



TERMS OF REFERENCE FOR MENTORSHIP SUPPORT TO DEVELOP M&E PLANS AND PROVIDE TRAINING IN RESULT BASED MANAGEMENT

Introduction and Background

Tilitonse Foundation in collaboration with Civil Society Agriculture Network (CISANET) and Welthungerhilfe (WHH) is implementing a project titled **Strengthening Food and Nutrition Security Programming in Malawi**. The project is funded by German **Federal Ministry for Economic Cooperation and Development (BMZ)** through Welthungerhilfe. The main objective of this project is to promote the capacity of civil society organisations in Malawi to improve food security and strengthen resilience. Specifically, the project is expected to strengthen capacity of 10 civil society organizations (CSOs) and district-based network associations in evidence based FNS management, administration and programming. This support will in turn enable the targeted CSOs to plan and implement effective and participatory Food and Nutrition Security (FNS) programming approaches with their target groups or communities.

In July 2022, Tilitonse Foundation in collaboration with Civil Society Agriculture Network (CISANET) and Welthungerhilfe (WHH) conducted a capacity assessment which identified critical gaps in management structure, financial and resource management systems, human resources and programme management. Based on the gaps identified, the assessment further recommended capacity development options that will enable the CSOs to effectively deliver on their mission. demonstrated that these gaps were further enhanced by weak governance structures, policies and systems.

It is against this background that Tilitonse Foundation would like to engage the services of a consultant to facilitate a workshop on Results based Management and facilitate development of M&E frameworks, data collection and reporting tools to 8 CSOs 4 in Nsanje, 3 in Dedza, and 1 in Ntcheu

Objectives of Work

The overall objective of this assignment is to support Tiphedzane Community Support Organisation, Nyanthepa Radio Station, RUDESUT, Foundation for Active Civic Education in Nsanje, Youth in Community Development, Golomoti AIDS Support Organisation, CCJP Dedza in Dedza and YODEP in Ntcheu. develop organisational M&E frameworks and data collection and reporting tools

The specific objectives are as follows:

1. Facilitate the development of M&E frameworks for the 8 CSOs,
2. Support the CSOs to develop data collection and reporting tools

3. Develop capacity of the staff members in M&E Staff and Results Based Management.

Scope of Work

The duties and responsibilities of the consultant/s will be:

1. Review capacity assessment reports for the 8 organisations to enhance understanding and the nature of the problem
2. Engage Management and M&E staff of the targeted organizations to enhance understanding of the gap
3. Review Project document to ensure that project aspirations are included
4. Review organisation's strategic plan and logical framework
5. Develop M&E Indicators for the organisation
6. Develop M&E Tools for Data Collection and reporting
7. Develop M&E framework for the organisation
8. Mentor the Members of staff in development and operationalization of an M&E framework
9. Design and develop Training content on Results Based Management
10. Conduct training
11. Write a Workshop Report

Deliverables

1. An Inception report detailing understanding of the assignment , methodology to be used and timelines
2. M&E Frameworks with data collection and reporting tools
3. Report on mentorship support
4. Training plan and Material
5. Manual for reference
6. Final Report of the Training

Duration and Timing of the Assignment

The assignment is planned to take place in between October and December 2022.

Qualifications

- Minimum of a Master's degree in Economics, Public Administration, Statistics, Development studies, or management information systems, or equivalent;

Experience

1. At least 10 years' experience in similar roles and assignments
2. At least five (5) years' experience in project management, organizational development and implementation.
3. Ability to work with minimal supervision and under pressure;

4. Strong computer literacy (MS Office, Excel, Digital and social media). Those that have hands on experience in SPSS and STATA will have an added advantage
5. At least five (5) years' experience in institutional development interventions and in designing, implementing and assessing monitoring and evaluation systems

Application Process

Interested and qualified Consultants/service providers are invited to apply. The service providers must submit the following documents/information to demonstrate their qualifications:

1. A technical proposal detailing applicants understanding of ToRs, proposed methodology, applicant's key member's CV. A separate financial proposal should be included in the submission
2. Contacts (email and phone) of 3 former clients or referees.
3. A detailed list of similar assignments that the consultant has conducted in the past 3 years

Technical and financial proposals should be submitted to the addresses below, by 21st October 2022 by 17:00

Physical Address	Postal Address	Email Address
Tilitonse Foundation Plot No. 128, Lizulu Street Area 47 Sector 5 LILONGWE Malawi	Tilitonse Foundation P.O. Box 31815 LILONGWE Malawi	e.musiya@tilitonsefoundation.org with a copy to jobs@tilitonsefoundation.org