

## Terms of Reference

Title	Monitoring, Evaluation and Learning Consultant	Department/office	UK
Code	TfaC UKMELM	Start date	1st August 2020
Type	Consultancy	End date	31st March 2023
Line manager	New Partnerships Programme Manager	Post-related allowances	Travel-related
Consultancy focus	To lead on the development and delivery of MEL systems and tools as part of TfaC's new Online Blended Learning Platform (OBLP).		
Number of staff	n/a	As line manager	n/a
Finances managed	n/a		

## Introduction

Theatre for a Change (TfaC) is an international NGO which enables marginalised and vulnerable women and girls to improve their sexual and reproductive health and assert their rights in their families, communities and the wider world. Our innovative methodology is complemented by a robust evidence base and a strong reputation for providing pioneering, sustainable and impactful projects that are developed and implemented in collaboration with participants. TfaC has offices in the UK and Malawi, and works with partner organisations in eight other countries worldwide. [www.tfacafrica.com](http://www.tfacafrica.com)

## Consultancy Background

TfaC's New Partnerships Programme (NPP) was established in 2015. The NPP is an international capacity building initiative designed to increase the reach and impact of TfaC's work with marginalised and vulnerable women and girls. The NPP offers training and capacity building in TfaC's methodology to partner organisations who are seeking to use the methodology in their behaviour change and advocacy work. In the last five years, the NPP has delivered 12 training projects with 19 organisations in nine countries, training 181 community facilitators and directly impacting over 24,000 marginalised and vulnerable women and girls.



As part of the next phase of NPP's growth, TfaC is seeking to develop an online blended learning platform (OBLP) to support the training and capacity building of partner staff and facilitators in using TfaC's methodology in their work. Key features of the OBLP include:

- Online, accredited courses in TfaC's methodology, delivered through video lessons, skills building activities and written reflections
- Interactive activity planning and project management tools
- Discussion forum to facilitate peer learning and best practices sharing
- Quantitative and qualitative data collection and reporting tools

### **Scope of Work**

We are looking to recruit a long term (3-year) MEL specialist on a part-time consultancy basis. The specialist will lead on developing and managing the delivery of MEL systems and tools for the new OBLP informed by the project's MEL framework and TfaC's organisational logframe. The specialist should have at least 10 years of relevant experience, including experience in the design of MEL tools used as part of online learning. Expertise in MEL within the context of sexual and reproductive health and rights is highly desirable. The specialist will work with our New Partnerships Programme team to develop and manage the use of these tools - as well as analyse and evaluate the data these tools collect - and conduct both on-site and remote research as part of the consultancy. The consultancy runs from August 2020 until March 2023. Exact number of days and times can be agreed.

### ***Deliverables:***

1. MEL systems and tools are developed and implemented through the OBLP in line with project MEL framework and indicators.
2. Training and ongoing technical support in the use of MEL systems and tools are provided as needed to TfaC and partner staff, trainers and facilitators.
3. 2-3 on-site data collection and support visits are conducted internationally each year.
4. Project impact data is collected, analysed and shared with TfaC and partners on a quarterly basis.
5. An end-of-project evaluation report is produced and disseminated at organised learning events with partners in London, UK.

## Person Specification

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>• Commitment to TfaC's goal and values, and to a rights-based approach to development</li> </ul>	<ul style="list-style-type: none"> <li>• Expertise in MEL within a sexual and reproductive health and rights context</li> </ul>
<ul style="list-style-type: none"> <li>• 10+ years of MEL experience, including experience in the design of MEL tools used as part of online learning</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with the TfaC methodology and participatory learning approaches</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to travel internationally 2-3 times per year</li> </ul>	
<ul style="list-style-type: none"> <li>• IT skills and access to IT equipment – i.e. laptop, smartphone</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and written English</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent attention to detail</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work both independently and as part of a team</li> </ul>	
<ul style="list-style-type: none"> <li>• Skills and interest in building others' MEL capacity</li> </ul>	

## How to Apply

You are invited to submit an Expression of Interest (EoI) for conducting this assignment to [ryan.borcherding@tfacfrica.com](mailto:ryan.borcherding@tfacfrica.com) with the subject line: MEL Consultancy

The EoI should include:

- A cover letter outlining how your experience and competences meet the requirements, and your proposed approach to the scope of work, including proposed number of days for each deliverable



- A CV outlining relevant experience
- Your expected daily rate
- 3 referees including current or most recent employer/client
- DBS certificate
- Your availability during the consultancy period

Closing date for applications: Tuesday 30<sup>th</sup> June 2020 at 5pm BST

### **Equality and Diversity**

We are committed to equality of opportunity and positive action to promote it, particularly with respect to gender. We ensure that people are not discriminated against on the basis of gender, age, disability, ethnicity, religion or belief, sexual orientation or any other irrelevant grounds in the recruitment, retention, training and development of staff. Our Equal Opportunities can be read [here](#).