

TERMS OF REFERENCE

National expert in Monitoring, Evaluation and Learning (MEL) for Adaptation to support the MyNAP (Malaysia National Adaptation Plan process)

1. Assignment Details

Assignment Title	National MEL Expert
Programme	MyNAP – Malaysia National Adaptation Plan
Reporting to	NAP GN (IISD), working in close collaboration with MGTC
Engagement Type	Individual Consultancy
Duration	September - December 2026 (i.e. 4 months)

2. Background

Malaysia received approval in September 2024 for a grant from the Green Climate Fund to implement the project titled *Strengthening Capacities to Increase Resilience with the Formulation of an Inclusive National Adaptation Plan (MyNAP) for Malaysia*. As the national designated authority (NDA), the Ministry of Natural Resources and Environmental Sustainability (NRES) provides overall oversight of the MyNAP to ensure the planning process is aligned with national priorities.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is Malaysia's delivery partner. The Malaysian Green Technology and Climate Change Corporation (MGTC) will be appointed as an implementing agency, and the NAP Global Network (NAP GN), whose Secretariat is hosted by the International Institute for Sustainable Development, has been engaged as a supporting technical partner. MGTC and NAP GN will support the NDA and GIZ as implementing entities, providing critical technical assistance and quality assurance to project activities.

With the project now underway, Malaysia is making strides in developing its National Adaptation Plan (MyNAP) to systematically address climate risks and strengthen adaptive capacity across sectors and states. MyNAP is currently in Phase 2: Technical Development, which encompasses sectoral and sub-sectoral prioritisation, climate risk and vulnerability assessments (CRVA) and the identification of adaptation strategies and actions.

MEL is a core component of the NAP process. A functioning MEL system enables the government to track whether adaptation actions are being implemented and are reducing vulnerability, supports adaptive management as conditions and evidence evolve, and underpins Malaysia's reporting obligations under the GCF grant, the Biennial Transparency Reports, and the indicators adopted under the Global Goal on Adaptation.

Status of Malaysia's MEL system for adaptation

There is currently no integrated, cross-ministerial MEL framework for climate adaptation implementation and tracking in Malaysia; most ministries and agencies manage their monitoring and evaluation autonomously. Relevant monitoring elements exist across sectoral ministries and national reporting processes [e.g., BTR/national communications reporting, sectoral M&E systems, climate change indicator work under NRES], but these were designed for other purposes and are not harmonized across sectors.

The MyNAP project directly responds to this gap (Barrier 5: weak monitoring and evaluation systems for assessing the effectiveness of climate adaptation initiatives). Under Output 3.2.1, the project will

develop a **Monitoring, Evaluation and Learning Plan** for the MyNAP, establishing the baseline for a broader national adaptation MEL system in the future. The MEL Plan will be gender-responsive, co-developed with the Technical Working Groups, and built around a results-oriented logical framework with SMART, gender-disaggregated indicators and targets to measure the effectiveness and impact of MyNAP outcomes and outputs, providing an iterative feedback loop into the MyNAP process (Activities 3.2.1.1a–c).

Developing the MEL plan now, in parallel with Phase 2, ensures that Theories of Change, indicators, and monitoring arrangements are built from the same foundations as the plan itself, rather than retrofitted after MyNAP is finalized. The intended architecture reflects Malaysia's sectoral governance: MEL systems developed and owned at the sectoral level, consolidated into a coherent national system that can track NAP implementation and feed national and international reporting.

Objectives and activities of the assignment

The consultancy delivers the MyNAP Monitoring, Evaluation and Learning Plan under Output 3.2.1 of the GCF-funded project, designed as the foundation of Malaysia's national adaptation MEL system. In line with the project's commitments, the MEL Plan will be gender-responsive and co-developed with the Technical Working Groups. The consultant will work with and through NRES and a national MEL team (five sectoral MEL focal points (i.e. one by priority sector), drawn from the Technical Working Groups), building their capacity and ownership throughout. In particular, it is recommended to work closely with the sectoral writers and/or analysts for the Climate Risk and Vulnerability Assessments (CRVA), who are carrying out the CRVA between July and August 2026.

Main activities

1. Conducting a diagnostic assessment to take stock of current systems, needs and gaps in Malaysia's MEL systems for adaptation.

- a. Design the diagnostic methodology and consultation questionnaires; support the five sectoral focal points in conducting the sectoral stocktake of existing MEL systems, tools, and data for adaptation in Malaysia. The diagnostic includes an assessment of needs and gaps, along with recommendations, actions, and timelines for Malaysia's national MEL system.
- b. Compile sectoral findings into a consolidated diagnostic report, identifying cross-sector gaps.
- c. Design and facilitate a one-day validation workshop of the assessment with key officials.

2. Designing and facilitating the development of sectoral Theories of Change

- a. Design the ToC development process and methodology, ensuring a common structure across the five sectors and that the process surfaces differentiated climate vulnerabilities, including gender-differentiated impacts.
- b. Facilitate sectoral ToC sessions in which each sector's stakeholders, led by the sectoral focal points, develop their Theory of Change. The consultant provides methodological guidance, drafting support, and write-up between sessions; the substantive content and judgment calls rest with sectoral stakeholders.
- c. Facilitate a synthesis step to ensure the five ToCs share a common results-chain structure, suitable for use in both the prioritization of adaptation options and the subsequent MEL framework development.

