



ToR – Third Party Monitoring

1. **Background:** Norwegian People's Aid (NPA) is a humanitarian and development organization rooted in the Norwegian Labour Movement. We work with development in partnership with national NGOs, with humanitarian action in protection and livelihood sector as well as with humanitarian mine action and disarmament. In Norway, we also work on rescue services and first aid, and NPA has more than 12,000 members in Norway and 2400 staff worldwide. NPA works to create a more conducive environment towards civil society engagement, civic rights and access to justice in conflict areas where ongoing disputes directly affected the core principles of citizenship values and created a lack of perception of the fundamental civic and human rights which still frustrates citizens in their attempt to avail legal services and other civic information and services. NPA helps strengthening capacity and coordination of CSOs and its coalitions to promote human rights, and aims to creating a strong linkage with public sectors and to establishing good awareness among the citizens on good practices related to citizenship rights and accessing legal assistance in addition to establishing a just, inclusive and sustainable national legal framework through the production of policy briefs and other knowledge products on legal systems, civic space and human rights.

2. **Consultant profile:**

The consultant or the consultancy firm should have the following background:

Education:

- Bachelor's degree or equivalent in sociology, psychology, gender studies, political and social sciences, public policy, human rights, development studies, and/or other related areas relevant for the assignment.
- Full proficiency in Arabic and English.
- Human rights and development training or studies will be an asset.

Required Experience:

- Approximately seven (7) years of experience in program management and contract compliance.
- Experience and strong background in methodologies and research work, conducting surveys, studies, and similar publications including collection and interpretation of quantitative and qualitative data.
- Strong organizational skills, analytical capabilities, able to work in a fast-paced environment, demonstrated ability to handle multiple tasks.
- Demonstrated previous involvement in research or monitoring and evaluation projects at the local and national level in the area of legal citizenship and human rights policies.

Other relevant qualifications:

- The consultant must be free to operate in the locations specified, i.e., have access to all projects' geographical areas of implementation.
- Avail sufficient personnel (at least 5 with gender diversity) with experience of conducting field-based survey, research, monitoring, analysis and reporting, preferably in the field of humanitarian aid.
- Experience in designing and conducting monitoring and evaluation of programs working on legal and citizenship rights in conflict affected areas.
- Monitors engaged for this assignment should have at least three years' experience in reviewing and monitoring humanitarian projects in the following areas: legal rights, civic engagement and citizenship values.
- Extensive understanding of the local context in the targeted area, knowledge of local culture and languages that are spoken by the communities is essential.



- Excellent English writing skill to produce concise, well-justified, technically-sound and to-the-point survey/monitoring reports.
- Proven capacity to make use of the technology (ODK, etc.)
- Strong analytical skills and ability to clearly synthesize and present findings.
- Demonstrated ability to produce and edit reports and technical documents.
- Ability to gather, appraise and analyze quantitative and qualitative data.
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3. Implementation period: Mid-April 2022 to End of June 2022

4. How to Apply: Please submit a technical and financial proposal to JawSha818@npaid.org by April 12th ensuring that the subject of the email is as follows: **“Third Party Monitoring”**

Technical Proposal must be no longer than five pages including:

- Proposed methodology including potential techniques and tools to be used as well as suggested timeline
- Copy of CV
- List of previous similar projects undertaken

Financial Proposal must include:

- Total fees for carrying out the assignment (inclusive of taxes) and how the costs are broken down including all costs that would be invoiced to NPA;
- Proposed payment plan; and
- Legal papers of registration. (Commercial, registration, tax documents- if applicable).



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1. Purpose of this assignment:

Overall objective

The main objective of the assignment is to evaluate the achievements and the performance of the project's activities being implemented, as compared to the project document and targets with a strong focus on results. The consultant will undertake a detailed survey to collect values and assess immediate outputs and outcomes. This assignment will assess the effectiveness of the project on both output and outcome levels and will evaluate the impact of the project on a beneficiary's level.

Specific objectives

Under the supervision of NPA MEAL Manager, Project Manager and Project Coordinator, the consultancy will respond to the following:

- Ensuring that high-level Monitoring and Evaluation frameworks are developed and implemented to measure the key performance indicators.
- Collect verifiable data using a structured approach to inform and generate actual achievements against targets set.
- Collect performance evaluation and contextual data to verify the intended outcomes on a community level.
- Identify and analyze challenges and draw out key lessons learned and pinpoint good and best practices.

Key questions

The consultant is expected to develop the study questions that will respond to the NPA questions and overall expected outcomes.

2. Implementation Process:

Timeframe: The consultant will present an implementation calendar that will detail the actions planned throughout the duration of this consultancy.

Methodology: The methodology will describe the foundation of the strategy that will respond to the assignment questions, it will indicate the rationale of the techniques selected and how it will fit with the overall design of the study. The consultant is expected to describe the type of data that will be collected, the data collection approach, the research respondents, and how the results will be analyzed. The assignment is expected to provide appropriate and verifiable quantitative and qualitative methodologies that aim to establish an effective evaluation approach for the key performance indicators. Developing the assignment methodology will depend on several data collection modalities that include surveys, focus group discussions and key informant interviews with different stakeholders and community groups.



3. Deliverables:

The expected deliverables in the undertaking of this assignment will include, but are not limited to, the following:

- Inception report detailing the consultant's understanding of the assignment, detailed workplan schedule, design (of the methodology), sampling processes, risk management strategies, data analysis plan, expected timeline, details on structure for assessment report.
- Develop a Third-Party Monitoring Activity Plan for the project. The TPM Activity Plan will align with the Challenge reporting requirements; define when and how project activities and outputs will be monitored and verified
- Provide the appropriate recommendations and areas that need more attention and focus during the project implementation and ways to strengthen impact.
- Developing survey tools (questionnaire) in both hard copies and mobile application.
- Recruit survey team including highly competent data collectors (enumerators), supervisors for training and field work.
- Supervise and monitor daily data collection and upload to server.
- Managing the logistical and administrative aspects of the fieldwork
- Data collection report, regarding any primary data collection, including action taken as a result of any issues arising during the course of data collection, entry or analysis.
- Set of study instruments (data collection tools, implementation plan, guidance framework, participation request sample and consent form for community members interviewed, etc.).
- Draft the first report, with findings and analysis.
- Internal presentation of findings with NPA team as reflected in draft report.
- Final report, with edits based on input provided in draft review by NPA team.

The MEAL Manager will ensure the overall quality, completeness, and timeliness of the above stated deliverables.