**Terms of Reference for Establishment of Organizational M&E system**

## BACKGROUND

ActionAid is a global alliance of organizations, working towards achieving a world without poverty and injustice in which every person enjoys the right to a life with dignity. ActionAid works in more than 40 countries in Africa, Asia, Europe and the Americas and our expertise lies in community-led development, working in partnership with people living in poverty and their organizations.

In 2006, ActionAid Afghanistan (AAA) committed itself to long term work with poor and excluded sections of the society through the human rights-based development approach. The new country strategy for Afghanistan titled ‘PEOPLE’S POWER FOR INCLUSIVE ECONOMIC EMPOWERMENT AND SOCIAL JUSTICE’ is for the period 2018-2022 and focuses on ending violence against women and girls; improving resilient Livelihoods; protecting children, promoting girls' education and advancing grassroots democratic governance. Women and girls’ needs are central to all of Action Aid’s work.

In line with ActionAid (AAA) Afghanistan’s strategic priorities, AAA is implementing several problems and ActionAid plans to strengthen its data gathering system to comply with the global minimum standards.

1. **OBJECTIVE OF THE CONSULTANCY:**

To establish overall M&E system at organizational level including adopting the modern data gathering system for ActionAid Afghanistan covering all projects, program at national and field offices.

1. **DESCRIPTION OF THE ASSIGNMENT**

The Consultant is expected to deliver the following as part of the assignment.

* 1. In consultation with the M&E team of ActionAid Afghanistan, design a simple data collection and storage system so that they are able to capture the information and process it as per the best M & E practices in the country.
  2. In line with the M&E framework, design all relevant data collection tools e.g. questionnaire/format checklist etc. to measure the progress of indicators.
  3. Develop and prepare monitoring templates for the use of M&E and project staff to monitor the implementation of the project activities.
  4. Produce Monitoring and Evaluation tools as needed by different programs
  5. Develop and maintain uniform and consistent data collection and reporting methodologies and ensure consistent application of all M&E systems and standards.
  6. Train and equip the programme team on usage of online data gathering and analysis system by using open source tools like Kobo Toolbox and Cobo-Collect.
  7. To enhance the capacity of M&E team and field staff on effective data collection, data analysis and report writing.
  8. To conduct advanced M&E training for ActionAid M&E team and its partners M&E and project team

**5. REQUESTED SERVICES, INCLUDING SUGGESTED METHODOLOGY**

The consultant needs to present is methodology she / he wants to use, this can be presented initially as an inception meeting at AAA management level.

The methodology should clearly establish needs through diagnosing and strengthening the existing practices by assessing the current M&E systems of ActionAid Afghanistan through consultation with partners, project management team, the M & E Manager and the ActionAid Afghanistan management.

The consultancy is expected to present an inception report to ActionAid management reflect what are the gaps, what are the suggested practical and cost effective approaches, and tools to be used to deliver a robust M & E system that links to and complies with ActionAid Global monitoring Standards.

**6. KEY DELIVERABLES:**

Following are the expected deliverables from the consultant (s) under this assignment:

6.1: Develop an M&E framework for ActionAid at the National and project level that is aligned to ActionAid’s global M&E framework

6.2: Recommend, pilot and establish monitoring tools for remote management through introduction of a suitable data gathering and analysis software such as Kobo or any other open sources mechanism.

6.3: Provide training to the frontline staff on the usage of these tools for data gathering and analysis, and

6.4: Organise and intensive training of all relevant staff on the new M & E system.

**7. BREADTH, DURATION AND EXPECTED TIMELINE OF THE ASSIGNMENT**

7.1. Breadth of the system establishment: The system should be considered useful and covering overall ActionAid Afghanistan program areas in Afghanistan at national and nine provinces. However, currently the security situation is normal in all 9 provinces of project coverage and travel, field visits can be conducted with good planning and subject to clearance from the security department.

7.2. Duration and Expected Timeline of the Assignment: The duration of the assignment can be arranged by the consultant to be completed within two months (November 25, 2019 – January 25, 2020) that includes diagnosis of the current shortcomings, design an improvement plan. This may involve the consultant’s visit some of the sample project areas or meet the partners in Kabul as the case may be as per needs. Interested bidders are, as such, requested to ensure their availability during the time stipulated. Following is a proposed timeline of activities under this assignment

Consultant will be required to prepare a detail workplan using following table any other one to be attached in the application.

