

JOB ANNOUNCEMENT – ANUNSIÓ VAGA SERVISU



Fundasaun Alola Persiza ema nain Zatu prenxe ba/ Fundasaun Alola need 2 person (1 National & 1 International) for occupy Position Title/Titlu pozisaun;
Consultant - Monitoring and Evaluation and Research Support

Area Programa	Advocacy Program
Projectu Duador	IWDA
Oras Servisu	Oras Nakonu 37.5 / semanal
Superviza Husi	CEO & Advocacy Program Manager
Periodu Contratu	The project will be contracted in two phases: Phase 1: August/Sept until December 2017 and Phase 2: Mid January to April 2018. Phase 1 will be more intensive than Phase 2.

1. Introduction:

Institutional Information

The Alola Foundation is a national non-governmental organization in Timor-Leste structured into four program areas: Advocacy, Education, Maternal and Child Health and Economic Empowerment. We provide an extensive community program that operates throughout the country. Established in 2001 and with headquarters in the capital, the Alola Foundation is comprised of a team of almost 100 staff with some working as district-based field officers. Operating under the slogan “Strong Women: Strong Nation”, our mission is to increase opportunities for women and children. Please find further information at www.alolafoundation.org.

Project Context

The Advocacy Program of the Alola Foundation is funded as part of the Women’s Action for Voice and Empowerment (WAVE) program through International Women’s Development Agency (IWDA)¹ with funding from the Netherlands Government. With broad goals of increasing opportunities for the participation of women in political and civic life, developing the leadership capacity of women and increasing the capacity of women to develop futures free from violence, the WAVE program operates across the pillars of individual change, systemic change to laws and social structures, developing coalitions of women and the women’s movement as agents of change, and research. WAVE is a 5-year program which commenced in 2016 and finishes in 2021.

The WAVE program has Monitoring and Evaluation (M&E) requirements that need specific support and development. This support is timely now because the program is still at a relatively early stage of development. The Advocacy Program Manager and Program Coordinators (ie. senior program staff) require assistance with developing stronger skills in M&E as do district-based staff such as Field Officers.

Additionally, the Alola Foundation more broadly has identified a gap in terms of M&E capacity across its senior management team. This project recognizes that M&E processes needs to be integrated across the organisation as core to practice to be sustained and used for planning and project development. Hence this project will also include the development of organisational M&E guidelines and refresher training for the CEO and senior management team comprised of Managers from all Programs.

In addition, in 2017 and the early part of 2018, Alola will be undertaking research as part of the WAVE program into community perceptions of women as leaders, as well as participating in a WAVE program-wide Longitudinal Study on women’s pathways to

leadership. Additional resource is required in the Advocacy Program to support these research engagements.

Scope of Work

The Alola Foundation seeks a consultant to provide support for development of Alola M&E Capacity, as well as support specific research activities that Alola Advocacy program is engaged in in 2017 and 2018. Tasks will include providing training and mentoring on M&E practice for (a) Advocacy Program staff (b) other senior staff in the organization with whom the Advocacy Program engages in integrated work approaches. The project will be contracted in two phases: Phase 1: August/Sept until December 2017 and Phase 2: Mid January to April 2018. Phase 1 will be more intensive than Phase 2.

2. **Phase 2 contract will be dependent on timely delivery of Phase 1 deliverables, and EoIs need to distinguish Phase 1 and Phase 2 activities and costs.**

Specifically, the consultant will develop a program plan and time line to undertake the following:

1. Consult with the CEO and Senior Management Team about gaps in current M&E practice and scope of M&E training to be provided to ensure relevance to the context of the Alola Foundation
2. Review the suite of M&E tools that have been previously prepared within the organization
3. Consult with the Advocacy Program Manager about the specific M&E requirements of the WAVE program and assess the current status of capacity and tools. This may include input from the IWDA Program Manager Timor Leste if needed.
4. Familiarise with the WAVE program and M&E requirements
5. Draft M&E guidelines for the organization, including as they apply specifically to the Advocacy Program. These should:-
 - a. Align with other Alola policy and procedure documents
 - b. Be consistent across programs as much as possible
 - c. Enable Alola to meet contractual reporting requirements with existing donors as well as Alola's identified information management needs
 - d. Be appropriate to the context and to the resources available (including time, staff skills and knowledge, and funds)
6. Establish a schedule for a series of trainings, including:-
 - a. Training for management and coordination staff within the Advocacy Program
 - b. Training for Advocacy Program field officers
 - c. Training for senior management staff (CEO and Program Managers)
7. Deliver trainings (Field officers in conjunction with Advocacy Program senior staff to provide technical advice and oversight of FOs)
8. Work with Advocacy Program staff to support the development of data collection, assessment and evaluation tools to meet the evaluation and reporting requirements of the WAVE program (and ensure that staff understand how these tools might be modified to meet the requirements of other funded programs)
9. Assist staff to prepare for the WAVE mid-term review to take place in 2018

10. Provide in-country support for the Timor-Leste component of the WAVE Longitudinal Study
11. Support the Perceptions Research process by acting as the main contact point or de-facto coordinator for Alola engagement in design of methodology, development of research tools and implementation, including liaison with advisory group and with the research consultant(s) to be contracted directly by IWDA.
12. At the conclusion of Phase 1 and Phase 2 of the consultancy, provide a report to Alola Foundation CEO, including recommendations for Alola (and if applicable donor partners including IWDA) moving forward.

