



TERMS OF REFERENCE

Project Title: Mangrove Capital Africa

Location: Tanzania

Duration: 15 days

Reports to: Programme Coordinator

Objective: Facilitate a Monitoring and Evaluation Training

Vacancy No: HR/MCA/02032021

1 Background

Wetlands International is a global not-for-profit organisation dedicated to the conservation and restoration of wetlands. This is accomplished through the implementation of landscape approaches towards conservation, connecting technical knowledge, policy dialogue and action on the ground, and catalysing the activities of diverse actors working towards empowering the communities we work with.

With financial support from DOB Ecology, Wetlands International is implementing *Mangrove Capital Africa*, which is a continental programme with the **vision** to conserve and restore 1 million hectares of mangroves, to the benefit of nature and 2 million people in Africa. In Eastern Africa, the programme is implemented in Rufiji Delta, Tanzania.

The ambitious targets set by the programme can only be achieved through a strategic approach that entails long term planning, thorough problem analysis from site level to continental level, working with a variety of partners, and innovative financing.

Now in the fourth year of implementation, one of the fundamental questions is how to make the most of the interventions carried out in order to achieve the expected objectives. Monitoring and Evaluation is recognised as an instrument for the efficient and effective management of programme implementation processes, and is a means of supporting the programme team's continuous learning. This instrument should be integrated into the organisational procedures of the programme. As a response, Wetlands International is seeking a qualified consultant to facilitate a training on Monitoring and Evaluation for its staff.

2 Purpose and Objectives

The purpose of the Monitoring and Evaluation (M&E) training is to provide an informative learning event where staff can:

- i. Improve their understanding of M&E concepts, enabling them to manage and participate in the assessment of programme performance;
- ii. Reflect on the harmonisation of evaluation methods and processes in the programme;
- iii. Define actions and work for the organisation of the monitoring and evaluation function; and
- iv. Create a shared understanding of how to measure impact through use of practical approaches to improve the use of M&E data in programmes decision making.

3 Target group

Wetlands International staff in Tanzania

4 Scope of work

The consultant will be responsible for the following:

- i. Lead and provide expert input on workshop sessions in M&E.
- ii. To facilitate in the design, preparation and facilitation of the breakout meetings and focus group discussions, etc.
- iii. To facilitate the drafting of workshop agenda to ensure the accomplishment of the overall objectives.
- iv. To continuously gauge and solicit feedback from participants formally and informally.
- v. To assist in detailed feedback and edit draft workshop report including lessons learnt and outputs.
- vi. To provide advice and perform other tasks as required to support the workshop

5 Main deliverables

The consultant is expected to provide the following deliverables:

- i. Pre-training: Draft, submit, revise (if necessary), and finalise the design, substantive material and method of the training including pre-and post-training questionnaire;
- ii. Facilitating the workshop.
- iii. Post-training: Following up from the workshop (with Wetlands International) and recording the conclusions including Action Plans.

6 Outputs

- i. Workshop Programme based on participatory methodology
- ii. Detailed guidelines and expectations for all participants
- iii. Successful facilitation of the workshop
- iv. Technical advice and support to participants during the workshop
- v. Detailed feedback on the whole workshop final report

7 Timeframe

The full task is expected to take a total of 15 working days in May, 2021

8 Qualifications

- i. Education: University degree (statistics, Environment, social sciences, development economics or a related discipline);
- ii. Minimum Seven (7) years of experience in Monitoring & Evaluation in the Development / Environment and Conservation sector of which at least two (2) years at the coordination level;

- iii. Proven technical skills in Monitoring, Evaluation, Accountability and Learning, including experience with complex programmes and experience in collecting and analysing qualitative and quantitative data;
- iv. Strong skills in developing monitoring plans, data collection, information management, use of databases, analysis and performance monitoring;
- v. Excellent facilitation skills;
- vi. Strong planning, organisational and interpersonal skills;
- vii. Must be fluent in English

9 Travel

The consultant to take on this task is expected to be in Dar es Salaam for the duration of the workshop. Pre-workshop consultations with relevant stakeholders will be conducted by either in person, email or via calls.

10 How to apply

Applications with copies of CVs and testimonials should be submitted on, or before **12 April 2021** via email to hreastafrica@wetlands-eafrica.org quoting vacancy number **HR/MCA/02032021** in the subject.

All applications should include the following:

- i. Letter of expression of interest**
- ii. Technical proposal:** This should include, at a minimum:
 - Consultants' profile with particular emphasis on previous experience on similar trainings in Tanzania (or other countries in the region)
 - Description of the proposed training approach and methodology, including understanding of the ToR and the tasks to be accomplished
 - Proposed work plan including the expected level of effort and number of working days.
- iii. Financial proposal** which should:
 - Be clear and demonstrate outputs
 - Be inclusive of all costs required to render the services and achieve the deliverable of this ToR, including but not limited to; consultancy fees, travel and accommodation costs.
- iv. Copy of Tax Identification Number (TIN)**

Evaluation will be done according to Wetlands International's procurement guidelines and only successful applicants will be contacted.