

Terms of Reference



Title: Short-term M&E Consultant

Responsible to: Monitoring, Evaluation and Learning Manager

Location: Home-based

Responsible for: People: N/A
Budget: N/A

Key Working Relationships: Global Programme Manager – Her Voice, Her World

About Us:

Girl Guiding and Girl Scouting is the world's only movement for every girl and any girl because we believe that each of them deserves to be the best they can be. Free to make what they want from the Movement, girls learn by doing, make friends and have fun. In safe, local spaces, girls develop the skills and attitudes to change themselves, their communities and our world.

The World Association of Girl Guides and Girl Scouts (WAGGGS) keeps the global Movement thriving, united and growing.

About the Programme:

Her World Her Voice project: Funded by the UPS Foundation, WAGGGS is working in partnership with Generation Unlimited (GenU) and UNICEF. Together, these organisations aim to make an impact in three identified global priority areas: Equity (Ensuring underrepresented communities can access support), Engagement (Ensuring the voices of young women around the world are counted and heard) and Empowerment (Facilitating young women to make an impact in their communities). The approach leverages the unique strengths of each organisation in order to make the biggest difference for girls and young women. WAGGGS will utilise our network of 10 million girls and young women and 1 million volunteers, calling on their expertise in non-formal education. UNICEF will focus on the engagement of girls and young women, including utilising their U-Report platform. GenU will utilise the evidence, insight and data created to shape the global debate on young women's empowerment.

The programme aims to meet six key outcomes:

1. Increased number of girls, with improved inclusion of girls from under-represented communities, in the GG/GS movement, long with the retention of existing members.
2. Meaningful integration of U-Report into each country with increased reach of girls and young women.
3. Girls and young women have increased skills, confidence, and opportunity to take local and regional action on issues that affect them.
4. Increased representation of girls and young women's voices in national and global advocacy spaces.
5. Enhanced sharing, learning and evidence gathering within the sector on the importance of meaningful participation of girls and young women.
6. Improved knowledge and practice of girls and young women's meaningful participation across the partnership (within our organisation's governance, Member Organisations [MO], programmes)

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The programme is delivered in partnership with the following project MOs/countries: India, Mexico, Nigeria, Rwanda, and South Africa. Other MOs will join the project in the coming months via a grant scheme.

Consultancy Objectives:

The objective of this assignment is to support the establishment of the results-based M&E system of the Her World, Her Voice programme, including baselining, alongside the WAGGGS MEL Manager. Specifically, the assignment involves the finalisation of the M&E plan, creation of M&E tools (at the global and country team level), and conduct of baseline activities (data collection, analysis and report writing).

Scope of Work and Expected Outputs:

The scope of work and expected outputs will be the following:

1. Review the draft M&E Plan, mainly to incorporate more participatory M&E approaches
2. Develop the M&E tools vis-à-vis M&E Plan, including but not limited to data collection tools, global programme database (with dashboard)
3. Transfer existing monitoring reports to the programme database
4. Plan how to integrate ongoing data collection in the programme components throughout implementation
5. Orientate the programme team on the tools and data collection process
6. Conduct baselining activities in five project MOs
 - a. Transcribe and analyse the qualitative baseline data (as necessary)
 - b. Prepare, clean, and analyse the quantitative baseline data (as necessary)
 - c. Review available information and programme component evaluation
 - d. Prepare a brief baseline report
7. Provide technical M&E support to the team as necessary

Expected deliverables:

1. Final M&E plan
2. Final data collection tools
3. Final (and updated) global programme database
4. Clean baseline data sets
5. Baseline report (max 15 pages excluding Annexes)

Duration of Work:

The duration of the contract shall be for a **maximum of 35 days** commencing March to June 2021, i.e. 2 days per week. The consultant will directly report to the WAGGGS MEL Manager and will share **weekly progress** of the activities as agreed. The consultant will also work closely with the Her World, Her Voice Team, including the Global Programme Manager and Project MO's focal points.

The consultant is expected to work closely with the MEL Manager throughout the whole assignment. Final deliverables are expected to be submitted to the WAGGGS by no later than **15th June 2020**.

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Minimum Qualifications

- Advanced university degree in evaluation, epidemiology, international development, or related field
- Demonstrated knowledge and experience in building a programme M&E system (including tools), particularly in the field of diversity and inclusion, and young people's meaningful participation
- Demonstrated knowledge and experience in participatory M&E, particularly with girls and young women
- Demonstrated experiences and skills in conducting online data collection across multiple countries, analysing qualitative and quantitative data, and writing reports
- Demonstrated experience working with girls or children
- Ability to multitask, be resourceful, and work well in a multicultural environment with diverse stakeholders
- Proficiency in English

Payment Schedule

The consultant should submit a budget proposal that is lump sum fee inclusive of phone, Internet, and other relevant costs (£100 to £150 per day).

The payment will be made monthly based on the number of days spent on the assignment.