



Consultant Terms of Reference (ToR) for developing M&E framework

Location: Tanzania (with travel to various Wildlife Management Areas (WMAs) and partner locations)

Contract Type: Consultancy

Contract Duration: 30 days from start date

1. About the Project

Honeyguide is a Tanzanian organization founded 15 years ago with the goal of promoting community-based, community-led conservation efforts. Our mission is to ensure that conservation efforts provide tangible benefits to local communities and are driven by their own interests and motivation. We are the only organization in Tanzania that exclusively focuses all of its activities and investments on community-owned and managed Wildlife Management Areas (WMAs).

2. Context or Introduction

The future of wildlife and landscapes in Tanzania depends on the involvement of local communities. With more than half of Tanzania's wildlife residing outside national parks on community land at any given time, protecting this land—often designated as Wildlife Management Areas (WMAs)—is essential for conserving Tanzania's biodiversity, critical habitats, and migratory corridors.

Over the past five years, we have achieved promising results. In the next five years, Honeyguide plans to support more than 10 WMAs across Tanzania, covering at least 2,000,000 hectares of critical ecosystems. We aim to accomplish this by continuing to learn from and support the long-term performance and financial sustainability of Burunge, Makame, and Randilen WMAs. These WMAs will serve as examples to guide and inspire other WMAs throughout the country.

Following our theory of change, we believe that strengthening internal WMA management and governance can generate long-term financing for WMAs through tourism, carbon credits, and hunting investments. Such investments will lead to the development of external policy and political support for WMAs as a robust conservation strategy in Tanzania. As a result, WMAs will thrive and deliver social, economic, and conservation benefits to local communities.

At Honeyguide Tanzania, we view the Monitoring and Evaluation (M&E) framework as a crucial step in managing, assessing, and reporting progress towards achieving project outcomes and outputs. It's against this backdrop that this Terms of Reference (ToR) has been prepared to engage a Monitoring and Evaluation (M&E) Expert to carry out the assignment.

3. Objectives of the assignment

The objective of the consultancy is to develop Monitoring & Evaluation (M&E) plan documents and establish an M&E framework that will facilitate the collection and provision of data to meet the project's needs.

Specifically, the M&E Management Information System (MIS) is expected to:

- i. Capture all project activities, processes, outputs, targets, and achievements.
- ii. Track individual project activities implemented, and provide basic data analysis to meet data/information needs, including a dashboard to display selected indicator data (to be determined in agreement with the project team).

3. Scope of work

The Scope of Work for this Terms of Reference (ToR) involves developing a comprehensive Monitoring & Evaluation (M&E) framework aligned with the project's strategic plan, logical framework, and intended outcomes and outputs. The focus will be on assessing the performance of current projects, examining their implementation plans, inputs, outputs, and outcomes.

The M&E plan is designed to serve as a vital tool in demonstrating the effectiveness and impact of the projects by generating reliable and actionable information for both Honeyguide and its donors. This information will contribute to learning, improved performance, and accountability.

To achieve this, the consultant will:

- Review all relevant project documents, including the strategic plan, logical framework, theory of change, projects documents, and other relevant materials such as reporting tools.
- Produce a comprehensive M&E framework that reflects the project's strategy and goals.
- Work closely with the Monitoring, Evaluation, and Learning (MEL) lead, ensuring a collaborative process.
- Incorporate feedback received from briefings to refine and adjust the framework.
- Finalize the framework through a consultative process, ensuring it meets the needs of all stakeholders involved to have a harmonized framework encompassing all projects.

