



## Annex A

**Managing the Monitoring, Evaluation, Accountability and Learning (MEAL) Functions  
for RESEMBID COVID-19 Resilience Response Facility Project:**

***Defining A Post-Covid-19 Resilient Recovery in the Turks And Caicos Islands:  
Sustainable Investment in the Future of the Island's People and Environment.***

**C22-0643-1690**

## Annex A

|  |   |
|--|---|
| Title of Project   | <p><b>Managing the Monitoring, Evaluation, Accountability and Learning (MEAL) Functions for RESEMBID COVID-19 Resilience Response Facility Project:</b></p> <p><i>Defining A Post-Covid-19 Resilient Recovery in the Turks And Caicos Islands: Sustainable Investment in the Future of the Island's People and Environment.</i></p>   |
| Date and Time for Return of Bids   | <b>Friday 30 September 2022 @ 16:00 hours</b>   |
| Contract Reference Number  | <b>C22-0643-1690</b>  |
| Address for Bid Submission   | <p>1 electronic copy to be sent to<br/> <a href="mailto:TenderResponse@jncc.gov.uk">TenderResponse@jncc.gov.uk</a></p> <p>PLEASE DO NOT SEND BIDS DIRECTLY TO ALI COTTON OR DORA IANTOSCA VIA THEIR WORK EMAIL ADDRESSES AS THIS WILL INVALIDATE YOUR BID.</p> <p>Bids must be less than 10 MB in size.</p> <p>On receipt of your bid, you will receive an automated e-mail to confirm receipt by the JNCC Support Co. If you do not receive this automated email, please contact the number below;</p> <p>(00 44 1733 866 988)</p> |
| Contacts for <b>Technical Information</b> relating to this Project Specification | <p>Joint Nature Conservation Committee<br/> Name: Ali Cotton<br/> Email: <a href="mailto:ali.cotton@jncc.gov.uk">ali.cotton@jncc.gov.uk</a></p>   |
| Contact for Queries Regarding the <b>Procurement Procedure</b>                   | <p>Dora Iantosca<br/> Finance Team<br/> Joint Nature Conservation Committee<br/> Email: <a href="mailto:Dora.lantosca@jncc.gov.uk">Dora.lantosca@jncc.gov.uk</a> or <a href="mailto:contractqueries@jncc.gov.uk">contractqueries@jncc.gov.uk</a><br/> Telephone: 01733 866894</p>   |
| Proposed Start Date  | Week ending 14 October 2022   |
| Proposed End Date  | 31 <sup>st</sup> January 2024   |

# Defining A Post-Covid-19 Resilient Recovery in the Turks And Caicos Islands: Sustainable Investment in the Future of the Island’s People and Environment.

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## 1. Joint Nature Conservation Committee

The Joint Nature Conservation Committee (JNCC) is the statutory adviser to the UK Government and devolved administrations on UK and international nature conservation

Our role is to provide scientific evidence, information, and advice to inform decisions to protect the natural environment. Our specific role is to work on nature conservation issues that affect the UK as a whole and internationally, by:

- advising Government on the development and implementation of policies for, or affecting, nature conservation in the UK and internationally;
- providing advice and disseminating knowledge on nature conservation issues affecting the UK and internationally;
- establishing common standards throughout the UK for nature conservation, including monitoring, research, and the analysis of results; and
- commissioning or supporting research which it deems relevant to these functions.

Background to JNCC can be found on JNCC's website at: <https://jncc.gov.uk/about-jncc/>

## 2. Project Aims

Impartial third party support for the design and completion of the Monitoring, Evaluation, Accountability and Learning (MEAL) process as outlined by [RESEMBID Covid-19 Facility guidelines](#) for JNCC's Covid-19 response project supporting the Turks and Caicos Islands (TCI) social and economic recovery and resiliency, entitled "Defining A Post-Covid-19 Resilient Recovery in the Turks And Caicos Islands: Sustainable Investment in the Future of the Island's People and Environment."

## 3. Project Background

The Covid-19 pandemic demonstrated the fragility of the global economy to unforeseen disruption. The secondary social and economic impacts and repercussions of the pandemic have the potential to be far-reaching and long-lasting in TCI and the Caribbean region in general. Reduced tourist numbers in the early days of the pandemic and preventative measures, such as social distancing and increased hygiene requirements, impacted job opportunities in the travel and tourism sectors, as well as other key industries that depend on tourism. This includes local fisheries, where personnel numbers in vessels were limited to ensure social distancing and demand for catch was reduced due to lower visitor numbers and demand from hotels and restaurants.

