



## I. General Information

<b>Title of Consultancy:</b>	<b>Development of A Monitoring And Evaluation Framework</b>
<b>Duration of the assignment:</b>	<b>30 days.</b>
<b>Supervisor:</b>	<b>Programme Manager</b>
<b>Closing Date:</b>	<b>24<sup>th</sup> December 2019.</b>

## II. Introduction

Women's Empowerment Link (WEL) is a non-profit, non-partisan, non-governmental women's right organization that is committed to empowering women and girls to realize their full potential, worth, and strength politically, socially and economically through advocating for opportunities that explore their potential. WEL prides in contributing to the national and local agenda that promotes gender equality and women's empowerment on social, political and economic spheres.

## III. Context

Women's empowerment Link (WEL) in partnership with UK AID has rolled out a police training and community awareness raising project. The purpose of the project is to improve the accountability and gender-sensitivity of the Kenyan National Police Service (NPS), including how they handle cases of sexual and gender-based violence (SGBV) and other alleged violence against women and girls (VAWG), in Nakuru, Mombasa, Kwale, Nairobi and Kisumu counties in Kenya so that women are empowered to use the criminal justice system to seek justice in a dignified, safe and fair way across these five counties. The objective is to roll out and operationalize standard operating procedures (SOPs) on Gender Based Violence (GBV) prevention and response that were launched by the Inspector General of the police in January 2019 (<https://youtu.be/O8TQQkgVQgs>).

This project is based on the outcomes of a current 2-year project funded by UK AID and a previous funded project by DFID through Coffey International that came to an end in January, 2019 after two years of implementation. WEL is seeking a Monitoring and Evaluation Consultancy Firm/individual for the purpose of developing the project's and the organization's wide monitoring & evaluation framework and tools to measure processes, progress and quality of activities, outputs and deliverables. Attempts have been made to track implementation progress on working with the justice institutions on GBV prevention and response by the WEL since 2016; this has not been effective due to inadequacy of the instruments/ frameworks used. A monitoring and evaluation framework is therefore necessary to guide the whole process of M & E. The framework will strengthen accountability and good governance at all levels of projects implementation at Women's empowerment Link (WEL).

The primary focus of the M&E framework and related evaluations is on learning and understanding the changes resulting from the project, reflecting on progress and achievements and highlighting, at the end of the process, recommendations for scale-up and replication. Monitoring and Evaluation provide policy makers and decision makers with regular information on progress relative to targets to enable them strengthen management and decision making for effectiveness in realization of results. WEL is seeking the services of a consultant to; a) Develop the Monitoring and Evaluation (M&E) framework and b) Develop an implementation plan for the Monitoring and Evaluation (M&E) framework

#### IV. Scope of the Assignment

WEL wishes to hire the services of a qualified consultant to:

- i. Conduct a review of the current WEL's Policies on M and E and Project Documents to identify a view to identifying key indicators and prioritize them for purposes of tracking progress
- ii. Evaluate the existing readiness and capacity for monitoring and evaluation at WEL
- iii. Determine key indicators: Identify key indicators of success in implementation of SOPs and other programmes at WEL: provide baseline data on programmes indicators; and their current and ideal levels.
- iv. Based on above, study and identify the most suitable framework for monitoring and evaluations that;
  - Allow for continuous assessment
  - Applies modern technology
  - Is accessible and transparent
  - Is cost effective and all-inclusive
- v. Come up with a suitable budgetary and personnel component that would operationalize and sustain the envisaged M & E system all year round bearing in mind reporting mechanism, follow-ups, feedback, technology, personnel etc.
- vi. Provide a suitable all year round M&E calendar that would cover all operations and scope of WEL bearing in mind such actions as targets on performance, financial availability, follow-ups, feedbacks and availability of Human Resources
- vii. Develop M&E Framework - The framework sets out the methods to be used to address the question of whether change observed through monitoring indicators can be attributed to the programme interventions.
- viii. Monitoring and Evaluation Plan: Set targets and develop a results framework for planning, monitoring, data analysis, communication, and reporting.
- ix. Develop an M&E reporting system to include report formats etc

#### V. Output and Deliverables

Under the Terms of Reference (TOR) of this Project, the consultant contracted is expected to deliver on the following:

1. An inception report which will detail the M&E Framework and methodology for qualitative and quantitative data collection and analysis, including data collection processes and tools, etc.
2. Draft M&E framework report.
3. Draft implementation plan for M&E Framework report.
4. Final M&E Framework and M&E Implementation plan
5. Provide an in-house M&E training for staff and support with the establishment of WEL's internal M&E system as well as hold a roll out meeting with WEL staff to discuss and assign tasks for the implementation of the M&E plan and use of the tools
6. Remote periodic support to data collection to assess progress and achievements

#### VI. Timeframe

The assignment is for a fixed period of **30 working days**. It will commence immediately after signing of the contract

#### VII: Remuneration

Remuneration will be calculated based on qualification and experience and will be paid on a 30%- 40% - 30% Modality as per each sub-assignment in the contract. This will be broken down as follows: -

Instalment Period	Deliverable	% of payment
1 <sup>st</sup> Instalment	Approved inception Report	30%
2 <sup>nd</sup> Instalment	Draft Report	40%
3 <sup>rd</sup> Instalment	Approved Final report plus all attachments	30%

Note that all payment will be made via Cheques/ Direct Bank Transfers upon approval of all deliverables by relevant authority within WEL.

## VIII: Qualifications and Competencies

### Qualifications

At least a Master's degree preferably in Monitoring and Evaluation, Economics, Statistics, Law, Public Administration or related social science

### Experiences

- Minimum 5 years of relevant experience in monitoring & evaluation
- Strong knowledge of monitoring & evaluation tools is required
- Experience or knowledge of working with local CSOs, Governments, or development partners
- Thorough understanding of and sensitivity for human rights, democracy, gender and minority issues;
- Experience in capacity development, setting up M&E framework and systems for local or international organizations

## IX. Submission of Application

Interested consultants should provide the following to [info@wel.or.ke](mailto:info@wel.or.ke) on or before **24<sup>th</sup> December 2019**:

- Cover letter;
- CV with 3 references for all members who will be engaged in the assignment;
- Copies of reports of previous work conducted.
- Maximum 5-page Technical proposal: The technical proposal should include;
  - a) Brief explanation about the consultant with particular emphasis on previous experience in this kind of work;
  - b) Understanding of TOR and the task to be accomplished;
  - c) Proposed methodology;
  - d) Draft work/implementation plan and budget to undertake the assignment.

***Applications will be assessed based on the proposed methodology and level of experience of candidates***

## X. Terms of Service

This is a non-staff contract modality of hiring at WEL. The incumbent shall not be considered as staff of WEL and are therefore not entitled to any privileges or any other special status or conditions as WEL staff.