

Call for expressions of interest for joining a pool of Experts in Monitoring, Evaluation and Learning (MEL)

Presentation of Expertise France

Expertise France is a French public agency specialized in international technical cooperation. It designs and implements projects that sustainably strengthen public policies in developing and emerging countries. Expertise France is committed to the implementation of the Sustainable Development Goals (SDGs) and the Paris Agreement. To do this, Expertise France works in close collaboration with French public institutions and the European Union to meet the demands and needs of partner countries wishing to strengthen the quality of their public policies to meet these challenges. More specifically, the agency coordinates and implements national or regional projects in the main areas of public action:

- Democratic, economic and financial governance
- Peace, stability and security
- Climate, biodiversity and sustainable development
- Health and human development

Expertise France promotes the mainstreaming of gender issues in these four areas, at all levels and at all stages of project development. The agency thus works for gender equality, an essential condition for sustainable development.

Background information on the pool of MEL Experts

Expertise France adopted a new Monitoring & Evaluation policy in July 2020. This document sets the basic elements and minimum commitments required in terms of monitoring and evaluation of projects managed by the agency at the various stages of the project cycle. The implementation of this policy aims to gradually increase the quality of projects, their impact and their accountability so that they:

- Contribute to positive and lasting changes for final beneficiaries
- Can be part of a dynamic of internal and external capacity building of partners and target groups
- Can be accountable for our action and the achievement of our objectives to all stakeholders, in particular donors and supervisory authorities

The pool of Experts in Monitoring, Evaluation and Learning (MEL) will strengthen the MEL system under construction at the various levels of the agency (Operations Department, departments, units, projects) to have the appropriate skills and expertise to support in a timely and efficient manner projects facing issues related to Monitoring-Evaluation and Learning. Based on the needs identified over time by the France Expertise teams, the Experts will be contracted for short and longer-term MEL assignments at key moments in the project cycle. They will contribute to the deployment of the new Monitoring-Evaluation policy through the methodological support provided to the teams, taking into account the existing tools, processes and resources, while promoting the development of capacities among EF staff.

Objectives of MEL assignments

In coordination with the MEL Unit of the Operations Department and the M&E Advisors of each sector/department, the MEL Experts from the pool will be hired for short or longer-term assignments aimed at:

Type 1 assignments : Support project development

Type 2 assignments : Support design and implementation of MEL systems

Type 3 assignments : Conduct intermediate and final evaluations

Type 4 assignments : Support learning and capitalization

Description of the activities to be carried out

Depending on the needs and the type of support needed, MEL Experts may be required to carry out all or part of the following activities and tasks:

Type 1 assignments : Support project development

- Conduct a desk review to collate the necessary documents for the preparation of the project (primary and secondary data, scoping mission report, concept note, etc.)
- Collect any relevant information and data necessary for the assessment of priority needs to be addressed in the target sectors and groups of the project, if necessary through a field scoping mission
- Identify relevant experiences, resources, approaches, modalities and strategies to be mobilized in the project in consultation with the EF team and partners
- Facilitate consultations and workshops between EF and partners throughout the identification process (needs analysis) and project set-up (development of the intervention logic)
- Identify the main assumptions, risks and adaptation measures to be taken into account to allow the proper implementation of the project,
- Support the definition of the MEL system required for the project, in line with the commitments Expertise France's M&E policy, in particular:
 - The development of a realistic, detailed and formalized theory of change (ToC) highlighting the objectives and changes desired, the underlying hypotheses of causality between the different levels that should allow the achievement of desired outcomes.
 - The development of a logical framework for the project, derived from the theory of change (ToC), integrating a clear definition of the expected changes and corresponding indicators, so that the results of the project are measurable.
 - Budgeting of the resources necessary for monitoring and evaluation adapted to the nature, duration and complexity of the project.
 - Identification of the person who will be responsible for the monitoring and evaluation throughout the project
- Support the development of a project proposal including the necessary appendices (work plan, logical framework and other annexes if applicable) on the basis of the

contributions of the EF team and partners, taking into account the requirements and specificities of the donor

- Work closely with program and support teams to develop the project budget and report any inconsistency with the narrative document
- Consolidate all the project documents for discussion between the partners, then make the requested adjustments in the final version of the project proposal

