

Terms of Reference

Project Management Unit

Position:	Monitoring & Evaluation (M&E) Expert (Individual Consultant)
Project	Circular Integrated Aquaculture–Horticulture Systems for Climate Resilience in Namibia (NamiGreen) Project
Funding:	Global Environment Facility (GEF-8) - Food Systems Integrated Programme (FS-IP); Full-Sized Project; USD7,445,260
Implementing Partner:	Ministry of Agriculture, Fisheries, Water and Land Reform (MAFWLR)
Location:	Windhoek, with travel to project sites
Assignment period:	Eight (8) months across a period of two (2) years (subject to renewal based on performance)
Closing date:	16 October 2026, 17h00 (CAT)
Link to apply:	https://forms.gle/zUBL6TpE7Tdzwexh9

1. Project Background

The project “Circular Integrated Aquaculture-Horticulture Systems for Climate The project “Circular Integrated Aquaculture–Horticulture Systems for Climate Resilience in Namibia (NamiGreen)” has been approved by the Global Environment Facility (GEF) as a Full-Sized Project under the GEF-8 Food Systems Integrated Programme (FS-IP), with total funding of USD 7,445,260. The project is being implemented by the Ministry of Agriculture, Fisheries, Water and Land Reform (MAFWLR), with support from the United Nations Development Programme (UNDP) and the Food and Agriculture Organization of the United Nations (FAO), under the National Implementation Modality (NIM, UNDP) and the Operational Partner Implementation Modality (OPIM, FAO), from 2026 to 2031.

Namibia’s current food system is heavily reliant on livestock production, contributing to land degradation, biodiversity loss and heightened vulnerability to climate change and water scarcity, which threaten food security and rural livelihoods. The NamiGreen project intends to promote sustainable, integrated aquaculture–horticulture systems as a resource-efficient alternative, advancing circular production systems and sustainable inland fisheries.

The project aligns with the priorities of Namibia’s Sixth National Development Plan (NDP6), including climate adaptation, food and nutrition security, sustainable land

and water management, and inclusive rural development, while supporting gender-inclusive natural resource management and enhancing resilience for marginalized communities and youth. The project targets five priority areas: the Calueque–Oshakati Canal, Kavango West, Kavango East, Aminuis Springs and Neckartal Dam; comprising 23 demonstration sites. It pilots integrated solutions for more sustainable food systems, emphasizing diverse approaches to food systems transformation, reducing the environmental impact of livestock through alternative protein sources, and expanding sustainable aquaculture with explicit links to land-based practices.

The M&E Expert will be responsible for the design and operation of the project's results-based monitoring, evaluation and learning system, ensuring the NamiGreen can demonstrate progress against its results framework, the GEF-8 core indicators and the FS-IP programme-level indicators, and that evidence informs adaptive management. The expert services both UNDP and FAO reporting requirements through a single integrated system.

2. Scope of Work and Key Responsibilities

The Monitoring and Evaluation (M&E) Expert will establish, operationalise and maintain a results-based monitoring, evaluation, learning and reporting system for the NamiGreen Project. The system will enable the PMU, MAFWLR, UNDP, FAO and the Project Steering Committee (PSC) to track implementation progress, measure results, demonstrate accountability and make timely, evidence-based management decisions.

The Expert will ensure that project monitoring covers the five priority areas and all 23 project sites, with data disaggregated by gender, age, vulnerability status, location and beneficiary category, where applicable. Particular attention shall be given to tracking gender equality, youth participation, employment, environmental and social safeguards, institutional capacity, co-financing, livelihoods and food security, enterprise performance and climate-resilience results.

Specifically, the Expert will carry out the following tasks:

- a) Prepare and operationalise a comprehensive, costed M&E Plan aligned with the reporting requirements of MAFWLR, UNDP, FAO and GEF.
- b) Review and periodically update the project M&E plan, results framework, theory of change and GEF core indicator targets; refine indicators, definitions, baselines, targets and data sources during the inception phase, and prepare the M&E Plan and budget.
- c) Design data collection tools (site registers, household and enterprise surveys, training records), a project database or dashboard, using mobile data collection where practical and establish the baseline for outcome indicators.

