



REPUBLIC OF VANUATU

DEPARTMENT OF CLIMATE CHANGE

Ministry of Climate Change and Natural Disasters

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All correspondents directed to the Director

TERMS OF REFERENCE

CONSULTANCY – DEVELOPMENT OF FUND MERL FRAMEWORK AND SYSTEM

Activity 2.7: Development of fund MERL framework and system

This person will be responsible for the Development of the Fund Monitoring, Evaluation, Reporting, and Learning (MERL) Framework and System of the secretariat of the National Climate Loss and Damage Fund (NCLDF) for Vanuatu and will work closely with the Project Manager, the Loss and Damage Fund Development Project Management Unit, and the Department of Climate Change.

Project Title: Vanuatu Loss and Damage Fund Development Project

Location: Port Vila, Vanuatu

Duration: 40 days

Start Date: TBD

Reporting to: Project Manager, Department of Climate Change (DoCC), Ministry of Climate Change (MoCC), Government of Vanuatu

Funding Support from: Ministry of Foreign Affairs and Trade (MFAT), Government of New Zealand

BACKGROUND

The National Climate Loss and Damage Fund (NCLDF) is proposed as Vanuatu's national financial mechanism to manage and disburse climate loss and damage finance. Vanuatu experiences severe climate-related risks; recent tropical cyclones have caused massive financial losses exceeding 60% of national gross domestic product, while slow-onset events like sea-level rise threaten the nation's ecological and cultural foundations. In response, the Government of Vanuatu developed comprehensive policies, including the National Loss and Damage Policy and Implementation Roadmap. The NCLDF was conceived to fill the remaining gap by establishing an agile, locally appropriate financial mechanism aligned with the country's existing public financial management systems.

The NCLDF is currently transitioning from a strategic concept into a detailed operational model. In March 2026, the National Advisory Board on Climate Change and Disaster Risk Reduction (NAB) endorsed the NCLDF Concept Note in principle, and a Council of Ministers (COM) Paper has recommended the formal establishment of the Fund. As of May 2026, a 5-stage consultancy is underway to translate this high-level strategic design into an investment-ready, detailed fund design report. This current phase focuses on setting the governance, legal, and financial architecture required to pave the way for subsequent specialist activities, including drafting legislation, setting up the Board, and establishing operations and performance frameworks.

Separate from project-level monitoring and evaluation, a comprehensive MERL framework and system must be established for the Fund itself. This will enable the fund to track overall performance and delivery, while assessing long-term impact and effectiveness. Given the limited experience of addressing loss and damage globally, institutional learning will be critical. This system will be developed through international technical assistance working closely with the Project Manager.

ABOUT THE ROLE

The position is titled Consultant for the Development of the Fund MERL Framework and System. The consultant will report to and be guided by the Project Manager of the Vanuatu Loss and Damage Fund Development Project. The primary institutional setting for this role is within the Department of Climate Change (DoCC), under the Ministry of Climate Change Adaptation, Meteorology, Geohazards, Environment, Energy, and Disaster Management (MoCC) of the Government of Vanuatu.

The core strategic objective of this role is to operationalise the MERL framework set at design level in the Detailed Design Report (Activity 2.3), namely the two-level results structure, indicative indicators and reporting principles, into the Fund's detailed MERL framework, data system, and institutional learning strategy.

SCOPE OF SERVICE

The scope of services demands the translation of high-level evaluative and reporting principles into detailed execution frameworks, guaranteeing absolute alignment with both the local statutory context and international climate finance benchmarks. The consultant will fulfill the following core functions:

