Scope of Work

Consultant to Develop the Monitoring, Evaluation and Learning System for CIPESA

1.Introduction

The Collaboration on International ICT Policy for East and Southern Africa (CIPESA) is a leading centre for research and analysis that works to defend and expand the digital civic space to enable the protection and promotion of human rights and to enhance innovation and sustainable development. With a focus on disparate actors including government, the private sector, civil society, media, policy makers and multinational institutions, our work aims to engender a free, open and secure internet that advances rights, livelihoods, and democratic governance.

CIPESA is searching for a Monitoring and Evaluation specialist to provide urgent consulting services related to updating and developing M&E tools and offering training to CIPESA staff.

2. Purpose of the Consultancy

The objective of the consultancy is to develop an institutional Monitoring, Evaluation, and Learning (MEL) system for the implementation of CIPESA's new Strategic Plan (2023-2027). The MEL system shall allow CIPESA to monitor and track progress to inform learning, reflection, and decision-making at both operational and strategic levels.

This MEL system will also support CIPESA to increase knowledge, confidence, and success in Monitoring, Evaluation, and Learning. It will strengthen our organisational MEL practices and enhance our capacity to become more effective and to maximise our impact through review and learning with partners and the communities CIPESA works with.

3. The Consultant's Tasks

a) Prepare and present an inception report detailing the consultant's understanding of the objectives of the task, and execution plan.

b) Conduct a desk review of the relevant documents including the Strategic Plan, project documents, annual work plan, any baseline survey report(s), and existing monitoring tools to provide the information required in developing the M&EL system.

c) Develop a Monitoring, Evaluation, and Learning system for the implementation of the Strategic Plan (2023-2027), that includes:

i. A standard M&E plan including but not limited to: a proposed timeline for M&E; a learning component with relevant M&E questions to ask at different stages of the implementation of the strategic plan; a monitoring and evaluation framework (i.e. results framework, theory of change, etc.); identifying key relevant indicators (output and outcome); defining who will implement the various components of the M&E plan; identifying data collection tools and methodologies; identifying where data would be stored and how it would be analysed; defining how M&E findings would be reported to donors, stakeholders and internal staff members to ensure strategic plan improvement; transparency and data-driven decision making; other required resources and capacities.

ii. Develop the data collection tools.

iii. Design a simple database including a dashboard, that responds to the needs of the M&E system in terms of qualitative and quantitative data requirements. Ensuring security features are included to protect and secure the database system

d) Develop a Monitoring and Evaluation Operational Procedure Manual (the overall aim of this operational procedure manual is to establish policies and standards across the CIPESA that govern the application of effective monitoring and evaluation (M&E) system with a view to maximising the benefits from CIPESA interventions).

e) Conduct 2-day M&EL training for CIPESA staff on the use of the M&E system.

4. The Consultant's Deliverables

1. An inception report outlining the approach and methodology that will be used to deliver on the assignment.

2. A Monitoring, Evaluation, and Learning Plan.

3. Designed data collection tools.

4. A database including a dashboard that responds to the needs of the M&E system with security features that protect and secures the database system.

5. A Monitoring and Evaluation Operational Procedure Manual.

6. CIPESA staff trained on the use of the MEL plan, data collection tools, and database.

5. Required Skills and Experience

- The Consultant must possess an advanced degree or post-graduate training in M&E.
- The Consultant must have demonstrable experience in developing M&E plans and tools.
- The Consultant must have experience in working with non-government organisations.

- The Consultant must have experience in training adult learners. Experience in training NGO staff will be an added advantage.
- The Consultant should have the ability to complete assignments in a timely manner and deliver quality results over a short period of time.
- Excellent writing and presentation skills.

6. Timelines

The Consultant will be required to produce the following deliverables within a period of 30 days from the time of contracting, which is expected to be early August.

7. Application Procedure

The following documents should be submitted as part of the application:
• Technical proposal indicating the qualifications and experience of the applicant.
• Two or three samples of work done by the applicant that is relevant to the Consultancy. The samples can be provided as attachments or links embedded in the technical proposal.
• Financial Proposal (Specifying a total lump sum amount for the tasks specified in this Terms of Reference). The financial proposal shall include a breakdown of this lump sum on a daily basis.

8. How to Submit the Application:

Applications should be sent to programmes@cipesa.org and edrine@cipesa.org. The subject of the email should be "Application for M&E Consultancy".

The deadline for receipt of applications is August 2, 2023 at 05:00 pm East African standard Time.