



Rift Valley Institute Terms of Reference for Consultancy Services

Date: December 2022

Title: Monitoring, Evaluation and Learning Lead, Somali Dialogue Platform

Background: The Somali Dialogue Platform ('The Platform') is a policy dialogue and facilitation initiative, managed by the Rift Valley Institute (RVI), that responds to the need to support more collaborative, productive and inclusive political processes that can transform Somalia's political settlement. The Platform works *with* the grain of Somali political culture—seeking to create dialogue spaces genuinely trusted and owned by Somalis, where they can confidently address past conflicts and grievances and collaborate to resolve fundamental differences in their ideas, moving past bargaining based on narrower interests. It does this by leveraging a *coalition of Somali organisations and individuals*, whose combined knowledge, networks, and convening power can support and enable productive, broad-based, Somali-led political processes.

Purpose: The Monitoring, Evaluation and Learning (MEL) Lead will be responsible for the design and implementation of the Platform's monitoring, evaluation and learning systems, ensuring that the Platform's impact is clearly defined, evidenced and communicated. The focus of this work will be leading the development and implementation of credible and innovative methodologies to capture the Platform's contribution to political settlement processes, and the Platform's role in the wider programme ecosystem using complex and qualitative data and information. The MEL lead will be responsible for advising programme leadership on overall programme design and MEL, training programme and partner staff in delivering MEL activities, as well as ensuring programme donors have a clear understanding and buy-in to the Platform's work. The MEL Lead will also be responsible for the set up and implementation of an effective knowledge management system, that ensures all data and reporting is captured and utilised in programme learning and adaptation, including by gathering primary data and feedback from stakeholders on the Platform's work. More broadly the MEL lead will be responsible for promoting a culture of learning and adaptation at the Platform, ensuring there is an effective programme development, learning and adaptation cycle, and curating a broader agenda of internal learning. The MEL Lead will also be responsible for writing compelling donor reports for donors and RVI's executive and Board, and developing content to communicate the programme's value and impact to a range of stakeholders.

Duration: 3 months (max 60 days) with estimated start date 6th January 2022, with possibility of extension

KEY RESPONSIBILITIES

Leading programme monitoring and evaluation (80%)

- Lead on the design and implementation of the Platform's monitoring and evaluation systems to ascertain the quality and impact of the Platform, and assess its contributions to changes in the political settlement and political dialogue processes, using innovative and cutting-edge qualitative methods
- Advises Platform leadership and RVI EMT on M&E approaches and implications of M&E results for programming, and inform key decision-making junctures with evidence from programme activities
- Train, advise and support programme and partner personnel in M&E approaches and methodologies and support partners improve their programme designs and MEL capabilities
- Manage the Platform's political settlement trend analysis system in collaboration with a team of researchers to assess the overall changes in the political settlement.
- Establish agreed and measurable indicators and processes to assess progress and the Platform's contribution, and ensure robust data collection and analysis
- Oversee and manage the production of accurate and timely reporting from partners, consultants and staff on their activities, events and products
- Lead the development and implementation of effective knowledge management systems and processes for all reports and data on Platform activities
- Manage the gathering of feedback from Platform stakeholders, including follow-up interviews and questionnaires with participants in the Platform's events and activities
- Analyse collected data and reports to provide insight and learning on the impact of the Platform's work.
- Manage the Platform's external evaluators to support their role in assessing the programme's work and impact, and challenging assumptions and approaches
- Coordinate with the Platform's third-party monitor to facilitate their data collection
- Lead in the production of concise and compelling programmatic donor reports and other communications (blogs, case studies, website copy, internal reporting and other relevant content etc.) to showcase the evidence of the programme's work, working closely with Platform team members where relevant and RVI Publications Manager.
- Lead communications and organisation of meetings with Platform donors and other external partners to support understanding and buy-in with the Platform's work across the wider sector

Leading programme learning and adaptation processes (20%)

- Lead the set-up of programme systems for continuous programme learning, adaptation and development, including managing the overall programme cycle and work planning processes, collating inputs on the workplan on a monthly and quarterly basis

- Coordinate internal programme design and learning meetings
- Manage the Platform's Learning Advisors and other learning partners to effectively support this process and develop an iterative learning agenda for the Platform.
- Organise the Platform's internal learning events, consultatively developing agendas and areas of focus, working with the Platform's learning advisor to facilitate sessions, and ensuring capture of key outcomes
- Lead, conceptualise and coordinate the delivery of the Platform's output 3 on supporting learning and exchange between the programme and its partners.

Key deliverables:

- A revised and enhanced set of MEL policy documents and tools including
 - Revised logframe
 - Revised indicator reference sheet
 - Revised data collection tools (interviews, sign-in sheets, feedback forms, surveys)
- Revised knowledge management policy and processes, to ensure capture of all programmatic data
- TOR devised for third-party evaluator
- Coordination of one Platform learning event
- Delivery of at least one training to Platform staff/partners on use and responsibilities around M&E systems
- 2 Monthly and 1 quarterly reports to RVI Board
- 2 quarterly donor reports to Platform donors, and other content for Platform donors as required
- Coordination of at least one donor programme review meeting
- Coordination of at least two programme learning events
- A short strategy note for the way forward with the Platform's output 3
- Monthly reports detailing work delivery in terms of implementation of these systems and management role (Monthly basis)

Location: Nairobi or London, with travel required including to Somalia

Name and Contact details for the person supervising the work:

Partha Moman, Team Leader, Somali Dialogue Platform

Payment Milestones

The consultant will be paid a fee payable monthly upon presentation of an invoice outlining a summary listing the delivered project outputs, and attendant timesheet as outlined in your contract. Pre-approved expenses as will be outlined in the consultancy agreement will need to be presented with receipts