



# The Asia Foundation

## Terms of Reference (ToR)

### **Monitoring and Evaluation Training for the “Strengthen Community Resilience to Covid-19” project partners**

#### **Background**

The Asia Foundation (the Foundation) is implementing a South Asia Regional (five-country) project funded by European Union (EU) that aims to address the immediate threat and longer-term implications of the Covid-19 pandemic for the most vulnerable populations of Bangladesh, India, Maldives, Pakistan and Srilanka through greater awareness of health risks and preventive measures, improved access to support services, reduced communal tensions and stigma, and greater responsiveness of public authorities to the voice and interests of the poor, women and girls, minorities, and other marginalized populations. The proposed activities will contribute to greater awareness of safe health and hygiene practices; improved access to timely and reliable information on Covid-19; improved communication between public health and other government agencies and vulnerable communities; and informed policy measures for longer-term Covid-19 resilience.

#### **1. Project Goals and Objectives**

The Project will run from December 2020 to November 2021. The Overall Objective of “Strengthen Community Resilience to Covid-19” (SCRC) project is to build and strengthen the resilience of marginalized populations in Bangladesh against the negative impacts of Covid-19 and future pandemic and other emergencies.

The two mutually reinforcing Specific Objectives of the proposed project are:

- (SO1) Increased awareness of Covid-19-related safe health and hygiene practices and available support services and programs among marginalized populations of Bangladesh.
- (SO2) Improved delivery of policies and support services by national and sub-national authorities in Bangladesh to strengthen the long-term resilience of marginalized populations to pandemic and other emergencies.

In Bangladesh, The Foundation is implementing the Project through partnerships with local organizations of Dalit, Rupantar, Wave Foundation. To accomplish its goals, the Foundation requires the services of an external consultant to facilitate an online training on Monitoring and Evaluation (M&E) and the practical implication of this tool in their respective project.

## **2. Assignment**

The Foundation will hire a consultant for organizing an online training for Partners' Staffs on the key concepts of M&E, data analysis and interpretation and use of data in project strategic decision making. The training should adopt a perspective of using M&E to improve capacity and also consider the M&E in an oversight role. This will provide conceptual framework for different methods (qualitative, quantitative and mixed) in project monitoring and evaluation. Methodological and implementation challenges in project will be discussed. In addition, the training will provide an introduction to the capabilities of digital tools and research resources for increasing quality and efficiency of data collection and analysis.

The consultant will be appointed for this specific assignment and will have fixed working days to accomplish all the task and provide due deliverable to the Foundation. The Foundation and the consultant will sign ToR and a Service Contract for this specific assignment defining the specific tasks, timeframe/deadlines, and deliverables, as well as the appointed person within the Foundation responsible for the assignment.

### **Objectives of the training:**

- To describe the basic concepts and practical approaches for project M&E.
- To define the tools and techniques used specifically to monitor and evaluate health and COVID related awareness projects; in terms of project implementation process, measuring outputs & outcomes.
- To develop an insight on the different type of tools/ methodologies appropriate for different types of evaluations.
- How to apply knowledge and skills acquired through the training for improving the use of M&E data in project regular monitoring and management decision making process.

### **Specific tasks:**

- Develop easy and brief material/ppt for partners staffs on M&E concepts, its different tools and frameworks.
- Submission of report

## **3. Timeframe & Deliverables**

The assignment will be carried out on six (6) days during the month of September to October 2021. The table below includes the number of days required for completion of all tasks along with submission of the final report. Based on the further discussion, specific date and time will be decided for conducting this assignment.

<b>Tasks</b>	<b>Number of days</b>
Develop learning materials on M&E for the participants	2
Conduct online training for 3 partners of Dalit, Rupantar and Wave Foundation	2
Report Writing	2
<b>Total Days for Consultancy</b>	<b>6</b>

#### **Deliverables:**

- Training Schedule
- M&E learning materials
- Training Report

#### **4. Remuneration**

The Foundation will pay the consultant a *daily rate of BDT 20,000* to accomplish the proposed activities agreed upon within the specified number of days. The daily rate is inclusive of tax and vat as per the country law. Payment will be made after completion of the work, unless otherwise agreed in the service contract.

#### **5. Confidentiality of Information:**

Consultant shall not disclose any information in relation to this assignment without the prior consent of The Asia Foundation.

#### **6. Qualifications for Consultant**

The Foundation is looking for consultant with substantial experience of M&E training for the national and international development organizations. The application should consist of:

- A technical offer showing the interpretation of the Terms of Reference and indicating a detailed training plan and methodology of the training.
- CV showing previous relevant experience.

Interested individuals are requested to submit applications via email [country.bangladesh.jobs@asiafoundation.org](mailto:country.bangladesh.jobs@asiafoundation.org), at the latest by local time in Dhaka 5:00 pm on Aug 31, 2021. Only shortlisted individuals will be contacted.