



TERMS OF REFERENCE

Consultancy to Develop a Monitoring and Evaluation Framework for Musawah

1. Background

Musawah ('Equality' in Arabic) is a global movement for equality and justice in the Muslim family. Musawah was launched in February 2009 to address the compelling need for individuals and groups working in Muslim contexts to come together to share strategies, build scholarship, and promote best practices to advance the rights of Muslim women.

We seek to reclaim the spirit of equality and justice within Islam, which we see as compatible with international human rights standards. We highlight women's realities and amplify women's voices. We show injustices arising from customs and laws that take their legitimacy from particular readings of Islam's sacred texts. We offer new understandings of Muslim jurisprudence, laws, and practices that are responsive to the well-being of all family members and in harmony with Islamic teachings and human rights principles.

Musawah declares that equality, justice, fairness and dignity are necessary and possible in Muslim family law and practice today.

2. Purpose

The Monitoring and Evaluation Framework that the consultant will develop will be the institutional architecture to support a strong M&E culture in the organisation. The Monitoring and Evaluation Framework will be used to assess the organisation's effectiveness in terms of achieving its mission, vision and objectives as measured through performance, outputs, outcomes and impact. The framework will assist Musawah to regularly collect, analyze and use the information within the organization to evaluate and measure its progress.

3. Scope of Work:

The consultant will be expected to carry out and deliver the following responsibilities:

- Review existing monitoring and evaluation system and needs, in particular to measure qualitative change, and submit a report on all findings along with recommendations.
- Work with the Executive Director and the Musawah Secretariat to develop a best practice monitoring and evaluation framework and an implementation plan.
- Outline guidelines on the rollout of the comprehensive monitoring and evaluation framework.
- Enhance capacity of Musawah staff on results based management and training to develop robust and relevant M&E systems.

4. Deliverables / Expected Outputs:

- Deliverable 1: A report on all findings gathered during the review of existing monitoring and evaluating system and needs, with recommendations.
- Deliverable 2: A comprehensive monitoring and evaluation framework including annual targets and indicator monitoring tools available, and a detailed implementation plan.
- Deliverable 3: A training for Musawah staff on results based management and developing robust and relevant M&E systems.

5. Time frame:

The duration of the consultancy is approximately 8 weeks. Start date: 4 June 2018

	Deliverable	Suggested Completion Date	Proposed Payment Schedule
1	Review monitoring and evaluation tools, indicators and relevant	15 June (2 weeks)	25% upon completion
2	Report on findings and recommendations	22 June (2 week)	
3	Draft M&E Framework and implementation plan	6 July (2 weeks)	25% upon completion
4	Final M&E Framework and implementation plan	13 July (1 week)	25% upon completion
5	Training for Musawah staff on results based management and developing M&E system	27 July	25% upon completion

Qualifications:

- 1) Master's degree in a field relevant to the assignment
- 2) Statistics, Results Based Management related social science fields, or business administration. At least 7-10 years of experience in the area of RBM, Strategic Planning, and M&E related capacity building.
- 3) Proven experience in the monitoring and evaluation of movement building activities.
- 4) Experience in delivering training on M&E and data analysis.
- 5) Experience in qualitative and quantitative M&E approaches.
- 6) Background in training and M&E advising in donor-funded programs and for government officials.
- 7) At least 3 years experience in gender and human rights issues, with good program design skills, including capacity to prepare logical, coherent and consistent documents.
- 8) Capacity to work in a multi-disciplinary team, including coordinating technical input into a framework.
- 9) Ability to work rapidly, both in person and remotely, with team members in various locations.

How to apply:

Interested candidates must submit the following documents/ information to demonstrate their qualifications:

1. Proposal
 - a. Explaining why they are the most suitable to perform the work and deliver the outputs
 - b. Provide a brief methodology on how they will approach and conduct the work.
2. Financial Proposal (to include summary of costs, breakdown of costs by activity, breakdown of remuneration rates, and timeline)
3. CV – this should highlight past experiences in similar projects/ assignments and indicate at least 3 references.
4. Examples of M&E results frameworks.

All documents should be sent to musawah@musawah.org. Please include 'Monitoring and Evaluation Consultant' in the subject line of the email. The application closing date is **10 June 2018**. Only shortlisted candidates will be contacted.

Female candidates are encouraged to apply.