

Terms of Reference for Baseline assessment and Monitoring, Evaluation, Accountability and Learning Framework

**Solomon Islands Knowledge-Action-Sustainability for
Resilient Villages (SOLKAS)
October 2023**

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1. PROJECT SUMMARY

Type of evaluation	<ul style="list-style-type: none"> ▪ Baseline assessment ▪ Development of Monitoring, Evaluation, Accountability and Learning Framework <p>Note – <i>This is for a 6 year project being implemented in the Solomon Islands. A separate tender process will be undertaken at a later stage to award the following related components:</i></p> <ul style="list-style-type: none"> ▪ <i>Midterm process and outcome evaluation</i> ▪ <i>Endline outcome evaluation</i>
Name of the project	Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS)
Project start and end dates	February 2024 – September 2029
Project duration	6 years
Project locations:	Solomon Islands –six provinces (Guadacanal, Malaita, Central, Temotu, Isabel, Makira)
Donor(s)	Green Climate Fund (primary), Government of Solomon Islands (in kind), Government of Australia Department of Foreign Affairs and Trade, New Zealand Government Ministry of Foreign Affairs and Trade.
GCF accredited entity	Save the Children Australia
Partners/co-executing Entities	Save the Children Solomon Islands Government of Solomon Islands acting through its Ministry of Environment, Climate Change, Disaster Management, and Meteorology (MECDM)
Green Climate Fund result areas	<ul style="list-style-type: none"> ▪ Adaptation 1: Most vulnerable people and communities ▪ Adaptation 2: Health, wellbeing, food and water security
Save the Children theme	Child poverty – Food Security and Livelihoods sub-theme Education – Basic Education Climate resilience (cross-cutting)
Estimated impact	185,102 people (direct) 277,797 people (indirect)

Overall objective of the project	Ensure that children, youth and communities in rural and remote Solomon Islands have the information, skills, tools and resources they need to reduce their exposure to climate hazards and build sustainable and resilient communities and livelihoods in the context of climate change.
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2. INTRODUCTION

This document provides Terms of Reference (TOR) for a 3-month, assessment and framework development consultancy for the Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project.

The SOLKAS project, which will run from 2023 – 2029, is a \$31,831,892 USD project principally funded by the Green Climate Fund (GCF), with contributions from the Australian Government aid program and New Zealand Government. The project will be co-executed by Save the Children Solomon Islands and the Solomon Islands Ministry of Environment, Climate Change, Disaster Management, and Meteorology (MECDM), who will jointly manage activity implementation (which will be undertaken by a range of government departments and contractors). Save the Children Australia will act as the GCF Accredited Entity, with ultimate responsibility for project delivery. It will be implemented in six provinces in the Solomon Islands.

Save the Children is seeking a consultant or consultancy firm to carry out:

- A Baseline Assessment in Year 1 of the six-year project (due by end March 2024)
- Development of a Monitoring, Evaluation, Accountability and Learning Framework (MEALF) (due by mid-April 2024)

The project background, consultancy scope, key questions, methodological guidance, reporting and governance, key deliverables and timeframes for its implementation are provided in the sections that follow.

2.1 Donor

The **Green Climate Fund** (GCF)¹ is the world's largest dedicated fund helping developing countries reduce their greenhouse gas emissions and enhance their ability to respond and adapt to climate change. The GCF aims to catalyse a flow of climate finance to invest in low-emission and climate-resilient development pathways, driving a paradigm shift in the global response to climate change. GCF activities are aligned with the priorities of developing countries through the principle of country ownership. The Fund pays particular attention to the needs of societies that are highly vulnerable to the effects of climate change, in particular, Least Developed Countries (LDCs), Small Island Developing States (SIDS), and African countries.

2.2 Partners / co-executing entities

Partners and co-executing entities for the project include:

- Save the Children Solomon Islands (SCSI)
- Government of Solomon Islands, acting through its Ministry of Environment, Climate Change, Disaster Management, and Meteorology (MECDM). Divisions of MECDM –

¹ Green Climate Fund: <https://www.greenclimate.fund/about>

Climate Change Department (CCD), National Disaster Management Office (NDMO), Solomon Islands Meteorological Service (SIMS)

- SCSi will enter into agreements with other government departments, including Ministry of Rural Development (MRD), Ministry of Education and Human Resources Development (MEHRD), Ministry of Agriculture and Livestock (MAL), Ministry of Fisheries and Marine Resources (MFMR), Ministry of Provincial Government and Institutional Strengthening (MPGIS), Ministry of Women, Youth, Children, and Family Affairs (MWYCFA).

3. BACKGROUND

3.1 Project context

Solomon Islands is one of the most climate-, and disaster risk-vulnerable countries in the world partly due to its location in the Pacific Ring of Fire and within the cyclone belt. Most of the population lives on low elevation islands that have high climate sensitivity due to the ecosystems and natural resources on which the nation is dependent for livelihood and food security². This sensitivity is further aggravated by low adaptation capacity resulting from the country's strong dependence on foreign aid, high levels of poverty, and the dispersed and remote locations of its islands and population, which make service delivery, infrastructure development, economic integration, and emergency responses challenging. The global pandemic also had a drastic impact on the economy and adaptation capacity.

