**Terms of Reference**

**Position:** MEAL Consultant

**Job**: To align and develop context specific MEAL framework and orient the team on framework including data management and using and presenting data for decision-making as per operational priorities.

**Project:** Inclusive Humanitarian Actions for Rohingya Refugees and Host Community in the sector of Health and the sector of Protection in Cox’s Bazar Bangladesh, supported by CBM and Ministry of Foreign Affairs (MOFA), Germany. It is being implemented from May 2019 to May 2020.

**Program:** Inclusive Humanitarian Actions for Rohingya Refugees and Host Community in Cox’s Bazar Bangladesh.

**Implemented by**: Centre for Disability in Development (CDD) supported by CBM.

1. **PROJECT BACKGROUND**

**Introduction**

In November 2017, CBM, in collaboration with its local strategic partner CDD, and together with ASB, conducted a need assessment which identified a lack of specific services for persons with disabilities and older persons and barriers to their access to existing basic needs services.

CBM and CDD started to support the Rohingya and host population in December 2017, providing health and rehabilitation services, through the establishment of an integrated health and rehab centre in camp 18 in Balukhali, a mobile clinic for the host communities and through Home Based Rehabilitation services.

The purpose of the two projects was the continuation of essential health and rehabilitative services for Rohingya and host population.

The project is targeted to reach 11'000 people living in camps 12, 18, 19, 20, makeshift settlements and host communities (Raja Plong, Palong Khali) with comprehensive health, rehabilitation and psychosocial services. In addition, the project aims to improve the access to humanitarian services in at least one sector (WASH, Food Security, Nutrition, Shelter, Health, Education), disability mainstreaming and inclusion among humanitarian actors and to promote inclusive education in CDD-CBM CFSs and capacity building of facilitators and mentors.

1. **Consultancy information**

**Objective:**

* Development/streamlining of an effective and appropriate Monitoring, Evaluation Accountability and Evaluation system, methodologies and frameworks for measuring progress, learning and impact at multiple levels,
* Set optimum levels of learning, reporting and accountability and train the staff so they have the capacity required to implement them.

**Main Tasks:**

* Review existing M&E tools and systems and support and contribute to the development and implementation of robust M&E systems, including M&E guidance and tools.
* Review existing systems for database management, data cleaning processes, data security management and provide recommendations for improvement of data reliability, timeliness and accuracy.
* Develop an action plan in order to improve the management of databases and the implementation of aforementioned recommendations.
* Develop the multi projects based M&E systems (multi log frame monitoring) and processes which is easy to manage.
* Orient programme staff in planning for and executing M&E, including, data collection methodology and tools and data management, analysis and use (applying learning to improve project strategies and implementation)

**Roles and Responsibilities of CDD**

* CDD will provide softcopies of relevant project documents to the consultant for the desk review.
* CDD will support to organize visits to the camps and host communities.
* CDD and CBM will organize a debriefing session for the consultant to share the key finding.
* Offer backup/technical support to the consultant as and when requested and needed.
* **Point of Contact:** **Liton Paul**, Camp Site Manager, Cox’s Operations, CDD based in Ukhiya Office and **Monjurul Habib Shagar**, Programme Development Manager, CDD based in Dhaka HQ.
* All queries should be directed to Paul Liton [paulbpt@gmail.com](mailto:paulbpt@gmail.com) and Monjurul Shagar monjurulshagar@yahoo.com

**Roles and Responsibilities of the Consultant:**

* Prepare a detailed methodology with timeframe after the contract is signed. A plan must be prepared and be agreed by CDD and CBM before the assignment will begin.
* Review relevant project documents provided by the program team.
* Hold consultative meetings with key CBM/CDD program staff.
* Conduct interviews with the project staff as required.
* Brief and present what the consultant has captured to CBM and CDD team, capture their comments, suggestions, and feedback and incorporate their suggestions into the final draft of the deliverable.
* Sign and comply with CDD's Code of Conduct and CDD's Child Safeguarding Policy.

**Deliverables:**

* Inception report
* At mid-point, production of a draft report containing, for feedback from the Program and HQ
* Production of a MEAL strategy, a revision of SOPs, suggested org chart and tools and an action plan to implement those.
* Training delivered to staff and training materials that can be re used for new staff members
* Final report

**Methodology:**

The assessment must include both primary and secondary data collection. It also can be undertaken by conducting desk review and analysis, Informant Interview, FGD etc.

**Level of Effort:** (This is an estimated LoE; however, the consultant may make changes to the tasks and number of days required to submit the key deliverables.)

|  |  |  |
| --- | --- | --- |
| **Task** | **Description** | **Number of Days** |
| Understand the project activities. | Sit with key project team members to understand and get key project documentation | 1st day |
| Understand the existing practices; software, tools, data collection, analysis, presentation etc | Desk review, KII, FGD | 2rd-8th day |
| Preparation revised tools, systems, recommendations and piloting | sitting with the team | 8th-10th days |
| Present the strategy to CDD/CBM |  | 11th – 12th day |
| Preparing module and orientation (1 day) to the relevant staff on new tools and |  | 13th – 16th day |
| Report writing |  | 16th -18th day |
| Submit draft report for feedback from CDD | --- | 19th day |
| Incorporate feedback from CDD and CBM. | --- | 20th day |
| Submit final document to CDD. | --- | 21st -25th day |
|  | **TOTAL** | **Maximum 25 days** |

1. **CONSULTANT PROFILE**

### Professional Profile and Requirements

* Bachelor’s Degree in social science, Master’s in Development Studies, statistics or similar qualification
* At least 5 years’ experience in a National or International NGO, preferably in an emergency setting, including M&E capacity and systems development.
* Thorough experience with and knowledge of principles and current approaches to monitoring and evaluation in relief and development programs, using both quantitative and qualitative methods.
* Facilitating learning-oriented analysis and presentation sessions of MEAL data with multiple stakeholders
* High level English-Bangla language proficiency (speaking, reading, writing).
* Analytic and computer skills, including MS Office, project and database management software, statistical packages etc

**Personal skills:**

* Demonstrated experience in monitoring and evaluation design, applied survey and research;
* Proven capacity for analyzing and synthetizing comprehensive information and technical data;
* Ability to write and edit reports under deadline pressure;
* Self-motivated, flexible and adaptable to the needs of the team and organization;
* Proven management ability and inter-personal skills;
* Problem solving and leadership skills.

**Application Process:**

All interested applicants are required to provide a technical and financial proposal of no more than a total of five pages, by email (**cddjobs.ot@gmail.com) on March 7, 2020.** This must include a detailed CV with previous experience of related assignments. The financial proposal should provide a detailed break-down of costs by deliverable and estimated person days to accomplish each one. Please include at least two professional references (name, relationship, and email and contact number) that can be easily contacted by CDD.

The financial proposal must be in the format given in Annex 1.

**Annex 1: Financial Proposal**

Total amount in words (BDT):

Name & Signature:

Date:

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **AMOUNT** | **Remarks** |
| **FEES:** | | |  |
|  | Fees of the consultant for developing a document on the process of project activities  (total days X per days fees) | BDT: | Fees include meals, transport, communication and other logistical costs. |
| ***Fees Sub-Total*** |  |  |  |
| **EXPENSES:** (will be paid at actual amounts upon submission and approval of original receipts) | | | |
| Printing and Stationary |  | BDT: |  |
| Others (please specify) |  | BDT: |  |
| ***Expenses Sub-Total*** |  |  |  |
| **Fees and Expenses Total** | |  |  |

Note: VAT and Tax will be deducted from the fees as per Government rules.