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ANNOUNCEMENT

Consultant for Monitoring and Evaluation Specialist Blue Horizon: Ocean Relief through Seaweed Aquaculture

Position: Monitoring and Evaluation Specialist (M&E Specialist)
Project: "Blue Horizon: Ocean Relief through Seaweed Aquaculture"
Workplace: Remote, with frequent online and occasional in-person meetings at the SEAFDEC Secretariat in Bangkok and at SEAFDEC/AQD Main station in Tigbauan, Iloilo, the Philippines
Contract type: Consultancy-based (Short-term consultancy)
Period of Assignment: 25 days

Background

The Southeast Asian Fisheries Development Center (SEAFDEC) is an autonomous inter-governmental body established in 1967. SEAFDEC comprises 11 Member Countries: Brunei Darussalam, Cambodia, Indonesia, Japan, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand, and Viet Nam. The mission of SEAFDEC is *"To promote and facilitate concerted actions among the Member Countries to ensure the sustainability of fisheries and aquaculture in Southeast Asia."*

In collaboration with WWF GEF Agency, SEAFDEC is implementing the Global Environmental Facility (GEF)-funded Project **"Blue Horizon: Ocean Relief through Seaweed Aquaculture"**, which runs from 1 July 2024 to 31 December 2028. SEAFDEC hosted the Project Management Unit (PMU), which is located at the SEAFDEC Secretariat, Bangkok, Thailand and work close collaboration with SEAFDEC Aquaculture Department (AQD). The Project has also two national executing partners from the Philippines and Viet Nam. The project aims to create sustainable seaweed value chains, providing ecosystem services and socio-economic benefits across Southeast Asia. This project has four key components:

- 1) Regional approach and capacity development for seaweed value chains in Southeast Asia
- 2) Enabling Environment for Seaweed Aquaculture in the Philippines and Viet Nam
- 3) Seaweed Value Chains (covering production, processing, and marketing); and
- 4) Knowledge management, monitoring and evaluation (M&E), and participation in the International Waters: Learning Exchange and Resource Network (IW:LEARN) at the regional level.

Under Component 4: Knowledge management, monitoring and evaluation (M&E), and participation in the International Waters: Learning Exchange and Resource Network (IW:LEARN) at the regional level, the Project Management Unit (PMU) at SEAFDEC and other executing agencies in the Philippines and Viet Nam will follow a Monitoring and Evaluation plan to monitor and report on project progress. Under this component, the PMU SEAFDEC will recruit M&E



Specialist to provide technical assistance in gathering, compiling, and analyzing data for the annual results framework tracking, and providing advice to the Project Manager/Technical Advisor to improve the results, efficiency and management of the project.

The position is a short-term consultancy under the supervision of the Project Manager, aimed at supporting the functions of the Project Management Unit (PMU). The M&E Specialist will work closely with the Project Manager, under the support of SEAFDEC staff and WWF US M&E team.

Overview of the Consultancy Work

The M&E Specialist will support the development and implementation of the M&E plan and a comprehensive IT-based monitoring tool for the project. The M&E Specialist will ensure that project activities and outputs are effectively tracked in alignment with the Project Strategy and Project Results Framework (Appendix 6 of Pro doc), while building the capacity of project staff and key partners to use the tools and establish efficient data reporting protocols.

The PMU will follow an M&E plan to monitor and report on project progress and identify any areas where adaptive management is required. Under this Output, the PMU will draft and deliver the following:

- A six-month Project Progress Report (PPR) and a 12-month PPR, which includes tracking against the results framework and work plan (and from which the PIR is generated and submitted to the GEF Secretariat);
- Annual Work Plan and Budget (AWP&B) with implementation targets;
- Quarterly Financial Report;
- Annual adaptive management meeting to review project results and discuss any necessary adjustments to the project strategy; and
- Closeout report.
- Support the logistics, resource preparations, and review mid-term and a terminal Evaluation report.

Scope of Work

1. Assessment and Planning

- a. Review existing monitoring frameworks, tools, and protocols used by the project.
- b. Conduct consultations with project stakeholders, including the IT Specialist and PMU teams, to gather requirements for the monitoring tool.

2. Tool Development and Testing

- a. Design and develop the IT-based monitoring tool, ensuring it meets project needs and user requirements.
- b. Pilot the tool with select project activities to refine its functionality and usability.

3. Capacity Building

- a. Organize and deliver training sessions for PMU staff at regional and national.
- b. Provide technical support during the initial implementation phase of the monitoring tool.



4. M&E Protocol Development

- a. Draft and validate the data and information reporting protocol with key stakeholders.
- b. Integrate the protocol into the operational workflows of the PMU and National Project Management Units.

