

The Australian Government's Fiji Program Support Facility

SCOPE OF SERVICES

For

Monitoring, Evaluation and Research Services for the Fiji Facility and Fiji Facility Partners

1. Introduction

The Fiji Program Support Facility (the Facility) was established in 2017 to support and implement Australia's aid programs such as health, education, Australia Awards and governance in Fiji. The Facility also supports the Australia Awards program in Tuvalu. The Facility integrates cross-cutting themes, including gender equality, disability inclusion (GEDSI), climate change, and disaster risk reduction (DRR) across sectoral programs. In particular, the Facility seeks to strengthen program outcomes by better addressing the needs of targeted beneficiaries including those who are often marginalised.

2. Background

The Facility conducts two types of research and evaluation:

- **Internal**, to contribute to the evidence base for the design of activities/programs and assess the performance of Facility activities and assist management decision-making
- **External**, to inform partner policy development, programming, and decision-making

The Facility maintains an internal monitoring, evaluation, research and learning capacity, both within the Facility Management Unit, and across sector programs. To supplement this capacity, the Facility has periodic need for short-term external technical inputs in niche areas to support Facility and partner evaluation and research.

3. Opportunity

Tetra Tech International Development (Tetra Tech) seeks to engage a panel (the Panel) of suitability qualified and experienced individual consultants, organisations, or companies (the Service Provider) to deliver the services (the Services) as detailed in this Scope of Services. Consultants must be Fiji citizens or have work rights in Fiji. Organisations and companies must be registered in Fiji, employing staff who are Fiji citizens or have work rights in Fiji.

4. Services

The Service Provider is required to provide the following range of Services:

Services Item	Detailed Requirements
1 Project evaluation	Planning and conducting evaluations for development projects, within the Facility's sectoral programs and with a focus on cross-cutting themes (GEDSI, DRR and climate change), in line with DFAT's M&E standards, partner organisation MEL standards and the Australian Evaluation Society's (AES) ethical standards.
2 Strategic/program evaluation	Planning and conducting evaluations for strategies, policies or programs. All evaluation to be conducted in line with DFAT's M&E standards, partner organisation MEL standards and the AES ethical standards.
3 Social science research	Planning and conducting research on complex social or development interventions or issues, particularly in the

Services Item		Detailed Requirements
		Facility's sectors or in areas related to Facility cross-cutting areas, including GEDSI, DRR and climate change.
4	Specialist quantitative/statistical analysis	Specialist quantitative inputs into Facility or partner evaluative or research activities.
5	Specialist qualitative analysis	Specialist qualitative inputs into Facility or partner evaluative or research activities.
6	Monitoring and evaluation capacity development	Capacity development in monitoring and evaluation using a range of techniques, including developmental evaluation, training, mentoring, help desk, evaluation tools and templates and coaching.
7	Research capacity development	Capacity development in research using a range of techniques including action research, training, mentoring, help desk, evaluation tools and templates and coaching.
8	Research/Evaluation communications and policy influence	Specialist advice and assistance in communication of evaluation/research findings, including through policy briefs, oral presentation of findings, infographics, etc.
9	Document reviewing, editing and proofing	Reviewing Facility monitoring, evaluation and research products and editing content and/or proofreading, in line with the Australian Government Style Manual.
10	Technical Specialist for inputs into MEL and research activities	Providing technical advice on the Facility's sectors and cross cutting themes (including for health, education, infrastructure, disaster preparedness and response, GEDSI) contributing to sector specific reviews, evaluations or any of the above stated service items.

*Not all of these Services will be required for each assignment – see below

5. Timing and Schedule of Delivery of Services

The Panel of Service Providers for these Services is expected to be available to provide the Services over the period to 31 December 2024.

6. Tasking

The Service Provider will be contracted for specific assignments to deliver the Services through a Tasking Note issued by Tetra Tech which will include the deliverables required for each assignment, a schedule for the completion of these outputs, and price (see Tasking Note Template at https://intdev.tetratechasiapacific.com/wp-content/uploads/2022/10/FPSF-Template-Tasking-Note-FJD_CURRENT.docx)

7. Evaluation Criteria

Individual consultants/organisations/companies submitting EOI responses will be evaluated against the following criteria:

1. Fijian citizenship and/or business registration in Fiji and/or work rights in Fiji
2. Quality of individual consultant's/contractor's work, based on assessment of:
 - a) A one-page capability statement, outlining your skills or the skills offered by your business.
 - b) Examples of previous work in one or more of the areas in Section 4 Services in Fiji or similar contexts. Examples of work must be accompanied by a statement that you or your company was the primary author.
 - c) CVs of consultant/staff proposed to undertake work.

3. Previous experience reviewing any aspect of gender equality, disability inclusion or social inclusion.
4. Your team's diversity and/or demonstrated capacity to engage with a range of stakeholders, including women, men, boys, girls, people with disabilities and/or other vulnerable and marginalised people.
5. Your approach to assessing and mitigating the risks to children associated with monitoring, evaluation and research activities (consistent with DFAT's 2018 Child Protection policy)
6. Your approach to assessing and mitigating the risks of sexual exploitation, abuse and harassment associated with monitoring, evaluation and research activities (consistent with DFAT's 2019 PSEAH policy).
7. Your rates (proposed indicative rates/fees for the Services are provided at https://intdev.tetratechasiapacific.com/wp-content/uploads/2022/10/FPSF_-_EOI-MEL-Panel-Application-Form.docx)

Individual consultants/organisations/companies submitting responses may also be interviewed as a second step and the results of the interviews process contribute to Tetra Tech's evaluation of expressions of interest.

8. Safeguards

The Facility has a 'zero tolerance' approach towards child abuse and child exploitation, including child exploitation material and complies with all requirements of the DFAT Child Protection Policy. Senior management at Tetra Tech International Development strongly support and are committed to enforcing the procedures designed to prevent and stop instances of child abuse and exploitation.

The Facility is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind, in line with the DFAT Prevention of Sexual Exploitation Abuse and Harassment (PSEAH) Policy.