4. Deliverables

The consultant is expected to submit the following deliverables:

- i. Inception report

Prepare an inception report that explains the consultants understanding of the client's data/information needs, including the framework for the system design and workplan.

ii. Final M&E framework plan:

A document of no less than 25 pages (excluding annexes), based on the prescribed template. The framework should be written in English and follow the structure outlined below:

Executive summary

- 1.0. Introduction: an overview of the purpose and need for the M&E framework.
- 2.0. Project summary: a brief description of the project, its objectives, and key elements.
- 3.0. Objective of the M&E framework: the purpose and scope of the M&E plan.
- 4.0. Monitoring and evaluation framework: a detailed explanation of the M&E structure.
- 5.0. Types of monitoring & evaluation frameworks: descriptions of different types of frameworks and their uses.
- 6.0. Monitoring plan: a clear outline of how project activities and outputs will be tracked.
- 7.0. Evaluation plan: a strategy for assessing the project's success in achieving its outcomes.
- 8.0. Data flow, reporting, and feedback: a description of the mechanisms for data collection, reporting, and feedback loops.
- 9.0. Data analysis and interpretation: processes for analyzing and interpreting data to support decision-making.
- 10.0. Data use and dissemination: a plan for how the data will be shared and used.
- 11.0. M&E standard operating procedures (sop): guidelines for the consistent implementation of the M&E framework.
- 12.0. Mechanism for updating the M&E framework: a process for regularly updating the framework to ensure its relevance.
- 13.0. Members of the M&E team: roles and responsibilities of the team members involved in M&E.

Annexes: reporting tools and other relevant documents will be attached as supporting materials.

iii. M&E automated excel database:

An automated Excel database will be designed to track and analyze project data. This database should capture all necessary indicators, including processes, outputs, targets, and achievements, with user-friendly dashboards for data visualization

5. Roles and Responsibilities

There are four phases for developing of the M&E framework:

- Develop a conceptual checklist that outlines key M&E components and conduct an assessment of the organization's current M&E practices and capacity.
- The consultant will thoroughly review all relevant project documentation, including the logical framework, theory of change, project proposals, and any reports on existing practices. Lessons learned from previous or ongoing projects will be integrated to refine the approach
- The draft M&E framework will be created, based on insights from the previous phases. This draft will then be presented to the project staff for review
- Based on the feedback and comments from project staff, the consultant will revise and finalize the M&E framework.
- An automated Excel database will be developed according to the M&E framework's criteria. The database will track key indicators, processes, outputs, and outcomes, with built-in dashboards for easy data visualization and reporting.
- Provide training to responsible project staff on how to effectively use the M&E framework and database to ensure smooth implementation and ongoing data management.

6. Logistical and other support

Honeyguide will provide the following preparatory and logistical assistance to the consultant:

- Background materials (project proposal and other relevant documents)
- Technical assistance, e.g., input for framework design and background information
- Arrange meetings and appointments with project team and possible transport logistics when necessary to Arusha office

9. Time Frame

The time frame for the assignment is 30 working days starting from 1st October, 2024.

10. Administrative and Financial Management

This is 30 days - short term consultancy assignment to fulfill the project's need. The budget for this assignment will be as per policy of organization and tax will be deducted as per the government policy of Tanzania.

11. Qualification and Eligibility Criteria of Consultant

Educational qualifications:

- A Master's Degree in Development Studies, Monitoring and Evaluation, Social Sciences, or other relevant fields with a specific focus on project/program monitoring and evaluation.

Professional experience:

- A minimum of 10 years of relevant professional experience, with demonstrated expertise working across various sectors and conducting similar M&E interventions.
- Proven experience in developing comprehensive M&E frameworks and successfully implementing them for projects and programs for various donors.

Technical skills:

- Strong skills in both quantitative and qualitative data collection and analysis.
- Ability to synthesize findings from multiple sources of the projects and present them clearly.
- Proficiency in logical analysis, enabling the consultant to interpret data effectively and make informed decisions.
- Excellent writing and communication skills to capture the process and communicate insights clearly to various stakeholders.

Proven record:

- A demonstrated track record of successfully developing and implementing M&E frameworks for projects of a similar scope and complexity for donor funded projects.

Application Process:

(Please read all the instructions and follow them otherwise you will be disqualified)

Interested consultants should submit their applications by **10th October , 2024**. Please send the following documents to **job@honeyguide.org**:

1. A cover letter detailing previous assignments and how they are relative to this particular task.
2. A comprehensive resume or CV.

Subject Line: Consultant Application – Developing M&E Framework

For additional information or inquiries, please contact us at job@honeyguide.org

We look forward to receiving your application and working together to advance our conservation goals!

Honeyguide Foundation

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