TERMS OF REFERENCE

Monitoring, Evaluation and Learning (MEL) Training

Location: Nairobi, Kenya

Countries of coverage: Kenya, Uganda, Tanzania and Ethiopia

Vacancy Number: WIEA/S2S/MEL001

BACKGROUND

Wetlands International is the leading global not-for-profit organization dedicated to safeguarding and restoration of wetlands for people and nature. Our mission, vision, ambitions, goals, strategy are set out in our Strategic Intent 2020-2030. We are a global network of 20 independent offices that implement a joint strategy to safeguard and restore wetlands in more than 100 countries worldwide. The global office, based in the Netherlands, serves the network in representation, communications, technical support and fundraising, and by keeping the daily work of the network aligned. In Eastern Africa, we are represented by offices in Kenya, Ethiopia, Tanzania and Uganda.

Within the organization, Source to Sea is an ongoing initiative that will address the drivers to loss of wetlands and their biodiversity in Eastern Africa by putting in place enabling conditions for integrated wetland management solutions at landscape and eco-regional scales. The project is dated to run from 1 August 2021 to 30 June 2024 and is deployed in Kenya, Ethiopia and Tanzania.

The initiative has the following four main work packages:

1. WP1: make knowledge and data accessible
2. WP2: strengthen and increase the capacity of stakeholders for wetland management and biodiversity conservation
3. WP3: develop and implement integrated landscape regeneration and livelihood enhancement strategies and
4. WP4: support the development of ecoregion management plans and strategies
OBJECTIVES OF THE TRAINING

- Improve understanding of WIEA staff on MEL concepts, specifically results based monitoring and evaluation, enabling the team to manage and participate in the MEL of programme/project performance;

- Improve understanding of WIEA staff on existing project’s monitoring, evaluation and learning components (documents); and suggest improvements based on the technical document of Source to Sea

- Create a shared understanding of how to measure routine output, outcome and impact results of the project through use of practical approaches to improve the use of MEL data in programmes/project decision making.

- Lay out way forward on the MEL system and a plan so that roles and responsibilities are allocated clearly for every relevant staff to effectively implement the MEL system

DELIVERABLES

The consultant is expected to provide the following deliverables:

- Pre-training:
  
  - Draft, revise and finalize the outline of the training content (and method of the training); lay out detailed agendas for each day of the training
  
  - Develop training modules, handouts

- During the Training:
  
  - Successful facilitation of the workshop/training in a participatory and interactive way with proven facilitation techniques
  
  - Technical advice and support to participants during the workshop
  
  - Documentation of the workshop

- Post-training:
  
  - Following up from the workshop (with Wetlands International, the Regional Monitoring, Evaluation and Learning Officer, Source to Sea Project manager) and record the conclusions including Action Plans to improve MEL system.
  
  - Detailed feedback on the whole workshop and final report
TIMEFRAME AND PAYMENT

- The full task is expected to take a total of 10 working days:
  - Five days for pre training assignments
  - Two days for training
  - Three days after training to consolidate information and report
- Payment will be done upon successful completion of the deliverables.

QUALIFICATIONS

- Education: University degree (at least MSc/MA) (statistics, Environment, social sciences, development economics or a related discipline);
- Minimum Seven (7) years of experience in Result Based Monitoring, Evaluation and learning in the Development / Environment and Conservation sector of which at least two (2) years at the coordination level;
- Proven technical skills in Result Based Monitoring, Evaluation, Accountability and Learning, including experience with complex programmes and experience in collecting and analyzing qualitative and quantitative data;
- Strong skills in developing monitoring plans, data collection, information management, use of databases, conducting surveys, evaluations, analysis and performance monitoring;
- Excellent facilitation skills;
- Strong planning, organizational and interpersonal skills;
- Must be fluent in English

TRAVEL

- The consultant to take on this task is expected to be in Nairobi for the duration of the workshop.
- Pre-workshop consultations with Regional Monitoring, Evaluation Learning Officer and relevant project staff will be conducted by either in person, email or via calls.

APPLICATION PROCEDURE

Applications with copies of CV and testimonials should be submitted by 3rd March, 2023 via email to hreastafrica@wetlands-eafrica.org quoting vacancy number WIEA/S2S/MEL001 in the subject.

All applications should include the following:

a) Letter of expression of interest
b) Technical proposal: This should include, at a minimum:

- Consultants’ profile with particular emphasis on previous experience on similar trainings in Kenya (or other countries in the region)
- Description of the proposed training approach and methodology, including understanding of the ToR and the tasks to be accomplished (i.e. work plan)
- Proposed work plan including the expected level of effort and number of working days.

c) Financial proposal, which should:

- Be clear and demonstrate outputs
- Be inclusive of all costs required to render the services and achieve the deliverables of this ToR, including but not limited to; consultancy fees, DSA, travel and accommodation costs of consultant
- Hall provision (refreshment, stationary, projector), DSA for trainees, lodging and transport for participants will be covered by the project

d) Copy of KRA PIN Certificate

- Evaluation will be done according to Wetlands International’s procurement guidelines and only successful applicants will be contacted.

Past Performance /References (at least two clients)