

TERMS OF REFERENCE (TOR)

M&E TRAINING INTERSOS STAFF

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| Solicitation Title | M&E Training |
| Proposal/Budget Submission and Correspondence | E-mail: tenders.nigeria@intersos.org |
| ToR Closure Date: | November 10 2023 |
| Evaluation of Proposals | November 14 2023 |
| Consultant Selection | November 15 2023 |
| Inception Meeting | November 16 2023 |
| Activity Date | November 20 2023 |
| Final Training Report | November 23 2023 |

(1.0) BACKGROUND:

INTERSOS is an international humanitarian organization, founded in Italy, which operates on the front line in contexts of war, violence, extreme poverty, natural or man-made disasters. In its countries of operation, INTERSOS intervenes to assist the most vulnerable populations affected by conflicts, extreme exclusion, and natural and manmade disasters in challenging and hard-to-reach areas, where the humanitarian needs continue to be the greatest and where the humanitarian presence is often weak. INTERSOS has been present in Nigeria since 2016, providing first aid and ensuring that the basic needs of the most affected communities such as protection, food, shelter, medical assistance, and access to clean water, are met. The ongoing humanitarian crisis in Nigeria has its epicenter in the States of Yobe, Adamawa, and Borno. The instability of these areas has left millions of people displaced and without food security. Much of the displaced population survive on humanitarian aid. In Nigeria, we are currently working in the Northeast (Borno, Yobe and the Adamawa States) and in the Northwest (Zamfara State).

Needs Analysis and Scope

Monitoring, Evaluation, Accountability, and Learning (MEAL) play a pivotal role in INTERSOS' humanitarian aid programs. INTERSOS primarily operates through direct

implementation and is also exploring collaboration with local implementing partners. Given the extensive use of direct implementation in program delivery, it is essential for INTERSOS to maintain a robust MEAL framework that comprehensively monitors and evaluates project progress, outputs, and impact.

Recognizing this need, INTERSOS is embarking on an initiative to equip the organization with the necessary methods and tools for effective monitoring, data collection, data analysis, and the utilization of data for informed program decision-making. To achieve this, INTERSOS seeks the services of qualified professionals to facilitate training for its MEAL staff, with a focus on enhancing their skills in participatory monitoring and evaluation, as well as strengthening overall MEAL practices.

Fourteen (14) staff will benefit from the M&E training. To facilitate this training and ensure its effectiveness, INTERSOS is currently seeking qualified and experienced firms, institutions, or consultants who can deliver a comprehensive 3-day training in Monitoring, Evaluation, Accountability, and Learning (MEAL). The emphasis of this training should be on practical applications of MEAL within projects, prioritizing hands-on experience over theoretical presentations.

Objectives of the Consultancy:

To sharpen the knowledge and equip the selected staff with an understanding of the monitoring and evaluation system of the program among monitoring and evaluation staff.

Training Location:

This will be an in-person training to be delivered in Maiduguri.

Key Elements:

Training will be of 3 days with a full package where the role of the Consultant is including the following:

- M&E role and its position in the organization

- Evolving M&E trends, Approaches including RBM.
- Log frame matrix development
- Data Collection Techniques and types of monitoring
- Indicator definition, Targeting including Outcome indicators.
- Mainstreaming M&E across the project cycle
- M&E Findings Reporting
- Data visualization
- M&E and Accountability Mechanisms includes Complaints Feedback Mechanisms
- Documentation of Lessons Learned; how best to improve our current practices in data management?

Training Methodologies’:

Participatory approaches will be applied throughout the course and methodologies such as – group discussion, demonstration, practical exercises, brainstorming, and interactive lecturing will be used.

Deliverables:

The schedule and content of the training shall be agreed upon with the successful consultant.

Working Relationship:

The successful consultant will work closely with the Programme Manager and the MEAL Manager.

Consultancy Duration and time frame:

| Activities | Duration |
|------------------------------------|----------|
| Training facilitation | 3 Days |
| Workshop Preparation and reporting | 2 Days |
| Total days of engagement | 5 Days |

Timeline:

The training is to be completed by 20 November 2023

All deliverables need to be completed and reported within 26 November 2023

Compensation:

The Consultants shall be paid in accordance with the agreed standard rates of 37,500 Naira per day and per person training. The total amount of Naira 1,575,000.00 will be paid at the end of the assignment.

The Consultants are expected to provide a valid bank account.

Capacity Building Training for MEAL (20th to 23th November)023)

| Item Description | # of days | Rate per day in Naira | No of participants/units | Amount Naira |
|--------------------------------|-----------|-----------------------|--------------------------|--------------|
| Stationeries | 3 | | 14 | |
| Sticky note (Assorted colours) | 3 | | 14 | |
| Flip chart paper | 3 | | 14 | |
| White board marker | 3 | | 14 | |
| Hall | 3 | | 14 | |
| Breakfast | 3 | | 51 | |
| Lunch | 3 | | 51 | |
| Evening Tea break | 3 | | 51 | |

| | | |
|-----------------------------------|-------------------|---|
| Transportation | 2 | I |
| Accommodation | 5 | I |
| | Subtotal | |
| Facilitation fee and Certificates | 3 | |
| | Gran Total | |

EXPENSES:

INTERSOS to provide transport and accommodation for the consultant during the training period.

However, INTERSOS will not reimburse any incidental expenses.

Manner of Payment:

The compensation payable hereunder will be paid by bank transfer by INTERSOS.

Maiduguri office. Payment will be made in the name of the consultant. Progress reports and updates on the capacity-building program will be shared with relevant INTERSOS management and stakeholders as required.

Payment Coding:

The compensation and expenses for the Consultant will be charged to the following.

internal INTERSOS financial codes: BHA 4985 VI.A. 033 Capacity building for managers.

Qualification

- A minimum of master's degree in data science, Statistics, Mathematics, social sciences, or any relevant discipline.
- At least 5 years of experience facilitating M&E related assignments.

- Conversance with the sectors of WASH, Health, Nutrition, Protection and Livelihoods
- Experience in conducting MEAL Training with INGOs is considered a plus.
- Excellent communication, facilitation, and people management skills.

Application and Selection Processes:

The **individual or consultancy firm** shall submit their proposals with the following documents by

The selection process shall involve the assessment of both technical and administrative aspects of the submissions.

To be considered for evaluation, the applicants must submit the following:

- A technical proposal with a detailed response to the TORs, with a specific focus on the scope of work, and methodology to be used.
- The financial proposal should include a detailed budget proposal breakdown of what cost covers inclusive of relevant taxes where applicable.
- CVs of the team and their roles
- VAT/ PAN Registration Documents, Latest Tax Clearance Document (In case of submitting from Consulting Firm) - (Mandatory)
- Evidence of similar reports and References from the organization(s) for whom that work was contracted.