Major climate change events, which the country already faces and will continue to be exposed to, include warming of air and sea surface temperatures, heatwaves, sea level rise, extreme rainfall events, severe droughts, flooding and cyclones³.

The project's target communities are highly vulnerable to climate change events and associated natural hazards, with potential adverse impacts on food and nutrition security, increased exposure to hazards, and reduced access to education.

The current available evidence indicates that there are four key climate drivers exacerbating challenges facing targeted communities:

1. **Temperatures: air and sea** (including minimum, mean and maximum daily temperatures and events such as heatwaves). Slow onset change is also a key longer-term driver.

² See World Bank (2021) Climate Risk Country Profile: Solomon Islands (available [here](#)); and Aleksandrova et al (2021) *World Risk Report 2021* (available [here](#)).

³ See IPCC 5th Assessment Report; World Bank (2021) Climate Risk Country Profile: Solomon Islands (available [here](#)); and Aleksandrova et al (2021) *World Risk Report 2021* (available [here](#)).

2. **Rainfall patterns** (including increased duration of dry periods, changing frequency and intensity of extreme rainfall and ENSO associated rainfall).
3. **Increasing frequency/intensity of extreme events** (stronger storms and cyclones, increased flooding and storm surge).
4. **Sea level rise** (encroaching on lands and affecting livelihoods, increasing erosion and exacerbating storm surges).

The vulnerability of local communities is reflected in their experience recovering from tropical cyclones and other climate-related hazards. The National Disaster Management Office (NDMO) estimates it takes years for the most affected communities to fully recover if no other major setbacks occur. The likelihood that communities will be impacted by more frequent extreme events is high, resulting in shorter recovery times between events. This effectively means some communities may never fully recover from climate-related events without additional support. If not addressed, these impacts will erode development gains, entrench the cycle of climate vulnerability, and place more lives and livelihoods at risk.

3.2 Project summary

The SOLKAS Project will address the most prominent risks arising from climate change in rural communities across the Solomon Islands, helping to reduce and avoid significant impacts on assets, people, ecosystems, and culture. The Project will implement an integrated set of activities aimed at increasing the adaptive capacity of children and youth through mainstreaming of climate change into educational curricula and youth training activities, as well as investments in increasing the physical resilience of school buildings and infrastructure. The Project will also work with communities to adopt and apply improved data and information management technologies which will be designed to be appropriate to the local context to improve climate and disaster resilience planning and investments at the local level. The Project is fully aligned with SIG's climate change adaptation policy framework, its National Disaster Management Plan (NDMP), which also provides the institutional framework for adaptation and resilience building), and its sectoral development plans, strategies, and priorities.

Project goal

The project's objective is to strengthen the resilience of target communities and beneficiaries to climate change impacts and associated natural hazards by strengthening the capacities of national, subnational, and local governments, communities, and schools to understand, adapt, plan and implement responses to climate crises.

The project's theory of change 'paradigm shifting' goal statement is that **IF** Solomon Islands' remote and rural communities acquire – from schools and local governance institutions – knowledge of climate change risks and the skills and tools to adapt livelihoods and ways of living **THEN** they will have increased adaptive capacity to improve food security, nutrition, and infrastructure; pursue climate-resilient livelihoods; and access information flows and governance systems **BECAUSE** improved governance will respond to community needs; integrating climate risks into planning will safeguard food security, nutrition, and

infrastructure investments; and communities and schools will take action and innovate to secure their future.

The project will work to achieve this objective via activities under three interlinked components:

- **Component 1:** Community, school and youth stakeholders have increased understanding of climate change and the ability to develop and implement locally-relevant adaptation plans.
- **Component 2:** Communities and schools increase climate resilience via upgraded infrastructure, increased knowledge, enhanced food and water security, and sustainable livelihoods.
- **Component 3:** Communities and schools are making data-driven adaptation decisions, are supported by sub-national government with enhanced capacity, and have more climate resilient livelihoods.

Project structure

Component 1: Community, school and youth stakeholders have increased understanding of climate change and the ability to develop and implement locally-relevant adaptation plans.

- **Output 1.1:** Children, youth, and communities have access to (and can utilise) climate change materials, climate information services and early warning systems.
 - Activity 1.1.1 Increase school children's understanding of current climate change impacts and future risks (including curriculum materials and teacher training)
 - Activity 1.1.2: Increase children and community members' capacity to understand and identify climate change and disaster risks at the local level (including to food security and nutrition)
 - Activity 1.1.3: Increase access to and use of climate information and early warning systems at the local level
 - Activity 1.1.4: Train DRCs in gender equality and disability inclusion as it relates to climate change adaptation and project implementation e.g., data collection, analysis, mainstreaming and inclusion
- **Output 1.2:** Inclusive local adaptation action plans are developed by schools and communities.
 - Activity 1.2.1: Increase school and community understanding of immediate locally relevant climate and disaster risks via school and community climate and disaster risk assessments
 - Activity 1.2.2: Support inclusive adaptation planning processes in schools and communities
- **Output 1.3:** Youth have increased skills for resilient livelihoods.
 - Activity 1.3.1: Support youth to effectively engage with local level adaptation planning processes
 - Activity 1.3.2: Support youth to develop skills for resilient livelihoods in a changing climate
 - Activity 1.3.3: Support children and youth to develop knowledge and skills for household, school and community resilience in a changing climate

Component 2: Communities and schools increase climate resilience via upgraded infrastructure, increased knowledge, enhanced food and water security, and sustainable livelihoods.

