

Terms of Reference

Training on Monitoring Evaluation & Learning

Organized by BRAC Monitoring Department

1. BACKGROUND AND CONTEXT

BRAC Monitoring Department (BMD) works to support the institutional efficiency of the organisation in planning, implementing, tracking various programs and functions, and facilitating organizational learning at various levels. BMD's major objective is to provide dynamic decision support to BRAC in improving operational efficiency. In view of that, Monitoring department assess the quality and effectiveness of the program interventions as well as the corresponding reporting. BMD is also managing the project for BRAC wide monitoring, evaluation and learning strengthening. It is imperative that the BMD field staff are also amply capacitated on technical aspects of MEL. Hence, BMD is arranging this training for the field staff which also supports AOP activity 6.5.1: Each staff gets at least 40 hours of training on the comprehensive M&E practices.

2. PURPOSE

Participants shall achieve following competencies for implementing the monitoring system:

- Purpose and scope of M&E
- Understanding the relation and differences between planning, monitoring & evaluation
- Developing M&E/Logical Framework
- Developing indicators
- Data collection, analysis and dissemination process
- Monitoring report format
- Learning and its related with M&E

3. SCOPE OF WORK

Under the overall guidance of the BMD focal, the consultant shall perform the following specific tasks:

3.1 Need Assessment

3.2 Develop/customize training content for participants

- Agenda of the Training programme
- Key Learning Points of the Programme
- Pre and post test questions
- A brief paragraph on the essence of this training

3.2 Develop/customize learning materials for the participants

- Develop learning materials for the participants in a workbook/manual form containing important topics/tools

3.3 Conduct 2 batches of training for 20 participants, 03 days for each batch covering all the agreed topics and following standard method of participatory training

3.4 Develop a training evaluation summary with a training report

3.5 Others - (Initial meetings and briefing + agree on workplan + briefing with BMD officials)

3.6 Ensure adherence to BRAC values and code of conduct throughout the whole service delivery period

4. DELIVERABLES

The Consultant shall provide following deliverables:

- The detailed work plan, training schedule, training materials for the programme
- Two three-day training on M&E for two batches (Maximum 20 participants for each batch).
- Final report/end assignment report on the training program together with soft copy materials with all pre and posttests, presentations, video clips, games and activities documented along with the observations of the trainers.

5. BMD's RESPONSIBILITIES

The responsibility of BMD shall be as follows:

- Provide training venue, other electronics equipment, refreshment, select potential trainee through relevant issues
- Monitor and guide the work of the Consultant
- Provide technical support/ feedback as necessarily
- Provide list of participants for the training program
- Ensure payment of agreed amount based on the delivery of quality deliverables as mentioned in the TOR
- Perform any other tasks as may be described in the contract document

6. ELIGIBILITY CRITERIA

The Consultant should:

- Demonstrate knowledge and experience of conducting M&E training
- Demonstrate knowledge of M&E system development
- Experience of conducting M&E training internationally and in South Asia
- Experience of working in the international development sector
- Have proven knowledge of development sector in Bangladesh
- Good interpersonal and cross-cultural communication skills
- Good interpretation skills and experience
- Relevant training in M&E
- During this assignment, the consultant needs to be in regular contact with concerned person of BMD and be flexible enough to take suggestion/ feedback from BMD and incorporate them as required.

7. TERMS & CONDITIONS

Technically and financially qualified organization/individuals shall be awarded a contract as per procurement and financial rules and regulations.

Timeline: Both the batches of training should be completed by **25 December 2020**.

Payment terms

Payment shall be made in Bangladeshi Taka (BDT) as per BRAC financial rules and payment conditions as stipulated in the service contract/purchase order and ToR. The consultant fee will be paid after necessary deduction of VAT & TAX as per the rules of Bangladesh Government.

- 50% of the payment will be made after successful completion of 1st batch of training
- The rest 50% of the payment will be made after the submission of final report on the two batches of training completed and other documents specified in the deliverables section.