Consultant

Terms of Reference

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| **Program** | Humanitarian Program | |
| **Location:** | Remote (with possible travel to London, Mumbai and/or Kuala Lumpur) | |
| **Proposed Start Date** | | 1 September 2022 |
| **Duration:** | | 3 days a week for 4 months |

## **Background**

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| **Role Overview** |
| IPPF Humanitarian Team is seeking a consultant to review, strengthen and simplify the team’s Monitoring, Evaluation, Accountability and Learning (MEAL) approaches and systems across its portfolio (focusing particularly on restricted projects and internal emergency respond fund) |
| **Role Objectives** |
| The consultant will review existing M&E processes of the Humanitarian team’s portfolio (including the SPRINT project, the Ukraine response, Stream3 responses and other humanitarian projects) and work to tailor these processes to meet the needs of the humanitarian team, the Member Associations (MAs) as well as the broader IPPF M&E (Secretariat Impact and Evidence) requirements (in line with the new IPPF 2023-2028 strategy and the results framework) and the requirements of donors. The consultant will support the humanitarian team to review existing and/or develop new tools (and/or templates?) for data collection, compilation, visualisation, analysis, reporting and feedback. |
| **Duties and Responsibilities** |
| The consultant will:   * Consult and collaborate with the Humanitarian team and MAs to review and adjust the existing M&E systems for both emergency preparedness and emergency response, to be fit for purpose for MAs and user-friendly for the humanitarian team and the broader IPPF team * Work with the wider Impact and Evidence team to convert humanitarian data to fit the DHIS-2 system * Review the M&E MA training package in collaboration with the Humanitarian M&E Technical Advisors * Work with the Ukraine response team to develop a M&E system (including Results framework, tools for data collection, compilation and analysis) which is in line with the wider Humanitarian M&E approach * Map existing Data collection tools across regions to enable (Humanitarian) integration * Review the M&E framework and align or develop data collection tracking tool for humanitarian team and MAs |
| **Key Deliverables** |
| * Reviewed and consolidated M&E system, including tools for   + Data collection– adapted to suit the needs of Member Associations and partner organisations while meeting the requirements of the humanitarian team, the wider IPPF and donors.   + Data compilation (on DHIS-2 where feasible or on a shared database)   + Data visualisation (on DHIS-2 where feasible or on a shared database)   + Humanitarian Indicator definition tool (reviewed in collaboration with thematic technical advisors and integrated with Institutional data guidelines)   + Basic M&E training package   + Any other relevant tool * Overview/Briefing explaining the clarified M&E system, (including an orientation to IPPF Humanitarian team on the tools used for the M&E system) * Development of M&E system aligned to the above to monitor the newly established Ukraine Response |

## **Selection Criteria**

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| **Qualifications** |
| * Data science and/or Public Health degree or related qualification |
| **Competencies, Skills, and Experience** |
| * 10+ years’ experience working with Monitoring and Evaluation on humanitarian and development (preferably Health/SRH) programs in a variety of different settings * Ability to convey complex information in a succinct and simple way to audiences of different capacities and M&E understanding * Experience with Digital Health Information Systems and converting systems onto it * Attention to detail * Knowledge of IPPF and understanding of Sexual and Reproductive health programming an added advantage |
| **Language Requirements and Proficiency Required** |
| Fluent in English, both verbally and in writing |