- **Output 2.1:** School buildings are retrofitted to address identified climate risks.
 - Activity 2.1.1: Support the implementation of School Safety and Resilience Plans (adaptation plans)
 - Activity 2.1.2: Support schools to increase physical resilience to the impacts of extreme weather and climate change (retrofitting and additions)
- **Output 2.2:** School children have access to climate change curriculum materials.
 - Activity 2.2.1: Support use of climate change curriculum materials in targeted schools
 - Activity 2.2.2: Provide Gender Equality and Disability Inclusion capacity strengthening support to MEHRD and NDMO
- **Output 2.3:** Communities improve yields from small-scale agriculture and fisheries, and water storage capacity.
 - Activity 2.3.1: Support application of locally-led climate resilient agriculture innovations
 - Activity 2.3.2: Establish/ scale-up community, school and home-based kitchen gardens for enhanced nutrition utilizing climate-resilient crops
 - Activity 2.3.3: Support climate-resilient adaptations to local fisheries for food security
 - Activity 2.3.4: Support application of village climate resilient water resource management techniques and technologies
 - Activity 2.3.5: Strengthen agriculture extension worker service to support women's roles in agriculture
- **Output 2.4:** Targeted youth develop sustainable livelihood opportunities
 - Activity 2.4.1: Establish and scale Youth Climate Resilient Livelihoods Incubator
 - Activity 2.4.2: Support youth to access new/emerging resilient livelihoods opportunities within and beyond communities

Component 3: Communities and schools are making data-driven adaptation decisions, are supported by sub-national government with enhanced capacity, and have more climate resilient livelihoods.

- **Output 3.1:** Climate Resilience Info Management System is used by schools and communities to make climate informed decisions.
 - Activity 3.1.1: Co-develop and deploy Climate Resilience Information Management digital toolset suite for data-driven community climate adaptation planning and decision-making
 - Activity 3.1.2: Co-develop and deploy Climate Resilience Information Management digital toolsets for data-driven school-based climate adaptation planning and decision-making
 - Activity 3.1.3: Utilize project experience developing/deploying digital toolsets to inform future locally-led adaptation
- **Output 3.2:** Ward institutions have knowledge and skills to support to community adaptation.

- Activity 3.2.1: Support targeted Wards to adopt adaptive governance systems and develop adaptation plans
- Activity 3.2.2: Ongoing stakeholder engagement
- Activity 3.2.3: Capture lessons learned, emerging themes and best practices at the community level to ensure sub-national and national planning processes are informed by local needs and that local actions support national objectives
- **Output 3.3: Youth launch climate resilient livelihood options .**
 - Activity 3.3.1: Facilitate youth entrepreneur matchmaking with private sector actors
 - Activity 3.3.2: Provide seeding support to scale up incubated ideas

Project reach

The project will directly reach 185,102 people in 28,242 households and 52 Wards across six provinces (25.7% of the total population or 32% of the rural population) and a further 277,797 people indirectly (a further 38.5% of total population or 48% of the rural population).

By working directly with communities and indirectly via building governance capacity, the project will reach almost all rural communities.

3.3 Theory of change

The project's theory of change describes a shift to a climate resilient development pathway underpinned by an understanding that that communities require context specific knowledge and skills to manage the impacts of climate change. Further, communities need access to relevant and actionable climate information and functional adaptation governance processes. Communities also need to see and experience adaptation actions that make sense at their local level and initial support and resources to adopt new and innovative livelihood options that they can then scale up. Facilitating access to quality, consistent, scalable access to knowledge and skills is also critical to help communities independently scale up resilient livelihood options. This can be facilitated with ongoing just-in-time delivery of high-quality guidance and micro-learning self-study materials, based on specific end-user needs.

Climate change impacts are risking Solomon Islands trajectory of growth and further more leaving the country in a state of continual underdevelopment. Contributing to this is the fact that the country is overwhelmingly rural, and villagers lack the context specific knowledge and skills they need to shift to climate-resilient development pathways, as well as the local institutions and financial resources needed to support this transition. Another contributing factor is that government at all levels face difficulties establishing institutional linkages with villages to support climate-resilient development. Though these arrangements exist on paper, there are barriers to operationalizing them. The dispersed nature of the country, with thousands of villages, combined with a lack of government resources characteristic of least developed countries means that, despite its best efforts, the national government has been unable to implement a comprehensive, systemic, and nation-wide approach to supporting resilience at the local level. Instead, the approach to addressing climate change has been characterized by largely uncoordinated donor-driven projects that address some symptoms, but do not provide a systematic or evidence-based response, particularly for the longer-term.

The project will help address these challenges to: a) build knowledge and capacity in communities – starting in schools and branching out to whole communities; b) establish effective institutions to organize and catalyse a sustained process of locally-led adaptation investments; c) strengthen the provincial administrative and governance arrangements that SIG has designed to support villages; and d) help communities transition to more resilient livelihood strategies – including supporting business innovation. This will contribute to an overall paradigm shift of building national adaptive capacity that is coordinated at the national and provincial level and is driven by communities that are empowered to identify and address their own climate vulnerabilities, risks and local responses; ultimately setting the country on a path towards sustainable climate resilience.