- **Procedural Translation and Detailing:** Systematize the structural workflows established in the fund design phase, explicitly converting strategic objectives into explicit monitoring, evaluation, reporting, and learning pathways for the entire fund portfolio.
- **Evaluation Framework Integration:** Construct overarching evaluation and reporting structures that allow the Government of Vanuatu to answer critical questions such as “are we addressing loss and damage effectively and equitably?” and “are we keeping up with the levels of loss and damage being experienced across Vanuatu?”
- **Safeguards and Rights Mainstreaming:** Translate high-level Environmental and Social Safeguards (ESS) principles and Gender Equality, Disability, and Social Inclusion (GEDSI) criteria into active compliance and reporting matrices. Ensure the MERL system incorporates deep GEDSI considerations to track differential impacts and report whether various disbursement modalities are genuinely accessible to women and vulnerable groups.
- **Institutional Learning and Reporting Systems:** Design mechanisms that enable the fund to report and reflect on “What works, in which contexts and why?”, improving the future efficiency of the Fund and illustrating to potential external funders that the Government of Vanuatu is committed to continuous improvement.
- **Fiduciary and Performance Alignment:** Create indicators and reporting procedures that align perfectly with national tracking structures, ensuring verification steps adhere to the Public Financial Management Act and support eventual international climate fund accreditations.

DELIVERABLES

The consultant is required to generate Five distinct, interconnected MERL components based upon the Fund business plan which must be compiled into clear, professional structures ready for institutional deployment:

Deliverable 1: Fund MERL Plan and Framework developed and approved

Develop and establish a comprehensive MERL Plan and Framework for the Loss and Damage Fund, aligned with the Fund Business Plan, to provide a clear system for measuring performance, results, impact, risks, and progress. The framework will establish indicators, baselines, targets, reporting and evaluation requirements, and mechanisms for tracking risks and assumptions to support evidence-based decision-making and accountability. The report of the Deliverable 1 will contain the following sections including other that the consultant may suggest:

- Review of the existing work: Fund Architecture, Fund Detailed Design, Needs Assessment, GEDSI Framework, Fund Governance, Fund Legislative Review, and other work provided by the project team
- Fund MERL Plan
- Fund Results Framework
 - Strategic Portfolio Indicator Matrix

- Indicator Reference Sheets
- Core Reporting and Evaluation Questions
- Baseline and Target Architecture
- Risk and Assumption Monitoring Framework

Deliverable 2: MERL System and Operational Toolkits developed

Develop and operationalise a set of standardised MERL tools to support consistent project monitoring, performance reporting, financial tracking, GEDSI-disaggregated data collection, and data quality assurance across the Loss and Damage Fund. The tools will enable the Secretariat and funding partners to systematically collect, verify, analyse, and report reliable performance data for effective Fund management and decision-making. The Deliverable 2 report will include the following content including other that maybe suggested by the consultant:

- Project Monitoring Tools
- Quarterly Reporting Tools
- Annual Reporting Tools
- Financial Monitoring Tools
- GEDSI-disaggregated Reporting Tools
- Data Collection Tools
- Data Quality Assessment Tools
- Output Verification Tools

Deliverable 3: Outcome, Impact and Loss & Damage Assessment Toolkit developed

Develop a comprehensive assessment toolkit to measure the outcomes, impacts, and economic and non-economic Loss and Damage resulting from Fund-supported interventions. The toolkit will provide standardised methods for assessing changes experienced by beneficiaries and communities, as well as the sustainability of benefits after funding, generating evidence to inform Fund performance, learning, accountability, and future investment decisions. The Deliverable 2 report will include the following content including other that maybe suggested by the consultant:

- Outcome Assessment Framework
- Impact Assessment Framework
- Economic L&D Assessment Tool
- Non-Economic L&D Assessment Tool
- Beneficiary Impact Assessment tool
- Community Impact Assessment tool
- Post-Funding Assessment Tool

EXPECTED CONTENT OF THE MERL FRAMEWORK AND SYSTEM AT A MINIMUM

1. Fund MERL Framework

The MERL Framework establishes the core principles, indicators, and structural questions that govern how the performance of the Fund is evaluated and reported. At a minimum, it must contain:

- Strategic Portfolio Indicator Matrix:
 - Step-by-step instructions on tracking and reporting fund-wide distribution speeds, financial deployment efficacy, and aggregate geographical coverage.
 - Core output and outcome indicators tailored for subnational government actors, civil society organizations (CSOs), community groups, and private sector partners.
 - Standardized data reporting templates required from fund recipients to maintain high technical consistency.
- Core Reporting and Evaluative Questions Guideline:
 - Detailed methodologies instructing fund personnel on how to assess and report on the overall portfolio against high-level equity and adequacy principles.
 - Clear reporting workflows mapping fund impacts against real-time national loss data to track if interventions match the escalating scale of local climate impacts.

