing National Adaptation Plans. Financial support for the Network has been provided by Austria, Canada, Germany, Ireland, the United Kingdom, and the United States. The Secretariat is hosted by the International Institute for Sustainable Development (IISD).

The NAP Global Network delivers support through a mechanism called the *Country Support Hub*, which provides expert advice and technical support on specific issues related to the NAP process or its implementation. The Government of Germany has provided funding to allow the NAP Global Network to deliver support for monitoring, evaluation, and learning (MEL) of NAP processes.

Background

Rwanda's NAP Process

Rwanda initiated its NAP process in 2011 with the approval of its Green Growth and Climate Resilience national strategy (GGCRS), which identified mitigation and climate adaptation priorities. The GGCRS is undergoing a process of revision that started in late 2021 to reflect new policies and

strategies including the adaptation priorities identified as part of the revised NDC that was submitted to the UNFCCC in May 2020. The updated NDC derives from the GGCRS and identifies the following priority sectors for adaptation action: water, agriculture, land and forestry, human settlement, health, transport, mining, and cross-sectional (including disaster risk monitoring, early warning systems and disaster response, capacity for NDC implementation, and finance).

Adaptation action in Rwanda is guided by the National Environment and Climate Change Policy, 2019 that has a goal for "Rwanda to have a clean and healthy environment resilient to climate variability and change that supports a high quality of life for its society". The first phase of the National Strategy for Transformation (NST1 2017-2024) recognizes the environment and climate change as a key driver for the national development and identifies it as a cross-cutting area that plays a major role in the attainment of inclusive development.

The Government of Rwanda's NAP process is led by the Ministry of Environment (MoE) in partnership with the Rwanda Environment Management Authority (REMA).

Adaptation monitoring, evaluation and learning (MEL) in Rwanda

The NDC highlights the importance of an effective measuring, reporting and verification (MRV) framework for successful implementation of Rwanda's' NDC. The NDC states that an effective MRV system will enable the country to monitor the effectiveness of its mitigation and adaptation measures and facilitate its access to climate finance. The MRV system will be the basis for understanding the ambition of existing efforts and the progress made toward contributing to the achievement of the goals of the Paris Agreement.

The NDC includes 24 priority adaptation interventions, and sector-level key performance indicators (KPIs) and targets for the adaptation interventions. The NDC indicates that the MRV framework developed for adaptation will include MRV on financing of adaptation measures. The NDC further states that adaptation indicators will be embedded in the Environment and Natural Resources Management (ENR) Results Based Monitoring and Evaluation framework (RBM&E). The adaptation MEL framework is expected to draw from and strengthen the RBM&E that will be used to track and inform progress on NDC implementation towards the NST1 and Vision 2050.

Various development partners are providing technical and financial support for initiatives that are relevant to Rwanda's adaptation MEL system. This support includes initiatives specific to adaptation, including the:

- Least Developed Countries Fund (LDCF) support to develop a monitoring, reviewing, and knowledge-sharing framework to learn from the NAP process.

- Green Climate Fund (GCF) NAP readiness support to develop an M&E framework with an emphasis on flooding and landslides.

- United Nations Development Programme (UNDP) NDC Support Programme support to prepare an inventory of current actions, develop a tracking system for climate finance flows, and integrate NDC, SDG and gender indicators in the RBM&E system.

- World Bank NDC Deep Dive that supported the preparation of the report, *Monitoring, Reporting and Verification Framework for Rwanda's' updated Nationally Determined Contribution*, in 2021. The report sets out a draft design for the operationalization of the NDC MRV system that was identified in Rwanda's updated NDC, and includes a roadmap for MRV (mitigation and adaptation) that needs to be implemented. The technical assistance provided by the World Bank identified baseline information, underlying data, and sources of data for the adaptation indicators; and set out potential institutional arrangements.

Purpose of the consultancy

The Government of Rwanda requires the services of a local consultant to assist with the implementation of the roadmap for MEL of adaptation, beginning with a pilot test of the MEL framework for Rwanda's updated NDC in the agriculture sector. The NAP Global Network is working in close collaboration with representatives of the Ministry of Environment to recruit a consultant to support the Ministry of Environment to develop its adaptation MEL system. The consultant will work in the office of the Ministry of Environment for the ten-month period of the contract.

The objectives of the work are to assist the Ministry of Environment, Government of Rwanda to:

a) Clarify the aims, objectives and needs of the government in regard to MEL of national adaptation.

b) Measure progress in adaptation for the agriculture sector based on available data and information, including the 2021 baseline study that was supported by the NDC Partnership.

c) Assess the extent to which the indicators selected for the agriculture sector answer the key objectives identified under objective a) and what other complementary tools may be used to fill the gaps.

d) Summarize key lessons learned from the results and offer recommendations for advancing the MEL of adaptation in other NDC key priority sectors.

Activities

The Consultant will support the Ministry of Environment to develop its MEL system by undertaking the following activities:

1. Support coordination of Rwanda's process for MEL of adaptation

   ▪ Coordinate the engagement of stakeholders from across government and civil society in the MEL of adaptation.

   ▪ Promote synergies with relevant initiatives and support programs, including adaptation MEL-relevant support from bilateral donors and support from multilateral sources including but not limited to the European Union, Global Environmental Facility, and the Green Climate Fund.