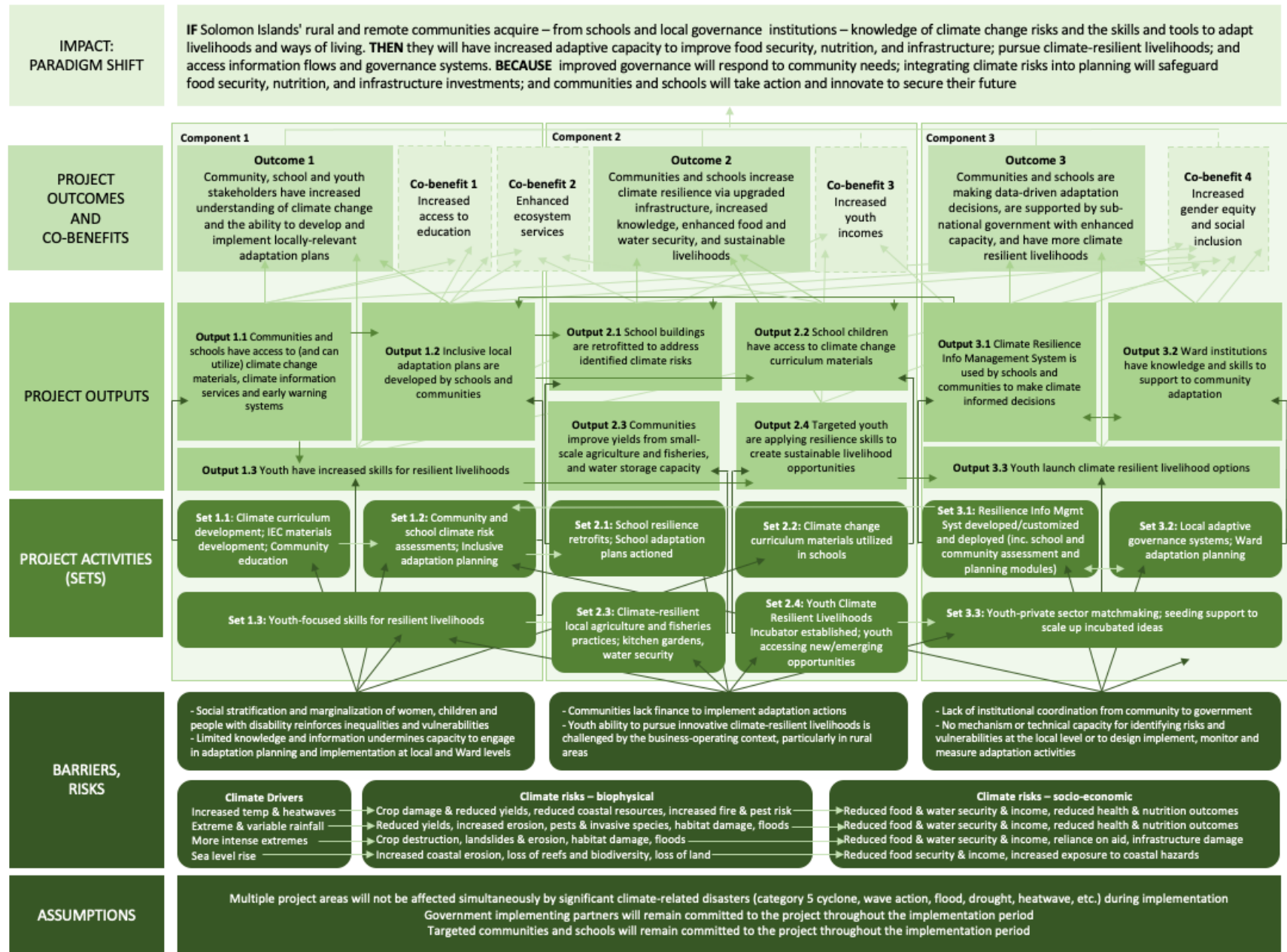
The approach will transform the way community-based, locally led adaptation is supported in the Solomon Islands; and, as it is embedded in government systems and processes, it can be further scaled up over time to reach every community in the country.

Working to address local climate change impacts at the community level is most effective if risks are identified and responses developed via participatory, locally driven processes as these have a higher degree of community ownership and are more likely to be sustained and sustainable over time. These kinds of actions are also more likely to be replicated within and across communities. Inclusive, participatory and locally led adaptation planning approaches help ensure that actions developed target the needs of the whole community (ensuring the voices of traditionally marginalised groups, including women, children and people with disability are heard and their perspectives are included). The benefits of the resulting adaptation actions are then shared more equitably. Evidence shows, for example, that including children's perspectives in adaptation planning processes enhances outcomes for the whole community.⁴ SCA has extensive experience engaging school aged children in adaptation planning processes globally. In this project, children from around the age of 10 will be engaged in the formal community adaptation planning process. Younger children will be involved in the school-based risks assessments and planning processes, under the guidance of teachers and project staff.

The project theory of change is summarized in Figure 1 below.