2. MERL System and Operational Toolkits

The MERL System defines the data architecture and active tracking mechanics to guarantee everyday fund data management and reporting adheres to mandated social safeguards. At a minimum, it must contain:

- GEDSI-Disaggregated Reporting Tools:
 - Active operational verification toolkits and reporting compliance sheets for staff members to use during continuous project monitoring and internal portfolio evaluations.
 - Dedicated reporting sub-systems for gender equality, disability, and social inclusion (GEDSI) to analyse and report if specific disbursement modalities are accessible to women and other vulnerable groups, and whether interventions are reducing historical inequalities.
- Data Ingestion and Reporting Workflows:
 - Clear administrative steps instructing staff on how to safely ingest, log, clean, report, and analyse incoming project monitoring reports.
 - Specific protection protocols designed to capture and report community-level feedback safely, ensuring accessibility for marginalized populations.

3. Institutional Knowledge, Learning, and Reporting Strategy

The Learning and Reporting Strategy governs how the fund utilizes data to improve internally and report progress to global climate finance partners. At a minimum, it must contain:

- Continuous Learning and Reporting Plan:
 - Comprehensive corporate guidelines detailing how the Fund will capture and report qualitative and quantitative insights regarding "What works, in which contexts and why?"
 - Mechanisms ensuring that reported efficiencies are integrated back into the Fund's operational modalities and policy reviews.
- Fiduciary Accountability Reporting System:
 - Strict international readiness criteria explicitly designed to verify and report fund delivery against the rigorous tracking benchmarks required for future international climate fund accreditations.
 - Legal, operational, and reporting tracking alignment with Vanuatu's national public financial management (PFM) structures.

SELECTION CRITERIA

Essential Experience and Knowledge:

- Advanced degree in monitoring and evaluation (M&E), governance and administration, climate finance, environmental science, statistics, or a related field.
- At least 7 years of experience designing and managing complex, multi-stakeholder monitoring, evaluation, reporting, and learning (MERL) frameworks, preferably in Small Island Developing States (SIDS).
- Strong expertise in designing fund-level or portfolio-level tracking and reporting systems, metrics development, and data verification architecture.
- Demonstrated knowledge of international and national climate frameworks, including the Paris Agreement, the UNFCCC, and loss and damage constructs.
- Experience working with or evaluating reporting systems for Multilateral Development Banks or Multilateral Climate Funds (e.g., ADB, World Bank, Fund for Responding to Loss and Damage (FRLD), Global Environment Facility, or the Green Climate Fund).
- Proven ability to design and integrate comprehensive GEDSI indicators and vulnerability matrices into active reporting and MERL frameworks.

Desirable:

- Familiarity with Vanuatu's climate policies, national reporting frameworks and governance structures.
- Experience working on monitoring, evaluation, and reporting within the Pacific region or similar contexts in the Pacific.
- Ability to speak English, French and Bislama.

DURATION

The duration of the contract is 40 Days, commencing in Q3 2026 (between September and November 2026). Note that the MERL framework operationalises the results structure set in the Detailed Design Report (Activity 2.3), which will be finalised in October 2026. Therefore, this assignment should treat its financial outputs as provisional pending its completion.

EXPRESSION OF INTEREST (EOI)

Interested applicants should submit:

- Updated Curriculum Vitae (CV)
- Cover letter outlining approach and motivation
- Copies of qualifications
- Sample of previous work (or report)
- Valid Referee contact information (3)

Submit all soft copies of your EOI to bmaltera@vanuatu.gov.vu cc itoka@vanuatu.gov.vu. The subject line of the email should be “**Climate L&D Fund MERL Framework and System**”. Address all correspondence to the Project Manager, Ministry of Climate Change Adaptation.

OTHER INFORMATION

Consulting Services Budget: **3,000,000 VUV**

Date Published: **18-Spe-2026** Deadline of Expression of Interest: **02-Oct-2026, 05:00 PM**