



Terms of Reference

M&E Expert

Project #: SYR 1692

Project title: Empowering Syrian Communities: Capacity Building Initiatives for Local NGOs and CBOs

Background and Context

Dorcas plans to provide capacity building for local NGOs and CBOs based in Aleppo under this project. The initiative is based on findings from the Multi-Sector Needs Assessment (MSNA) conducted in October 2023, which identified significant capacity gaps among local NGOs, particularly in the areas of livelihood, protection, and mental health. The MSNA also recommended strengthening the capacity of local actors to provide comprehensive support services. By enhancing the skills of local actors, including community leaders, healthcare providers, and frontline employees, through training and sensitization programs, this project aims to contribute significantly to effective prevention and response efforts.

Location: The training will be conducted in the Syrian territory Aleppo Governorate.

Dates: The training will take place during the month of August 2024 (dates to be defined)

1. Objective:

The objective of this assignment is to provide training to local NGOs on M&E mechanisms, indicators, and tools to strengthen their M&E capacity and improve the quality of their programs.

2. Scope of Work:

The M&E expert will be responsible for:

- Developing a training curriculum that covers M&E mechanisms, indicators, and tools relevant to the humanitarian context in Aleppo, Syria.
- Delivering training to local NGOs on the developed curriculum.

- Providing technical assistance to local NGOs in the development and implementation of M&E plans for their programs.
- Conducting a follow-up assessment to evaluate the effectiveness of the training and provide recommendations for improvement.

3. Target Audience:

- Program managers and officers from local Syrian NGOs
- M&E officers and coordinators
- Proposal writers and fundraising staff
- Project coordinators involved in proposal development and project implementation

4 . Deliverables:

The M&E expert will deliver the following:

- A training curriculum that covers M&E mechanisms, indicators, and tools relevant to the humanitarian context in Aleppo, Syria.
- A training report that includes an evaluation of the training and recommendations for improvement along with an attendance sheet.
- Technical assistance to local NGOs in the development and implementation of M&E plans for their programs.
- A follow-up assessment report that evaluates the effectiveness of the training and provides recommendations for improvement.
- Coaching sessions for 2 consecutive months after the training along with detailed reports

5. Qualifications:

The M&E expert should have:

- At least 3 years of experience in Monitoring and Evaluation in the humanitarian field.
- Experience in developing and delivering training on M&E mechanisms, indicators, and tools.
- Knowledge of the humanitarian context in Syria and experience working with local NGOs.
- Excellent communication and facilitation skills.
- Fluency in English and Arabic.

6. Duration of the Assignment:

The duration of the assignment is expected to be 1 day with coaching sessions during 2 consecutive months after the training.

7. Reporting:

The Expert will provide a report to Dorcas focal point and will work closely with the project team and local partners

8.Evaluation:

The training should include an evaluation component to assess its effectiveness and gather feedback for future improvements.

9. Application Process

Interested candidates should submit their CV, a cover letter, and references to office@lebanon.dorcas.org by July 30,2024 deadline

This TOR framework provides a comprehensive outline for M&E training program tailored to local organizations in a humanitarian context. The trainer should be prepared to adapt the content to the specific needs and context of the participating organizations, ensuring relevance and practical applicability.