⁴ See, for example, Bharadwaj et al. (2022) *Child-centred community-based adaptation in Bangladesh: what works and why?* IIED, London; Treichel (2020) *Why focus on children: a literature review of child-centred climate change adaptation approaches.* *Australian Journal of Emergency Management*, April 2020; Mitchell and Borchard (2014) *Mainstreaming children's vulnerabilities and capacities into community-based adaptation to enhance impact.* *Climate and Development*, 6:4.

Figure 1: SOLKAS Theory of Change



4. SCOPE OF CONSULTANCY

4.1 Purpose, objectives, and scope

Purpose

The **purpose of this consultancy** is to conduct a baseline assessment in Year 1 of the 6-year SOLKAS Project in addition to developing a Monitoring, Evaluation, Accountability and Learning Framework based on the project logframe. As a detailed logframe with indicators, and vulnerability assessment exists as part of the Proposal Preparation processes, the baseline will be focused on answering baseline guiding questions related to project coherence, verification of the existing logframe structure, and verification of baseline values. The consultant is requested to recommend indicator changes, additions, and reductions, as well as changes to baseline values if required.

The consultant / firm shall tender for BOTH the baseline assessment and development of the Monitoring, Evaluation, Accountability and Learning Framework.

Objectives

The consultancy main **objectives** are:

1. Baseline assessment –

To answer baseline guiding questions that assess the coherence and relevance of the SOLKAS project and;

To verify the SOLKAS logframe structure and verify baseline values, as relevant, for the GCF impact level, GCF outcome level, project specific indicators and co-benefit indicators (differentiated for groups) and project performance indicators (see SOLKAS Funding Proposal Annex 2a. Logical Framework - [SAP027 annexes](#)).

2. Monitoring, Evaluation, Accountability and Learning Framework (MEALF) –

To develop user-friendly MEALF for the PMU project team to utilise for the duration of the SOLKAS project that covers (at a minimum):

- a. **Appropriate indicators for outputs and project outcomes** (and in terms of collection challenges in context) – this may include changes to or reduction of existing project-specific indicators, and/or the addition of new project-specific indicators
- b. **Indicator definitions**
- c. **Indicator calculation instructions**
- d. **Baseline and targets including target rationales** – noting that baseline values and targets have already been established for existing project-specific indicators, however, the consultant may recommend revision
- e. **Data collection guidance:** data source (means of verification), frequency, responsibility
- f. **Reporting frequency**
- g. **Data collection tool matrix**

- h. **Accountability plan integrated within the framework**
- i. **Learning plan integrated within the framework**

Scope

The **scope of the consultancy** includes the provision of the following services:

- 1) Detailed review of the SOLKAS project logframe - as logframe and indicators (both GCF and Project specific) were proposed and agreed with GCF at proposal stage, verifications of these are a key part of this consultancy. Gaps, additions/reductions/simplification of indicators should be part of the generated recommendations.
- 2) Design of the baseline approach, including the adjustment and refinement of the guiding baseline questions and the corresponding methodology for data collection
- 3) Leadership and oversight of primary or secondary data collection, including fieldwork, as needed, for baseline data collection (Save the Children SI will provide coordination support in-country with local consultants)
- 4) Development of the MEALF and socialisation / training of the MEALF with the SOLKAS Project team
- 5) Production and quality assurance of the output packages detailed below

The consultancy outputs will include:

- a) Baseline package (Year 1 – must be finalized by end of March 2024)
- b) Monitoring, Evaluation, Accountability and Learning Framework – completed by mid-April 2024 inclusive of Save the Children suggestions and feedback from review

Each output package will build on and reflect back to the previous output package(s) and include a draft assessment/evaluation report, a validation workshop or presentation, a final report that takes into account feedback provided by Save the Children, a management action workshop with the project team based on report recommendations, and an evidence-to-action brief or visualization (see Section 6: Expected Deliverables for more detail below).

The consultancy is intended to commence at end January/start February 2024 with any proposed baseline-related travel in field intended February with completion in early March prior to anticipated 2024 Solomon Islands electoral processes.

4.2 Intended audience and use of the output packages

Primary intended audience of the output packages are in the table below.

Stakeholder	Further information
Project donor(s)	Green Climate Fund (primary), Government of Solomon Islands (in kind), DFAT, MFAT
GCF Accredited Entity	Save the Children Australia

Co-Executing Entities (managing day-to-day implementation)	Government of Solomon Islands acting through its Ministry of Environment, Climate Change, Disaster Management, and Meteorology (MECDM) Save the Children Solomon Islands
Government implementing partners (supporting direct activity implementation)	Ministry of Rural Development (MRD) Ministry of Education and Human Resources Development (MEHRD) Ministry of Agriculture and Livestock (MAL) Ministry of Fisheries and Marine Resources (MFMR) Ministry of Provincial Government and Institutional Strengthening (MPGIS) Ministry of Women, Youth, Children, and Family Affairs (MWYCFA) Provincial government Ward offices
Community groups	Disaster Risk Committees
Beneficiaries	185,102 people in 28,242 households and 52 Wards across six provinces (25.7% of the total population or 32% of the rural population)
International development/humanitarian research community	Community-based adaptation and locally-led adaptation research and practitioner communities

Moreover, the output packages will be shared with other key stakeholders in the national, regional and global community-based/locally-led adaptation research and practitioner communities.

