

## **CALL FOR EXPRESSIONS OF INTEREST**

### **Facilitator for the ASSESS Monitoring, Evaluation and Learning (MEL) Capacity Building Workshops (Webinars)**

#### **INTRODUCTION**

The Analytical Support Services and Evaluations for Sustainable Systems (ASSESS) project implements activities in support of USAID's on-going transformation of its programs, structure, processes, and workforce to operationalize the vision of ending the need for foreign assistance. In support of the new Policy Framework, ASSESS in consultation with USAID/WA REGO initiated a process to organize capacity building workshops in the form of Webinars with the objective to strengthen monitoring and evaluation (M&E) systems of its Implementing Partners (IPs), to facilitate the generation of quality and meaningful data and knowledge management for decision making. The webinars would complement the existing trainings provided directly by USAID.

ASSESS has identified essential skills, concepts, and practices critical to designing and maintaining effective systems and to further strengthen the capacities of IPs. The strengthened M&E systems will facilitate data collection and reporting, providing high-quality data for project management and operational decision making to improve effectiveness and impact of USAID programs and interventions in the region.

#### **OBJECTIVES AND SCOPE**

The webinars would equip IPs with relevant skills to effectively manage their project M&E systems, for improved performance monitoring, reporting and effective documentation of program results.

Specific objectives include:

- To equip IPs with skills to develop and manage robust M&E systems, to facilitate adaptive management
- To equip IPs with knowledge, skills and learning resources to enhance data quality and improve performance monitoring and reporting
- To strengthen the capacity of IPs to analyze project data, document key outcomes and provide critical information to USAID/WA managers to enhance evidence-based decision making.
- To equip IPs with skills in M&E to further enhance their ability to meet USAID's reporting requirements and standards.

The Webinar is targeted at M&E Staff, Program Managers and other individuals providing M&E functions among Implementing Partner institutions across the region. Identification and enrollment of IPs in the proposed workshops will be done in consultation with USAID/WA REGO.

## Course Content

No.	Priority Areas	Top three focus topics
1.	M&E Key Concepts, Approaches and Methods	I. Meeting the M&E requirements (including Data Quality Standards) of USAID II. Developing a MEL Plan III. Designing Participatory M&E system
2.	Monitoring	I. Using Mobile Technology for Data Collection II. Advanced Data Management and Analysis III. Using M&E results for decision making
3.	Evaluation	I. Outcome Mapping II. Evaluation Designs (RCTs, Quasi-experiments, before-and-after, etc.) III. Conducting Systematic Reviews
4.	Collaborating, Learning and Adapting	I. Communicating evidence using M&E systems II. How to Develop Learning Questions III. How to use M&E for Learning

## FACILITATOR QUALIFICATIONS

ASSESS is seeking to recruit a Facilitator to conduct this webinar. It is expected that the Facilitator will have relevant prior experience in the field of monitoring and evaluation (M&E), be proficient in English (proficiency in French is an added advantage), and knowledgeable of USAID's objectives, approaches, and operations.

### Specific Facilitator Qualifications

- A minimum of a master's degree in Development Studies, Monitoring and Evaluation (M&E), Economic, Statistics or other relevant social science discipline.
- Minimum of 10 years proven professional experience in Monitoring, Evaluation and Learning (MEL) in the development industry.
- Knowledge and understanding of the key principles, concepts and approaches involved in monitoring and evaluation of USAID funded projects.
- Demonstrated knowledge of and experience in current USAID's M&E systems and approaches.
- Demonstrated skills in capacity building, training and performance monitoring and evaluation.
- Proven ability to interact, engage audiences and share knowledge effectively.
- Demonstrated ability to apply theoretical frameworks and concepts to industry practice, particularly in the USAID terrain.
- Excellent writing skills with the ability to present ideas logically.

## TASKS AND RESPONSIBILITIES

The facilitator will be required to organize course content and deliver practical-based training sessions to participants.

## **DELIVERABLES**

### **1. Course Outline and Content**

The facilitator will prepare a course outline based on the topics, to guide the webinar. It must address all the topics with practical based capacity building approach, with recourse to USAID-approved methods. The facilitator will develop learning modules and other relevant training materials/resources.

### **2. Internal Simulation Training**

The facilitator will have a simulation webinar with the ASSESS Team to test the delivery methodology and breakout sessions. This will help the team to troubleshoot and ensure the facilitator is on the right path and that the webinar will yield the expected results.

### **3. Delivery of Training**

The facilitator will deliver the Monitoring and Evaluation training in a three-day webinar.

## **PERIOD OF PERFORMANCE**

The webinar is expected to be conducted in **February 2023**.

## **CONDITIONS OF REMUNERATION OF FACILITATOR**

The facilitator will be remunerated at an agreed fixed price per day.

## **PLACE OF PERFORMANCE**

This is an online training; the facilitator is not expected to be physically present. This request for EOI is global and therefore not limited to only experts living in West Africa.

## **ROLES AND RELATIONSHIPS**

The consultants will be contracted under the USAID/WA ASSESS mechanism. ASSESS will be responsible for the administrative and technical management of their respective contracts. This will include monitoring of LOE and payments, approval of the consultants' work plan, course structure and materials, and delivery.

## **APPLICATION PROCESS**

The objective of this call for expressions of interest is to identify qualified experts for this assignment. Interested candidates should send their CVs and a two-page expression of interest with a brief description of the proposed methodological approach, considering the objectives and scope of the assignment. Applications will be evaluated on a rolling review schedule from **November 18, 2022**. Expressions of Interest should be submitted by email to [mashiteye@assess-wa.org](mailto:mashiteye@assess-wa.org) with copy to [barthur@assess-wa.org](mailto:barthur@assess-wa.org), with the subject **“Monitoring and Evaluation (M&E) Webinar Facilitator”**

ASSESS is under no obligation to select a consultant upon receipt of his/her EOI. ASSESS will also not reimburse a consultant for the time and resources used in the application process.

## **CONTACT**

If you need help or have queries, please contact [mashiteye@assess-wa.org](mailto:mashiteye@assess-wa.org)