Terms of Reference (ToR)

Monitoring and Evaluation (M&E) Consultant

Position: Monitoring and Evaluation (M&E) Consultant

Location: Baghdad, Iraq

Application Deadline: March 30, 2021

Starting Date: April 1, 2021

End Date: May 31, 2021

Contract Amount: $8,000

Background:

The Iraq Foundation (IF), a nonprofit organization based in Washington, DC and Baghdad, Iraq is looking to hire a Monitoring and Evaluation consultant to lead the Foundation’s program evaluation process of Year 1 of the BRYC project, that will end at May 31, 2021. The position is based in Baghdad with potential local trips to project sites in different Iraqi governorates.

IF is implementing a two-year project called Building Resilience of Youth in Communities Against Violent Extremism and Radicalization (BRYC) funded by the Ministry of Foreign Affairs of the Netherlands for the period of 1 June 2020 to 31 May 2022. The BRYC project is a continuation from its pilot project Women Against Violence and Extremism (WAVE) implemented from June 2018 to June 2019, where IF successfully built the capacities of 56 women leaders in their local communities in ISIS-liberated areas: the provinces of Nenawa (East Mosul and Hamdaniya), Anbar (Ramadi) and Salaheddin (Tikrit) to prevent against violent extremism and radicalization.

The project expanded the scope and coverage of the WAVE project by adding Baghdad province to the three provinces of the pilot project (Anbar, Salaheddin, and Nenawa), and increased the number of locations from 4 to 7. The 7 locations where BRYC operates are:

- Ramadi in Anbar
- Tikrit in Salaheddin
- Hamdaniya in Nenawa
- Falluja in Anbar
- Dawr in Salaheddin
- West Mosul in Nenawa
- Za’faraniya in Baghdad
Scope of Work:

1. **Design and Implement M&E System:**
   - Monitor and evaluate IF’s activities of Year 1 of the BRYC project against Year 1 prospected outcomes and aims and objectives of the project Proposal.
   - Provide technical support to project staff on implementing M&E plan, and work closely with the project team members for monitoring and evaluation of project interventions.

2. **Project Information Management**
   - Track IF’s Year 1 project's output and outcome level results in close coordination with project's implementing team, and draft project’s progress reports related to work strands.
   - Oversee the collection and verification of data from the field from Year 1.
   - Review and compile project progress reports, evaluation reports, photographs, case studies video documentaries, power point presentation, etc. related to Year 1 of the BRYC project.

3. **Capacity Development in M&E**
   - Provide technical support to staff members for all M&E-related activities.
   - Train staff members and partner NGOs on M&E concepts, skills and tools.
   - Work closely with implementing team for enhancing their capacity for proper data collection and reporting.

4. **Quality Assurance**
   - Review field level assessment reports and reports from partners/consultants with regard to being complete and meeting the quality requirements baseline studies and evaluation reports.
   - Make suggestions on the quality control of project's implementing strategies and approaches and on adaptive project management.

5. **Reporting and Documentation**
   - Collect M&E related information from project team’s reports, including collected data, success stories/case studies, best practice documentation, lessons learned, adjustments made.
• Work closely with the project team to ensure that lessons learned from project evaluations are documented properly.

• Submit a draft and final M&E report on IF’s Year 1 activities (in English).

6. Specific Deliverables:

• Draft Scope and Methodology of M&E Report for IF review by April 8, 2021
• Draft M&E Report in English for Year 1 of the BRYC project by May 9, 2021
• Final M&E Report in English for Year 1 of the BRYC project by May 23, 2021

Requirements:

• At least five (5) years of experience in humanitarian and/or development organization in designing, implementing, and overseeing M&E related tasks.
• Sound knowledge and experience on writing reports (English and Arabic).
• Experience of quantitative and qualitative data collection and analysis.
• Excellent interpersonal, communications, and facilitation skills.
• Hands on experience in designing and managing M&E databases and matrices.
• Strong statistical skills including knowledge of Microsoft applications.
• Excellent knowledge of the English language along with writing and communication skills.