



AGENDA FOR CHANGE

Terms of Reference: Monitoring, Evaluation, and Learning Consultant, specializing in outcome harvesting

The Agenda for Change Secretariat is seeking a Monitoring, Evaluation, and Learning (MEL) Consultant to refine and operationalize our MEL approach. We have developed a results framework and early drafts of outcome harvesting and building block analysis tools. We now require an expert to help integrate these elements, establish a system for regular data collection and analysis, and support reporting to our collaboration and the wider public.

Specifically, the Consultant will:

- Coach country collaborators to implement outcome harvesting processes to monitor, evaluate, and learn from collaboration activities.
- Facilitate outcome write-shops and provide feedback to strengthen harvested outcomes.
- Refine and integrate the results framework, outcome harvesting, and building block analysis tools.
- Develop a sustainable system for regular data collection and reporting.
- Enable actionable insights through capacity building and robust reporting mechanisms.

Scope of Work

The Consultant will be responsible for:

1. **Framework integration**
 - Refine the results framework, ensuring alignment with outcome harvesting and building block analysis.
 - Streamline MEL tools and processes for coherence and usability.
2. **Design and capacity building**
 - Deliver up to 3 days of outcome harvesting training for country collaboration representatives, using provided materials.
 - Provide tailored advice to collaboration leads throughout the outcome harvesting cycle, based on expressed needs.
 - Facilitate write-shops to draft and refine outcome statements, ensuring their alignment with global strategy.
 - Support Harvest Coordinators and Regional Teams in analyzing and interpreting harvested outcomes
 - Develop a robust system for regular data collection and analysis.
 - Collaborate with partners to ensure the system is user-friendly and adaptable.
3. **Reporting and documentation**
 - Establish standardized templates and a reporting schedule.
 - Provide guidance on analyzing and visualizing data for stakeholders.
 - Document processes, methodologies, and recommendations for future use.

Deliverables

1. Inception report outlining the needs assessment and detailed work plan.
2. Up to 3 days of outcome harvesting training delivered.
3. Advisory support for write-shops and review of drafted outcome statements.
4. A consolidated database of harvested outcomes using a standardized format.
5. Updated Results Framework, integrated with outcome harvesting and building block analysis tools.
6. A sustainable MEL system for data collection, analysis, and reporting.
7. Standardized reporting templates and a detailed schedule/guidance.

Duration / Location

The consultancy will be part-time and is expected to run from February to April 2025 with a commitment of approximately 25 – 30 days over the contract period. Specific timelines for deliverables will be agreed upon during the inception phase. This is a remote position, with a preference for consultants based in (or from) Global Majority/non-OECD countries.

Qualifications

The consultant should possess the following qualifications:

- Proven MEL experience, particularly in international development or the WASH sector.
- Strong expertise in outcome harvesting and results frameworks.
- Experience working with diverse stakeholders in low-resource settings.
- Proficiency in English; additional fluency in Spanish and/or French is preferred.
- Familiarity with systems thinking and challenges faced by local organizations in achieving sustainability.

Reporting

The consultant will report to Bethlehem Mengistu at Agenda for Change and will work closely with member organizations, local partners, and other stakeholders.

Application Process

Interested candidates are invited to submit:

1. A cover letter highlighting relevant experience and approach to the assignment.
2. A detailed CV.
3. Proposed daily rate and availability.
4. Contact information for three professional references.

Applications should be sent to secretariatagendaforchange@gmail.com with the subject line “MEL Consultant Application” by February 14, 2025.

Please note: Applications will be reviewed on a rolling basis, so early submission is encouraged!