- d) Establish a systematic process for collecting and consolidating monitoring information from the PMU, regional offices, project site beneficiaries, service providers, consultants and implementing partners.
- e) Introduce mobile or electronic data collection, where feasible, and ensure that tools are practical for use in remote project areas.
- f) Ensure continuous monitoring of project results, including the Gender Action Plan (GAP) and the Environmental and Social Management Framework (ESMF).
- g) Maintain an up-to-date indicator tracking table showing baselines, annual milestones, cumulative achievements, variances and corrective actions.
- h) Undertake periodic monitoring missions to project sites and conduct data-verification visits, spot checks and beneficiary consultations.
- i) Identify implementation delays, data gaps, emerging risks and underperforming indicators, and provide practical recommendations to the NPM and PMU.
- j) Maintain an organised electronic repository or monitoring evidence, including attendance records, photographs, field reports, beneficiary records, survey databases and supporting documentation.
- k) Training PMU team, MAFWLR, beneficiaries on data collection tools and quality standards, conduct data verification visits and spot checks, and maintain the project database.
- l) Lead the preparation of Quarterly Progress Reports, the UNDP-GEF Annual Project Implementation Report (PIR), FAO six-monthly Project Progress Reports, the annual risk-log update and Project Steering Committee.
- m) Coordinate the Independent Mid-Term Review and the Terminal Evaluation, including preparation of ToRs inputs, document packages, field programmes and management responses, track implementation of recommendations.
- n) Facilitate annual reflection and adaptive-management workshops with the PMU, MAFWLR and partners.
- o) Undertake any other tasks assigned by the NPM.

3. Deliverables

- a) Operational Project M&E System and Plan;
- b) Validated baseline data for relevant indicators and a functional project database and dashboard covering the five priority areas and 23 project sites;
- c) Periodic monitoring and performance reports meeting MAFWLR, FAO, UNDP and GEF requirements, including PIRs, GEF Core Indicator updates, PSC reports and risk-log updates;
- d) Data quality, field monitoring and compliance reports addressing project results, Gender Action Plan, safeguards, stakeholder engagement, grievance management and co-financing.
- e) M&E training and mentoring, and capacity development and adaptive management products.

- f) Technical and coordination support for the MTR and Terminal Evaluation, including evidence packages, management responses, recommendation tracking, final results assessment and handover of the complete M&E database and records.

4. Reporting and Institutional Arrangements

The Monitoring and Evaluation Expert will work under the overall guidance and supervision of the National Project Manager (NPM) and will receive technical oversight from UNDP and FAO.

5. Minimum Requirements and experience

- a) A university degree (NQF Level 7 or equivalent) in monitoring and evaluation, project management, data science, fisheries, aquaculture, environmental management or a related discipline.
- b) At least five years of progressively responsible professional experience in monitoring, evaluation, results reporting or performance management for development programmes or projects.
- c) Previous experience with GEF-financed projects or projects implemented by UNDP or FAO, including familiarity with the GEF Project Implementation Report and GEF Core Indicators, will be a distinct advantage.
- d) Demonstrated experience establishing and managing results-based M&E systems, including indicator frameworks, baselines, data collection tools, databases and reporting processes.
- e) Demonstrated experience working with Theory of Change, logical or results frameworks, indicator reference sheets, baseline studies, data-quality assessments and adaptive management.
- f) A valid driver's license (certified copy required with application);
- g) Demonstrated experience undertaking field monitoring, data verification and stakeholder consultations in remote or rural areas. Experience working across Namibia's regions will be an advantage.
- h) Excellent verbal and written communication skills in English, including the ability to prepare both technical reports and public-facing information;
- i) Experience managing consultants and working effectively within interdisciplinary and multicultural teams;
- j) Proficiency in Microsoft Office applications (Word, Excel and PowerPoint) and virtual communication tools such as MS Teams, Zoom or Google Meet;
- k) Ability to support and coordinate the work of multidisciplinary expert groups.
- l) Fluency in written and spoken English, including strong report-writing and communication skills.

6. Submission

- a) A one-page cover letter

- b) A detailed Curriculum Vitae (not more than 5 pages)
- c) Certified copies of relevant qualifications (qualifications obtained from foreign training institutions must be accompanied by NQA evaluation report).
- d) Certified copies of National ID and Driver's License

7. Application Procedure

Interested candidates should apply via this link:

Monitoring & Evaluation (M&E) Expert: <https://forms.gle/wBp5BJeuapc4Hwnr5>

Enquiries should be submitted to:

National Project Manager

Email: NPM.Namigreen@mfmr.gov.na

MAFWLR is an equal opportunity employer. Women, youth and members of marginalized communities are encouraged to apply. Only shortlisted candidates will be contacted.