

TERMS OF REFERENCE (ToRs)

for engaging Consultant to develop and oversee implementation of Monitoring, Evaluation and Learning plan for a short-term Covid-19 recovery project for farmers in 7-countries of Africa

Position Title:	Consultant, monitoring, evaluation and learning
Project Title:	Quality Interactive Radio Supporting Farmers during the Covid-19 Pandemic (RECOVER project)
Organization:	Farm Radio International
Reports to:	Manager, Knowledge Management
Works closely with:	Knowledge Management Team, Project Delivery Lead, Gender Specialist, Regional M&E Officers
Duty Station:	Work from home
Duration:	50-60 working days between Feb 1, 2021 and Jan. 31, 2022
Application deadline:	January 8, 2021

1. CONTEXT

In October 2020, Farm Radio International (FRI) initiated a short duration 7-country project for the German international development agency, GIZ. Following a Social and Behavioral Change Communication (SBCC) approach, the project will use a variety of communication strategies to increase awareness, knowledge and uptake of good agricultural, nutrition, health and gender practices. The project will be executed in the context of the Covid-19 pandemic, which means that distance methods, not just for broadcasting but also for design and training, and monitoring and evaluation, will be at the forefront. Countries include Cote d'Ivoire, Mali and Togo in West Africa; Ethiopia in East Africa and Malawi, Mozambique and Zambia in Southern Africa. Farm Radio has existing offices in Ethiopia and Mali and a longstanding strategic partnership with Farm Radio Trust in Malawi.

A monitoring, evaluation, and learning (MEL) plan will be put in place both for the overall initiative and per individual country. The MEL plan will inform the development of tools and methodologies to properly assess progress towards and achievements of expected outcomes, and foster a learning environment for the various parties involved in its implementation. It will culminate in the completion of an overall evaluation and learning report that looks at the effectiveness and efficiency of the process and the outcomes in terms of knowledge gain, attitude change, gender responsiveness, and the application of good practices by small-scale farming women and men. Within that context, FRI is seeking to engage a Consultant that will lead the development of this MEL plan, contribute to the development of specific tools and methodologies, oversee their implementation and prepare synthesis reports.

2. OBJECTIVE

The main objective of this consultancy is to develop, support the implementation of, and draw findings, conclusions and learnings from a comprehensive monitoring, evaluation, and learning (MEL) framework and implementation plan for the RECOVER project.

3. SCOPE OF WORK

The work of the Consultant will include the following tasks:

- Review existing project documents including the log frame, targets and indicators, theory of change and proposed monitoring tools.
- Develop a comprehensive monitoring, evaluation and learning framework and an implementation road map for the project. This framework should include:
 - An updated Theory of Change and Logic Model with expected results
 - A Performance Measurement Framework describing indicators, targets, and methodologies used to assess them
 - An explicit gender component to ensure that gender-equality and inclusion issues are properly accounted for in the expected results, indicators and methodologies proposed
 - A monitoring system to track and report progress for a number of outputs and outcomes on a regular basis throughout the duration of the project
 - A learning plan to ensure that relevant information is documented throughout the duration of the project and used to adjust the activities
- Contribute to developing data collection tools and methodologies for the gender-sensitive formative research and baseline study. In many cases, this will involve enhancing or adapting existing FRI tools
- Write synthesis baseline report (across 7-countries)
- Contribute to developing data collection tools and methodologies for the final outcome evaluation
- Write synthesis process and outcome evaluation report (across 7-countries)

4. DELIVERABLES/EXPECTED OUTPUTS

The key deliverables of this Consultancy are:

- A comprehensive MEL plan for the project including a detailed implementation plan for monitoring activities, learning strategy, an evaluation strategy as well as design and information requirements for the evaluation
 - Theory of change, Logic Model, Performance Measurement Framework
 - Monitoring system to track key outputs throughout the project
 - Learning plan
- Data collection tools and methodologies for gender-sensitive formative research, baseline study and outcome evaluation
- Synthesis report for baseline study (across 7-countries)
- Synthesis report for outcome evaluation (across 7-countries)

5. DURATION OF WORK

The consultancy is for a total of 50 to 60 days spent between Feb. 1, 2021 and Jan. 31, 2022.

These days will be distributed over the project period as follows:

- approximately half of total days during the first 8 weeks of the project to develop MEL framework, implement formative research and baseline study, and write synthesis baseline report

- approximately 5 days (or hour equivalent) during the project for various consultations about monitoring and learning systems
- remaining days towards the end of the project (between Nov. 2021 and Jan. 2022) to oversee implementation of final outcome evaluation and prepare synthesis report.

6. DUTY STATION

This project is designed for team members to be able to work at-a-distance and, consequently, the Consultant will be able to work from home.

7. REQUIRED EXPERTISE AND QUALIFICATIONS

- A Master's degree (or equivalent experience) in social sciences, international studies, statistics, agriculture or a related field
- At least 8 years experience working in the field of Monitoring, Evaluation and Learning
- Demonstrated experience developing and implementing M&E approaches in the area of Communication For Development,, ICTs for DevelopmentD or Social and Behaviour Change Communication.
- Demonstrated experience developing and implementing gender-sensitive M&E approaches
- Excellent writing skills and experience synthesizing technical information for a variety of audiences
- Bilingual (French and English); be able to communicate effectively in both languages
- Excellent skills in analysing both qualitative and quantitative data
- Excellent knowledge of statistical analysis and survey methodologies
- Experience working in development in the African context an asset

8. APPLICATION

Submit your application in PDF format by email to lbrownharper@farmradio.org at Farm Radio International by January 8, 2021.

Applications should include:

- a) Information on the qualifications and experiences of the consultants that will perform the work
- b) Your overall approach to the assignment
- c) The objectives, outputs and tasks of your proposed work
- d) Deliverables and timelines
- e) Budget, including number of days and daily rate for each consultant that will work on the assignment
- f) A sample of your work