

GENERAL INFORMATION

Title of Consultancy: Monitoring, Evaluation and Learning (MEL) for Advocacy Training in Sub-Saharan Africa

Application Closing Date: 16 February 2025.

Consultancy Start and End Date: Between February and April (the training will take place the week of 17th March)

Location of Consultancy: Remote, with travel to sub-Saharan Africa region for the training

BACKGROUND

Transparency International (TI) is the global civil society organisation leading the fight against corruption. Through more than 100 chapters worldwide and an international secretariat in Berlin, Germany, TI raises awareness of the damaging effects of corruption and works with partners in government, business, and civil society to develop and implement effective measures to tackle it.

We, at Transparency International, are committed to working towards greater transparency, accountability, and integrity, including in our own work. The overall purpose of Monitoring, Evaluation and Learning (MEL) as part of our activities is to assess the effectiveness of our work with the aim to identify opportunities for continuous improvement, maximise the impact of the Movement, and contribute to learning in the wider anti-corruption sector. This also includes creating a supportive environment and generating evidence that enables more informed and inclusive decision-making as well as increased accountability of the organisation.

Most impact in the anti-corruption field is achieved against a backdrop of complex socioeconomic contexts and enabled through dynamic and fast-paced processes involving a range of stakeholders. It can be challenging to measure the impact of our work – the results of our efforts can be unpredictable, and sometimes they take long periods of time to come about. Our progress can also be subject to occasional reversals that need to be understood and explained.

We aim at empowering project and programme teams at the secretariat and chapter levels to conduct better monitoring, evaluation and learning by rolling out standards, tools and training. In 2014 Transparency International developed and adopted its own approach to monitoring the impact of anti-corruption work. This approach aims to build a more robust body of evidence regarding what works in stopping corruption, as well as why and how it works. The Impact Monitoring Approach is inspired by outcome harvesting and contribution analysis and is designed to be sufficiently flexible to capture the different change processes that the Transparency International movement is contributing to and achieving. While this approach is applied in some areas of work, many of our projects rely on donor driven logical framework approaches to describe their MEL plans.

As part of the Inclusive Service Delivery in Africa (ISDA) project and the Enabling Civil Society to Hold Power to Account grant, the Transparency International Secretariat (TI-S) in Berlin is seeking a consultant or team of consultants to deliver a series of modular, tailored training on monitoring, evaluation and learning to project teams from TI Chapters, and the Secretariat, with different levels of MEL knowledge and expertise. The learning areas outlined below were prioritised based on findings of a capacity and needs assessment survey that took place in July 2024. It is envisaged that the training will take place in Zimbabwe, as part of the project's annual review and planning meeting.

OBJECTIVES

The training aims at increasing participants' understanding of MEL data collection and how to implement MEL for advocacy, drawing on examples relevant to projects being currently implemented.

By the end of the training, we anticipate that participants will be able to:

- Recognise the importance of MEL in achieving project goals.
- Understand challenges and approaches to MEL for Advocacy.
- Review their understanding of the main terms and concepts (including but not limited to Theory of Change, Results Based Management, Results Chain, Logical Framework, MEL framework, outcome harvesting) associated with implementing effective MEL systems.
- Review how the TI impact monitoring approach/Outcome Harvesting approach can be used as a planning and monitoring tool in their own projects, initiatives and at organisational level and how to effectively utilise the relevant supporting tools.
- Understand the core components of a MEL system and the steps involved in designing and implementing a contextually sensitive MEL system for projects and programmes, from start-up to close-out.
- Outline key steps of quality data collection and level of analysis needed and become familiar with data validation / verification processes.
- Identify how to integrate accountability and learning into their work processes.
- Analyse MEL data for use in advocacy actions and for donor reporting.
- Become conversant with project evaluation and monitoring, including context sensitive monitoring, the OECD Development Assistance Committee (DAC) evaluation criteria, impact monitoring, among others and enhance their understanding of how to effectively prepare for evaluations.

We anticipate the training will contribute to a better understanding of participants' role in the achievement of improved organisational and project MEL systems and increase their confidence in designing and implementing MEL systems in their projects, programmes and initiatives.

EXPECTED DELIVERABLES

Several meetings, consultations should be carried out between the trainer and TI-S MEL and other staff involved in the project to discuss and adjust the training content to participants' needs. A previously developed training package on "Monitoring Impact using the TI Impact Matrix" is available if required.

The deliverables include:

- Conducting a needs assessment to inform and tailor the content of the training.
- The delivery of an in-person training over a period of two (2) to three (3) days. Based on the training content, the number of days can be adjusted accordingly.
- A final training assessment report that includes participants' feedback and recommendations, with a particular emphasis on identifying further MEL needs. The provision of accessible materials and tools for participants, as well as a facilitator guidance which could be used for future internal training at TI-S or within chapters.

