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## Terms of Reference for a Lead consultant to build the capacity of selected members of the Partners for Peace Network in Monitoring and Evaluation.

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### CONTEXT

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The Foundation for Partnership Initiatives in the Niger Delta (PIND) is a Nigerian non-profit Foundation established in 2010 with initial funding by Chevron Corporation to support a portfolio of socio-economic development programs for Nigeria's Niger Delta in order to improve standards of living of communities in the region. PIND supports projects in collaboration with a diverse range of donor partners including bilateral and multi-lateral aid agencies, federal and state government agencies in Nigeria, private companies and foundations. With an overarching goal of increasing income and employment in the region, the Foundation uses regional knowledge to understand the root causes of economic instability and forge community owned, market-driven, sustainable results. Its activities fall under two distinct but interrelated program areas:

- An **economic development program** focused on generating opportunities for pro-poor market development and employment generation.
- A **peace-building program** that strengthens conflict resolution mechanisms for enabling integrated peace and economic growth.

To place the synergies more clearly as part of the change logic, the two program areas are reinforced and synergized by the following cross-cutting initiatives which support, enable, measure and communicate the results and achievements of the 2 core pillars of Economic Development and Peace Building:

- A **capacity building intervention** that will build the service delivery and engagement capacity of government, private sector, civil society and communities.
- An **advocacy initiative** that improves influencing of policies, practices and programs that premise on an in-depth analysis and understanding of systemic constraints to growth in the Niger Delta region.
- A **communications** effort that enhances PIND's reputation via multiple and consistent messaging of its transformative approaches, impacts and learning.

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## PROJECT BACKGROUND

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In 2013, PIND established the Partners for Peace (P4P) in Nine Niger Delta States and supported the formalization of the network by supporting the Network to institute a series of structures and systems for governance, management and accountability such as: governance by a Board of Trustees; operational plan and policies; coordination and communications protocols and; physical office spaces. Formal structures and systems have enabled the P4P Network to plan, coordinate and execute interventions that have contributed to a peaceful environment for livelihoods.

Currently, PIND's P4P Chapters have contributed to the transformation of the peace architecture in the Niger Delta. The Chapters have identified and addressed cult related violence, chieftaincy tussles, domestic violence, inter-communal violence, farmers/herders issues, election related violence, communal leadership tussles in over 51 interventions across the 9 states of the Niger Delta. The positive outcome and impacts of the Chapters as commended by stakeholders in the region necessitates the need to strengthen and increase the capacity of the Research and Documentation officers to Document success stories, Best practices, Collate data, Field pictures and Documentaries where necessary for programming, qualitative reporting, Evaluation and Visibility.

**Consequently, PIND seeks to engage a lead consultant to build the capacity of selected trainers from the P4P network in Monitoring, Evaluation and Reporting on peace building and conflict management interventions. Specific areas for the training are: development and use of monitoring and evaluation frameworks, strategies and tools; including the formulation of indicators/ targets and tracking of results, Data capturing/collation, and reporting results.**

## PURPOSE OF THE ASSIGNMENT

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The expected outcome of the consultancy service is to train selected trainers from the network who will then increase the capacity of the Research and Documentation officers in P4P Chapters to monitor, capture/collate and report intervention data, evaluate activities/interventions, develop qualitative reports and record success stories/best practices within their localities in line with PIND's Peace building Program strategy. This reinforces the PIND's overall mission of working with partners to build peaceful and equitable economic development in the Niger Delta.

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## SPECIFIC OBJECTIVES

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- Build the capacity of selected trainers from the network for developing and using M&E frameworks. To achieve this, the lead consultant will work with **two members** of the network, to develop a monitoring and evaluation framework and tools for peace building interventions. These network members will serve as trainers, who will cascade the learnings to other P4P members.
- Develop training manuals and templates, including presentation slides which will be used to train P4P members. The content of the training materials should include the development and use of monitoring and evaluation frameworks, strategies and tools; including the formulation of indicators/ targets and tracking, data capturing/collation, and reporting results.

