

Terms of Reference  
**MONITORING AND EVALUATION CONSULTANT**

**Context:** I-Dare is implementing two projects funded through Global Affairs Canada (GAC) that build on the partnership with Oxfam.

**Activities:** The Consultant will:

- Design and conduct the baseline study (methodology, tools, interviews, focus group) according to the performance management framework and pre-defined indicators of GAC and Oxfam;
- Design and conduct the mid-term evaluation (methodology, tools, interviews, focus group) according to the performance management framework and pre-defined indicators of GAC and Oxfam;
- Design and conduct the endline study (methodology, tools, interviews, focus group) according to the performance management framework and pre-defined indicators of GAC and Oxfam;
- Present reports and findings to the Project Management team and to the project Steering Committee.

**Deliverables:** The Consultant will submit:

- All tools (questionnaires, interview guides, record sheets, etc.) developed to design and conduct the baseline and endline studies and the mid-term evaluation in English;
- All raw gathered data (minutes of interviews/focus groups, answers to individual questionnaires, etc.) in English;
- Baseline, mid-term and endline final reports according to provided templates;

**Timeframe / Schedule:** The consultancy should start mid-Oct. 2018 (baseline) and be available part-time, depending on the activities until February 2019. A final timeline will be developed in consultation with I-Dare/Oxfam's managers of the project at the beginning of the consultancy to establish deadlines for submission of the deliverables. The Consultant will report to: I-Dare's Projects Director

**Reporting mechanisms:** sending the weekly reports supported with scan of all supporting documents and other relevant reports to [team@i-dare.org](mailto:team@i-dare.org), uploading to the Box and handing all original supporting documents, invoices and receipts by hand to I Dare's project director on weekly basis.

**Required Experience and Skills:**

- Experience designing M&E methodology and tools;
- Experience conducting interviews and leading focus groups;
- Experience designing internal and external processes for M&E;
- Experience in writing baseline and endline reports;
- English fluency required; Arabic language skills are added advantage

**To Apply:** In addition to your CV, please submit a brief cover letter which includes a list of relevant projects/experience, expected fees/daily rate, and availability by 10<sup>th</sup> Oct. 2018 to [team@i-dare.org](mailto:team@i-dare.org)

*To be released by 3<sup>rd</sup> Oct. 2018.*

*Re-advertised again on 21 Oct. 2018, the deadline to receive the applications by 25 Oct. 2018*