

Monitoring, Evaluation & Learning Expert Consultancy Terms of Reference

Context

The [Transparency & Accountability Initiative](#) (TAI) is a collaborative of seven of the world's leading funders of transparency, participation, and accountability causes. As a collective, we want to build a more just, equitable, and inclusive society. Our members have over \$500 million in active transparency and accountability related grants to groups all over the world.

The small, dynamic Secretariat team supports the members to maximize their impact. This includes scanning for unmet needs and emerging agenda, reflecting on what is already being funded, paying close attention to how we fund, and mobilizing engagement on good governance issues.

TAI fosters funder learning as a basis for collective action, be that through advocacy, grantmaking or other means. We are always looking to strengthen member collaboration. With that in mind, TAI seeks an experienced monitoring, evaluation and learning (MEL) expert to work with the TAI Secretariat on an ongoing basis in tracking collaborative impacts.

Scope of Services

TAI launched its [2020-24 strategy](#) in May of 2020. Working with the funder members, TAI Secretariat then created a [MEL Plan](#) and has since worked to create baseline data in line with the plan, plus a system of quarterly data collection.

The TAI Secretariat seeks an experienced MEL expert to:

- review and advise on data collection instruments and processes, including establishing data collection plans for some MEL Plan indicators, and overseeing administration of our annual member survey
- analyze and interpret data on a quarterly basis, including leading a data reflection session with the Secretariat team
- generate an overview presentation of annual progress against MEL plan for presentation to TAI funder members during our annual Member Week (typically in February each year)
- finalize written updates on progress against indicators in the strategy for inclusion in the TAI annual and semi-annual reports
- advise on revisions to the MEL plan as necessary
- contribute to TAI member learning session related to shared learning questions on an as needed basis

There is a full time MEL Fellow on the TAI Secretariat team, who leads on data collection and will support the consultant in analysis, drafting report content, presentations and reflection

session design. The Fellow reports to the Executive Director on a day-to-day basis, but the consultant will provide quality control and guide the MEL Fellow in shaping deliverables.

Deliverables

- Quarterly progress reflection sessions with supporting slide deck
- Progress indicators and overview text updated for annual and semi-annual reports
- Annual member survey data findings slide deck and presentation for annual Member Week

Level of Effort / Timeline

TAI Secretariat anticipates this scope requiring up to 20 days of support annually broken down as follows on a calendar year basis:

- 6-7 days in Q1 (analysis of survey data; progress update for annual report; progress data deck and reflection session with Members)
- 2-3 days in Q2 (review of quarterly data and team reflection)
- 3-4 days in Q3 (review of quarterly data and team reflection; progress update in semi-annual report)
- 4-5 days in Q4 (review of quarterly data; oversee administration of annual member survey in December)

Seeking consultant to start engagement in Q3 this year (2021).

Consultant Profile

- Demonstrated expertise in evaluative approaches and methods suited to learning-driven questions and qualitative data sources
- Expertise in survey and other data collection tools design and data interpretation
- Familiarity with philanthropy and grant-making practices; strong preference for familiarity with international development
- Effective at communicating results – both in writing and verbally - to programmatic decision makers
- Knowledge of accountability and governance themes preferred
- Comfortable working in a virtually connected group and ability to independently manage time to meet personal and team deadlines
- English language professional proficiency

Expressions of Interest

To be considered, send a CV, daily rate, and any suggestions/questions as regards to scope to Zoya Belmesova (zbelmesova@transparency-initiative.org). The application window will close on August 12. Only short listed candidates will be contacted.