According to a [study on the financial impact of Covid-19 on world tourism](#) conducted by visa service provider Electronic System for Travel Authorization (ESTA), TCI experienced a US\$452 million loss in tourism-related revenue during the pandemic, representing 37.8 percent of GDP. The TCI economy contracted by 23% due to the global disruption of economic markets (figures from July 2020). Whilst the situation has stabilised in 2022 with the new opportunities that have emerged in the post-pandemic world (e.g., remote working offices and long-term business visas) this project will enable the Government and people of TCI to conduct a forward look into how the islands can enhance economic, social and environmental resilience against future disruptions as TCI recovers from the shocks of the pandemic. Activities conducted through the project will identify new job opportunities in the islands' blue and green economies, identify opportunities for diversifying existing sectors,

and reveal the prospects to invest in the skills development of the island's residents to enable the community to 'build back better'.

This Annex A is specifically related to supporting JNCC in the design and implementation of the project's MEAL process.

The successful party will assist and support the design of the approach and methodology for tracking progress and measuring achievement that must be guided by suitable indicators linked to the existing project logical framework (logframe), including the types of data required (whether quantitative or qualitative) and methods to capture and manage this information in line with best practice and the requirements of the RESEMBID Covid-19 Facility Guidelines.

The existing logframe comprises both quantitative and qualitative indicators. Therefore, the contractor is expected to demonstrate experience and understanding in developing and applying the mixed methods approach. The contractor is required to advise on, develop and conduct *inter alia*: the type of data collection method(s) and tool(s) to be used; how frequently and by whom data will be collected and reported for each result (i.e. output and outcome) in relation to the logframe; collate results in a logical manner that facilitates reporting to the RESEMBID Secretariat by JNCC Project Manager.

#### 4. Project Objectives

To meet the overall aims of this project (Section 2), the contractor will develop, monitor and review a MEAL plan that is agreed across all project partners, to track project progress, and evaluate project effectiveness.

The successful Contractor will review the project in terms of improving people's lives and livelihoods in line with the existing logframe indicators. The MEAL plan and resulting activities conducted by the contractor in collaboration with the JNCC project team will ensure:

- There is confidence around the processes and procedures used to gather data and interpret results.
- Project outputs are appropriate, rigorous, repeatable, ethical and auditable and take account of equality, diversity and inclusivity requirements aligned with [JNCC EDI Statement](#) and [RESEMBID Gender Mainstreaming Guidance](#).
- Project management procedures include robust risk assessments and regular reviews of project timetables including updating the project milestones and deliverables.
- Sampling methods and materials are logically and statistically sound and procedures well documented.
- Audits and any corrective actions taken are recorded and reported.
- Monitor and provide early warning around issues or scope creep with associated procedures and defining and implementing solutions.

The MEAL activities must align with the project log frame (to be provided by JNCC to the successful awardee) and the [RESEMBID MEAL Guidance note](#).

#### 5. Project Objectives: Detailed Tasks

The above objective(s) will be achieved through the following tasks:

1. Monitor the quality of project implementation using pre-defined, tested and agreed tools.

2. Support development of project monitoring tools, checklists, database, individual and focus group interviews and questionnaires.
3. Assist in implementation of a suitable feedback process and manage the response system for the project to ensure relevant parties have means to express their opinions and satisfaction via the MEAL process.
4. Contribute to data collection with oversight from the JNCC project team to monitor performance, making suggestions to the project manager when adaptation might be required as necessary.
5. Specifically assess quality and impact of the training sessions and make recommendations for possible improvements and lessons learned as project develops.
6. Monitor the follow up of recommendations conducted by project manager and project team.
7. Ensure the information gathered and provided to JNCC enables stakeholders, including the beneficiaries, to be clearly and impartially informed about the result and performance of the project.
8. Support capacity building of project staff in terms of development and implementing project MEAL systems.
9. Ensure project partners and participants understand the project`s objectives, performance indicators, and the requirements, purpose and relevance of MEAL activities and associated tools that may be applied in fulfilling this process.
10. Document the lessons learned and case studies with support of project managers who will share with Resembid MEAL coordinator, project staff, and relevant stakeholders.
11. Participate in feedback meetings with the RESEMBID Programme Manager. Likely to be held quarterly.

## **6. Outputs**

Any products or outputs submitted to JNCC [for publication] should adhere to JNCC's house-style and should be produced in an accessible format (see product specification for more information).

