

**TERMS OF REFERENCE (TOR) FOR THE DEVELOPMENT OF MONITORING
AND EVALUATION MANUAL
CONSULTANCY**

1. Introduction

The International Institute for Legislative Affairs (ILLA) is a not-for-profit organisation that offers technical support to Government Ministries, Departments and Agencies, Members of Parliament, Civil Society Organizations (CSOs) and other stakeholders in the legislative process through research, policy and legislative drafting, communication and advocacy and capacity building with the objective of enacting and implementing pro-people policy and legislation. ILLA's programme areas are Health Governance, Tax Justice and Natural Resource Governance, within which the organisation implements several projects.

2. The context of the consultancy

ILLA recognises the importance of having an institutional Monitoring and Evaluation (M&E) framework to support the effective implementation, evaluation and documentation of organisational programmes and projects, to ensure they achieve the desired results and impact. However, the Organization does not have any comprehensive guide that will enable a systematic tracking and reporting on the performance and impact of its programmes and projects. The development of an M&E manual is therefore a critical step towards enhancing the results-based management function within ILLA. The Manual will provide a structured approach to measuring and enhancing programme and project performance, fostering accountability, and facilitating continuous learning and adaptation. Additionally, the M&E manual will be critical in contributing to the effectiveness, efficiency, and sustainability of ILLA projects. By investing in a robust M&E system, ILLA can ensure that its efforts lead to meaningful and measurable improvements in its programmes and projects. ILLA therefore seeks to engage a consultant to lead the development of its M&E Manual.

3. Scope of assignment

The consultant will lead the development of a comprehensive M&E Manual tailored to the specific needs of ILLA. This manual will outline the procedures, processes and tools, for monitoring and reporting on progress and evaluating results of ILLA's development interventions. To achieve this, the consultant will:

- i. Review relevant organisational documents and procedures necessary to understand the M&E practices and gaps to be covered in the manual.
- ii. Hold consultation meetings with relevant ILLA staff and stakeholders (as needed) to understand the M&E needs and requirements for the Manual and to ensure alignment with best practices in the field.
- iii. Develop the Manual for input, review and finalise incorporating received views.
- iv. Train staff on the use and application of the Manual.

4. Expected deliverables

- i. A needs assessment report outlining the desk/literature review, consultations assessment and the findings.
- ii. Development of ILLA's M&E architecture and outline of the M&E manual
- iii. Draft M&E manual: Initial draft for review and feedback.
- iv. A virtual meeting to present the draft to the ILLA Management.
- v. Final M&E Manual: Finalized version incorporating all feedback.

- vi. An Implementation Plan to guide the rollout and implementation of the manual and provide continued support for 3 months.
- vii. Training: A two-day training of staff on the finalised Manual at the end of the assignment.

5. Expert profile

To be selected for this assignment, the Consultant must possess at minimum, the following among other Academic and Professional qualifications:

- a) A minimum of postgraduate in social science, Monitoring and Evaluation, International Development or related field.
- b) Minimum of 5 years' experience in undertaking similar assignment for international development organizations in Africa.
- c) Proven experience in building and deploying results-based M&E systems
- d) Experience in working in the NGO sector.
- e) Excellent communication and facilitation skills

6. Consultancy duration

The assignment is expected to be conducted in 40 working days stretched over 3 months covering July- September 2024. The expected end date is 18 September 2024.

| | Key deliverable | Completion Timelines |
|----|---|----------------------|
| 1. | Preparation and presentation of an Inception Report | 4 days |
| 2. | A needs assessment report outlining the desk/literature review, consultations assessment and the findings. | 10 days |
| 3. | IILA's M&E architecture and outline of the M&E manual | 5days |
| 4. | M&E manual | 15 days |
| 5. | Implementation Plan for the rollout of the manual | 4 days |
| 6. | Training of Staff on the M&E manual | 2 days |

7. Selection criteria

The consultant will submit an Expression of Interest (EOI) to IILA, including the following:

- ✓ A suitability statement; including a commitment to his/her availability for the entire assignment.
- ✓ A detailed work plan and budget for the assignment

- ✓ Updated curriculum vitae that spells out qualifications and experience relevant to this assignment.
- ✓ Contacts of 3 organizations that have recently contracted the consultant to carry out a similar assignment.

8. Supervision

This assignment will involve close engagement with the ILLA Monitoring and Evaluation Officer and directly supervised by ILLA's Chief Executive Officer (CEO).

9. Confidentiality of information

All documents and data collected in the process of the consultancy will be treated as confidential and used solely to facilitate the consultancy assignment. All information to which the consultant shall receive access to, shall at all times be treated as the property of ILLA and shall not be disclosed saved for where express permission has been granted as such.

10. Budget and payments

The Consultant will submit a detailed budget in the EOI for consideration by ILLA. The final terms will be stipulated in the consultancy contract.