

Terms of Reference for Monitoring, Evaluation, and Learning Consultant

May 15, 2024

Background

Rare is an international non-profit organization focusing on social change for people and the environment. For over 40 years, Rare has worked at the intersection of environmental conservation, development, and human behavior. Rare's Fish Forever envisions a world where coastal communities and fisheries can thrive—resilient to climate change, with revitalized fisheries and ecosystems in globally important biodiverse areas. We use an innovative behavior-centered approach to strengthen community-led coastal fisheries management and restore marine ecosystems. Together with partners and local leaders, we leverage biological, behavioral, and social sciences to sustain fisheries production, build coordinated advocacy among governments, and elevate the voices of coastal fishers.

Scope of Work

Rare is seeking a monitoring, evaluation, and learning (MEL) consultant to develop specific program deliverables that will contribute towards the development of the new MEL Plan 3.0. The primary focus of this assignment is for the consultant to contribute towards the development of a comprehensive results chain across the program's key strategy areas, assist in the selection of performance indicators, begin work to develop initial indicator reference for select indicators, and contribute towards the building of MEL capacity with program teams.

The selected consultant will be responsible for the following key tasks and deliverables:

1. Produce summary presentation of program's results chain across its five strategic areas

Deliverables: *Summary presentation and visual graphic*

- a. Review draft program results chain tables in word format to ensure completeness and accuracy in causal logic; review and revise results language across output, intermediary and high-level outcomes, and impact levels
- b. Help produce visual results framework using Mural or other similar whiteboard application to present a summary and by strategic area results chain
- c. Contribute to the production of summary presentation slides for Executive Leadership to introduce summary results chain including a visual graphic that summarizes the intersection of science, applied science, and MEL

2. Develop indicator database and help with selection of standard indicators:

Deliverables: *Revised indicator database and final set of proposed standard indicators*

- a. Conduct desk review that identifies key globally recognized performance indicators; conduct a mapping exercise to align current Rare donor indicators to specific standard indicators
- b. Collaborate with MEL and other technical staff in the selection of standard indicators (identifying a mix of qualitative and quantitative indicators) by result levels.
- c. Develop indicator reference sheets for select standard indicators

3. Support MEL Director to produce and disseminate select components of the MEL Plan 3.0:

Deliverables: *Specific narrative sections of MEL Plan 3.0 that relate to results chain and logical framework and summary presentation slides*

- a. In close collaboration with MEL Director provide specific narrative content for MEL Plan 3.0 that introduces the program summary results chain and standard indicators.
- b. Develop a logical framework and accompanying tables that identify a summary of activities and outputs for each Strategic Objective and Intermediate Result.

- c. Co-develop presentations and other training sessions that provide more in-depth information about results chain and standard indicators for program team and FF leadership team.

Contracting Arrangements

The consultant will work closely with Rare's MEL Director to ensure effective implementation and development of key deliverables. Regular progress reports and feedback sessions will be scheduled to track milestones and address any emerging issues.

The consultancy is expected to commence on June 3, 2024, with a duration not exceeding 45 working days. The overall period of performance for this consultancy would be May 13-August 31, 2024.

Key Deliverables and Level of Effort

Activity	Deliverable	Estimated Number of days	Estimated Due Dates
Finalization of program results chain	- Revised Word tables for each Strategic Result - Mural Board of Results Chains - Summary presentation and graphic	10	By June 3, 2024
Development of indicator database and identification of program performance indicators	- Revised indicator database - Final set of proposed standard indicators	25	By August 31, 2024
Development of specific sections in MEL Plan 3.0 and production of summary presentation slides	- Specific sections of MEL Plan 3.0 that relate to results chain and logical framework - Summary presentation slides	10	By August 31, 2024
Total Number of Days		45	

Requirements

The consultant will be expected to have periodic check-ins with the MEL Director to receive additional guidance and direction. In addition, the consultant should be available to attend various conference calls and/or meetings with key technical staff to exchange feedback, collaborate, and provide general support to the team.

Payment Schedule

- Payment will be based upon actual number of days worked. The Consultant will be required to submit a weekly timesheet and invoice that identifies the number of hours worked by key activity and deliverable and a short description of the completed tasks.

Payments shall be received within a maximum period of 45 days of submission of invoice.

Qualifications of the applicant

The consultant is expected to have the following skills/knowledge/experience:

- Proven experience in program level monitoring, evaluation, and learning for international development or marine conservation projects
- Proven experience developing results frameworks and selecting globally recognized indicators
- Knowledge of relevant globally recognized indicator references, guides, and databases
- Experience developing detailed program indicator reference sheets

- Experience developing databases for work planning and monitoring performance results
- Strong quantitative and qualitative data collection and analytical skills
- Excellent writing, communication, and training facilitation abilities
- Understanding of nature-based solutions, behavior change and communication, and community-based projects
- Multisectoral experience in marine conservation, food security, health, gender and social inclusion and other sectors a plus.

Selection criteria

In addition to the quality of the content of the offer, the total price and scope of the services offered, previous experience, references are also considered. The following evaluation basis is available for this:

- Presentation of experience (including references) in the implementation of comparable tasks (30%)
- Draft proposal of detailed tasks and sub-tasks (that presents clear understanding of deliverables) (40%)
- Overall qualification of the individual and cost proposal (30%)

For the evaluation of the proposals the indicative method will be used. The proposals will be ranked using the formula below to determine the proposal with the best value for Rare.

- Formula: Ratio Z= Total Technical Points (TP) / Quoted Price (P).

General Data Protection Regulation

All documents and data collected are to be treated confidentially and, in the case of personal data, in accordance with the provisions of relevant data protection laws and are to be used exclusively for this project. Interviews are always anonymized. No later than one year after completion of this project, the contractor shall destroy the data and documents permanently and in accordance with data protection law.

Submission of proposal

Should the consultant be interested in submitting a proposal for work, please send it to sram@rare.org and along with a brief proposal outlining:

- Explanation on how the applicant's experience is relevant to this project, describing track record of similar undertakings (not to exceed 2 pages)
- Daily rate and proposed budget
- Full CV of proposed expert
- At least two professional references

Proposals will be accepted by: May 17, 2024