The findings of the assessments/evaluations will be used for:

- *adaptive management and evidence-based decision-making to improve project design and performance/implementation and set out any necessary corrective measures*
- *down-ward and upward accountability purposes,*
- *assessing evaluation criteria and draw lessons learnt/best practices (see 4.3)*
- *capture unintended effects (positive/negative) and*
- *inspiration, ideas and recommendations for future project proposals*
- *highlighting the potential and challenges of taking locally-led adaptation approaches to scale.*

The consultancy team will be required to propose how the primary audience will be involved throughout the evaluation process and how evaluation findings will be shared with each of the different stakeholders in the table above, particularly outlining how reporting back to communities, beneficiaries and children will be conducted in an accessible and child friendly manner.

4.3 Baseline Key Questions

Key questions can be drawn from the list in the table below. However, it is important to note that extensive vulnerability analysis and field work underpinned the design of the SOLKAS project informing the proposal logframe and indicators. Save the Children considers the below questions to be open to discussion, and the consultancy team is permitted to propose adaptations to, prioritization of, removal of, or the addition of questions. The consultancy team is not expected to propose any changes to the below baseline questions during the proposal stage. The consultancy team will, however, be required to undertake consultation with the SC consultancy project manager and other Save the Children staff at inception stage in order to further refine these questions.

BASELINE GUIDING QUESTIONS
<ul style="list-style-type: none"> ▪ How well does the project fit in the country context? ▪ How well does the project fit with the other existing interventions in the country? More specifically, how well does the project fit with other existing climate-funded interventions? ▪ What are the needs of the target population? ▪ What are the gaps in the current situation? ▪ What school-based climate risk assessment and adaptation planning tools exist, or are in use in Solomon Islands target provinces? ▪ Do proposed outputs fit with other related interventions? ▪ What community-based climate risk assessment and adaptation planning tools exist, or are in use in Solomon Islands target provinces? ▪ Do proposed outputs fit with other related interventions? ▪ Are proposed indicators appropriate to context, relevant, and appropriate for measuring outputs, outcomes?

5. BASELINE METHODOLOGY

5.1 Baseline design

It is expected that this baseline assessment will involve:

- Secondary data collection: Detailed desk review of program documentation, publicly available information and data, peer-reviewed research, etc.
- Primary data collection: a qualitative or mixed-methods approach
-

The design should enable focusing on the utility of both the baseline process and products to key stakeholders, with the intent to provide learning opportunities, inform management decision-making, and improve overall project performance.

The designs should also enable clearly identifying and engaging communities and government stakeholders in a consultative and participatory process from the beginning – and use that input to guide data collection, analysis, and deliverable development processes.

The selected consultant is expected to familiarize themselves with the GCF Evaluation Policy, the GCF monitoring and accountability framework, the GCF Evaluation Standards for Accredited Entities (AE), and the GCF Results Handbook (draft) (including GCF scorecard assessment of progress towards paradigm shift, GCF scorecard assessment of progress against enabling environment indicators), as the design of the baseline as well as the output packages must adhere to these policies, principles and standards.

Save the Children does not have any further specific expectations as to which designs, methods, or sampling strategies are used.

Consultants are invited to propose a detailed design, which if selected, will be fine-tuned in collaboration with Save the Children during the inception period. Innovative or imaginative approaches are welcomed.

5.2 Data sources, data collection methods / tools, and data analysis

Data collection and data analysis processes are expected to be rigorous.

All quantitative primary data collected during the consultancy must facilitate disaggregation by gender, age, disability, location, and vulnerability status.

The consultant is responsible for sub-contracting any logistical support required (such as hiring enumerators) and for procuring equipment and materials. The PMU will help facilitate this process.

The consultant is required to source additional external data sources to add value to the output packages, such as government administrative data.

Data analysis plans should be appropriate to the selected design. The consultant is expected to ensure that data is clean and goes through a quality assurance process before data is analyzed. All sources of data should be triangulated as part of the analysis process.

The consultant is responsible for identifying and procuring the necessary data analysis software.

A range of project documentation will be made available to the consultant that provides information about design and planned implementation and operation of the program.

The consultancy team is required to adhere to the [Save the Children Child Safeguarding policy](#), [Prevention of Sexual Exploitation Abuse and Harm \(PSEAH\) policy](#), [Bullying Harassment Discrimination Exploitation policy](#), [Privacy policy](#) throughout all project activities.

5.3 Ethical considerations

It is expected that this baseline will be:

- **Child/youth participatory.** Where appropriate and safe, children and youth should be supported to participate in the baseline process beyond simply being respondents. Opportunities for collaborative participation could include involving children and youth in determining success criteria against which the project could be evaluated, supporting children and youth to collect some of the data required for the evaluation themselves, or involving children and youth in the validation of findings. Any child/youth participation, whether consultative, collaborative or child/youth-led, must abide by the [9 Basic Requirements for meaningful and ethical child participation](#).
- **Inclusive.** Ensure that respondents from different ethnic, social and religious backgrounds have the chance to participate, as well as respondents with disabilities and beneficiaries who may be excluded or discriminated against in their community.
- **Ethical:** The baseline must be guided by the following ethical considerations:
 - Safeguarding – demonstrating the highest standards of behaviour towards children and adults.
 - Sensitive – to child rights, gender, inclusion and cultural contexts.
 - Openness - of information given, to the highest possible degree to all involved parties.
 - Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.⁵
 - Public access - to the results when there are not special considerations against this
 - Broad participation - the relevant parties should be involved where possible.
 - Reliability and independence - the baseline should be conducted so that findings and conclusions are correct and trustworthy.

