

VACANCY: CONSULTANCY FOR INTERNATIONAL RESEARCH EXPERT ON MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING SYSTEMS (MEAL) REVIEW IN LEBANON

Location: Lebanon, Bekaa Valley_ Zahle

Job Title: International Research Expert on Monitoring, Evaluation, Accountability and Learning Systems (MEAL) Review.

Type of contract: Consultancy

Starting date: 30th may 2017

Expected duration: indicative 20 days in the field and 100 hours of remote mentoring

Application deadline: 14th of May 2017

Application procedures:

Interested applicant must submit a cover letter (not more than 450 words) explaining why s/he is the most suitable for the work; CV including research experience in similar field; a detailed proposal of not more than five A4 pages research proposal including: the proposed methodology; the proposed work plan; the proposed budget; the proposed timeframe (indicative 45 days in the field and 90 days of remote mentoring); Proven experience and contactable references from credible past NGO M&E strengthening work. Send CV to job.openings@gvc-italia.org reference L5, only pre-selected candidates will be contacted

Summary of Key Functions and Responsibilities

The consultant is expected to propose and develop a sector-based strategy (M&E, accountability) in accordance with GVC's policies and priorities for the intervention country.

In collaboration with technical coordinators, she/he will be in charge to produce an overall analysis of GVC's programs' effects/outcomes through internal and external M&E as well as orientations, lessons learnt and recommendations. In addition, she/he will design appropriate tools and procedures for the MEAL team in the country, which will ensure that the collected data will be used to take appropriate operational decisions and to address contractual engagements with donors. The consultant will have the role to develop program teams' capacities in his/her field of expertise: data collection, management and analysis (method, format, software etc.), measure of indicators, complaint response mechanism etc as well as develop training modules. She/he will train and coach senior staff on feedback mechanism and procedure for GVC learning sharing and dissemination.

Purpose of GVC Monitoring, Evaluation, Accountability and Learning Systems (MEAL) Review

We expect the consultant to:

- Develop, in consultation with GVC, a robust M&E and learning framework, strategy and plan that is appropriate to the size and complexity of the organisation, and ultimately allows GVC to:
- effectively measure, use and share results from across all programs to support decision making at different levels:
- effectively measure, use and share results from across all programs to support learning;
- effectively measure, use and share results from across all programs to support accountability and meet the information needs of different internal and external audiences;
- aggregate data from their operational areas;
- Develop in collaboration with GVC relevant staff a SoP, including feedback mechanism, learning sharing and dissemination, to provide feasible processes to include in program design, allowing GVC to:

- Include a dissemination and learning plan in any project design
- Pilot a Responsibility Assignment Matrix to govern learning outcomes and outputs in GVC programs
- Inform the fine-tuning of GVC internal IMS to produce dissemination and learning outputs;
- Work with relevant GVC staff to design and develop monitoring tools required to implement the new M&E system, including identifying the training needs and training of staff where appropriate.
- Provide support, through remote mentoring, to the piloting and rollout of GVC's new MEAL system across its operational and activity areas and support GVC to review and adjust the MEAL tools where necessary.

Methodology:

We expect the consultant to:

- Present, to GVC, a detailed proposed methodology for the in-depth review at the start of the consultancy.
- Conduct an assessment of GVC's current M&E documentation;
- Collect and analyse data to highlight the strengths and weaknesses of GVC current M&E system at all levels, taking into account how data is currently collected, stored, analysed and used for organizational learning and accountability;
- Engage GVC Information Management departments to map opportunities for further developing the internal IMS to inform and support accountability and learning.
- Share the findings and recommendations with GVC staff for feedback and reflection during a one day workshop in Lebanon, and collate these into a final report with recommendations for what could be done differently or better.

Necessary outputs

- Presentation of various M&E options and approaches in response to the findings from the in-depth review.
- A robust and relevant M&E framework, strategy and plan based on agreed, needs as identified with GVC.
- A set of SoPs, including as minimum: dissemination and learning
- Appropriate M&E tools developed.
- Training needs identified and relevant training provided for GVC staff.
- Training on use of M&E framework and tools, including development of an M&E manual for GVC.

Profile/Consultancy Requirements

- Proven knowledge and analytical capacity in relation to gender, human rights, and a rights-based approach to development and women's rights;
- Experience in developing M&E and documentation systems (including key performance indicators, specific project indicators, data collection tools, functional databases for civil society organizations), as well as organizational development;
- Knowledge of formulating process and system indicators for sector reform programmes, with experience in change management;
- Knowledge of qualitative analysis and/or use of community-based approaches to monitoring and evaluation;
- In-depth understanding and knowledge of the work of non-governmental organizations;
- Experience with and supportive attitude towards processes of strengthening local organizations and building local capacities;
- Good listening and communication skills;

- Good analytical skills;
- Experience in evaluating projects on areas related to GVC core programmes and capacity building programmes;
- Excellent written skills
- Proven experience in facilitating training in M&E;
- Experience and skills in participatory strategic and operational planning;
- Highly motivated and committed to the values of transparency and integrity;