

Information pack: Support for Program M&E and Reporting.

- Act for Peace is a dynamic humanitarian aid and development agency
- Work with our local implementing partner to analyse data, evaluate project effectiveness and document in final report
- Enjoy mentoring and working alongside a small team to model effective monitoring and reporting techniques
- Short term consultancy
- Location: Port Vila. Vanuatu

Thank you for your interest in this position.

To apply, please email trobinson@actforpeace.org.au

- a 2-4 page covering letter addressing the Selection Criteria
- A brief outline of the proposed reporting process including:
- A budget covering consultancy fees, and expenses
- A current CV outlining relevant skills and competency for this type of work
- One example of a previous narrative report.

Applications close: 22nd February 2017 5pm

For any enquiries please contact Tracey Robinson on +61 484 626 248 or by email: trobinson@actforpeace.org.au

Terms of Reference

Final Report Support for integrating disaster risk reduction (DRR) in agriculture Program

1. Background

Act for Peace is the International Aid and Development Agency of the National Council of Churches in Australia and works with church-based partners throughout the Pacific, Asia and Africa. Act for Peace has been working with the Vanuatu Council of Churches (VCC) to implement the Enhanced capacities for integrating disaster risk reduction (DRR) in agriculture Program Since January 2016.

The program funded by The Food and Agriculture Organization of the United Nations (hereinafter referred to as "FAO") and Act for Peace (AfP) with additional funding from Global Mission Partners/Churches of Christ Overseas Aid (GMO/COCOA) and Australian Lutheran World Service (ALWS) sought to build upon and complement Act for Peace (AfP) food security program that was implemented as part of Tropical Cyclone Pam response activities in 2015.

The overall goal of the program has been to assist Vulnerable communities to increase their ability to self-assess food security risks, including risks associated with natural disasters and become aware of strategies that they can implement with their own resources to address these risks and disseminate knowledge and skills to neighbouring communities. It did this by working with 60+ women leaders from across all six province (nationwide) and together in a national training forum trained them in food security self-assessment at both community and household level,

2. Objectives of the Consultancy

Act for Peace seeks an experienced consultant to work with the VCC FAO Project Officer and assist with analysing the monitoring data with the aim of consolidating all the evidence in order to report against the success of the program in meetings its stated objectives. The consultant will need to provide mentoring and guidance to assist verifying evidence, identify any gaps and cross check disaggregated data to ensure sufficient evidence is available for submission of the final report. This may include structuring follow up monitoring questions for community participants through phone interviews, and assisting the project officer in the compilation of significant change stories and case studies.

The specific objectives of the consultancy are to:

- Mentor the project officer in skills in monitoring and evaluation and reporting by working alongside them and including them in the process
- Identify any reporting gaps and address these gaps in order to report against the stated objectives of the program
- Collate all relevant data (disaggregated data, case studies, Stories of significant change, evaluation forms, previous reports, etc.) and present these in a manner that can be used in the final report and for appendices
- Analyse the available data to measure the effectiveness and impact of the program in meetings its objectives

- Document all these findings in a final narrative report that is of high quality ready for donor submission addressing criteria as set out in the reporting template

3. Scope of the Consultancy

Reporting and capacity support will be limited to the activities funded under the 'Enhanced capacities for integrating disaster risk reduction (DRR) in agriculture' Program that has been implemented over the last 12 months. There may be an opportunity to undertake a field visits to collect any relevant data in the month of March as part of final reporting requirements. The consultation will commence at the start of March and the final report is to be submitted by Friday the 24th March to AfP for comment. Any feedback received from AfP needs to be addressed and revised report resubmitted no later than Wednesday the 29th march. In order to ensure effective capacity development the consultant is expected to work alongside the VCC Field project officer and the VCC Monitoring and Evaluation Coordinator to maximum the exchange of technical knowledge and comprehension of program activities, achievements, challenges and recommendations from the local implementing partner.

It is expected the consultant will undertake a review of documents and project materials; review the program objectives and Monitoring and evaluation framework in a participatory manner with the project team, identify any gaps in reporting evidence, confirm planning arrangements to address these gaps and schedule adequate time to consult with VCC staff in ensuring contribution into the final report.

It is expected the consultant will also capture input via key informant interviews and if needed will undertake a field visits to community project locations with the VCC project staff.

The narrative report must address all criteria as set out in the reporting template and be of a high International donor standard, with evidence of data analysis (relevant graphs and supporting documentation such as photographs, case studies etc.) The primary audience for the report are our International donors, Act for Peace and partner organisation (VCC), The 6 Provincial Government Representatives.

