Terms of Reference (ToR)

Consultancy to Conduct Result Based Monitoring (RBM) Training to CDF Staff

ORGANIZATIONAL BACKGROUND

The Children's Dignity Forum (CDF) is a children's rights Civil Society Organization which is voluntary, private, non-governmental, non-partisan and non-profit-making based in Dar es Salaam as its headquarters. It was founded and registered in 2006 under the NGO Act No. 24/2002. CDF is the leading organization in promoting the rights of vulnerable girls by addressing child marriage, female genital mutilation and other harmful practices that affect the wellbeing and dignity of girls and young women.

CDF has offices in Tarime District, Mara Region and Mpwapwa District, Dodoma Region. CDF's vision is about creating a Tanzania landscape where children dwell in a context permeated with dignity and where social justice is upheld. CDF defines its mission as the promotion of children's rights for most vulnerable children, through the creation of working forums that empower children, families, and communities.

BACKGROUND FOR CONSULTANCY

In 2016, CDF developed a 3-year Strategic Plan (2016/17 – 2018/19) covering four thematic areas: (i) Girls Empowerment, (ii) Child Protection, (iii) Men and Boys Engagement and (iv) Organizational Development. Staff involved in coordinating programs and projects have the responsibility of implementing and assessing the progress made during implementation. For this reason, CDF believes that the training on RBM will help staff to improve the way in which they plan and implement and coordinate projects/programs.

Results-Based Monitoring and Evaluation (RBM) is vital across the project cycle (design, planning, implementation, evaluation, and dissemination). An effective MEL system is one which provides timely and reliable information for learning to support the implementation of activities in an accurate manner through evidence-based reporting as reported by the community among other stakeholders that we serve. Based on evidence gathered, project staff is able to make informed decisions to guide the improvement of performance aimed at addressing emerging issues from the community based on their needs.

RBM provides opportunities to beneficiaries and partners to provide input into and perceptions of our work with open criticism and their suggestions based on their experiences and to adapt to changing needs. RBM is essential to uphold accountability and compliance systems and to determine whether or not the programs implemented by us are carried out as agreed and in compliance with established standards and procedures.

Moreover, RBM contributes to organizational learning and knowledge sharing within the organization and with external stakeholders including donor communities. It plays an integral part across the project cycle especially in supporting organizations to assess the impact of activities by highlighting accomplishments, achievements, and shortfalls of the interventions. It facilitates performance tracking and gaps identification whose information is used in resource mobilization.

Based on the above, the CDF MEL department intends to provide training for its program staff (managers, project officers, and M&E officer) on effective RBM approaches. The training will look at how best CDF can improve on its approaches based on its learning from the past looking at what has worked best within the organization and within other implementing partners whose learning we can borrow. The training will also look at how best CDF can mainstream RBM within the new 5-year Strategic Plan (2021 – 2025).

OBJECTIVE OF THE TRAINING

The purpose of the RBM training will be to transfer advanced knowledge and build advanced skills in RBM concepts and monitoring system design to CDF staff. To some extent, this will be a refresher training but it is also expected that the consultant/firm will also bring on board new insights in RBM based on the current debate/talk as informed by the current wave of innovation in RBM.

SCOPE OF WORK

The consultant/firm will be expected to carry out and deliver on the following responsibilities:

1. Conduct a need assessment/capacity gaps whose findings shall be used to strengthen further the training modules and approaches

2. Conduct organizational capacity assessment with regard to monitoring and evaluation
3. Develop training modules as informed by the need assessment and the practices and learning from what has worked best in other organizations based on the Tanzanian context. Specifically, the training modules should cut across the following key areas;

- **Mainstreaming MEL across the Project Cycle**: Based on our current learning within the organization, how best can staff improve on its current practice? And most important, how can we make the learning more actionable?
- **RBM Concepts**: Provide insights/refresher on the current thinking on various RBM approaches as used in child/human rights organizations contexts. Specifically, this will look at:
  a. Purpose and scope of an M&E system touching the application of RBM and the differences between RBM and PCM
  b. RBM principles and processes, and how to use M&E data for reporting and tracking project performance
  c. How to develop M&E tools that allow learning from the M&E processes
  d. Planning for data collection, management, and analysis (for both qualitative and quantive indicators)
  e. Planning for data reporting and use (drawing lessons from data), as well as data sharing beyond the organization staff
  f. Take the staff through the current thinking/talk on Theory of Change in planning and program evaluation, outcome mapping for sustainability of programs, Results-Based

Monitoring, and Logical Framework Approaches.

    g. An insight on effective accountability approaches both to stakeholders and within the project staffs.

    h. An insight on how learning can be made more actionable based on the emerging evidence from our projects and learning from other organizations.

    i. Based on the learning from the current innovations, within the organization, and other organizations, take the project staffs on how best to improve our current practice in data management practices (real-time data collection among others), how to collect, formulate/ write case studies , success story and data visualization.

4. Use interactive and inclusive approaches to conduct effective five-day training as informed by the training module
5. Draft a training report with key and actionable recommendations to be adapted by CDF.

The consultant/firm will report directly to the M&E Officer. CDF will be responsible for mobilizing the staff to be trained including supporting all the logistical arrangements in the field. The consultant will be responsible for executing training and reporting.

CONSULTANCY PERIOD

The consultancy is expected to take 15 days broken down as below:

- 3 days - Preparation of the training materials
- 5 days - Conducting the training
- 7 days - Report writing and submission

DELIVERABLES
- A comprehensive training module based on the needs/gaps as reported by the project staff
- Trained staff on RBM based on the agreed training module
- A training report with key and actionable recommendations

QUALIFICATIONS
- Minimum of a Master's degree in Monitoring and Evaluation or related field
- Minimum of 5 years in conducting RBM training including coordinating capacity to prepare logical, coherent and consistent documents
- Experience in conducting RBM training with CSOs or CBOs
- Ability to develop M&E systems for CSOs
- Proven experience in Theory of Change, Outcome Mapping, Logical Framework, Results-Based Management, Accountability, and Real-time data management.

APPLICATION PROCESS
All applications should be sent to **Human Resource Officer** and **deliver in person at CDF's office located in Sinza area, Mlimani Tower Building, 6th Floor, Sam Nujoma Road**; not later than **10th October, 2019** with **Consultancy to Conduct RBM Training to CDF Staff** on the subject line.

The selection committee will review all applications as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be

considered.

Each application package should include the following:

- An application letter addressing the selection criteria including how the consultant's previous experience matches the consultancy objectives as well as the interest for the position. It should also indicate the candidate's availability and consultancy rates. The letter should be no longer than two pages;
- All technical proposals and financial proposals, Updated CV including relevant work experience and qualifications.
- Contact details of 2 references.

Applications not including **ALL** of the above information will not be reviewed.