



**Call for Expression of Interest
For a Monitoring and Evaluation Expert**

Nature of Consultancy	Individual
Duty Station	Kampala
Application Deadline	November 15, 2016
Duration of Contract	21 working days spread over a period of three months
Language	English

1. Introduction

The Centre for Policy Analysis (CEPA) is a think-tank in constant search of new, practical and cost effective policy alternatives that are capable of driving the development aspirations of the world. CEPA independently conducts public policy research, analysis and advocacy with exclusive programming in parliamentary democracy. CEPA's flagship program is the Parliament Watch Uganda Initiative, a virtual parliament of Uganda, information portal and tracker that monitors the House on a regular basis and generates relevant data and information, on one hand, and expert analysis and review on the other. CEPA has established a strategic alliance with Parliament of Uganda with interventions tailored at strengthening the mandate and operations of its oversight function.

CEPA is implementing the Parliamentary Human Rights Programme as a support initiative to Uganda's Parliament intended to strengthen parliament's responsive and institutional mechanisms that ensure that the state upholds, protects and promotes fundamental and other human rights and freedoms in the country. The programme interventions are designed to respond to two interrelated challenges; the inadequate or non-adherence of legislation and government programmes to human rights standards enshrined in the Constitution and Parliament's limited or no response to emerging human rights issues in the public arena.

2. Monitoring and Evaluation Consultancy

In order to strengthen its M&E system, CEPA under the auspices of the Parliamentary Human Rights Programme intends to hire the services of an independent consultant to provide M&E services as stipulated under the scope of work herein. This assignment will broadly involve the development of an M&E system for the organisation taking into consideration contextual realities and nature of the organisations programmes. The assignment to be undertaken by an individual consultant will also involve hands on training of the entire staffs spread over a three-month period to enable learning and sustainability of the system.

3. Scope of Work

Develop, deliver and support the implementation of an integrated M&E System as follows;

- a) Comprehensive M&E System designed with capabilities to guide CEPA in conducting evaluation of its normative work.
- b) Develop reporting tools in light of the organization's programmes. These reporting tools should enable organisational learning and amplify best-fit practices
- c) Conduct training of CEPA staffs including hands-on methodological guidance and using real programming practical examples to ensure learning across the organisation.
- d) In simple terms, the assignment involves
 - Conducting an evaluability assessment and developing evaluation questions for CEPA, (Is CEPA's intervention outcomes adequately defined and verifiable?).
 - Designing an M&E system that is able to aid the collection of programming information based on targets
 - The system is able to facilitates data analysis
 - The system enables succinct reporting (this includes developing reporting tools)
 - Allows the generation of lessons and best-fit practices which consequently aids organisational learning, and in turn this enables review and improvement of programming in the organisation;

4. Methodology

The consultant is free to propose a suitable methodology once the contract is awarded. However, as a general guide, the following is proposed;

- a) Documentary analysis of CEPA's current programming as well as evaluation literature of conducting normative work for non-profit agencies. The consultant is strongly encouraged to review the *Handbook on Integrating Human Rights and Gender Equality in Evaluation* (UNEG, 2011) and the *UNEG Good Practice Guidelines for Follow up to Evaluations* (UNEG, 2010a).
- b) Focus group discussions involving staffs at CEPA
- c) Workshops at the pre, during and post evaluation stages to ensure that the consultant moves along with all key staffs.
- d) Direct observation of CEPA programmes especially at the initial stages

5. Qualifications and Experience

- a) At bachelor's degree in a field relevant to the assignment, for example in development studies, Statistics and Results Based Management related to social science fields.
- b) An additional post-graduate training in M&E is required
- c) At least 5 years of experience in M&E design and implementation at an organisational level is required. Experiences in creating and managing performance monitoring plans and leveraging performance monitoring data for improving on-going project management is essential
- d) Excellent data analytical skills and interpretation abilities will be an added advantage
- e) S/he must have ability to write clearly and concisely, and have sound quantitative skills (managing, analysing and interpreting data).

- f) Computer literacy in Microsoft packages (MS Word, MS PowerPoint, and MS Excel) and SPSS is an asset.

6. Submissions

Interested parties should respond with a full proposal of not more than 10 pages addressed to the;

The Director
The Center for Policy Analysis
Email info@cepa.or.ug

Please note

Only emailed submissions to the above address will be accepted.
Women are highly encouraged to apply for the consultancy

Timing

The assignment is expected to take **21** working days from the time of contract signing. These days will be spread over a period of three months

For inquiries related to this application, please contact;

Eshban Kwesiga
Centre for Policy Analysis
Plot 90, Kanjokya Street
ekwesiga@cepa.or.ug
+256 772 613 527