## SCOPE OF WORK

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The scope of work that would be accomplished in the course of the assignment are:

- Training of trainers (select P4P network members)
- Develop training materials and then in collaboration with P4P trainers refine these training materials. Training materials should include presentation slides which will be used to train P4P members. The content of the training materials should include the development and use of monitoring and evaluation frameworks, strategies and tools; including the formulation of indicators/ targets and tracking, data capturing/collation, and reporting results.
- Use case studies, role plays exercises, videos, group sessions, and simulations as pedagogical training methods;
- Produce a training report at the end of the training

## ACTIVITIES AND TIMELINES

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The scope of work above is broken down to key activities and timeline set against them, with the total number of days required to deliver each below:

S/N	Description of activities	No of days	Associated Deliverables (Codes)
T1.	Develop training templates/ presentation slides on Monitoring, Evaluation and Reporting, packaged as M& E manual.	3 days	D1
T2.	Train trainers (ToT) and refine training materials (participants to include; two network members, program officers and PIND Network coordinator)	3 days	D2
T3.	Write training report. This should include a summary of the feedback forms completed by participants on the quality of training received.	2 days	D3

## DELIVERABLES

Deliverables stated in the table below are directly linked to specific tasks in previous section. Due dates are tentative and dependent upon contract signed with consultant.

Item		Due date
D1 & D2	Training templates and presentation presentation slides on the development and use of monitoring and evaluation frameworks, strategies and tools; including the formulation of indicators/ targets and tracking, data capturing/collation, and reporting results.	4 days before commencing training of P4P members in the states.
D3	Report on T3	2 days after completing training of trainers

**DURATION**

It is expected that a total of 8 working days is required for the lead consultant according to the tasks and deliverables stated in previous sections of this document.

**COSTS**

The Consultants/ trainers will be compensated based on previous experiences in similar jobs and in line with PIND’s compensation plans. However, PIND will provide accommodation, transportation and per diem to cover all approved travels during this engagement in line with PINDs travel policy and guideline.

**Note:** All monies paid by PIND to Vendors/Consultants for expenses shall be retired with relevant receipts at the completion of the assignment and any balance outstanding shall be refunded to PIND.

**QUALIFICATIONS**

University Degree in Peace and Conflict Studies, Sociology, Political Science, Psychology, Public Administration, Social Sciences, humanities, Education or any other related discipline.

The potential candidate should have:

- Strong research and analytical skills, communications and writing skills.
- An advanced degree (PhD or Masters) in Research, Economics, or other related field and/or a minimum of 8 years of experience in results-based measurement.
- Experience developing and applying results frameworks.
- Experience in facilitation methods/ conducting trainings.
- Knowledge of peacebuilding and conflict management methods, mediation, and community mobilization.

**CRITERIA FOR ASSESSMENT AND SELECTION OF APPLICANTS**

S/N	Scoring criteria	Scores allowed	Scored earned	Remark
1	Understanding of scope of work/ term of reference (TOR) evidenced by completeness of the cover letter/ suitability statement in addressing every aspect of the scope of work.	20		
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2	Candidate has experience developing results framework, for monitoring, evaluation and reporting processes.	25		
3	Minimum of eight years of experience working in results-based management.	25		
4	Candidate has expertise in facilitation, as well as in employing a participatory approach for developing tailored monitoring and evaluation modules.	15		
5	Candidate has advanced knowledge of peacebuilding and conflict management methods, mediation, and community mobilization	10		
6	Candidate has an understanding of conflict dynamics in the Niger Delta region and had progressively worked on peacebuilding projects in the region in the last 5 years.	5		
	Total score	100 points		

## HOW TO APPLY

Please apply by submitting a CV and suitability statement of between 2 – 5 pages maximum to [procurement@pindfoundation.org](mailto:procurement@pindfoundation.org) alongside the below listed mandatory documents with the subject ““**Monitoring, Evaluation and Reporting Training**”. The proposal should include:

- Your understanding of the assignment
- Why you are suitability for the assignment
- A Proposed cost for the assignment

**Application should be received not later than 12<sup>th</sup> May 2021 accompanied with the following mandatory item/supporting documents.**

**Mandatory Required items from vendors/consultants who intends to bid any work or service in PIND**

1. Certificate of Business Registration/Mean of Personal Identification
2. Profile of organization or Resume in case of a consultant
3. Completed PIND bio data form in case of consultants



4. Most Recent Tax Clearance Certificate
5. Tax Identification Number
6. Full physical contact address
7. Bank Reference Letter
8. Bank details as follows:
  - I. Name of Account
  - II. Account Number
  - III. Name of Bank
  - IV. Address of Bank

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