

Terms of reference – Monitoring and Evaluation (MEL) Lead

Purpose

The specialist contractor terms of reference (ToR) is a document that sets out the specialist contractor's contribution to the task. The template is designed to set out the aims of the task and what the contractor is responsible for in order to achieve those aims.

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Project reference	Governance in Justice II Programme
File location	

Consultancy role title:

Location: Philippines

Apply by: 30 November 2023, 11:59 PM Manila Time

1. Background and context about the project

A. Overview of the British Council

We support peace and prosperity by building connections, understanding, and trust between people in the UK and countries worldwide.

We uniquely combine the UK's deep expertise in arts and culture, education, and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people and influencers, and our creative sparkle.

We work directly with individuals to help them gain the skills, confidence, and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

B. Background to the Programme

The Government of the Republic of the Philippines with the support of the European Union is implementing the Justice Sector Reform Programme: Governance in Justice II (GOJUST II). GOJUST II builds on and continues the work of the predecessor programme, GOJUST that was implemented from April 2016 to September 2020. GOJUST II is implemented in joint co-financing with the Spanish Agency for International Development Cooperation. The overall objective of GOJUST is *to contribute to inclusive and sustainable socio-economic development through improved access to justice for all in the Philippines. Specifically, it aims to develop more responsive and accountable justice services*. It includes two components focusing on justice and human rights, respectively. The programme is being implemented from December 2020 to June 2025.

GOJUST II seeks to achieve four major result areas, as follows:

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| Result 1 | Justice sector coordination mechanisms are improved |
| Result 2 | Strengthened institutional efficiency and effectiveness in the delivery of justice services |
| Result 3 | Increased access to the justice system for vulnerable groups, including women |
| Result 4 | Justice policy and practice is informed by evidence and responds to justice needs |

Justice and Human Rights policies are at the heart of the Philippine Development Plan 2017-2022, which for the first time includes a dedicated chapter on justice, chapter 6, titled “Pursuing Swift and Fair Administration of Justice”. The chapter enshrines the principle of coordination as a mechanism for bringing about long term and sustainable justice sector reform. The focus is on the enhancement of “civil, criminal, commercial and administrative justice” and the improvement of sector efficiency and accountability while also directing the Commission on Human Rights (CHR) to intensify its efforts to facilitate access to justice by improving, monitoring and evaluation, empowering the people living in poor and marginalised situations to seek response and remedies for injustice, improving legal protection, awareness and aid, enhancing civil society and parliamentary oversight, addressing human rights violations in the justice sector and, strengthening linkages between formal and informal justice providers.

The justice component will continue and expand some previous GOJUST activities such as improved coordination between and within the justice sector agencies and case management automation interventions to strengthen capacities to decongest overburdened courts, prosecution offices, and reducing pre-trial detention. GOJUST II will also focus on new result areas such as increased access to justice for vulnerable groups and evidence-based policy research and advocacy to inform policy making for improved justice outcomes.

The programme is managed by a Programme Steering Committee (PSC) headed by representatives of the Supreme Court, Department of the Interior and Local Government, and the Department of Justice. A Programme Director has also been appointed to be the main focal point and point of coordination for the smooth implementation of the programme.

In line with the Direct Management component of the Financing Agreement, a Pillar-Assessed Contribution Agreement (ACA/2020/ 418-821) for the provision of *Technical Assistance for the Justice Sector Reform Programme: Governance in Justice II (GOJUST II)* was awarded to the **British Council** on 7 December 2020 for a period of implementation of 54 months. The PACA contract requires the provision of a Technical Assistance Team consisting of four (4) key experts that will be responsible for the four (4) result areas (justice sector coordination, effective institutions of justice,

access to justice by the disadvantaged groups, and evidence-based policy research). In addition, the contract also includes the provision of 3,200 working days of non-key experts that will support the work of the key experts in the delivery of results under the programme.

2. About the role of the specialist contractor

The Monitoring Evaluation and Learning (MEL) Lead will lead the development and implementation of the GOJUST II MEL strategy and plan, which will deliver a robust evidence base on the results and impact achieved by the Programme.

3. Outcome and outputs

Main accountabilities

Leadership and Overall Accountability

The MEL Lead is accountable for:

- a. Ensuring the successful development and implementation of the MEL strategy and workplan of GOJUST II, ensuring client, corporate and programme standards are fully met.
- b. Overseeing and quality assurance of the delivery of all GOJUST II MEL activities.
- c. Ensuring MEL activities are accurately costed, and related budgets are managed effectively.
- d. Staying informed on MEL related developments and being proactive in adapting relevant changes, ensuring that GOJUST II MEL work is at the forefront of best practice.
- e. Developing a thorough understanding of the British Council and EU reporting evidence frameworks.

The anticipated key duties of the MEL Lead are as follows:

MEL strategy and operational plans

- a. Support the iterative development of a programme-wide MEL strategy, operational plan and budget for GOJUST II.
- b. Lead the implementation of the GOJUST II MEL strategy and workplan, specifically to monitor the programme's delivery against its stated outputs and outcomes.
- c. Ensure coherence between MEL strategies of GOJUST II and its partners. Make sure that results are transferrable from individual partner to the aggregated total at programme level.
- d. Strengthen the qualitative aspects of GOJUST II MEL work, in alignment with the approved strategy, to deepen engagement and increase overall impact.
- e. Support TAT, non-key expert consultants and relevant UNOPS colleagues to further MEL objectives
- f. Prepare detailed terms of reference, evaluate proponent firms, and oversee the conduct of all evaluations and be responsible for contract management
- g. Identify and commission technical assistance requirements for ongoing support to the MEL function; and oversee any external partners commissioned to provide evaluation and learning inputs to GOJUST II.
- h. Lead on developing innovative monitoring and learning activities and approaches

- i. Oversee MEL activities at the national level, selected 'pilot' areas, and specific project localities to track results throughout the programme life-cycle.
- j. Support the facilitation of learning sessions for technical teams and partners.
- k. Support external evaluation exercises, conducted by the European Delegation and the British Council, including assisting the programme team to prepare adequately for any external evaluation.
- l. Perform such other tasks as may be necessary to ensure the efficient and effective implementation of the MEL plan.