Type 2 assignments : Support the design and implementation of MEL systems

- Assess the needs of EF team and project implementing partners in terms of MEL systems, data collection and reporting tools
- Review and refine the theory of change or the logical framework of the project (indicators)
- Support the development of a solid M&E plan with the project stakeholders, in line with the M&E policy, detailing in particular:
 - landmarks and resources for monitoring and evaluation
 - the list of project indicators and description of each indicator (adequately disaggregated), as well as their monitoring plan (means of verification, methodology, data collection tools, frequency, responsible, etc.)
 - the data flows from data collection to data use (collection, feedback, consolidation, visualization, use for management and decision-making, reporting, etc.)
 - data management (analysis, reporting, archiving, confidentiality, quality control, data protection)
 - data collection tools and methods
 - evaluation and performance-related questions, and the evaluation plan
 - learning aspects, including the planning of learning exercises throughout the project (workshops to identify good practices and lessons learned, capitalization report, etc.)
- Set up a baseline informing the initial value of all project indicators
- Support the key stages of the project launch phase, in particular the operational and budgetary planning work (facilitation of kick-off meetings, design of planning and follow-up tools, updating of the risk analysis matrix , etc.)
- Develop tools for collecting, reporting, consolidating, analysing and visualizing data
- Train and support the project team and partners on the MEL tools and processes put in place to facilitate their use and ownership,
- Develop a data quality assurance and control system
- Support the implementation of the project monitoring and evaluation system in link with the project manager and partners: data collection and management, reporting, support for the use of data, regular reviews
- Evaluate and support the quality of the data collection system and the data collected

Type 3 assignments : Conduct intermediate and final evaluations

- Support the development of terms of reference for intermediate and final evaluation exercises
- Conduct interim evaluations to:

- Assess activity, outcome and budget progress of the project
- Highlight the strengths and weaknesses of the project, whether at an operational or strategic level, through different participatory data collection methodologies (literature review, KII, focus group discussions, direct observation, field visits, etc. .)
- Assess the quality of the interventions carried out (content and approaches) on the basis of a landmark to be defined
- Assess the quality of partnership management
- Provide recommendations on the adjustments to be at operational and strategic levels to ensure the achievement of the objectives for the last phase of the project (including avenues for an exit / continuity strategy)
- Implement final evaluation exercises to assess the relevance, coherence, effectiveness, efficiency, impact and sustainability of the project in accordance with EF standard evaluation criteria.
- Support EF teams and partners in planning and following-up evaluation recommendations

Type 4 assignments : Support learning and capitalisation

- Support the development of terms of reference and methodologies for learning exercises
- Conduct capitalization processes to identify, document, promote and disseminate relevant (good practices or lessons learned) or innovative experiences developed within the framework of EF projects
- Identify lasting or significant changes, positive or negative, intended or not, enabled by EF work to identify gaps in the approaches and implementation methods
- Facilitate internal workshops and learning exercises within teams to encourage exchange and learning at all levels of the organization

Expected results

The deliverables will be detailed in the terms of reference which will be developed specifically ahead of each assignment carried out by the MEL Experts of the pool but may include the following :

- Project proposal including a theory of change, a logical framework and a narrative description of action
- MEL plan including data collection, management and monitoring tools
- Project monitoring dashboard (data visualization)
- Assessment report of a project or partner MEL system
- Interim evaluation report
- Final evaluation report
- Capitalization work (reports, publications, workshops)

Profile of MEL Experts

- University degree relevant to the terms of reference (eg political or social sciences, international development, project management, statistics, or any other relevant field);
- Prior experience of at least 5 to 10 years in carrying out Monitoring, Evaluation and Learning works in development projects or programs
- Excellent understanding of all aspects of program quality
- Experience in the design and implementation of MEL systems, preferably in the sectors and geographical areas of intervention of Expertise France
- Experience in conducting project evaluation and capitalization, particularly through participatory methods
- Experience in training and carrying out capacity building activities
- Good knowledge of data collection software (Kobo Tool Box, Survey CTO, ODK, etc.), data analysis (R, SPSS, Stata, etc.) and data visualization (PowerBI)
- Languages required: fluent French and / or English. Other languages desired: Spanish, Portuguese, Arabic

Applications

MEL Experts interested in joining the MEL Expert pool must submit their CVs highlighting relevant training, skills and experiences with regard to the types of assignments, fields of expertise and geographical areas covered by the call for expression of interest. Applications must be submitted on GEX before Tuesday, May 31st, 2022 at 11:59 p.m. (Paris time).

Shortlisted Experts will be contacted subsequently to provide additional information (contacts, registration number, significant experiences by type of assignment, working languages, daily fees, etc.).