It is expected that:

- Data collection methods will be age and gender appropriate.
- Baseline activities will provide a safe, creative space where community members (adults and children) feel that their thoughts and ideas are important.

⁵ If any Consultancy Service Provider, Freelancer or Contingent worker will have direct contact with children and/or vulnerable adults and/or beneficiaries and/or have access to any sensitive data on safeguarding and/or children and/or beneficiaries, it is the responsibility of the person receiving the consulting service to contact the local HR team and child safeguarding focal point to ensure vetting checks and on-boarding are conducted in line with statutory requirements, local policies and best practices guidance.

- A risk assessment will be conducted that includes any risks related to children, young people's, or adult's participation.
- A referral mechanism will be in place in case any child safeguarding or protection issues arise.
- Informed consent will be used.

The consultant will not be required to obtain approval from a Human Research Ethics Committee, unless the selected bid proposes human subject research. It is the responsibility of the consultant to obtain that approval, if required. Save the Children International has an internal ethics review board through which the consultancy team could seek ethics review. If the consultant chooses to seek ethics review externally to Save the Children, Save the Children will not provide assistance with this process.

6. EXPECTED DELIVERABLES

The consultancy deliverables are outlined below. The lead consultant and the SC consultancy project manager (SOLKAS Project Manager and Save the Children MEAL Advisor) will agree on final milestones and deadlines at the inception phase.

Each output package should include:

1. A digital copy of the **final inception report** (maximum 25 pages excluding appendices) and including, at minimum:
 - a. Summary of baseline objectives, scope, and key questions
 - b. Detailed desk review
 - c. Baseline question matrix
 - d. Detailed methodology, including data sources, sampling strategy, data collection methods and plans, data analysis methods and plans, quality assurance methods and plans, ethical considerations, and limitations
 - e. Key deliverables, responsibilities, and timelines
 - f. Resource requirements
 - g. Stakeholder and child communication and engagement plan
 - h. Risks and mitigation plan
 - i. Copies of data collection tools in English and translated
2. A digital copy of the **inception MEALF development plan**
3. A digital copy of the **Final BASELINE report** including any relevant annexes and appendices, and including, at minimum:
 - a. Executive summary
 - b. Background and context
 - c. Scope of the assessment/evaluation
 - d. Overview of the methodology, including a baseline question matrix and limitations
 - e. Findings aligned with the program components and the baseline questions
 - f. Conclusions that are based in evidence and outline implications of the findings
 - g. Evidence-based recommendations
4. A digital copy of the **BASELINE evidence-to-action brief or visualization** (exact product to be agreed in advance with Save the Children)

- a. This output is envisioned as a BASELINE brief (<3 pages) or visualization that summarizes findings and makes evidence-based recommendations for management action
5. A digital copy of the Monitoring, Evaluation, Accountability and Learning Framework (MEALF)
6. A digital copy of the BASELINE and MEALF **presentation** and **minutes** from the management action workshop with the project team based on key findings and report recommendations
7. A digital copy of the **presentation** and **minutes** from the validation workshop / discussion
8. A digital copy of **data collection tools** with all translations
9. A digital copy of both **original and clean datasets** with the codebook, including field notes, recorded audio material, transcriptions, etc.
 - a. Any datasets with personal identifiable information should be deidentified or encrypted
10. A digital **inventory of output package materials**

All reports are to use the Save the Children templates, which will be provided. Reports should communicate relevant information and findings in a concise and systematic way, and should be written in an appropriately contextualized manner that facilitates use and understanding by diverse audiences.

All documents are to be produced in MS Word format and provided electronically by email to the SC consultancy project manager. Copies of all PowerPoint presentations used to facilitate briefings for the project should also be provided to Save the Children in editable digital format.

7. GOVERNANCE AND REPORTING

7.1 Governance

Save the Children will appoint a member of staff to be the Save the Children consultancy project manager. This person will be the primary point of contact for the consultant.

The process will be governed by a Project Evaluation Committee, which is responsible for providing direction and review draft outputs. The Committee will include the project's MEAL Advisor (or Save the Children MEAL Advisor) and PMU Team Leader, a government representative from Department of Climate Change, and SCA's GCF Project Manager. The Committee is expected to meet fortnightly.

7.2 Reporting

The consultant is to provide reporting against the project plan. The following regular reporting and quality review processes will also be used:

- Verbal reporting each week to the Project's MEAL Advisor (or Save the Children MEAL Advisor), PMU Project Manager and SCA GCF Project Manager outlining progress made
- A written Progress Report (1-page) by email to the Project Evaluation Committee every fortnight, documenting progress, any emerging issues to be resolved and planned activities for the next month.

- Reporting to the Project Evaluation Committee fortnightly meeting.

7.3 Duration and timetable

Dates for undertaking assessments and submission of deliverables are dictated by the project's effective date (once all contract conditions have been met). This is anticipated to be January 2024 but may change slightly.

