



FOUNDATION FOR PARTNERSHIP IN THE NIGER DELTA

Request for Expression of Interest: PIND seeks qualified Consultants and Programme Experts to develop an M&E Handbook after reviewing its M&E Processes and Systems



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1 Project Background

Foundation for Partnership Initiatives in the Niger Delta (PIND) requires the service of five (5) sector experts for five (5) projects it delivers, that is: Market Development; Appropriate Technology Enabled Development (ATED); Peace Building; Advocacy for Niger Delta Development (ANDD); and Capacity Building. These individual consultants will complete all tasks stated in this ToR, with the development of PIND's Monitoring and Evaluation (M&E) Handbook as the final output.

2 About PIND

PIND is a Nigerian non-profit Foundation established in 2010 with 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 has four distinct but interrelated program areas. They are:

- An economic development program focused on generating opportunities for pro-poor market development and employment generation.
- A capacity building program that will build the service delivery and engagement capacity of government, civil society and communities.
- A peace-building program that strengthens conflict resolution mechanisms for enabling integrated peace and economic growth.
- An analysis & advocacy program that improves analysis and understanding of systemic constraints to growth in the Niger Delta region.

3 Project Objectives

The overall objective of this assignment is to review and operationalize the use of the M&E Handbook, which is expected to lean towards an evidence-based results measurement approach across all projects.

Additionally, this handbook when completed will be one of the key documents that will be reviewed by the DCED mock audit team in the last quarter of 2016. Hence, the handbook should reflect current trends and expectations for PINDs Programs and Partners in line with global standards in each of the program areas.

4 Required Approach

The selected consultant will be required to work closely with the members of the Planning, Monitoring and Evaluation (PME) team and Program managers.



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5 Scope of work

Selected consultants will be required to complete tasks in 'Activities' table below. These activities and tasks are linked to specific deliverables. See 'Deliverables' table for this.

Activities

Tasks No	Role responsible	Description of task	Start Date	Associated Deliverables (Codes)
T1.	Consultant	Project planning meeting with PME and Program Managers: Clarification on assignment- expectations, among others;	TBD	D1
T2.	Consultant	Desk Review of existing M&E Manual, Reporting tools, Strategic and Operating plans	TBD	D2
T3.	Consultant	Conduct work sessions with teams to develop required tools stated in Section 6 of this ToR under the title 'Suggested Table of Contents'	TBD	D3
T4.	Consultant	Submit draft version of tools developed	TBD	D4
T5.	Consultant	Develop the M&E Handbook	TBD	D5
T6.	Consultant	Submit Manual/Handbook and final report	TBD	D6

Deliverables

S/N	Deliverables: Means of Verification (MoV)	Due dates
D1.	Five-page project plan and brief on approach	20 April
D2.	Five-page document on reviewed documents- to include Areas of improvements, recommendations on way forward	27 April
D3.	Convene 2days work session; Submit a two-page post work session report	2 May
D4.	Submit drafts of tools highlighted in Section 6 of this ToR under the title 'Suggested Table of Contents'	9 May
D5.	Submit draft M&E Handbook of at least 30 pages (excluding Annexes) to M&E team	16 May
D6.	Submit final version of M&E Handbook	18 May

6 Specifics on the proposed Handbook

Consultants will be expected to review a number of existing documents. These documents will be provided by PIND. These, among others are:



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- Strategic framework
- Program Area Logic
- Results chain
- Intervention Concept notes
- Impact Assessment report
- M&E reports

Upon the completion of the work sessions, consultants are expected to develop the Handbook using the suggested Table of Content:

Suggested Table of Contents

1. Handbook Purpose
 2. Strategic Framework
 - i. Program Logic
 - ii. Sector Logic (Market Development Program *only*)
 - iii. Results Chain
 - iv. Intervention Concept Note
 3. Beneficiary Mapping Strategy and Monitoring Framework
 4. Defining Indicators of Change
 5. Measurement Approach
 6. Estimating Attributable Change of Partner Projects
 7. Baselines, Data sources and Collection Methods
 - i. Baselines
 - ii. Primary Data Sources
 - iii. Survey Guidance
 - iv. Measurement Frequencies
 8. Annexes
- 7 Guideline on how to apply
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Qualifications:

This Terms of Reference (TOR) should be delivered by a team with in-depth and current knowledge in Market Development (mostly agricultural commodities) – M4P/DCED, Technology adoption, Peace Building programs, Capacity Building for government agencies and civil society organisations, Advocacy for development and Monitoring & Evaluation of projects/programs listed on this ToR.



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How to apply:

Apply by submitting ONLY three documents:

1. A comprehensive CV,
2. A Suitability Statement/Cover letter clearly addressing the 'Scoring Matrix/Criteria' in table below. Likewise, you should state why you think you are qualified for this assignment. It is important that you provide what the 'Consultant fee' is for this work.
3. A sample document showing evidence of completion of a similar work.

Please note: Failure to strictly comply with above requirements will result in automatic disqualification.

Scoring matrix

Below scoring matrix will be used:

Scoring criteria	Marks
Sample work evidencing delivery of similar work	40%
Comprehensive CV highlighting completion of similar work and experience in M&E activities	30%
Consultant fee (Value for Money)	30%
	100%

Deadline for submission:

Submission deadline is by Close of Business 5pm (Nigerian time) on April 15, 2016. Kindly submit application to procurement@pindfoundation.org copying sola@pindfoundation.org; Joshua@pindfoundation.org

8 Others (Duration, cost, Enquiries)

The duration of this assignment is for 4 weeks (one calendar month), **starting Monday 22 April, 2016** upon contract signing, and **closing Wednesday 24 May, 2016**. Cost for the assignment will be negotiated with selected consultants. For enquiries before the deadline kindly send mail to email addresses provided above.