

Terms of Reference

Monitoring, Evaluation & Learning Consultant

1. Profile of CEJ

The Centre for Equality and Justice (CEJ) was established as a company limited by guarantee in late 2017. CEJ's mission is the achievement of gender justice so that men and women and persons with diverse Sexual Orientation, Gender Identity and Expression, and Sex Characteristics (SOGIESC) live in a society that is free, just and equal. This will be achieved by promoting gender equality, advancing the rule of law, good governance and democratic principles, promoting women's advancement and economic empowerment, advocating for the commitment to international human rights standards and fostering partnerships with grassroots-level women's networks. CEJ is primarily a women's organization working on the rights of women in the private and public spheres. CEJ engages with policymakers, and government officers and strengthens grassroots-level women's capacities to claim their rights.

2. Project Background

'Tapping into Our Tomorrow': Youth in Sri Lanka's Democratic Governance Trajectory is a five-month initiative designed to empower Sri Lankan youth and educate them on their civil and political rights. This project aims to address the ongoing challenges faced by youth in exercising their civil and political rights, to increase their awareness and engagement in the political sphere and to emphasize the importance of youth participation in policymaking in striving for systemic and lasting change.

This project uses creative means of engagement with youth such as open mic events, informal chats, digital storytelling and drama. Through these interventions, the project will provide youth with a platform to voice their opinions and ideas on democracy, good governance and civil and political rights. It will also capture experiences and stories of challenges faced by youth in the political sphere. Additionally, it will create spaces for youth to engage with each other on topics relating to their civil and political rights and brainstorm solutions and ways forward for a more inclusive and representative political culture in Sri Lanka.

Through this project, we hope to

- To understand the specific needs and aspirations of youth from diverse communities in Colombo, Jaffna, Puttalam, Anuradhapura and Ampara districts regarding their civil and political right
- To raise awareness and capacitate youth from diverse communities in the four target districts on their political rights, women's and youth's political participation, and democratic and accountable governance.

- To provide a platform for diverse groups of youth from the target districts to engage and advocate with national and local level policymakers on what youth want in a system of good governance in ways possible.

3. Scope of Work

The consultant will work in close coordination with CEJ staff and the MEL focal point of the donor organization and will report to the CEJ Executive Director to carry out the evaluation and learnings towards the end of the project. The consultant will assess the design of the implemented activities and their scope and measure them against the intended project and donor objectives.

The Consultant must,

1. Attend meetings with CEJ to familiarize themselves with the themes of the project and scope of work.
2. Familiarize with project-related documents to identify indicators to measure project progress and impact and to develop data collection tools and methodologies.
3. Develop a MEL design and work plan aligned with the project's goals, objectives, and outcomes.
4. Monitor project activities and collect data on the project's progress, effectiveness, and impact.
5. Review data gathered during the implementation of project activities.
6. Source resource persons for Data Entry and Translations as needed.
7. Complete data entry for all existing data gathered from project activities (e.g. responses from pre-post evaluations, workshop rapporteur reports etc.)
8. Evaluate the implemented activities against its objectives in terms of their sustainability, overall progress and methodology.
9. Draw out learnings and recommendations and develop a brief plan for sharing learnings.
10. Develop a comprehensive overall MEL report for the project and finalise it with CEJ feedback.
11. Present findings and recommendations to CEJ and donors.

4. Expected Deliverables

Deliverables	Tentative Dates
1. Attend meetings with CEJ to familiarize themselves with the themes of the project and scope of work.	3 January 2025
2. Prepare a MEL design and work plan for the project and finalize with CEJ's input.	10 January 2025
3. Monitoring project activities.	15 January - 15 April 2025

4. Source suitable resource persons for data entry and translations as required and complete data entry for all existing data gathered from the project.	By 31 January 2025
5. Complete analysis of data and submit preliminary findings to CEJ.	By 31 March 2025
6. Evaluate the implemented activities against its objectives in terms of their sustainability, overall progress and methodology draw out learnings and recommendations and produce a document with learnings and recommendations	By 10 April 2025
7. Develop a comprehensive MEL report for the project and finalise based on CEJ's review.	By 25 April 2025
8. Present findings to CEJ and project donors.	By 25 April 2025

5. Duration

The time period of the consultancy will be between **3 January 2025 to 26 April 2025**.

6. Qualifications

- Education: University Degree preferably in Social Sciences.
- Experience: At least 5 years of experience in MEL work in development projects implemented by national/international NGOs/UN bodies/Government and professional experience in designing M&E frameworks, monitoring project activities and evaluating project outcomes.
- Proficiency in data collection and analysis methods.
- Experience in liaising with relevant stakeholders at a professional level.
- Language Requirements: Fluency in written and spoken English and Sinhala/ Tamil.
- Added advantage: Experience working on youth rights-focused projects.

7. Selection and Evaluation Process

Criteria	Marks
1. Relevant Qualifications	30
2. Past experiences in similar/same work	40

3. Demonstrated language capabilities	20
4. Justification for quoted budget breakdown	10
Total	100

8. Consultancy Payment

- The payment will range from **LKR 250,000 - 300,000** based on a quotation and breakdown provided by the consultant. The quoted amount should include the fee of data collectors/translators hired by the consultant.
- As per the financial guidelines of CEJ, the contract will be between CEJ and the Consultant.
- A quote in Sri Lankan Rupees (LKR) for the work must be provided by the consultant. A budget breakdown is compulsory.
- The final agreed-upon payment will be made in instalments within ten working days from the date of approval of the deliverables under the instalment.

9. Confidentiality

Both during and after the end of the contract the Consultant must not disclose any matters that have come to their knowledge during the course of their duties. This shall not apply to communications made in the normal discharge of duties or to facts that are manifest to the public or which by their nature or importance do not require to be treated as confidential.

10. Copyright

Any material produced will be the sole property of CEJ. It may not be reproduced in whole or in part in any other production without the written approval of CEJ. Data collected under this consultancy must be treated as confidential and may not be shared with any person outside of CEJ.

Only short-listed candidates will be notified. Interested candidates may send a detailed CV and quotation to yumna.cej@gmail.com with the names and contact details of two unrelated referees with the email subject line **ND3 MEL Consultancy** on or before the **20th of December 2024**.