**Terms of Reference**

Consultant for Monitoring, Evaluation, Learning and Advocacy (MEAL) Workshop

**1.0 -Background and Introduction:**

DanChurchAid (DCA) is a decentralized Danish NGO, which primarily works with both local and international NGO partners, and it’s a strong member of international networks/ alliances including churches. DCA headquarter is in Copenhagen and has offices in 16 countries worldwide but supports projects/ programs in at least 25 countries. It seeks to assist the most marginalized populations through its four thematic program types in South Sudan, namely; Active Citizenship, Right to Food, Humanitarian Response and Humanitarian Mine Action (HMA). Advocacy, right based approach (RBA), Nexus and Gender are its added value strategies in all interventions to address DCA global goals of Save Lives, Build Resilience and Fight Extreme inequality

DCA works with local communities and is increasingly involved in building the capacity of partners, communities and local government institutions as well as its own staff. DCA’s South Sudan regional office is based in Juba and implements programmed through its partners in Jonglei, Upper Nile, Eastern Equatorial, Unity and Central Equatorial states.

**BACKGROUND FOR CONSULTANCY**

This term of reference for the consultancy describes DCA South Sudan objectives to facilitate MEAL workshop to its partners staffs implementing DCA programs of different donor funds. across three states of South Sudan (Eastern Equatorial, Upper Nile and Jonglei state) The TOR briefly describes key area of workshop topics to be carried out it is anticipated that this will skill up and support DCA implementing partners to improve the way in which they plan, implement and coordinate projects/programmes

Monitoring, Evaluation, Accountability and Learning (MEAL) is an integral part of the project cycle (design, planning, implementation, evaluation and dissemination). Understanding desired project/ program MEAL system provides timely and reliable information for learning to support implementation of project activities in an accurate manner through evidence-based reporting as reported by the community among other stakeholders that we serve. Based on evidence gathered, project staffs can make informed decisions to guide the improvement of project performance aimed at addressing emerging issues from the community based on their needs. As MEAL is essential to uphold accountability and compliance systems and to seek whether the programs implemented by us are carried out as agreed and in compliance with established standards and procedures.

DCA South Sudan uses a centralised data collection system with its project/program implementing partner on Magpi software’s an online data collection management platform. much still needs to ensure effective data collation, consistency validation analysis and reporting for effectiveness and efficiency in our programming. DCA intends to provide a workshop for its field-based programme staffs, project officers, unit, M&E officers) on effective MEAL approaches tailed to our programming. The workshop will look at how best DCA can improve on its approaches based on its learning from the past looking at what has worked best within the organisation and within other implementing partners whose learning we can borrow.

**OBJECTIVE OF THE WORKSHOP**

The purpose of the MEAL workshop will be to transfer knowledge and build skills in MEAL concepts and our program MEAL design. To some extent, this will be a refresher workshop, but it is also expected that the consultant/firm will also bring on board new insights in MEAL based on the current debate/talk as informed by the current wave of innovation in MEAL.

**SCOPE OF WORK**

DCA has identified capacity gaps from partners and the identifies gaps should be included in the workshop manualthe consultant/firm will be expected to carry out and deliver on the following responsibilities:

The trainer should work closely with DCA staffs in developing a workshop module as informed by the current MEAL practice within the organisation, the workshop modules should cut across the following key areas;

1. Introduction to basic MEAL concepts
2. Designing of organisational MEAL tools for measuring impact (MEAL Framework, MEAL plan, Logical Framework, etc.)
3. How to Capture Success Stories
4. Participatory Rural Appraisal/Approach.

**CONSULTANCY PERIOD**

The two-day workshop will take place in Juba from the 26-27 of November. This will be followed by one day for report writing. The workshop will be co-facilitated by DCA staff.

**DELIVERABLES**

* A comprehensive workshop module based on the needs/gaps as reported by the project staffs in the scope
* Share workshop manual with DCA prior to the workshop
* Train partner staffs on MEAL based on the agreed workshop module
* A workshop report with key recommendations for further action

**QUALIFICATIONS**

* Minimum holds a master’s degree in Monitoring and Evaluation or related field
* 5 years’ experience of working in humanitarian sector exclusively in MEAL
* Minimum of 5 years in conducting MEAL workshop including coordinating capacity to prepare logical, coherent and consistent documents with proven experience in Theory of Change, designing MEAL systems, Logical Framework, participatory M&E, Results Based Management, Accountability and Real time data management, Digital data management and collection software (Kobo/ODK or Magpi), proven data analysis statistical skills, advance excel and SPSS
* Additional knowledge in projection planning and management is an asset