



## **TERMS OF REFERENCE**

### **Monitoring & Evaluation Officer**

Support, monitoring, and evaluation of the portfolio of projects financed by the Mesoamerican Territorial Fund of the Mesoamerican Alliance of Peoples and Forests through sub-grants in the Mesoamerican region.

#### **1. INTRODUCTION**

The Mesoamerican Alliance of Peoples and Forests (AMPB) is a forum for coordination, dialogue, exchange of experiences, and joint action by indigenous territorial authorities and multicultural community organizations with tenure and management rights over the main forest areas of Mesoamerica [1]. It seeks to strengthen the sustainable community management of their natural resources and to influence the public policies of governments and international cooperation, so that strategies for biodiversity conservation, rural development, and climate change adaptation and mitigation respect the human and territorial rights of Indigenous Peoples and Local Communities (IP&LCs), value their contribution to the protection of the global tropical forests, and effectively support their local governance systems.

The Mesoamerican Territorial Fund (FTM) is a direct financial investment mechanism designed by the Mesoamerican Alliance of Peoples and Forests (AMPB) to support IP&CL organizations in Mesoamerica through sub-grants and capacity building. The FTM, in conjunction with IP&FC partner organizations, works on issues ranging from strengthening livelihoods, consolidating territorial rights, climate change adaptation and mitigation activities, biodiversity conservation, and the preservation of traditional knowledge and good agroforestry practices with a focus on rights, inclusivity, and equity.



The Mesoamerican Territorial Fund has developed a monitoring and evaluation system that allows for the tracking of processes for efficient and transparent decision-making on sub-grants, through close accompaniment of IP&CL organizations, data collection, evidence gathering, periodic reporting, and accountability.

## 2. CONTEXT OF THE CONSULTANCY

The FTM is currently implementing a portfolio of projects through sub-grants from Mexico to Panama that are funded by different donors and cover a range of topics (for more information on our active portfolio, see the [Interactive Map – FTM](#)). To ensure adequate support and monitoring, the FTM has developed the AMECLA system (**Support, Monitoring, Evaluation, Collaboration, Learning, and Adaptation**), formulating recommendations based on experiences and lessons learned, allowing for the adaptation of processes aimed at institutional strengthening, improving the reporting, monitoring, and follow-up capacities of PI&CL partner organizations that implement sub-grants, and the sustainability of actions.

## 3. OBJECTIVE OF THE CONSULTANCY

Accompany, assist, and consolidate the M&E and reporting capacities of IP&CL organizations that implement sub-grants awarded by the FTM to improve the execution process of their proposals, as well as their follow-up, monitoring, and evaluation, so that they comply with technical requirements and the objectives and activities set out. Likewise, support the FTM technical team in the formulation of proposals to donors, as well as other tasks required in the work carried out by the Mesoamerican Territorial Fund (FTM) related to support for FTM and AMPB partner organizations.



#### 4. FUNCTIONS

- Actively participate in FTM team meetings dedicated to the monitoring and evaluation of sub-grants.
- Support the work of the FTM Project Director and Financial Director in accompanying, monitoring, and evaluating all projects financed by the FTM.
- Continue with the implementation of the AMECLA system for the accompaniment, monitoring, and evaluation of projects financed by the FTM; and support organizations in the implementation of these projects.
- Contribute to the evaluation of projects currently funded by the FTM in terms of ensuring compliance with its indicators, goals, outputs, and objectives.
- Identify achievements, gaps, and opportunities for improvement in processes related to the implementation of the AMECLA system supported by the FTM.
- Generate continuous improvement processes in the operation of the FTM and its calls for project submissions.
- At the end of the work period, evaluate and update the FTM indicator system designed at the beginning of the consultancy.
- When appropriate, conduct working tours of the Mesoamerican region to accompany and measure the implementation process of projects by organizations receiving financial support from the FTM.
- Hold regular virtual meetings with partner organizations to support and accompany them in the process of implementing their proposals.
- Prepare monthly reports on the work carried out.
- Facilitate the exchange of information and experiences among PICL organizations that receive financial support from the FTM.



- Support fund management and proposal writing to ensure access to resources from the FTM and PI&CL partner organizations.
- Manage the AMECLA operating system, ensuring accurate and timely information on all projects implemented by the FTM in conjunction with co-implementing organizations.

## 5. DELIVERABLES AT THE END OF THE CONSULTANCY

- Monthly management report on the activities and results of the support, monitoring, and evaluation processes provided to IP&CL organizations financed by the FTM.
- A final report summarizing the main recommendations and conclusions on the implementation of the AMECLA system, as well as recommendations for the design and continuous improvement of M&E.

## 6. DURATION

This consultancy will last for 4 months.

## 7. METHOD OF PAYMENT

The professional fees for this consultancy will be paid against a monthly report that must be submitted and approved by the project director on the 25th of each month during the months of this consultancy.

## 8. CONSULTANT PROFILE

### Professional skills and work experience:

The services of a professional with a university degree who meets the following requirements are required for the development of this consultancy:

- University degree in social or environmental sciences or related fields.
- At least 8 years of professional experience.
- At least 5 years of work experience in the design, implementation, M&E, and monitoring of projects **in indigenous territories and/or local communities in at least one country in the Mesoamerican region.**



- Good writing and communication skills in Spanish.
- Proficiency in , Word, Excel, tables, dynamic tables, charts, , and other programs related to M&E tasks.
- Excellent written and verbal command of Spanish and, preferably, good command of spoken and written English.
- **Preferably an indigenous and/or community professional who meets the competencies required in this clause.**

**Additional requirements, other desired skills:**

- Ability to organize, coordinate, and facilitate activities related to this consultancy.
- Good verbal and written communication skills.
- Ability to travel to the territories where projects are being implemented with financial support from the FTM.
- Immediate availability.

**9. ADMINISTRATIVE CONDITIONS**

**Contract and payment support**

In order to comply with the delivery of the products and other conditions set forth in these Terms of Reference (ToR), a formal contract will be signed between the consultant and the AMPB, with these ToR forming an integral part of said contract. The consultant must provide an official tax receipt in order for the corresponding monthly payment to be made.

**Application:**

Interested individuals should send their CV and a letter of interest, including salary expectations, to the following email addresses: [gerencia@fondomesoamericano.org](mailto:gerencia@fondomesoamericano.org) and [dproyectos@fondomesoamericano.org](mailto:dproyectos@fondomesoamericano.org) by September 30, 2025, at the latest.