

Terms of Reference (ToR)

Short Term Monitoring and Evaluation Framework Review Consultant

Post Title : Monitoring and Evaluation Framework Review Consultant
Level : Individual Consultant
Supervisor : Partnerships Manager & Executive Director
Duration : 2 Months
Location : Home-based with travel to the program location, Bintan - Kepulauan Riau

Background Information:

The Island Foundation is a registered charity in Singapore, working in partnership with Yayasan Peduli Kepulauan Indonesia in Indonesia.

The Island Foundation (TIF) is looking for a Consultant to conduct a review and provide recommendations against TIF's existing Monitoring and Evaluation Framework (MEF) in preparation for an evaluation of its Learning for Sustainability program in 2025.

In 2021, The Island Foundation launched a new [five year strategy](#), and in 2023 launched the flagship [Learning for Sustainability program](#) - the program MEF has been implemented since then following our three pillars: Learning Centres, Local Teacher Training, and Community Engagement. By 2025, the program will have been implemented for three years, thus prompting the need for an external review of the effectiveness, accuracy, transparency and reliability of TIF's quantitative and qualitative data collection systems, key evaluation questions, reporting mechanisms and other relevant information.

This Terms of Reference serves as a guideline for the Consultant, ensuring alignment with project goals and expectations. The Consultant is expected to work collaboratively with management and the program team, and stakeholders as required, to deliver a comprehensive assessment and opportunities for improvement for the TIF MEF.

Objectives of the Consultancy:

- a. Conduct a thorough assessment of TIF's existing MEF data collection systems, key evaluation questions, reporting mechanisms and other relevant information, to ensure monitoring, evaluation and story telling of TIF's program activities, outputs, outcomes and impacts are effective and accurate.
- b. Provide insights into the efficiency and effectiveness of TIF's existing MEF to ensure it is transparent, robust and reliable.
- c. Propose recommendations for improvements to TIF's MEF based on findings for consideration by TIF.

Scope of Work:

- a. Review existing MEF literature, data collection forms, reports and case studies.
- b. Develop a comprehensive MEF review plan and timeline, including planning to visit the program location including interviews/discussions with the team and potentially program stakeholders.
- c. Facilitate online consultations and discussions with the TIF team.
- d. Provide recommendations to strengthen both quantitative and qualitative data collections methods as required.
- e. Prepare and present progress reports and propose recommendations to TIF Management.

Deliverables:

- a. Commencement Report: Provide an outline of the Consultant's understanding of the objectives, deliverables, methodologies to be employed, and a detailed work plan.
- b. Draft Evaluation Report: Present a comprehensive report with evaluation findings, including recommendations.
- c. Final Evaluation Report: Submit a finalized report providing feedback and incorporating any necessary revisions.

Timeline:

The project duration for this work is 2 (two) months, equivalent to 15 working hours per week. The Consultant is expected to develop a detailed work plan based on preliminary study and discussion with the Team. Scheduling can be negotiated with the successful candidate, though ideally this project will be completed by end-June 2024.

Travel:

All anticipated travel costs must be included in the proposal and should not exceed the total budget envelope (below). In general, The Island Foundation will not support travel costs exceeding those of an economy class ticket. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon between The Island Foundation and Consultant prior to travel and will be reimbursed.

Budget and Terms of Payment:

A total budget envelope of SGD 3,000 (equivalent to approximately IDR 35,349,000), inclusive of travel costs.

Payment will be made in three installments, based on the completion of deliverables and completed timesheets.

Potential for further work:

Following the successful completion against this Terms of Reference, there is potential for the candidate to be engaged on a follow up project in 2024 to undertake a light-touch, initial evaluation of the Learning for Sustainability program. The anticipated purpose of this project is to provide indicative data on the program's impact, reach and contribution to improving learning outcomes and experiences in small island and coastal communities. Outputs of this project will

be used internally only, and to inform conversations with key stakeholders. In late-2025, a more in-depth evaluation will be conducted to evaluate three years of program implementation.

General Requirements:

The Island Foundation will be contractually responsible for the supervision of the successful Consultant's assignment and performance against the deliverables listed in this terms of reference. The Consultant will be responsible for carrying out any studies, interviews, workshops and other engagements to fulfill the requirements of this terms of reference. The Consultant will also carry out any additional services that The Island Foundation may reasonably require relating to the design of this project. The services shall be carried out in accordance with generally accepted standards of professional practice.

Qualifications:

- Master's degree in education, social sciences or development.
- Knowledge and experience in designing M&E systems and conducting evaluations, impact reports and other communications for a range of audiences.
- At least five (5) years of experience in M&E, results based management, or related fields, with specific experience in the education sector a plus.
- Excellent writing and analytical skill in drafting concept notes and reports.
- Understanding and knowledge of basic computer applications such as Google Workspace and database management.
- Experience working within development agencies, preferably with experience working with not-for-profit organisations with grassroots direct implementation delivery models.
- Proficiency in spoken and written both Bahasa Indonesia and English language.

Ethical Considerations:

The Consultant will be expected to adhere to ethical standards and principles throughout the consultancy and protect the confidentiality of sensitive information obtained during the evaluation.

How to Apply:

Interested applicants should send their resume, cover letter, work plan and budget to info@theislandfoundation.com by 9 April 2024.

For any enquiries, please contact The Island Foundation directly via email.

www.theislandfoundation.com

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