



a Fondation Botnar initiative



Ghana Education Service (GES)



Young and Safe Project, Ho

# Terms of Reference

## Abstract

This a ToR for Consultancy Services to Monitoring, Evaluation and Learning (MEL) System for the Young and Safe Project

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## Terms of Reference

for

Consultancy Services for Monitoring, Evaluation and Learning (MEL) System for Young and Safe Project

### 1. General information

Application Closing Date: February 9, 2024.

Consultancy Start and End Date: February 2024 – June 2025

Location of Consultancy: Remote, with days of one in-person meeting.

### 2. Introduction

#### *Purpose*

Node Eight Foundation is looking for a consultant to develop a MEL framework for its Young and Safe Project, to develop data tools to help implementing partners in an effective and efficient manner to track progress and impact; and to establish the project baseline.

#### *About the Young and Safe Project*

The Young and Safe project under the Health Cities for Adolescent Program II, intends to assist Ho in becoming a youth-friendly city that safeguards the wellbeing, health, and participation of young people in city governance. Through smart local partnerships between youth-led non-profits, universities, and government agencies in Ho, this objective is accomplished through a variety of programmes that are provided on multiple levels. Building young people's capacity to participate in city government, addressing issues related to menstrual and reproductive health, creativity, entrepreneurship, and digital innovation are a few examples of these projects. The Young and safe project has 12 initiatives that will be implemented by three partner institutions. Young and Safe Project is implemented by a consortium made up of Node Eight, LoveAid Foundation, Ghana Education Service and the Ho Municipal Assembly.

#### *The specific objectives of the assignment include:*

- To develop a Midline and Endline evaluation framework for Young and safe Project.
- Develop 3 annual monitoring report for the young and safe project.
- Build capacity of MEL associates and representatives consortium members on use of MEL framework

### 3. Expected deliverables and timelines.

Deliverable	Duration
Annual Monitoring Report	4 days
Midline evaluation Report (Data collection support, Data analysis, Report writing)	5 days
End line evaluation report (Concept development, Survey Development & Testing, Data analysis, Report writing)	33 days

### 4. Consultant qualifications and Experience

#### Required

- At least a master's degree in Monitoring and Evaluation, Project Management, Business Management, Economics, Information Technology, or any other closely related field.
- Proven knowledge and application of M&E systems and methodologies – including quantitative and mixed-method evaluation approaches, including experience in developing logical frameworks and theories of change.
- Significant and demonstrable experience in designing and applying robust and appropriate performance monitoring and results frameworks (including expertise and experience in indicator development, testing, and field data collection, data analysis, creating dashboards and report writing).
- Minimum of 5 years' experience in managing/ leading monitoring and evaluation projects of complex and long term.

- Relevant consultancy experience in any of the following: development planning, policy analysis, or monitoring and evaluation of donor funded Projects.

#### Desirable

- A good level of knowledge in one or more of the following thematic areas: adolescent health and wellbeing, youth participation, equity and inclusion, digital transformation, urban spaces
- Familiarity with global evaluation frameworks such as OECD-DAC criteria

In addition, candidates should also outline their competencies in the following areas:

- Good communication and interpersonal skills
- Flexible when it comes to change and open to receive and integrate feedback.

#### 5. Duration of Assignment

The assignment is expected to last for a maximum of 42 input days spread over a two-year period.

#### 6. Application instructions

- Qualified applicants (individual) are invited to apply and submit:
  - A proposal indicating how they meet the specifications for the consultancy work and the methodology on how such work will be implemented (no more than three (3) pages).
  - Curriculum vitae of the individual indicating their previous experience in similar work
  - Submit at least one example material from a previous work assignment that is similar in nature to this one.
- Applications should be sent by email to [info@nodeeight.org](mailto:info@nodeeight.org) with 'MEL Consultant in the subject heading.

- If you have queries or questions about this call for applications, please contact: [brian@nodeeight.org/0543526532](mailto:brian@nodeeight.org/0543526532) with 'MEL consultant' in the subject heading.

**Call for applications deadline is on February 9, 2024**