## **7. Product Specification**

JNCC is committed to making its publicly available resources and documents accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Making material accessible means making sure it can be used by as many people as possible. This includes those with:

- impaired vision
- motor difficulties
- cognitive impairments or learning disabilities

- deafness or impaired hearing

The outputs and material that JNCC publishes should be compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard.

To meet this standard, all reports and other documentation which are to be made publicly available must adhere to JNCC's house-style (to be provided) and be produced using a JNCC template (to be provided), unless otherwise stated. All reports (draft and final) should be provided electronically via email both as a Microsoft Word document and an Adobe PDF.

Copies of documentation associated with case studies should be provided in electronic format with an associated reference catalogue.

For any other outputs or products which are to be made publicly available through JNCC, evidence regarding how the accessibility standard will be reached should be included.

JNCC's [Evidence Quality Assurance \(EQA\) policy](#) provides a standard for JNCC staff and associated partners and contractors to follow to help ensure that the quality of JNCC's scientific advice and evidence is fit for purpose. The policy presents principles that must be adhered to by all staff and contracted parties when providing scientific advice and evidence. Evidence is defined here as a general term for expert opinion or advice, data, methodology, results from data analysis, interpretation of data analysis, and collations and interpretations of scientific information (including meta-analyses). The successful contractor must become familiar and adhere to EQA policy and operational guidelines.

## 8. Dissemination

The products and outputs produced under this contract will be a JNCC product and shall not be published or disseminated without the written permission of JNCC. Outputs may at some point be published on the JNCC and RESEMBID websites and all material supplied as part of this contract shall remain copyright of JNCC. The findings from this contract will also be made available to staff within JNCC, the UK country nature conservation bodies, Defra, RESEMBID, European Commission and other parties thereof stipulated by the funding bodies and their associated agents.

All publications must adhere to the [RESEMBID Programme Communications and Visibility Guidelines](#) and the [European Commission's guidance on Communication and Visibility in EU-financed External Actions](#).

## 9. Timescale

Provisional dates for delivery of the contract outputs are set out below. Exact dates are to be agreed at the start-up meeting based on Contractor and JNCC staff availability.

| Output  | Provisional Date  |
|---|---|
| Start-up meeting (virtual)                                    | 14 October 2022   |
| Regular MEAL meetings (virtual) to feedback insights to JNCC  | Throughout duration of contract (frequency to be established during start-up meeting) |
| Submission of MEAL planning timetable and methodology to JNCC | 20 <sup>th</sup> October 2022   |

|  |                                |
|--|--------------------------------|
| Submission of agreed methods to collect and collate data aligned with existing broad project performance indicators (21 in total, ~8 requiring qualitative data) | 1 <sup>st</sup> November 2022  |
| Submission of baseline evaluation report   | 10 <sup>th</sup> November 2022 |
| Submission of midline evaluation report with recommendations identified for continued project implementation   | 15 <sup>th</sup> March 2023    |
| Update MEAL planning timetable and methodology based on midline evaluation recommendations   | 1 <sup>st</sup> April 2023     |
| Submission of endline evaluation report with recommendations identified for continued project implementation   | 15 <sup>th</sup> December 2023 |
| Submission of legacy evaluation  | 31 <sup>st</sup> January 2024  |

JNCC has adopted a policy of hybrid working, whereby most staff are dispersed across different sites or work from home. It is expected that one of the meetings outlined in the timetable above would take place in-person at either the Peterborough, Aberdeen, or shared working spaces available to JNCC staff. Travel and subsistence should be included in the budget provided by the appointed contractors organisation for the purpose of attending an in-person meeting. This will be confirmed following project inception and financial outlay will be in accordance with RESEMBID travel and subsistence policy.

## 10. Health and Safety

The successful bidder is expected to follow appropriate Health & Safety procedures including adhering to JNCC's policy on safeguarding. For further information <https://jncc.gov.uk/about-jncc/corporate-information/safeguarding/> and to be able to undertake appropriate risk assessments, evidence of which should be supplied to JNCC. (NB under no circumstances should any work or service commence prior to the receipt of written approval of the risk assessment by the JNCC H&S Advisor).

Any incidents occurring within the contract period should be immediately reported to JNCC.

## 11. Project Management

The successful Contractor shall nominate a project manager who shall be responsible for ensuring the project is completed satisfactorily and who shall be the main contact point for JNCC.