3. Key Tasks and Timeframe

The project can commence as soon as possible. All deliverables must be completed by **30 June 2018**.

Key tasks	2017 (Phase 1)	2018 (Phase 2)
Briefing with Senior Management team including Advocacy Manager and CEO		
Consult with the CEO and Senior Management Team to identify gaps in current M&E practice and scope of M&E training to be provided to ensure relevance to the context of the Alola Foundation	Initial consultation (Sept), then two-weekly check-ins	Two-weekly check-ins
Desk review the suite of M&E tools that have been previously prepared within the organization. Note that these tools might be later modified or discarded. This would be determined following the completion of training.	Sept, approx. 3 days	
Familiarise with the WAVE program and M&E requirements (desk review)	Sept	
Consult with the Advocacy Program Manager about the specific M&E requirements of the WAVE program and assess the current status of capacity and tools. This may include input from the IWDA Program Manager Timor Leste if needed.	Sept	
Draft M&E guidelines for the organization, including as they apply specifically to the Advocacy Program. These would be approved by the CEO and taken to the Alola Board for approval (in Dec 2017 or Jan 2018); Includes: support the development or strengthening of data collection, assessment and evaluation tools to meet the evaluation and reporting requirements of Advocacy Program under WAVE program	Sept-Nov	2017

Workshop with senior management staff (CEO and Program Managers) for consultation on draft guidelines	Nov/Dec		
Provide support to Advocacy team in using existing tools for data-collection, collation and analysis for 2017 WAVE Annual Report	Oct-Dec (approx. 3 days)	Jan-Feb (approx. 2 days)	
Provide coordination and liaison support for 'Perceptions of Women in Leadership' Research	Sept-Dec (approx. 12 days)	Jan-Feb (approx. 8 days)	
Support Alola participation in WAVE Longitudinal Study (small number of interviews conducted through Alola)	Sept-Dec (approx. 6 days)		
Provide training for senior management staff (CEO and Program Managers) - 2 days workshop		Jan-Feb	
Provide training for 2 days for Advocacy Program national staff in new tools and approaches		Jan-Feb	
Training for 2 days for Advocacy Program Field Officers with key national staff		Jan-Feb	
Provide mentoring to Advocacy Program staff in M&E process, use of tools, data maintenance and reporting including new tools		Jan-May (approx. 5-8 days)	
Support Advocacy Team staff to prepare for the WAVE mid term review		Jan-May (approx. 2 days)	
Write final report on the M&E Consultancy Phase 1 and Phase 2 including recommendations for Alola	December	June	

4. Expected Deliverables

Draft Alola M&E Guideline in Tetun language, including key indicators for the organization; delegations of M&E responsibilities and an indication of where these are documented; flow-diagrams or other way of illustrating M&E information flows; specific tools and guidelines for how to use them).

Support to Perceptions Research and Longitudinal Research activities under the WAVE program – specific tasks and workplan to be scheduled in consultation with Alola Advocacy Program Manager, IWDA Program Manager and research consultants.

Design and delivery of 3 x two-day training workshops with Alola staff in Dili (to be delivered in Tetun language).

Final reports Phase 1 and Phase 2 on the work carried out including training evaluations and recommendations for Alola continued strengthening of M&E.

Reporting and Working Relationships

The Consultant will report to and be accountable to the CEO, Alola Foundation and work closely day to day with the Advocacy Program Manager and particularly for research support with the IWDA Program Manager. The Consultant will work closely with other Alola team members as and when required.

Alola will provide the consultant with a dedicated desk space at Alola, but the consultant should provide their own computer.

Qualifications of the Successful Contractor

Qualifications and other requirements

- Formal tertiary qualifications (with relevance to M&E / organizational management and/or research)
- Demonstrated experience developing M&E systems and tools for a non-profit organizational context
- Demonstrated skill in designing and delivering experiential training and mentoring in a similar context
- Experience in undertaking research and supporting research processes
- Working proficiency in spoken and written Tetun and English
- Current residency in Timor-Leste

Expression of Interest

Interested candidates should submit an Expression of Interest that includes:

- i. Consultant(s) skills and experience as aligned with above-listed requirements
- ii. Proposed approach to the work
- iii. Proposed draft workplan including the number of hours/days to be worked over Phase 1 (2017) and Phase 2 (2018).
- iv. Proposed budget – to include all relevant consultant costs, including fees, communications cost etc, and be **separated into Phase 1 and Phase 2 budget.**
- v. CV indicating qualifications, past experience with similar projects
- vi. Contact details for two referees (email and telephone numbers)
- vii. Applicants earliest available start date.

All training will be delivered in Dili and if there is any need for district travel, all costs will be covered by the Alola Foundation (to be negotiated in advance as part of the work program). All costs associated with training will be covered by the Alola Foundation. International travel cannot be included.

CV, Documentus relevante no Karta Aplikasaun ba Vaga refere sei hatama mai iha Edifisiu Fundasaun Alola, Mascarenhas Dili (Quartel Geral Polisia Militer nia oin), ou bele mos haruka via Email mai iha; info@alolafoundation.org ou hr@alolafoundation.org.

(Husu atu labele inklui copia documentus ka sertifikadu ne'ebe la relevante ho aplikasaun vaga refere no fotografia)

Aplikasaun sei taka iha 14 Setembro 2017, oras tuku 05:00 Lorokraik.