**Annex 1 –** **TERMS OF REFERENCE**

**Terms of Reference - Consultancy**

Position: Consultant

Reports to: Global M&E Specialist

Duty station: Home based

Travel: N/A

## Background:

NRC delivers humanitarian programming in more than 35 countries around the globe. The Monitoring and Evaluation Unit is responsible for the development and operationalization of the centre of excellence for organisation wide results management, including a system for global accountability for programme impact and effectiveness.

It is responsible for ensuring a high quality, effective and accountable global monitoring and evaluation framework is in place, including an organisational approach, systems, processes and routines that:

* Enhance accountability to target groups and donors by regularly examining performance and adapting NRC’s responses on the basis of findings
* Use M&E data to immediately bring about changes and improvements in practice – systemic collection of evidence is critical to flexible and responsive programme management, learning from our successes and challenges, and accountability to beneficiaries and other stakeholders
* Strengthen agency wide learning by drawing on M&E data to improve organizational approaches, strategy and policy

The Standard Country Office M&E Training is designed to ensure that all NRC programme staff understand the M&E Framework and have the capacity to implement standard M&E systems and practices for high quality and accountable programme delivery. In order to enable all country-level staff to receive the necessary training, the training package will need to be adapted to support effective remote delivery.

**The consultant will be responsible for adapting the existing training package for remote delivery.**

## Objectives and scope of work

**Objectives**

The consultancy will use the existing training package to build 5-7 training modules (1.5 – 3 hours long per module) designed for remote delivery which maintain the integrity of the original training content, including key messages and a participatory approach to learning.

The remote training package will be designed to ensure that NRC Regional M&E Managers and Advisors can easily and intuitively deliver the training without additional support. The training package will also be designed using a participant-centred approach that aligns with the principles of adult learning. To this end, the training package will include comprehensive support material for facilitators (facilitation notes, presentation slides etc.) and the module design will incorporate engaging activities in a CPR cycle (content, practice, review) that maximize learning outcomes for participants. The overall remote package will include short videos that summarize key takeaways for each module.

*The consultancy will be home-base. It will be conducted in close collaboration with NRC’s Global M&E Specialist and Regional M&E Manager.*

**Major tasks and responsibilities**

The consultancy is expected to develop the remote training package through the following process:

**Preparation phase:**

1. Review the existing training package and consult with key stakeholders from Head Office, and Regional and Country offices for feedback on the training package and input into the remote adaptation (3 days)
2. Draft a proposal that includes a detailed approach to module design and a workplan for implementation (1-2 days)

**Design phase:**

1. Develop all modules as elaborated on in the proposal, including all support material (18 days)
2. Present training package to key NRC staff for feedback (1/2 day)
3. Revise training package (2-3 days)

**Piloting phase:**

1. Implement a ToT (training of trainers) for Regional and Head Office M&E staff (1/2 day)
2. Pilot the full training package in one country office (2-3 days)

**Finalisation phase:**

1. Develop bite size summary videos for each module based on final training package (2 days)
2. Finalise training package and support material, and prepare and present recommendations for NRC on utilisation and implementation of the training package (2 days)

**Total number of days:** 33 days maximum

## Institutional and organisational arrangements

NRC will own the intellectual property rights to all materials submitted by the consultant under the contract. The consultant must therefore ensure that he/she has possession of any materials provided to NRC as a part of the deliverable. The rights to reproduce the reports will fall to NRC and its contracted agents. NRC will be free to reproduce the materials at will and to grant reproduction rights.

**Duties of the consultant**

Reports should be submitted in Microsoft Word format, in UK English. All text should be formatted. Graphs or other graphical devices should be editable (i.e. not pictures), unless agreed otherwise. All references must be cited according to convention, and detailed in a bibliography, using the Harvard system as set out in the [UNESCO Style Manual](http://unesdoc.unesco.org/images/0014/001418/141812e.pdf). All verbatim quotations must appear in quotation marks and must not be of excessive length. All data collected under the consultancy must be submitted with the deliverables, in a widely recognised format such as Microsoft Excel.

Everything submitted to NRC must be the original work of the consultants. Any plagiarism in any form, or any other breach of intellectual property rights, will automatically disqualify the consultant from receiving any further payments under the contract by NRC, and NRC will seek to recover any payments already made.

**Duties of NRC**

This consultancy will be managed by the Global M&E Specialist. NRC will provide the consultant with access to all required documents and will facilitate contact with relevant colleagues and external stakeholders for consultations.

## Implementation schedule and estimated inputs

The consultancy is expected to begin in August 2021. The consultancy is expected to be completed within 30-33 working days over approximately 8 to 15 weeks, depending upon the availability of the consultant, as well as key NRC staff that will be engaged in reviewing material, and participating in the ToT and the pilot. See the tentative timeline below.

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| --- | --- | --- |
| **Task** | **Working days** | **Timeframe** |
| Review material, conduct interviews with key stakeholders  Draft and submit proposal (detailed approach and workplan)  **Deliverable:** Proposal | 3 days   1-2 days | 1 - 2 weeks  August 2021 |
| Develop 5-7 remote training modules and all support material  **Deliverable:** Full training package | 18 days | 4-8 weeks  August – September 2021 |
| Presentation to key RO/CO staff  Revision and finalization of material  **Deliverable:** Revised training package | 1/2 day  2-3 days | 1 week -2 weeks  September – October 2021 |
| ToT for RO/HO M&E staff  Pilot training with one CO  **Deliverables:** ToT & Pilot completed | 1/2 day  2-3 days | 1-2 weeks  October/November 2021 |
| Develop 5-7 bite size video presentations  Finalize training package and present recommendations  **Deliverables:** Video presentations and full final training package | 2 days   1 day | 1 week  October/November 2021 |
| **Total** | **30-33 days** | **8-15 weeks** |

## Qualifications and Application Instructions

To apply for this consultancy, the consultant(s) should submit:

1. An updated CV
2. A cover letter (no more than 2 pages) detailing their qualifications for this position, specifically outlining experience developing, designing and facilitating training courses, especially the utilization of remote modalities and any experience with humanitarian and/or development M&E. The cover letter should also include expected renumeration and availability.
3. A short summary (no more than one page) summarizing their suggested approach to the tasks noted above, focusing on adapting in-person training for remote implementation.

The consultant(s) shall have the following competencies:

* At least 5 years of proven professional experience designing, developing and implementing training courses,
* Experience developing and implementing remote training methodologies, especially related to humanitarian and/or development sector M&E is an asset
* A relevant university degree and/or professional certification
* Professional competency in English is required
* Prior experience working with NRC and understanding of NRC strategic processes is an advantage
* Experience working in complex and volatile humanitarian contexts is an advantage

**The deadline for submission is Friday, August 6th 2021.**

Applications should be submitted to Ruth Gamston at [ruth.gamston@nrc.no](mailto:ruth.gamston@nrc.no)