3. Designing and facilitating the development of indicators per sector

- a. Design the agenda, methodology, and templates for a MEL indicator development workshop (exact scope and format to be confirmed), to be organized after the prioritization of adaptation measures. The aim is to ensure prioritization outcomes and supports the development of SMART, gender-disaggregated indicators with targets.
- b. Facilitate the workshop with the five sectoral focal points and relevant sectoral stakeholders, producing a shared indicator menu/typology from which all five sectors draw.
- c. Provide technical quality assurance on the resulting sectoral indicator sets (measurability, data availability, gender-disaggregation where relevant, alignment with the ToCs, the sectoral MEL frameworks, and national and international reporting requirements, including BTRs and the GGA/UAE Framework).

4. Supporting the development of a national MEL framework

- a. Develop guidance and templates for the sectoral MEL frameworks, structured around the sectoral ToCs and including indicator criteria and placeholder structure to be populated following the indicator workshop; provide technical backstopping to the five focal points as each sector drafts its framework.
- b. Review, harmonize, and compile the sectoral frameworks into the MyNAP MEL Plan, constituting the foundation of the national MEL system, including:
 - i. the consolidated framework;
 - ii. operating arrangements (data collection responsibilities, frequency, templates, reporting lines);
 - iii. plan for indicator and baseline design (identifying which indicators have existing data and which require new collection, with responsibilities and timeline).
- c. Following the indicator workshop, integrate the quality-assured indicator sets into the MEL Plan, including indicator-specific data collection responsibilities and reporting arrangements, and issue the final MyNAP MEL Plan.

*Baseline data collection falls outside this assignment and will be conducted per the baselining plan; the MEL system becomes operational once baselines are collected.

5. MEL training and manual

- a. Design and deliver MEL training for technical staff of relevant government institutions, including NRES's M&E unit, ICU, MOF, and related ministries and agencies responsible for implementing the MEL framework (approximately 60 participants), combining the existing NAP GN online course with a participatory training workshop on operating the MEL Plan.
- b. Develop a MEL training manual documenting the MEL Plan: the framework, indicators, operating arrangements, data collection and reporting procedures, and roles, serving as the standing reference for the MEL team, NRES's M&E unit, and sectoral counterparts, and as the basis for ongoing training of personnel in the Plan's implementation (per Activity 3.2.1.1b).

Deliverables and timelines

All activities must be concluded by December 2026.

#	Deliverable	Related activity	Due date (2026)
1	Diagnostic methodology and consultation questionnaires	1a	11 September
2	Consolidated MEL diagnostic report, incl. cross-sector gaps, recommendations, actions and timelines	1a, 1b	25 September
3	Validation workshop conducted + workshop report	1c	Early October
4	ToC process design and methodology (common structure across the 5 sectors)	2a	30 September
5	Five sectoral Theories of Change developed and synthesized into a common results-chain structure	2b, 2c	16 October
6	Guidance and templates for sectoral MEL frameworks	4a	16 October
7	Five sectoral MEL frameworks drafted (with consultant backstopping)	4a	30 October
8	MyNAP MEL system finalized: consolidated framework, operating arrangements, and indicator design and baselining plan	4b	13 November
9	Indicator workshop agenda, methodology and templates	3a	13 November
10	Two-day indicator workshop facilitated; shared indicator menu/typology + quality-assured sectoral indicator sets	3b, 3c	27 November
11	Final MyNAP MEL Plan with integrated indicator sets	4c	11 December
12	MEL training delivered (NAP GN online course + orientation on operating the national MEL system)	5a	18 December
13	MEL manual	5b	31 December

Reporting and working arrangements

Collaboration and reporting: the MEL expert will work under the overall guidance of NAP GN and MGTC, with MGTC leading on day-to-day operations, and NAP GN retaining technical oversight, quality review and formal sign-off on deliverables, with inputs from NAP GN's Technical Advisor.

Contract duration: From September to December 2026

Work location: Remote work possible, with in-person presence required for workshops, consultations, as well as meetings with the MyNAP project team at their respective offices.

Required qualifications

- At least five (5) years of work experience on climate change adaptation and/or on MEL. Previous experience working on government policy related to climate change adaptation in Malaysia.
- Master's degree or higher in environmental studies or related field

- Experience of working on national and/or sub-national Monitoring, Evaluation and Learning systems for development and adaptation projects and policies
- Familiarity with the climate and development policy context in Malaysia.
- Strong workshop organization and facilitation skills.
- Fluency in English (spoken and written).
- Additional experience on gender equality and social inclusion is considered ideal.

Application Procedure

Suitably qualified individuals or firms are invited to submit their application, including the following documents:

- Cover letter presenting motivation and detailing relevant qualifications, experience, and professional networks (4–6 pages max)
- CV(s) of the consultant or all team members
- Fee proposal, outlining your consulting rate or total cost

All submissions should be in **English**. Applications will only be accepted by email to **info@napglobalnetwork.org**. Use the following subject line: **National expert - MEL for Adaptation to support the MyNAP Project**.

The submission deadline is **September 25, 2026, at or before 11:59 p.m. EST**. If selected for the consultancy, you may be required to provide proof of a recent consultancy contract.



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