Deliverables

- **M&E Plan for the project is updated and validated**
- **IT-Based Monitoring Tool Development**
 - a. Collaborate with the IT Specialist to design and develop a user-friendly IT-based monitoring tool tailored to the project's activities and outputs.
 - b. Ensure the tool aligns with the Project Strategy and Results Framework including SEAFDEC's gender mainstreaming strategy to capture both qualitative and quantitative progress effectively.
 - c. Develop a data management system for the regional and national PMUs to systematically record and track project results framework outcomes based on defined indicators.
- **Capacity Building**
 - a. Train project staff in both regional and national Project Management Units (PMUs) on using the M&E tool.
 - b. Develop user manuals or training materials to facilitate ongoing usage and capacity building.
- **Data and Information Reporting Protocol**
 - a. Develop and recommend a standardized data and information reporting protocol to streamline communication and reporting between the PMU and National Project Management Units.
 - b. Ensure the protocol promotes accuracy, consistency, and timely reporting of project progress and outcomes including gender mainstreaming information.
- **Gender Mainstreaming and Stakeholder Engagement Reporting**
 - a. Collaborate with SEAFDEC's gender focal point to update the indicators of the project's Gender Action Plan (GAP).
 - b. Develop templates of stakeholder engagement and gender mainstreaming reporting based on the GAP and Stakeholder Engagement Plan (SEP).
 - c. In collaboration with SEAFDEC's gender focal point train project staff in both regional and national Project Management Units (PMUs) on using the SEP and GAP.

Remuneration and Terms of Payment

The Consultant will receive a consultancy fee, payable in the following installments:

- **First installment (10% of total fee):** Upon preparation of the inception report, completion of desk work for all deliverables.
- **Second installment (20% of total fee):** Upon submission and presentation of the IT-Based Monitoring Tool development.
- **Third installment (30% of total fee):** Upon submission and presentation of the Data and Information Reporting Protocol.
- **Final installment (40% of total fee):** Upon completion and submission and presentation of the M&E user manual, and development and one training session on the project deliverables.



Qualifications and Requirements

- At least 8 years practical experience in developing monitoring and evaluation system/plan of projects, data analysis, knowledge management, and/or project management and results reporting.
- Expertise in IT applications and data visualization tools would be highly desirable
- Advanced degree in Monitoring and Evaluation, Project Management, Information Systems, or a related field to international development and conservation.
- High proficiency in both spoken and written English.
- Proven experience in developing IT-based monitoring tools for projects or programs.
- Strong knowledge of Results-Based Management (RBM) and project monitoring frameworks, and Theory of Change
- Experience with the GEF and programmatic modalities is an advantage.
- Proficiency in training and capacity-building methodologies.
- Excellent interpersonal, communication, and facilitation skills.
- Familiarity with fisheries projects, marine biodiversity and ecosystem, climate change is an advantage.
- Ability to work independently, remotely with limited supervision and meet deadlines efficiently.
- Excellent analytical skills, ability to think strategically, and analyze and synthesize diverse qualitative and quantitative data and information.
- Excellent organization skills with emphasis on attention to detail and strong capacity to be organized and follow through on commitments according to deadlines.

How to apply

The consultant candidate MUST submit the following documents:

1. An updated CV.
2. Technical proposal with proposed methodology, approach to the assigned deliverables, and timeline.
3. Financial proposal with a specific total lump sum and payment terms based on the deliverables specified in the ToR including proposed daily rates, travel, per diems or DSA, proposed working days, and co-trainers/assistants for training organization if any.
4. The candidates are requested to provide examples of relevant previous work and the results achieved, demonstrating their experience and capacity to deliver similar assignments.

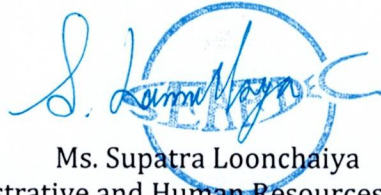
"SEAFDEC is an equal opportunity employer, considering all applicants based on qualifications, regardless of race, national origin, religion, gender identity, age, disability, or marital status."

Please visit our website www.seafdec.or.th for detailed information about the position. Applications must be submitted in English, along with the following documents, by **22 September 2025**. Short-listed applicants will be contacted for an interview.



Submit your applications to:

Administrative and Human Resources Section,
General Administration Division,
Training Department Southeast Asian Fisheries Development Center
Suksawasdi Road, Leam Fha Pha,
Phrasamutchedi, Samut Prakan 10290
Tel: 02-425-6100 Ext. 131 and 133
Email: chonnikarn@seafdec.org



Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
3 September 2025