MEL systems and tools development

- a. Oversee the development and implementation of the GOJUST II database management system and related tools, ensuring coherence between the system, monitoring reports, evaluations and research.
- b. Develop and integrate components into MEL tools to effectively capture gender equality, social inclusion and other related data.
- c. Conduct regular analysis and produce reports on programme progress against stated targets.
- d. Support the identification and commissioning of GOJUST II baseline(s) against outputs and outcomes, and lead on routine monitoring against established baselines.

Knowledge and data management

- a. Lead the knowledge management process of the programme, ensuring that programme data is reliably captured, disaggregated appropriately, stored securely and analysed robustly for presenting evidence about GOJUST II's achievements.
- b. Working with relevant colleagues, ensure the EU and other important partners and stakeholders, including the British Council, have appropriate access to lessons learned from GOJUST II, based on clear evidence.
- c. Locate, assemble and manage a collection of appropriate and relevant resources on good practice in and evidence from similar programmes globally, with particular emphasis on evidence gathered from programme reviews and evaluations.
- d. Contribute to the promotion of a dynamic learning culture within GOJUST II (and the British Council) by delivering and facilitating a regular series of learning events & initiatives.
- e. Continually update own professional knowledge of good practice in MEL, with particular reference to the justice sector.

Reporting

- a. Lead on collation and documentation of results, achievements and lessons and, in conjunction with relevant colleagues, support the reporting and dissemination of outputs, outcomes and impacts of GOJUST II interventions, with due consideration for diverse audiences.
- b. Contribute significantly to the delivery of GOJUST II annual reporting to the EU and internal quarterly reporting, including MEL write-ups analysing data submitted by partners, in coordination with the Communications Officer (UNOPS).
- c. Draft write-ups on success stories of the project..
- d. Coordinate with the GOJUST communications office on the dissemination of success stories and lessons learned.

- e. Prepare result area and programme level operations monitoring report and outcomes reports and advice the TAT on performance issues that require management attention and action.

Capacity development

- a. Lead on building the MEL capacity of the GOJUST II team and partner organisations, including the conduct of training and orientation on the MEL plan.
- b. Specific responsibility for building MEL skills with direct line staff and project management staff.
- c. Strengthen the MEL capacity of GOJUST II's delivery partners and grantees, which may include both state and non-state actors, ensuring that partners are able to credibly and systematically measure and report their results to GOJUST II.
- d. Undertake regular monitoring trips to ensure the quality of monitoring and reporting from partner organisations, and to support the promotion of a culture of *mutual learning* with them.

Relationship management

- a. Report progress on key deliverables regularly and on request to the immediate line manager in GOJUST 2, sharing with other team members as appropriate.
- b. Build and maintain relationships with stakeholders and partners which enhance programme delivery, ensuring the programme acts on feedback from the client, target groups and partners.
- c. Build and maintain productive relationships with the MEL Managers of other relevant programmes, particularly EU and justice programmes.
- d. Provide timely information about the results of GOJUST II to British Council colleagues who have responsibility for reporting on all British Council activity.

4. Timeline

Activity	Date / time
TOR posted	7 November 2023
Deadline for submission of Proposals by potential suppliers (Response Deadline)	30 November 2023; 11:59 PM Philippines time
Final Decision	15 December 2023
Contract concluded with winning supplier	29 December 2023
Contract start date	02 January 2024

5. Fee & expenses

Please submit a Pricing Approach using the template in Annex 1.

6. Reporting and communication

The consultant will report directly to the GOJUST II Programme Team Leader.

The consultant will be required to provide the Services in **the Philippines** and such other locations as may be agreed between the parties in writing from time to time.

7. Qualifications and experience required

Qualifications and Skills

- Undergraduate and post-graduate qualifications in the area of international development, monitoring and evaluation, human rights, social sciences, law, public administration, or other relevant area. If no post-graduate qualification, additional work experience may be considered.
- Accredited MEL-related practical training and qualifications desirable.

General Experience

- Relevant professional experience in the development sector
- Excellent project management experience
- Significant experience of using communications, including written work, and data to shape and influence practice
- Excellent analytical abilities, demonstrating a strong understanding of the interpretation and deployment of quantitative and qualitative data to meet programme requirements.

Specific Experience

- A minimum of 5 years of experience managing or playing a senior role in the MEL work of a large-scale development programme in Philippines or in the ASEAN region.
- Demonstrated high-level experience in the design and delivery of MEL strategies.
- Experience in oversight and/or use of MEL related information systems, including ability to analyse and generate reports on MEL data.
- Experience conducting MEL related training and technical support.
- Proven track-record integrating MEL related data—both qualitative and quantitative—into reporting.
- Proficiency in MEL related ICT applications such as statistical applications and methodologies will be required.
- Familiarity with the justice sector and institutions will be an advantage.

8. How to apply

Send your cover letter and CV to Lalaine.Alfaro@britishcouncil.org by 30 November 2023; 11:59 PM Philippines time.

9. Criteria for evaluation

Criteria	Weighting
Qualifications and skills	25%
General professional experience	25%
Specific professional experience	30%
Commercial	20%