**Recruitment**

**Short-term Senior MEAL Expert**

**5-Year Governance Program**

**Terms of Reference**

**The Program --** The Forum of Federations is an international learning organization, based in Canada, working on federal and devolved governance across the globe *(see -- www.forumfed.org).* We are launching a new 5-year program on *Strengthening Federal Governance and Pluralism in Ethiopia*, funded by Global Affairs Canada (GAC). The program will provide/facilitate policy research and advice, capacity building, and public dialogue in the areas of intergovernmental relations, fiscal federalism and constitutional rights (see Logic Model attached). The Forum works very closely with government institutions and non-state actors such as political parties, academics, professional and business associations, and other civil society organizations.

We are seeking a senior M&E expert to work with our team in Ottawa and Addis Ababa to advise on producing the M&E requirements for the program’s inception plan – i.e., refining the logic model, completing the performance management framework, strengthening gender equity targets and data collection, strengthening theory of change, design and oversight of a baseline study, establishing data collection and reporting protocols, etc.

**Length of assignment --** The total level of effort (number of days) for this initial assignment is subject to negotiation. Start date is as soon as possible. The current assignment is for this inception period (25 July to 24 November 2017), but it is expected that the same candidate may continue to advise the project on occasional basis over the remaining 5-year period. The expert will work with and be supported by the Program Director (Ottawa based), a national M&E manager and other Addis Ababa based staff. A key objective is to utilize this international level expertise in analysis, design and quality control, while relying on national staff to carry most of the workload for data collection and reporting.

During this assignment Forum will be in the midst of an organization-wide review and strengthening of its capacity and systems for RBM, including M&E. Thus, this assignment will need to coordinate with progress on that project and possibly add insights gained from this assignment for the rest of the organization.

**Tasks**

1. Preparation

* Review and comments on TOR, agree with Program Director.
* Review the project document and provide *preliminary* assessment report, including:
* Suitability of indicators, targets, etc. in current PMF (noting possible alternatives if advisable).
* Note on likely best data collection methods.
* Initially outline methods, level of effort and workplan for baseline study.
* Note on staff and consultant needs for managing project’s MEAL functions over life of project.
* Completeness of theory of change and note additional analysis or consultations required.

1. Design and Support for Baseline Study

* Conduct a mission to Addis Ababa
* With national staff, review data needs, identify sources of data/analysis
* Design tools to be used for baseline and ongoing MEAL
* As needed, briefly train local staff and partners on relevant MEAL concepts and methods.
* Review and improve findings and analysis from data collection and analysis conducted by national staff/consultants.
* With Program Director, draft the baseline study report as per contents and standards required by GAC.

1. Devise a comprehensive MEAL management plan for the project, including:

* MEAL staff/consultant needs and division of labour, capacity building needs.
* Outline of data collection, management and reporting systems.
* Outline processes, systems for incorporating learning in program implementation.

1. Other Inception Report Requirements

* With Project Director, finalize
  + Theory of change
  + Revisions to Logic Model
  + Completion of the Performance Management Framework

1. Internal presentations, consultations

* With Program Director you may be asked to make a presentation or attend meetings with FOF-HQ staff on this program’s MEAL issues and plan as they may provide lessons across the organization.

**Qualifications**

* Advanced degree in related field.
* Minimum 10 years experience as M&E professional.
* Knowledge and record in applying state-of-the-art RBM and MEAL methodologies with special reference to challenges for democracy-governance-conflict management programs, including in fragile, post-conflict environments.
* Experience designing theory of change for governance programs.
* Ability and proven record in producing quality outputs under very tight deadlines and time constraints.
* Extensive experience with GAC/CIDA M&E requirements, including for baseline studies and other MEAL-related project inception requirements (other donor agency experience may also be considered).
* Experience in designing baseline studies and reports for democracy-governance-conflict management programs.
* Extensive experience in designing data collection and reporting systems.
* Experience training and/or mentoring local employees and non-expert staff.
* Knowledge, experience in mainstreaming gender equity issues in MEAL systems and processes (working with our gender advisor).
* Excellent interpersonal skills that promote a mutually positive, productive and empowered work environment.

**Application procedure:**

Please submit a full CV plus 1-2 page cover letter briefly summarizing your key qualifications for this assignment. Send to [Houlihan@forumfed.org](mailto:Houlihan@forumfed.org). Indicate “MEAL Expert Recruitment” in the email subject heading.

Deadline for applications is **15 September 2017.**

Only shortlisted candidates will be contacted.



