

## Invitation to bid: M&E Expert Consultant

Hivos is looking for an M&E expert consultant to support with M&E reporting and deliver capacity building for project implementing team.

Location: Tunisia, Jordan or Lebanon  
Availability: during September & October 2024

Deadline: 11 August 2024

### Overview

Hivos is an international organization that seeks new solutions to persistent global issues. With smart projects in the right places, we oppose discrimination, inequality, abuse of power and the unsustainable use of our planet's resources. Counterbalance alone, however, is not enough. Our primary focus is achieving structural change. This is why we cooperate with innovative businesses, citizens and their organizations. We share a dream with them of sustainable economies and inclusive societies.

Hivos is implementing two projects:

- **Qudurat:** A 24-month initiative in partnership with Al Khatt and SNJT aimed at empowering media actors and independent media organizations in Tunisia. The project focuses on exercising freedom of expression, responding to digital and legal threats, and providing reliable, inclusive, and fact-based information.
- **Sharaka:** SharaKa – *for inclusive Climate action, a 24-month project*, aims to promote climate justice in Jordan, Lebanon, Tunisia and Palestine (occupied Palestinian territory) by increasing the ability of civil society and citizens to safely and meaningfully influence and co-create inclusive climate actions.

### Scope of work

Hivos seeks an M&E expert consultant to:

1. Review the M&E plans for the Qudurat and Sharaka projects, and establish a data collection plan for both, including specific guidance on methods, tools & templates developed to measure project outputs and outcomes.
2. Roll-out approved data collection plan and deliver one training to each project team on tools, methodologies and templates developed, with insights into best practices.
3. Have one follow-up training with each project team during implementation of plan and utilization of tools, if needed.

### Description of the assignment

The expert consultant will be responsible for the following tasks:

- Review M&E plans for both projects and propose tools/methodologies.
- Agree with Hivos management on detailed timeline for each deliverable on both projects.
- Design pre and/or post data collection questionnaire for selected activities, as per the monitoring and evaluation plan.
- Develop ways to present and analyse disaggregation data whenever needed.
- Conduct one training workshop for each team based on approved data collection plans and developed training materials & guidance protocols.

## Timeline

It is envisaged that the assignment will take during Sept-October 2024.

## Consultant Profile

- Proven experience delivering training in several countries in the MENA region; and able to articulate convey knowledge to and build skills of a non-M&E experts
- Proven experience in developing monitoring and evaluation frameworks, as well as conducting project evaluations.
- Proven track record of collaborating with civil society organizations alongside experience with international organizations.
- In-depth understanding of the media sector in Tunisia.
- Good knowledge in climate justice related topics.
- Exceptional writing skills and proficiency in Microsoft applications (Word, Excel, etc.), with fluency in both written and spoken English and Arabic, with a good understanding of French.

## How to apply

Based on the criteria, availability and interest, we welcome you to submit **in English** to email: [menaprocurement@hivos.org](mailto:menaprocurement@hivos.org), with the subject heading: “Hivos – M&E consultant” with the following documents:

- A copy of the consultant’s resume, providing details of previous evaluation & training experience of similar projects.
- At least two references from past/recent and similar work/assignments done
- Technical Proposal demonstrating understanding of requirements; proposed detailed work plan & timeline.
- Financial Proposal (inclusive of required taxes) with detailed breakdown of costs.

**Deadline: 11 August 2024.** Applications after this date will not be considered. Applications should address all requirements, otherwise application will not be considered.