

TERMS OF REFERENCE

CONSULTANT FOR MEAL AND KNOWLEDGE MANAGEMENT

Background

Yayasan CARE Peduli (YCP) was established as the national entity that continues CARE's presence and mandate in Indonesia, strengthening its strategic role in both the development and the humanitarian fields nationally and within the CARE Confederation. As part of its organizational evolution, Yayasan CARE Peduli aims to deepen its understanding of development and humanitarian issues through enhanced learning and sharing of knowledge and collaborative mode of operations.

YCP is seeking for committed, resourceful individuals who are passionate about humanitarian causes, poverty reduction, gender equality and social justice to spearhead YCP's monitoring, evaluation and knowledge management activities.

Objective and scope of assignment

YCP intends to seek the support of a consultant to assist YCP in :

- Provide strategic leadership in establishing the learning and knowledge management framework of the organization.
- Technically lead and contribute to the design and integration of MEAL framework of all activities.
- Contribute in the YCP's campaign strategy and advocacy work in the priority areas.

The Scope of the assignment will include:

- Assist relevant country and 24-project staffs for PIIRS data collection to track delivery against CARE Global goals and objectives for July – Sep 2020; review and response for data submission on FY 20.
- Assist relevant project staffs on developing Partnership tracker 1.0
- Assist Palu Project on providing data and technical supports on DEC Evaluation process aligned with CARE global standard, YCP and DEC's requirement.
- Assist Palu Project on providing data and technical supports on SHO Evaluation process aligned with CARE global standard, YCP and SHO's requirement.
- Assist any YCP and Project works related to Monitoring, Evaluation, Accountability and Learning.

Expected Outputs:

The main objective of the consultancy is required to provide his/her technical expertise for the team of to fully meets YCP criteria. The detail of consultancy will be described below

No.	Activities	Timeline	Duration	Expected Output
1.	DEC Evaluation	9 Nov - 30 Dec 2020	7 weeks	30 November 2020 <i>Consultant Monthly Report that inserted on Evaluation Progress Update including summary of Technical inputs on Preparation, Methodology and Questionnaire's review</i> 30 December 2020 <i>Consultant Monthly Report that inserted on Evaluation Progress Update including summary of Technical inputs/Review on Data collection Process, key findings and conclusion, lesson learned and recommendation for Draft of Evaluation Report</i>
2.	SHO Evaluation	9 Nov - 30 Dec 2020	7 weeks	30 November 2020 <i>Consultant Monthly Report that inserted on Evaluation Progress Update including summary of Technical inputs</i>

No.	Activities	Timeline	Duration	Expected Output
				on Preparation, Methodology and Questionnaire's review 30 December 2020 <i>Consultant Monthly Report</i> that inserted on Evaluation Progress Update including summary of Technical inputs/Review on Data collection Process, key findings and conclusion, lesson learned and recommendation for Draft of Evaluation Report
3.	PIIRS FY 20 Validation	2 Nov - 6 Nov 2020	1 week	Coordinate with relevant 21-Project Staffs on Review Comments that PIIRS-validators; PIIRS Team have made on specific projects / initiatives; Respond to the comments. If necessary, request the PIIRS team to create additional REACH forms. Finalize data submission by Nov 9. 30 November 2020 <i>Consultant Monthly Report</i> that inserted on the PIIRS Progress Update and recommendation for follow up
4.	PIIRS FY 21, Quartal 1 Data Collection	23 Nov – 7 Dec 2020		Coordinate with relevant 24-Project Staffs on Filling project data for period Jul-Sep 2020. 30 December 2020 <i>Consultant Monthly Report</i> that inserted on the PIIRS Progress Update and recommendation for follow up
5.	Partnership Tracker	9 Nov - 30 Dec 2020		Develop intake form, 9 – 20 Nov 2020 Participate on coordination among YCP Department for criteria, parameter and index calculation, 23 Nov – 30 Nov 2020 Drafted the online model for partnership tracker, 1 – 11 dec 2020. 30 Nov and 30 December 2020 <i>Consultant Monthly Report</i> that inserted on the Partnership Tracker Development Progress Update and recommendation for follow up

Duration

The total man-days needed to complete the expected task is 30 days spread across the period of 1 November 2020 until 31 December 2020.

Funding Sources : The funding source for the recruitment is taken from ID099

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