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Task** | **Days** | **Date** |
| 1 | Activity 1 | 00 | 25/Oct/2019 |
| 2 | Activity 2 | 00 | 00/00/2019 |
| 3 | Activity 3 | 00 | 00/00/2019 |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 | Final report / outcome | 00 | 25/Jan/2020 |

**8. CONSULTANT PROFILE AND TEAM COMPOSITION**

ActionAid is looking for an experienced individuals and / or firms with substantial M&E experience in fragile and conflict contexts, past experience in Afghanistan and designing systems of similar sized NGOs would be preferred. The consultant should demonstrate past experience in undertaking similar kind of work in the Civil Society context. The consultant application should clearly demonstrate their capacity to deliver outputs within strict timelines in Afghanistan and demonstrate knowledge and experience of managing the M&E work at scale in fragile and conflict affected countries.

**8.1 Expected profile of the M&E consultant:**

Individual national and International consultant (expert) who has following competency can apply, (An Afghan National with requisite qualification and expertise is preferred);

* Advanced university degree in development studies, business administration, economics, Mathematics, Sociology, Statistics or another related field.
* Significant experience in Research methodology.
* Proven experience in Monitoring and Evaluation especially in the development context.
* Experience in Mobile Data Collection (MDC) approaches and software including ODK and Kobo.
* Excellent communication, coaching, presentation and reporting skills

**9. PAYMENT SCHEDULE AND MODE OF PAYMENT**

Mode of Payment: Transfers will be made to bank accounts of the consultants upon submission of deliverables as stated above along with an invoice by the consultant per the following trances:

**1st Tranche:** **25%** within 15 days of signing the contract and delivery of an inception report.

**2nd Tranche**: **35%** of the total contracted amount will be made subject to the work progress according to the work plan proposed and within 30 days of the inception report.

**3rd Tranche**: **40%** of the total contracted amount will be made after completion of all deliverables and submission of the final report after the satisfaction of ActionAid. ActionAid will deduct taxes as per the extant income tax rules of ActionAid Afghanistan.

**10. OTHER TERMS AND CONDITIONS**

**Working language:**

All M&E system, tools will be considered as in English language

**Cost related to field visit and study:**

While preference is for an Afghanistan based consultant, If the most suitable application is from someone outside Afghanistan, we may consider the applicant. In such a case one return ticket will be provided to the consultant by the most direct and economic route.

Tickets for all domestic flights and all local transportation will be arranged by ActionAid in Afghanistan.

Modest accommodation will be arranged in Kabul and in the field sites after appropriate security assessment.

**Insurance coverage:**

The consultant is responsible for insurance coverage for both the international and domestic travels, health and stay in Afghanistan during performance of the assignment. ActionAid will, in no case, bear the cost or responsibility for the insurance coverage for the said purposes.

**Payment of fees:**

The payment of fees is subject to deduction of Taxes and levies at source in line with the policies of Afghanistan Government.

Failure to submit reports within agreed timeframe will be subjected to deduction @0.5% of the agreed contract value for each of the delayed days, unless the submission date is agreed and rescheduled, due to unavoidable circumstance, and agreed in writing between the parties.

**Other statutory obligations:**

ActionAid Afghanistan Reserves the right to accept or reject any proposal without giving any reason.

All reports and documents prepared during the assignment will be treated as Actionaid Afghanistan property.

The reports/documents or any part, thereof will be the property of ActionAid, cannot be sold, used and reproduced in any manner without prior written approval of ActionAid Afghanistan.

The selected consultant should implement the work in coordination with the focal person of ActionAid.

ActionAid Afghanistan or its representatives reserve the right to monitor the quality and progress of the work during the assignment

**11. HOW TO APPLY**

Interest individual consultant or consultancy firms should submit a “letter of intent” to perform the consultancy work with following documents to the addresses given in the Request for Proposal:

1. Technical Proposal, not more than 10 pages outlining the approach, methodologies and analysis framework for both quantitative survey and qualitative assessments on the assignment. The methodology should include an approach/strategy to obtain the perspectives of different new technology and M&E software program approaches.

2. Financial proposal: A financial proposal showing the cost of consultant (s), services, and other relevant costs with breakdown should be annexed with the technical proposal on both assignment. The M&E trainings cost for the participants will be covered by AAA so consultant need not to include training cost of participants in the financial proposal.

3. The consultant provide summary of experiences and strength that is most fit for this consultancy and attach CVs of consultant.

4. Samples of recent/previous relevant work of consultant on (M&E system, M&E framework, database, MIS, related work at organizational level did by the consultant) to be attached with the application folder.

5. Should there be a need, AAA may get back to the consultant for any query, clarification and negotiation after / during the selection process in consultation with ActionAid Afghanistan.

**12. APPLICATION DEADLINE AND ADDRESS**

Soft copies of the application and relevant documents e.g. technical proposal, financial proposal, CVs and application of the consultants and agreement on the anticipated timeline should be submitted on or before **November 16, 2019 (4 PM Afghanistan time) to:** [**procurement.kabul@actionaid.org**](mailto:procurement.kabul@actionaid.org)with copy to[**jobs.kabul@actionaid.org**](mailto:jobs.kabul@actionaid.org)