Terms of Reference

Monitoring, Evaluation and Learning Framework and Baseline Survey – REAP Programme

1. General Information

Title of Consultancy: Monitoring, Evaluation and Learning Framework and Baseline Survey – REAP Programme
Application Closing Date: 20 July 2021
Consultancy Start and End Date: 2 August – 19 September 2021
Location of Consultancy: Remote

2. 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.

Transparency International aims to achieve change in two main areas: policy and institutional change and behaviour change. However in some contexts, raising awareness is a big achievement in itself. Since 2014, TI has been using its Impact Monitoring Approach with the aim of building a more robust body of evidence of what works to stop corruption and to improve our learning and accountability.

Rallying Efforts to Accelerate Progress (REAP) aims to curb inequalities in Africa by addressing its root causes, such as illicit financial flows, inadequate access to public resources by vulnerable groups, and limited social accountability. It includes research, advocacy and capacity building activities along three pillars: a global and regional one focusing on the impact of illicit financial flows on inequality, and two national pillars, focusing on tax incentives in Kenya and on mining and land governance in South Africa. REAP runs from 1 April 2021 to 31 March 2024, and is funded by the European Commission (INTPA).

3. Objective

Transparency International is looking for a consultant to develop an MEL framework (on the basis of the already existing logframe and project description) considering organisational MEL policies and approaches, and establish the baseline for monitoring progress and impact at national, regional and global levels.

To do this, the consultant will:

1. Based on the project logframe, facilitate the target setting for all contributing stakeholders (TI-S and national chapters) and conduct a baseline assessment
2. Develop the MEL framework for the project including the design of tools and methods to regularly collect and capture relevant data aligned to the goals, outcomes and outputs of the project
3. Develop the templates for quarterly and annual reporting on progress and achievements by all project stakeholders

The project logframe is available upon request. It is expected that the consultant takes a gender-sensitive, inclusive and participatory approach.

4. Expected Deliverables

The expected deliverables / final products are the following:

- A final MEL framework including targets at national and global level
- A clean baseline dataset and documented qualitative data
- Final baseline assessment report, describing initial conditions and situations against which we can measure progress and the effects of the programme in future evaluations.
- Tools and methods to regularly collect and capture relevant data aligned to the goals, outcomes and outputs of the project
- Templates for quarterly and annual reporting on progress and achievements by all project stakeholders

The indicative estimated time to complete this assignment is 15-20 working days.

The consultant shall work in close cooperation with the project manager and the Strategy and MEL team of the TI-Secretariat and seek feedback to ensure deliverables are developed according to organisational standards and policies. The consultant will prepare and discuss the suggested approach with the TI Secretariat. A feedback loop will be built in to allow the TI Secretariat to review draft tools, methods, templates and the final baseline report produced under this consultancy.

All submissions are required in English, in electronic form, in accordance with the deadlines. 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.

5. Selection Criteria

The Consultant should have the following qualifications:
- Substantive and demonstrable experience in conceptualising MEL systems
- Proven experience in participatory approaches to design monitoring and evaluation processes
- Expertise in quantitative and qualitative data collection and analysis
- Experience in working across cultures
- Excellent networking, communication and interpersonal skills
- Experience in gender responsive programme evaluation (an advantage);
- Experience of working in the African region (an advantage);
- Experience of working with clients in civil society, particularly advocacy-oriented NGOs;
- Fluency in English (written/spoken)

In addition, due to the European Commission procurement rules, application is open only to nationals of the following countries, or legal persons established in one of the following countries:
- EU / EEA Member States
- IPA II beneficiaries (Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Serbia, Turkey, Republic of North Macedonia)
- Developing countries and territories, (included in the OECD-DAC list of ODA recipients), which are not members of the G20 group
- Overseas Countries and Territories (OCTs) covered by Council Decision 2013/755/EU of 25 November 2013 on the association of the overseas countries and territories with the European Union

6. Remuneration and Cost

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. The Consultant should also provide a detailed breakdown of all their estimated costs.

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

7. Application Submission

The application should include the following documents in English:

- Letter describing your motivation and qualifications for the assignment;
- Curriculum vitae of key personnel involved in undertaking the assignment;
- A cost estimate of the above-mentioned services and outputs;
- A short overview of how the work will be approached, which methods will be used;
- Two examples of and references to other similar work that has been undertaken previously;

Applicants must also state their nationality in their tenders and provide the usual proof of nationality under their national legislation. This allows us to ensure that we comply with the European Commission procurement rules, in particular the rule of nationality. See "selection criteria" above.

Please email your application package in English by close of business on 20 July to REAP-MELConsultancy@transparency.org. Please indicate "MEL Framework and Baseline Survey – REAP Programme" in the subject line of your email application.

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.