SHORT TERM MONITORING & EVALUATION CONSULTANT

Reports to: Head of Programmes
Location: Remote with some travel.
Type of contract: Consultancy
Languages required: English
Period of implementation: November 2019 – February 2020

Background

Since 2003, across a network stretching from Afghanistan to Zimbabwe, Hand in Hand has helped create or improve some 4 million jobs – 90 percent of them for women. We focus on women because they face unique barriers to starting an enterprise and generating an income. At the same time, for every dollar they earn, they spend 90 cents on their families and communities. We work in four key stages. First we create community groups, made up mainly of women, who support each other, save together and learn together. Then we train them in enterprise and vocational skills, to help them start or develop small businesses that make use of their skills and potential. Next we provide access to microloans that are always paid back thanks to support from the group. Finally we help scale up members’ businesses and take them to bigger markets, which in turn benefits their families and communities.

Hand in Hand International seeks an M&E consultant to support the strengthening and streamlining of our monitoring, evaluation and learning activities at organisational and programme level. The consultant will help to finalise and roll out a new organisational results framework, including embedding this framework into the operations of Hand in Hand Eastern Africa. The consultant will also build the capacity of Hand in Hand Eastern Africa staff to access, analyse and apply learnings from data gathered under this new results framework. The estimated duration of the contract is 4 months.

Key Activities and Objectives

The Monitoring and Evaluation Consultant will:

1. Undertake an audit of Hand in Hand Eastern Africa’s organisational and programme MEL systems (focusing on Kenya)
   The audit will focus on Monitoring, Evaluation, Accountability & Learning Essential Standards (using UK NGO sector standards as a benchmark)

2. Support Hand in Hand to consistently embed three MEAL Essential Standards in our Kenya and Tanzania Programmes including:
   i) **Logframes**: Ensuring all project have dedicated logframes that guide project implementation and management and which follow a consistent format. Build staff capacity on the use of logframes as needed.
   ii) **M&E plans and standardised data collection tools and methods**: Support Hand in Hand Eastern Africa to develop and integrate project M&E plans which lists all the relevant indicators in the project; define these indicators in a detailed way and outline how this data will be collected and verified and by whom. This deliverable will include:
      a. **Finalising indicator definitions**: Recommend and agree organisational definitions for key indicators i.e. Enterprise; Job; Green Job. Agree and roll out an organisational approach to capturing this data.
b. **Review data collection tools:** Review existing data collection tools and approaches for core indicators used across programmes. Specifically, assess how Hand in Hand measures income/savings/expenditure data; what the gaps are in the current approach and support the adoption and roll-out of a revised approach which can ensure this data is captured consistently and accurately in line with best practice.

c. **Finalise and embed a cross network organisational Results Framework**  
Work with the Hand in Hand MEL working group (including Hand in Hand International and network partners) to progress a cross organisational Results Framework. Align standard indicators; approaches and data collection tools within M&E plans with this new standardised approach.

iii) **Evaluation plans:** Support all projects to create a 2 page document outlining that project’s approach to evaluation. The document will address questions like: What are the key learning/evaluation questions in the project? How much funding is allocated? Internal or external? Topline methodology and key responsibilities should also be included.

i) **Strengthen** the internal analytical capabilities of Hand in Hand Eastern Africa. Develop and deliver a training to key staff on basic analytical tools and approaches, using one of Hand in Hand’s flagship projects as a template.

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**Consultant Profile and Qualifications**

- Minimum 7-10 years’ experience working on M&E across different programmes or organisations (and ideally in Kenya as well other countries or contexts)
- Excellent knowledge of MEL and MIS with an ability to think both strategically and operationally around the introduction and implementation of appropriate tools, processes and strategies;
- Good experience designing and introducing new results frameworks at organisational level and/or leading MEL related change initiatives
- Experience of livelihoods programming and/or women’s economic empowerment, including common indicators used within these fields and the appropriate approaches for measuring these
- Track record of capacity building M&E staff on areas such as measurement, indicators, analytics and new systems
- Experience working on or leading a digital transformation would be an advantage
- A university degree preferably in international development, economics, social sciences or a related field. A Masters Degree will be an advantage.

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**Other requirements:**

**Language Requirements:**
Native or near-native fluency in written and spoken English is a must.

**Location of services:**
The consultant can be based in Kenya or elsewhere. However as part of the consultancy they should expect to make at least 2 extended visits to the Hand in Hand Eastern Africa offices in Nairobi.
How to apply and inquiries

Please send a short (no more than 3 pages) proposal to ajohnsson@hihiinternational.org, using Hand in Hand M&E Support Proposal as your subject line. The proposal should include a CV, a brief description of the approach to the assignment and a budget breakdown. Please note anyone who works with Hand in Hand International will be subject to safeguarding checks.

Deadline for application is 16th November 2019. Only shortlisted candidates will be contacted.

For general inquiries, please contact: ajohnsson@hihiinternational.org

Website: www.handinhandinternational.org