All presentations, materials/resources and reports should be submitted in English, in electronic form, in accordance with the deadlines agreed upon at contracting phase. The consultant is responsible for editing and quality control of language. The TI Secretariat retains the sole

rights with respect to all distribution, dissemination, and publication of the deliverables. The training will be carried out in-person in one of the project countries in Sub-Saharan Africa.

METHODOLOGY

The training will ideally adopt an interactive format, with opportunities for participants to engage, practice, share and learn and include activities, games and exercises ensuring a fun, interactive and hands-on learning environment. The content, including examples used, will be relevant to the work of the project and the TI Movement.

SELECTION CRITERIA

The consultant should have the following qualifications:

- A higher-level degree in social sciences, statistics, political science, public policy, public administration or MEL.
- Over 7 years of relevant experience in MEL for advocacy and MEL for complex projects (multiple countries/global projects and multiple partners).
- Fluent oral and written English communication skills. Fluency in French would be an asset.
- Experience with modular approaches for other big local global advocacy organisations with in-house replicability/sustainability and easily accessible in-house materials.
- Experience with (has led or conducted) MEL for Advocacy, capacity programmes and training (including data collection & analysis, developing MEL programs/plans, impact monitoring/harvesting etc.) for NGO sector stakeholders.
- Experience in advocacy organisations with a focus on Anti-Corruption would be an asset.
- Experience conducting MEL in African contexts an asset.

REMUNERATION AND COSTS

The Consultants should provide their estimated total fee as a lump sum or as standard daily or hourly rates as **gross inclusive of taxes and other charges**. An estimate of overall days/level of effort per key deliverable should be indicated to enable a reasonable like-for-like comparative evaluation with other proposals.

For Consultants based in the EU, EEA, United Kingdom, and Switzerland

Transparency International e.V. (Secretariat), (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486. EU reverse charge applies. Service providers should issue invoices with zero VAT.

The link to the VAT Form for Tenders/Vendor Form is available below on the Careers page.

Consultants who are based in Germany and do not charge German VAT must confirm their small entrepreneur status.

HOW TO APPLY

The application should include the following documents in English:

- Completed application form: <https://forms.office.com/e/dyP87F6nEf>

- Business proposal with quotes, including clear indication as to how TI's Impact Monitoring Approach will be referenced or integrated, and a timeline for preparation, delivery and follow-up.
- Motivation letter and Curriculum Vitae
- One sample of relevant previous work (confidentiality guaranteed) including participant training resources/materials.
- Two references from previous client organisation for which you have delivered similar services.
- Completed [VAT Form for Tenders](#) (Only for Consultants based in the EU, EEA, UK, and Switzerland)

Applications should be sent in English by email to MEL-training@transparency.org by close of business of 16/02/2025. Applications will be reviewed on a rolling basis, so we encourage interested candidates to apply early.

Please note that only shortlisted applicants will be contacted.

The Transparency International Secretariat is committed to creating an inclusive work environment where diversity is valued and where there is equality of opportunity. We actively seek a diverse applicant pool and therefore welcome applications from qualified candidates of all regions, countries, cultures, and backgrounds.

Selection of candidates is made on a competitive basis and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression or sexual orientation, marital or family status, age or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.

Data protection

When you respond to this tender and submit your application, you provide consent that Transparency International e. V. keeps your application materials for the period of ten years according to German legal requirements. Afterwards Transparency International will delete your application and any personal data included in it. If you have any questions please reach out to dataprotection@transparency.org

Guidelines for handling overhead and travel expenses

Overhead

Regular overhead expenses associated with the Consultants maintaining their place of business, such as rent, telephone, utilities or stationery, are included in the Consultant's professional fee, except where explicitly agreed otherwise in the contract.

Travel

Travel and accommodation expenses will as far as possible, and where applicable, be recovered from the institutions and companies hosting events or using the outputs provided by the Consultant.

Where such cost recovery is not possible, all travel is subject to prior approval by TI-S staff responsible for the financial management of the Project or TI Budget Line that will support the costs of travel. TI shall not issue travel advances to the Consultants. For accommodation or

travel by air, rail or coach, they will instead have to contact TI-S that will make travel arrangements on the Consultant's behalf.

All travel booked by TI-S will include **travel health and accident insurance** with worldwide coverage and Economy class only; accommodation will aim to achieve best value for money up to a 4-star category.

Consultants shall be entitled to invoice TI-S **only** for local transportation and visa cost (if applicable).

Subsistence allowance (per diems) and expenses for individual meals cannot be claimed. These are part of Consultant's business expenses.