

GENERAL INFORMATION

Title of Consultancy: Monitoring, Evaluation and Learning Framework and Tools – Land and Corruption in Africa Phase II Project

Application Closing Date: 7 February 2022

Consultancy Start and End Date: 1 March – 30 June 2022

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

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.

The Land and Corruption in Africa Phase II (2021-2025) project builds on the solid foundation of knowledge, networks and learnings acquired from the implementation of the previous Land & Corruption in Africa project (2015-2019). TI-S and its chapters in Ghana, Kenya, Uganda, Zambia, Zimbabwe, South Africa, Madagascar, and Cameroon will implement this project leveraging relevant expertise and networks acquired during LCA I in the target countries to expand and amplify impact in this new project phase. The goal of this new project is to ensure that corrupt practices in land administration and land deals are addressed contributing to improved livelihoods of men and women. Specifically, the project will contribute to ensuring that 1) networks of women, men and youth in Africa are better equipped and mobilized to demand transparency and accountability in the land sector; 2) a diverse and inclusive set of stakeholders from civil society to private sector advance anti-corruption initiatives to promote fair and transparent land governance; and 3) national and local decision-makers adopt anti-corruption laws, policies and measures to prevent and redress corruption in land distribution, acquisition, dispute management and sanctions.

OBJECTIVES

The Transparency International Secretariat in Berlin is looking for a consultant or team of consultants to develop a project MEL system (based on the already existing log frame and project description), 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.

Specifically, the consultant or team of consultants will be responsible for:

- The development of a detailed Monitoring, Evaluation and Learning (MEL) system in close cooperation with TI-S and implementing National Chapters. The MEL system shall include indicators and targets for measuring success, with detailed information, including change markers, assumptions, data sources and data collection tools, means of verification, periodicity of data collection. This also includes 1) the support and guidance for the development of detailed MEL plans for implementing partners that are customized to the partners' unique local contexts, and 2) the design of and training on how to use collaborative tools and templates to collect and capture data aligned to the goals, outcomes, and outputs of the project. In addition, the MEL system should cover key milestones and processes for progress reviews and learning, including evaluations.
- The collection and analysis of the baseline to assess the status of the agreed indicators, which will be used to assess progress and set annual targets. This includes assistance to TI national chapters to apply the MEL plan to their own context, including establishing a baseline for the agreed indicators.

METHODOLOGY

The MEL expert is ultimately responsible for the overall methodological approach and design of the MEL system, which should be adapted to the requirements of the TOR. The development of the MEL system should use a participatory and gender-sensitive approach, engaging relevant staff at TI-S and partners levels, stakeholders, and beneficiaries through structured methods. The exact methodology should be defined, discussed, and agreed upon with TI-S during the first days of the assignment.

The consultant/ team of consultants 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/ team of consultants 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 deliverables produced under this consultancy. The project team will provide the necessary substantive support, including the submission of all documents for desk review. The project log frame is available upon request.

EXPECTED DELIVERABLES AND TIMELINE

The indicative estimated time to complete this assignment is 30 working days.

The expected deliverables are:

- A final MEL system, incl. MEL framework with targets at national and project level based on consultation with the implementing parties and theory of change.
- A baseline dataset developed in collaboration with the implementing parties.
- Tools and methods to regularly collect and capture relevant data aligned to the goals, outcomes and outputs of the project, and trainings on how to use these tools and methods.
- Templates for collaborative reporting on progress and achievements by all project stakeholders

The consultancy should be implemented between March to June 2022. A detailed timeline will be agreed at the beginning of the assignment.

Guidance and quality insurance:

- The findings should be referenced.
- The assignment's approach should be guided by the Transparency International Impact Monitoring Approach methodology
- (https://www.transparency.org/whoweare/accountability/impact_monitoring/4).
- The research should abide by ethical protocols including participant confidentiality and privacy if they require that.

All presentations and reports should be submitted in English, in electronic form, in accordance with the deadlines stipulated above. The Consultant/ team of consultants 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.

SELECTION CRITERIA

The Consultant/ team of consultants should have the following qualifications:

Core competencies

People's skills: be able to mediate the different expectations of the different internal stakeholders to produce a strong evaluation report that will genuinely serve the learning purposes set out in this Terms of Reference.

Work style: is well planned and organised even within a fluid working environment and has a capacity for initiative with competent analytical and problem-solving skills. Maintains a strong level and flow of communication with reporting stakeholders.

Language: excellent command of English (written/ spoken) to a native speaker's level. Knowledge of French is an advantage.

Technical competencies

- Substantive and demonstrable experience in conceptualising MEL systems
- Proven experience in participatory approaches to design monitoring and evaluation processes, particularly in monitoring/assessing impact of advocacy work
- Proven experience in MEL capacity development.
- Expertise in quantitative and qualitative data collection and analysis
- Experience with civil society projects on good governance and anti-corruption issues in the Africa region is strongly preferred.
- Experience of working with clients in civil society, particularly advocacy-oriented NGOs;
- Excellent analytical and writing skills.
- Ability to operate under strict time limits and apply high production and technical standards for the purpose of maintaining a high level of professionalism.

REMUNERATION AND COSTS

The Consultant/ team of 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**.

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

CONTACT INFORMATION

The application should include the following documents in English:

- Letter describing 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 in euros;
- A short overview of how the work will be approached, which methods will be used;
- One example and references to other similar work that has been undertaken previously; (confidentiality guaranteed).

Please indicate "Land and Corruption MEL Consultancy" in the subject line of your email application. Applications should be sent in English by email to the TI-S Land team at land-mel@transparency.org by close of business of 7 February 2022.

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 based on 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.