



## FUNDASAUN ALOLA

### Job Vacancy Announcement

#### CONSULTANT FOR REVIEW OF MONITORING, EVALUATION AND LEARNING (MEL) GUIDELINE

##### Background

The “**Alola Foundation**” is a non-government organization, operating in Timor Leste to improve the lives of women and children. The organization seeks to nurture women leaders and advocate for the rights of women, our motto is “**Strong Women, Strong Nation**” and we have programs in Maternal & Child Health, Advocacy, Education and Economic Development. Alola Foundation is led by a Board of Management and currently moving towards a management team that is entirely Timorese led.

Alola Foundation works closely with the Government of Timor-Leste and development partners to support national development goals. To strengthen program quality, accountability, and learning, the organization has developed a **Monitoring, Evaluation and Learning (MEL) Guideline** to guide staff in program monitoring, reporting, and learning processes.

As the organization continues to expand its programs and partnerships, it is important to ensure that the MEL guideline remains relevant, practical, and aligned with international MEL standards and donor requirements. Therefore, Alola Foundation seeks to engage a qualified consultant to review the existing MEL guidelines integration of Gender Equality, Disability, and Social Inclusion (GEDSI) and provide recommendations for improvement.

##### OBJECTIVE OF THE CONSULTANCY

The objective of this consultancy is to review the existing MEL guideline of Alola Foundation and assess its relevance, clarity, and alignment with organizational priorities and donor requirements. The consultancy will provide practical recommendations to strengthen the MEL system and improve its usability for program staff.

The review will ensure the guideline is aligned with current MEL best practices, including the integration of Gender Equality, Disability, and Social Inclusion (GEDSI) considerations and participatory approaches. The revised guideline will establish clear processes, tools, and roles for data collection, analysis, reporting, and learning, supporting consistent and evidence-based program monitoring.

To enhance practical application, the consultancy will also support capacity strengthening of staff across program teams through orientation or training on the revised MEL framework. This will include the use of standardized templates, data management tools, and learning mechanisms to improve data quality, reporting, and organizational learning.

##### SCOPE OF WORK

The consultant will undertake the following tasks:

- Review the existing MEL guideline of Alola Foundation, including the integration of Gender Equality, Disability, and Social Inclusion (GEDSI) and related program documentation.
- Assess the alignment of the MEL guideline with the organization’s vision, mission, and program strategies.
- Review the guideline against international MEL standards and donor reporting requirements.
- Identify key strengths, gaps, and areas for improvement within the MEL framework.
- Provide practical and actionable recommendations to strengthen the MEL guideline and overall MEL system.
- Facilitate consultation and validation sessions with program staff to ensure relevance, ownership, and usability of the revised guideline.

## **KEY TASKS**

The consultant will:

1. Conduct a desk review of the existing MEL guideline and relevant documents.
2. Consult with key staff members to understand how the MEL system is currently used.
3. Analyze the strengths and limitations of the current MEL framework.
4. Develop recommendations to improve the guideline and MEL processes.
5. Support validation of the revised MEL guideline with relevant staff.

## **DELIVERABLES**

The consultant will deliver the following:

1. **Inception Report**
  - Methodology
  - Workplan
  - Timeline
2. **Draft MEL Review Report**
  - Analysis of strengths and gaps
  - Recommendations for improvement
3. **Final MEL Review Report**
  - Incorporating feedback from Alola Foundation
4. **Presentation of Findings**
  - Summary of key findings and recommendations.

## **DURATION AND TIMELINE**

The consultancy is expected to be conducted over a period of **4–6 months**, according to the agreed workplan.

Indicative timeline:

<b>Activity</b>	<b>Timeline</b>
Consultant recruitment	March 2026
Desk review	April 2026
Consultation and analysis	May 2026
Validation workshop	May–June 2026
Final report submission	August 2026

## **CONSULTANT QUALIFICATIONS**

The consultant should have:

- Advanced degree in Monitoring and Evaluation, Social Sciences, Development Studies, or related fields.
- Proven experience in designing, reviewing, or strengthening MEL systems.
- Knowledge of international MEL standards and donor reporting requirements.
- Strong analytical, facilitation, and report writing skills.
- Experience working with NGOs or development organizations.

## **REPORTING AND SUPERVISION**

The consultant will report directly to the **CEO of Alola Foundation**. Regular coordination meetings will be held to monitor progress and provide feedback during the consultancy period.

## **PAYMENT TERMS**

Payments will be made based on deliverables:

- **30%** upon submission and approval of the Inception Report

- **40%** upon submission of the Draft Review Report
- **30%** upon submission and approval of the Final Report

## **APPLICATION PROCESS**

Interested consultants should submit:

- Curriculum Vitae (CV) highlighting relevant experience
- Technical proposal (methodology and approach)
- Financial proposal (consultancy fee and budget)

## **HOW TO APPLY:**

Please submit your applications with curriculum vitae with two references and other relevant supporting documents (*including academic qualifications*) before 30 March 2026 to Human Resource Department, Alola Foundation Office at Timor Plaza, CBD 10, 2<sup>nd</sup> Floor.

Applications are open to both male and female candidates and encourage the people with disability and LGBTIQ to apply.

Noted: ***Only Shortlisted will be directly contacted for the interview.***

For a copy of the Job descriptions, please Email:

(Human Resources Coordinator)

[vaga@alolafoundation.org](mailto:vaga@alolafoundation.org)

**APPLICATIONS CLOSE 5PM 30<sup>TH</sup> MARCH 2026.**

***Strong Women Strong Nation***

***Feto forte Nasaun Forte***

***Mulheres Forte Nação Fôrte***