4. Schedule and deliverables

The consultancy is expected to commence 1st March and be completed by the 29th March 2017. Final dates for field work will be determined in agreement between the consultant, Act for Peace and our partner the Vanuatu Council of Churches. An indicative timeframe for key activities for the evaluation is below:

Task	Date for completion	Estimate number of days	Responsibility
Terms of Reference out to tender	15 th February		Act for Peace
Due date for Expressions of Interest	22 nd Feb		Consultant
Selection & Interview (phone)	24 th Feb		Act for Peace / Consultant
Contracting	28 Feb		Act for Peace / Consultant
Commence document review	1 March	16 working days with VCC	Consultant
First Draft of Final report	22 March		Consultant
Review report provide feedback	22-24 March		AfP

Review of feedback and resubmission of final report	27-28 March	2 days with VCC	Consultant
TOTAL consultancy Days		18 days	

It is expected that the consultant will complete:

- A review of documents and project materials
- A participatory process engaging project team to assist in the reflection, data gathering and analysis
- Assist with informant interviews and case study collection
- Field visits to community project locations if time and budget allows
- A draft report of initial findings
- A final report with executive summary

5. Final Report

Production of final report should be to a standard suitable for publishing (indicative outline below to be confirmed in consultation with donors):

1. Cover page
2. Table of contents
3. List of abbreviations.
4. Executive summary that can be used as a stand-alone document
5. Introduction
6. Program summary (objectives and key activities)
7. Methodology, how data was collected
8. Presentation of the findings and their analysis
9. Conclusions
10. Learning and Recommendations
11. Appendices:
 - A list of interviewees (name, function and working environment) and places visited.
 - List of any referenced documents and hyperlinks to these documents
 - Relevant supporting data of any analysis in main body of report
 - Disaggregated data of beneficiaries
 - Map of community locations
 - Links to developed resources
 - Any the supporting documentation

6. Roles & responsibilities

Consultant

Reporting to Act for Peace International Program Coordinator, the consultant will:

- Undertake consultancy within the timeframe agreed
- Prepare and submit a plan for the consultancy and amend as required
- Undertake desk based review of program documentation
- Develop the methodology for undertaking the consultation with the program staff to ensure suitable contact hours to maximise capacity development in collection and analysis
- Lead data collection and analysis processes with project team

- Ensure information collected is jointly analysed and recommendations developed with team members
- Produce and submit a high quality final report addressing all criteria and including recommendations
- Amend report in light of feedback and resubmit

Act for Peace

Act for Peace will:

- Provide all documents, information and materials relevant to the project to enable Contractor/Consultant to understand the context of the Project for this assignment
- Coordinate the involvement of the Country Program Partner (VCC) in the process, including liaising with program teams to facilitate their participation and inputs into draft documents
- Coordinate the development of the terms of reference for the consultancy
- Commission and manage the consultant
- Provide one local organization contact person who is knowledgeable about the Project and who understands the goals of the project
- To respond in writing to Consultant written outputs/reports, within 3 days of receipt from the consultant.

Country Program Partners (Vanuatu Christian Council)

- Review and provide input into the Terms of Reference
- Participate in Consultant selection
- Coordinate field visits
- Provide information as required to the evaluation consultant including ensuring other staff are available for meetings
- Input to/review of consultant's plan
- Provide/select the project staff participating on the reporting team
- Ensure all implementation staff are available to work with the consultant during the month of March
- Review and provide feedback on draft report
- Disseminate the final report and lessons for accountability and learning purposes.

7. Selection Process

Expressions of Interest are invited from suitably qualified consultant with the skills and experience to undertake the role. Proposals should include:

1. A cover letter introducing yourself and your experience and skills in:
 - capacity development/mentoring
 - data collection and analysis,
 - experience with International donor reporting
 - Any experience with working with Non-Government Organisations in the Pacific.
 - Be sure to give examples.
2. A brief outline of the proposed reporting process including:
 - Proposed Plan/methodology for completing
 - Intended ways to manage the process to ensure capacity development.
3. A budget covering consultancy fees, and expenses. An indicative budget from the consultant is expected to be between the range AUD\$6,000-\$8,500. Act for Peace will pay for all expenses associated with travel outside of Port Vila if required.

4. A current CV outlining relevant skills and competency for this type of work
5. One example of a previous narrative report.

8. Other:

1. Bislama and Pacific experience highly favourable
2. Experience with working with Christian organisations not essential but favourable.

The consultant will provide evidence of insurance(s) relevant to undertaking the assignment.

The consultant will be required to sign contractor compliance with Act for Peace Code of Conduct, Child Protection Policy, Privacy Policy and Confidentiality Agreement.

Expressions of Interest should be submitted electronically to Tracey Robinson, International Program Coordinator with VCC food security Project in the Subject Heading to trobinson@actforpeace.org.au by 5pm 22nd February 2017.

Proposals will be assessed according to the following criteria:

- Clear, credible, structured cover letter addressing selection criteria
- Profile, competencies and availability of the consultant
- Suitability of the financial proposal as per the methodology and program budget
- Ability to complete the reporting within the required timeframe
- Value for money.

It is expected shortlisted candidates will be contacted by the Friday 24th February 2017. Act for Peace is not bound to accept the lowest or any tender. For further information please contact Tracey Robinson on +61 484 626 248 or by email trobinson@actforpeace.org.au