JNCC's main contact points will be:

Name: Dr Ali Cotton - *International Biodiversity Project Manager*

Email: Ali.Cotton@jncc.gov.uk

Name: Mr. Matt Smith - *Biodiversity, Ecosystems & Natural Capital Manager*

Email: matt.smith@jncc.gov.uk

## 12. Instructions for Bid Submission

The bid submission should include the following:

- A brief summary of the bidder's experience in relation to the requirements of this contract;
- A proposed approach for achieving the objectives of the contract and delivering the detailed tasks identified within each objective. This should be sufficiently detailed to allow assessment against the evaluation criteria (Section 14);
- A detailed project plan (including Gantt chart) with proposed work programme and an estimate of time required to achieve each objective;
- Details of Quality Control procedures to be followed aligned to JNCC EQA policy and procedures;
- Details of the bidder's own internal Quality Management System;
- Details of the Project Team including their roles and experience, an estimate of their time input into each task and CVs of all personnel who will be involved in the MEAL activities;
- Availability of the Project Team for a virtual start-up meeting;
- Overall quote for the contract to include:
  - Day rates for all members of the Project Team;
  - Rates for attending one face to face meetings in Peterborough or Aberdeen (costs for travel and accommodation are attached and should be used. These rates are analogous to the civil service rates).
  - Costs and time allocation should be clearly allocated to specific tasks within this contract/project; and
  - **VAT if applicable. The contractor is to specify whether VAT at the prevailing rate would be applicable to this project and if so, provide their VAT registration number.**
- The following documentation:
  - Copies of health and safety policy statements where available or a note regarding such items as lone working, emergency procedures and accident reporting;
  - Copies of current public and employer liability insurance certificates;
  - Copies of any appropriate risk assessments; and
  - Copies of any environmental policies should you have them.

In addition, note that the bid submission should provide sufficient information to allow assessment against the evaluation criteria outlined in Section 14.

### 13. Evaluation Criteria

JNCC is not bound to accept the lowest priced or any bid. Having the technical expertise and experience to complete the work to a high standard and being able to complete within the timescale are of the essence for this contract.

The bid evaluation may be undertaken by a panel consisting of JNCC staff and may be passed to RESEMBID facility if requested in accordance with reporting requirements.

For information on how we handle personal data please see our Privacy Notice at <https://jncc.gov.uk/about-jncc/corporate-information/privacy-statement/>

Bids will be evaluated using the following criteria:

| □  | EVALUATION CRITERIA  | Maximum Score | Score |
|--|--|---------------|-------|
| <b>1. Quality of Bid (50% of the total for the three assessment categories)</b>        |  |               |       |
|  | <i>Clarity of proposal particularly work programme and deliverables</i>  | 10            |       |
|  | <i>Understanding of relevance and key requirements of Monitoring, Evaluation, Accountability and Learning processes in project reporting</i> | 10            |       |
|  | <i>Soundness and logicity of methods</i>   | 5             |       |
|  | <i>Realism and measurability of outputs</i>  | 5             |       |
|  | <i>Evidence provided of how accessibility standards will be met</i>  | 5             |       |
|  | <i>Identification and proposed solutions to potential risks/issues</i>   | 5             |       |
|  | <i>Serious weaknesses which threaten success</i>   | 5             |       |
|  | <i>Probability of success</i>  | 5             |       |
|  | Sub Total  | 50            |       |
| <b>2. Details of Contractor (20% of the total for the three assessment categories)</b> |  |               |       |
|  | <i>Expertise, experience, and balance of team</i>  | 15            |       |
|  | <i>Risks if important team members become unavailable</i>  | 5             |       |
|  | Sub Total  | 20            |       |

| <b>3. Cost (30% of the total for the three assessment categories)</b> |  |     |  |
|---|--|-----|--|
|   | <i>Transparency and correctness of presentation in relation to value for money</i> | 10  |  |
|   | <i>Fairness/reasonableness for the level of work and expertise required</i>        | 6   |  |
|   | <i>Appropriateness of ratio of senior to junior staff time</i>                     | 6   |  |
|   | <i>Clarity of each team member's contribution and value added</i>                  | 8   |  |
|   | <i>Sub Total</i>   | 30  |  |
| <i>Total Score</i>  |  | 100 |  |

## 14. Payment

A payment schedule must be stated in your submission and will be agreed by JNCC project manager before the contract is awarded.

Payment will be made on completion of the objectives following the submission of invoice(s) and based on the satisfactory undertaking of the contractual elements to the agreed standard of the JNCC Project Officer.

## 15. Additional Requirements

All bidders are requested to carefully read the Terms and Conditions applying to this contract. Payment will only be made upon delivery of key outputs.

It is assumed that all costs associated with the production of figures, reproduction of photographs and the final report are accounted for within the rates/fees given.

The bidder is expected to supply all necessary equipment, software, licences, etc. to carry out the obligations required under the contract.