

Terms Of Reference

Local Consultant – Development of the MERL Dashboard

Activity 0.2: On-going Project Management

This person will be responsible for the Development of the MERL Dashboard for the Loss and Damage Fund project and will work closely with the project team and the LDWG.

Project Title: Vanuatu Loss and Damage Fund Development Project

Location: Port Vila, Vanuatu

Duration: 30 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

Although it contributes just 0.0016% of global greenhouse gas (GHG) emissions, Vanuatu is already experiencing the devastating effects of climate change manifested as loss and damage. Vanuatu suffers irrecoverable loss and damage from climate change events on an annual basis, both through extreme and slow onset events. Highly exposed to damaging cyclones, such events have led to financial losses in the billions of US Dollars. Single events can result in catastrophic and sustained impacts, for example Cyclone Pam (2015), Harold (2020) and Cyclones Kevin and Judy (2023) each led to losses of more than 500 million USD which equates to more than 60% of the nation's GDP. Slow onset events such as sea level rise, ocean acidification and salinisation of productive land are leading to further losses. These include non-economic losses and damages such as the irretrievable loss of culture, indigenous language and identity, human rights, health and wellbeing, biodiversity, and ecosystems.

The challenge for Vanuatu, like many highly vulnerable Small Island Developing States (SIDS), is that the international recognition of loss and damage rapidly needs to turn into meaningful investments on the ground; talk needs to turn into action. Establishing a financial mechanism which can attract and manage loss and damage finance and disperse it to those most in need can play a critical role in facilitating practical projects which address loss and damage. Such a mechanism requires sound governance, robust systems and processes (including financial management) reinforced by enhanced capacity, increased awareness of loss and damage and effective Monitoring, Evaluation, Reporting and Learning (MERL).

The Government of New Zealand has committed NZD 4 million to support the "Vanuatu Loss and Damage Fund Development Project" to enable Vanuatu to become 'investment ready' to most effectively absorb international L&D funding arrangements into national systems and then programme and disperse finance in bottom-up and locally appropriate modalities. The MFAT funding will be used to

design a L&D Fund and enhance capacity but will also provide seed funding to get projects started and thus attract further investment.

By establishing a national Fund, L&D can be addressed in locally appropriate ways; an agile and responsive financial mechanism would provide easy access to communities and organisations. The Fund will be situated within a broader national climate finance architecture and the project will help the Government of Vanuatu to work towards a more integrated approach to community-level climate change responses. A national fund can also facilitate effective learning and the rapid scale up of effective approaches.

About the Role

Under the leadership of the Project Manager, the consultant will play a key facilitating and technical support role in the development of the MERL Dashboard of the Loss and Damage (L&D) Fund project to monitor and document the learnings and experiences of the processes of the establishment of the L&D Finance Mechanism.

The consultant will contribute to local knowledge, ensure alignment with national systems, and support stakeholder engagement across all levels of government. The consultant will work closely with the project management unit team to ensure the MERL of the L&D Fund project is well captured to monitor the implementation of the activities.

Scope of Services

The Dashboard Developer will be responsible for the following tasks:

1. Requirements Analysis

- Consult with stakeholders to define dashboard objectives, data sources, and user requirements.
- Review existing data systems and structures.

2. Design and Development

- Design the dashboard's architecture and user interface (UI/UX).
- Develop front-end and back-end components of the dashboard.
- Integrate relevant databases, APIs, and data pipelines.
- Implement data visualization using appropriate tools (e.g., Power BI, Tableau, Superset, Dash, etc.).

3. Testing and Deployment

- Conduct functionality and performance testing.
- Ensure security, data integrity, and scalability.
- Deploy the dashboard on the designated server or cloud environment.

4. Training and Documentation

- Develop user manuals and technical documentation.
- Provide training sessions to end-users and administrators.

5. Maintenance and Support

- Provide post-launch technical support for a defined period.
- Fix bugs and implement enhancements as needed.

Deliverables

- 1- Inception report – includes work plan, requirements, and architecture proposal.
- 2- Prototype dashboard – initial version for review and feedback.
- 3- Final dashboard – fully functional dashboard deployed.
- 4- Documentation and training materials – user guides, technical documentation, training conducted on the use of the dashboard.
- 5- Final report – report on the development of the dashboard.
- 6- Others – other specific activities to refine the dashboard guided by the M&E of the L&D project and M&E of the department of climate change.

Expected Outcomes.

1. Improved Data Visibility and Decision-Making

- The dashboard provides real-time access to key performance indicators (KPIs) and analytics.
- Stakeholders can easily visualize trends, patterns, and progress, enabling faster and evidence-based decision-making.

2. Enhanced Efficiency in Data Management and Reporting

- Manual data compilation and reporting time are reduced through automated data integration and visualization.
- Staff can generate reports quickly and consistently, improving overall operational efficiency.

3. Increased Transparency and Accountability

- The dashboard makes organizational or project performance data easily accessible to authorized users.
- This transparency strengthens accountability to management, partners, and donors by showing measurable results and outcomes.

Selection Criteria

Essential Experience and Knowledge:

- Advanced degree in IT, M&E, Climate Change, Environmental Science, Project Management, or a related field.
- At least 7 years of experience managing complex, multi-stakeholder projects, preferably in Small Island Developing States (SIDS).
- Strong expertise in IT work, MERL, governance, and financial oversight.
- Demonstrated knowledge of international and national climate frameworks, including the Paris Agreement and UNFCCC Fund for Responding to Loss and Damage (FRLD).
- Proven ability to integrate GEDSI principles into project design and implementation.

Desirable:

- Familiarity with Vanuatu's climate policies and governance structures.
- Experience working in the Pacific region or similar contexts.
- Ability to speak Bislama.

Duration

The duration of the contract is 30 days, commencing when the contract is signed.

Expression of Interest (EOI) Submission Requirements

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 copy of your EOI to thendricks@vanuatu.gov.vu cc bmaltera@vanuatu.gov.vu. The subject line of the email should be "L&D M&E Dashboard Consultant". Address all correspondence to the Loss and Damage Project Manager, Department of Climate Change Adaptation.

Other Information

Consulting Services Budget: **300,000 VUV**

Date Published: **18-Mar-2025** Deadline of Expression of Interest: **25-Mar-2026, 05:00 PM**