

## **Terms of Reference**

### **Monitoring and Evaluation Consultant**

**Applications should be sent to [srilanka.cej@gmail.com](mailto:srilanka.cej@gmail.com) by the 28th of May 2022. Only short-listed applicants will be notified.**

#### **1. Profile of CEJ**

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 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 organisation working on the rights of women in the private and public spheres. CEJ engages with policymakers, government officers and strengthens grassroots level women's capacities to claim their rights.

#### **2. Scope of work**

As part of its staff capacity building, the consultant will be responsible for providing and facilitating capacity building to CEJ staff on Monitoring and Evaluation (M&E) methods.

The training must include the following and is not limited to:

- a. Logical Framework Analysis (LFA).
- b. Qualitative M&E tools and how to develop an M&E framework for the project.
- c. Understanding indicators.
- d. Developing case studies and Stories of Change.
- e. Report writing for M&E.
- f. How to assess outcomes and report against outcomes and impact.

#### **3. The tasks**

- Attend meetings with CEJ to discuss capacity building sessions on MEL.
- Develop agenda and content for the capacity building sessions.
- Consult with CEJ on the number of sessions needed for each thematic area.
- Develop training materials.
- Execute capacity building sessions in English (Online or Physical depending on the country context).
- Provide a feedback report to CEJ at the end of all the sessions.

#### **4. Expected deliverables**

- Attend meetings with CEJ.
- Develop agenda for workshops.
- Facilitate the workshops.
- Submit feedback report to CEJ.

#### **5. Duration of Consultancy**

The proposed time period of the consultancy will be between 1st July to 31st August 2022.

#### **6. Consultancy fee**

Negotiable.

#### **7. Qualifications and Experience**

- Master's Degree in a related field.
- Minimum of 5 years of professional experience in developing M&E frameworks for international and national level programming.
- Proven experience with logical frameworks and other strategic planning and M&E methods and approaches (including quantitative, qualitative and participatory).
- Ability to work both in-person and remotely, with CEJ.

#### **8. Other arrangements**

The Consultant will make use of his/her personal computer to conduct this assignment.

#### **9. Language Requirements**

Fluency in written and spoken English and Sinhala/Tamil.