   ▪ Provide support for the organization and facilitation of meetings and workshops related to the adaptation MEL process as well as subsequent reports.

2. Provide technical advice and facilitation support on MEL of adaptation

   ▪ Assess the data sources and baseline information for MEL in the agriculture sector, including identifying data gaps and options for filling these gaps, and undertaking a gender analysis of data.

   ▪ Propose institutional arrangements for MEL of adaptation in the agriculture sector, including identifying responsibilities, steps, and tasks;

and assist the government to establish these institutional arrangements, including organization of meetings.

- Establish processes and begin to collect and assess the data to track progress on adaptation in the agriculture sector and evaluate the impact of adaptation actions. For example, set out what indicator data should be collected from which sources, in which form, and how frequently. Assist with the development of database/system to store collected data.

- Assess the suitability/compatibility of established web-based MEL systems (such as the ENR-RBME system) with the adaptation MEL system, including identifying indicators and information that is already collected through these established systems, and how the collection of adaptation information can be harmonized with existing processes.

- Identify how the MEL system can provide information for: 1) domestic reporting, a2) international reporting, and 3) the policy and planning process to improve mainstreaming of adaptation in sector plans and implementation of adaptation actions.

- Identify lessons learned and assess the extent to which the indicators selected for the agriculture sector meet the aims and objectives of the government. Offer recommendations for advancing the MEL of adaptation in the NDC priority sectors.

3. Support learning, communications and information sharing on the MEL of adaptation in Rwanda

- Assist the government in the preparation of learning products on adaptation MEL for all NDC sectors, including preparations for a peer learning event.

- Organize and help implement capacity building activities on adaptation MEL.

- Coordinate the exchange of information and knowledge among different actors involved in the NAP process.

- Share regular progress reports on the adaptation MEL system to government actors and development partners.

4. Perform other duties related to advancing Rwanda's adaptation MEL process within the Consultant's professional competence as required by the

Director General, Environment and Climate change, Ministry of Environment and approved in advance by IISD's expert advisor.

Expected deliverables

#	Deliverables	Due Date 2022
1	Briefing note - Assessment of indicators, data sources and baseline information for MEL in the agriculture sector (including gender assessment); and strategies for filling gaps	March
2	Workshop report - Project launch including stakeholder consultation workshop on briefing note and capacity building session on MEL	April
3	Briefing note - Proposed institutional arrangements for MEL of adaptation in the agriculture sector	May
4	Draft technical report - Proposed adaptation MEL system in the agriculture sector	July
5	Workshop report - stakeholder consultation workshop on proposed MEL system and capacity building session	August
6	Final technical report - Adaptation MEL system in the agriculture sector	August
7	Learning product - Assessment of how indicators deliver on aims of MEL system	October
8	Progress report - on establishing MEL system and data collection	November
9	Reports - Bi-monthly meetings of MEL oversight body	April, June, August, October, December
10	Workshop report - stakeholder workshop to disseminate learning of work programme	December

Required qualifications

The required qualifications of the local consultant are:

- Master's degree in a relevant field with special consideration of master's degree in science or planning, monitoring and evaluation.

- Demonstrated expertise and experience in MEL of climate adaptation and mitigation.

- Knowledge of the NAP process and climate adaptation in Rwanda

- Proven experience at least 10 years in policies and strategies formulation , implementation and harmonization of other regional and global policies and Multilateral Environmental Agreements (MEAs).

- Expertise in Climate Change Mitigation and Adaptation in both Planning, budgeting and Implementation through training, piloting projects and budgeting guidelines for Integration of Environment and Climate Change into other sectors

- Working experience in East Africa, ideally Rwanda

- Strong research, analysis and writing skills

- Strong workshop organization and facilitation skills

- Fluency in English (spoken and written) required. knowledge of French and Kinyarwanda being an added value.

- Be familiar with any monitoring and evaluation system with focus on the Result Based Monitoring (RBM) System for the entire Environment and Natural Resources sector in Rwanda.

Reporting and working arrangements

- The consultant will be an embedded consultant and will work in an office provided by the Ministry of Environment with the possibility of working from home a few days a week depending on the arrangement with the supervisor. The consultant will be engaged on a full-time basis (five days a week with requisite holidays in accordance with Government of Rwanda regulations) from the signature of contract to 31st December 2022.

- The consultant will be provided with a laptop computer for the duration of the contract. The computer and any other equipment procured

through the NAP Global Network work program will be returned to and become the property of the Ministry of Environment upon completion of the work program.

- The consultant will work closely with the Environment and Climate Change Department of Rwanda's Ministry of Environment, and will report to the Director General of Environment and Climate Change.

- The consultant will work closely on a virtual basis with and report to Deborah Murphy, NAP Global Network and IISD, who will provide technical guidance for the project.

Application process

To apply for this consultancy, please submit a statement of interest, CV (4 pages maximum), and expected monthly rate to info@napglobalnetwork.org, specifically mentioning in the subject line "MEL Consultancy in Rwanda." If you are selected for the consultancy, you may be required to provide proof of your daily rate (e.g., a copy of a contract of at least 20 days that states a daily or monthly rate).

In your application, please clearly demonstrate how you meet the criteria outlined above.

Application deadline: March 11, 2022

Start date: March 16, 2022