Date	Process	Deliverable
January – end March 2024	Baseline assessment (desk and field work) including incorporation of feedback on DRAFT presentation Note: Proposed Fieldwork should be planned for late February/March in line with government and community availability	Baseline assessment (due end March 2024)
February - End March 2024	Development of MEALF as an iterative process from Baseline assessment/verification, inclusive of consultative and feedback processes on drafts.	Monitoring, Evaluation, Accountability and Learning Framework (MEALF) (due mid-April 2024)

7.4 Management and financing of the consultancy

The consultant will carry out the work remotely, with the exception of data collection in the field. Periodic in-person meetings at the Save the Children offices in Honiara can be arranged as needed and as agreed. The consultant is responsible for all costs including travel costs in the financial proposal. No office space will be provided by Save the Children.

Payments to the consultant for each output package will be made according to the allocations that are proposed by the consultant and agreed upon before contract signature.

Each output package will follow the following schedule of payment, regardless of the total percentage allocated for the package.

Output package deliverable	Percentage
Submission of final inception report including annexes and appendices	30%
Submission of draft Baseline Assessment report	20%
Submission of draft MEALF	10%

Submission of final output packages and completion of the validation workshop	40%
Total	100%

8. CONSULTANT PROFILE

Interested consultants will be required to submit an application using the Expression of Interest form (EoI), which should demonstrate adherence to the following requirements.

Save the Children is seeking a consultant / consultancy team that is able to fulfill all of the deliverables outlined in the TOR. Save the Children reserves the right to terminate the contract if the consultant(s) fail to meet the terms of the contract with regards to timelines and quality standards.

Required experience

To be considered, the consultant or the consultancy team together must have demonstrated skills, expertise and experience in:

- Designing and conducting baselines for large-scale, complex, multi-sector projects
- Designing user-friendly logical frameworks and MEAL frameworks for large-scale, complex, multi-sector projects
- Analyzing and interpreting qualitative and quantitative data
- Conducting project evaluations or research in the field of community-based/locally-led climate change adaptation, climate information services and climate governance systems
- Conducting consultations and collecting data with community members, government officials, and development project staff
- Leading socio-economic research, evaluations, and/or consultancy work in Solomon Islands and/or another Pacific island country (*mandatory requirement*)
- Communicating technical and/ or complex findings to non-specialist audiences (especially report writing and presentation skills)
- Open, collaborative working with clients, stakeholders and community
- Previous experience with, or awareness of GCF requirements

There is a high expectation that:

- Members (or a proportion) of the consultancy team have a track record of previously working together.
- A team leader will be appointed who has relevant post-graduate qualifications, the seniority and experience in leading complex evaluation projects, and who has the ability and standing to lead a team toward a common goal.
- The team has a strong track record of working flexibly to accommodate changes as the project is implemented.

Required language skills:

- Output packages and communication with Save the Children staff will be in English.
- The majority of data collection tools will be written in English and translated into Solomon Islands Pidgin. Most data collection activities will be conducted in Solomon Islands Pidgin though some may be conducted in English, and data collection activities in some areas may require full or partial translation of the tools from English to Solomon Islands Pidgin language.
- Being able to conduct data collection trainings in Solomon Islands Pidgin will be an asset.

9. HOW TO APPLY

9.1 Proposal package

Interested candidates are invited to submit a technical and financial proposal using the **Expression of Interest (EoI) form** available [here](#) by 5 December 2023. Interested candidates may also reach out to lisa.norvall@savethechildren.org.au with any questions. The proposal package should include responses completed in the EoI document with attachments as required:

1. A **technical proposal** containing:

- a. 1) your relevant competence to undertake this consultancy, 2) your past experience in relation to the objectives and scope of this consultancy.
- b. A description of your technical understanding of the task, with proposed top-line methodologies the baseline assessment including justification for the proposed design.
- c. Detailed CVs of key professional (s) who will work on the consultancy. Please include a table describing role of each team member in the consultancy.
- d. Three samples of previous similar Baseline and MEALF assignments completed in whole or in large part by the lead consultant.
- e. Details of three reference clients/supervisors for whom you have provided services similar to the deliverables requested here. References will only be contacted for shortlisted applicants.

2. A **budget** as detailed in the EoI Section E.

- a. *The total maximum budget allotted for this consultancy is USD 40,000 GST inclusive. The budget should be inclusive of any and all related expenses necessary to undertake the assignment, including travel, accommodation, equipment, materials, local consultants and sub-contracting of logistics needs. Budgets should also include an estimated personnel allocation, as well as estimations of other applicable costs.*

Save the Children seeks value for money in its work. This does not necessarily mean "lowest cost", but quality of the service and reasonableness of the proposed costs.

9.2 Selection criteria

Consultants will be short-listed according to the following criteria:

1. Submission of all required proposal components (Required)

2. Relevance and quality of the technical proposal, including
 - a. Relevance of the consultant's profile, experience, and stated capacity (25%)
 - b. Relevance and quality of the proposed methodology and technical understanding of the task, including environmental/sustainability impact (25%)
 - c. Relevance and quality of the submitted sample works (20%)
3. Financial proposal does not exceed stated budget (Required)
4. Suitability of the financial proposal (30%)

Short-listed candidates will be interviewed and engage in a discussion process with Save the Children to ensure that both parties have a similar understanding of the scope and purpose of the consultancy. References may be checked at this stage, after which Save the Children will make a final decision and begin the contracting process.