

Terms of Reference

Consultancy for the review of the M&E framework of the “Gender Equality & Health” Alliance

1. Background

The “Gender Equality & Health” Alliance is a collaboration of three Swiss organisations working in international cooperation, Médecins du Monde Suisse, IAMANEH Schweiz and Women’s Hope International. The Alliance Members and their partners in Asia, Latin America, Africa, and Europe are engaged in the field of sexual and reproductive health and rights, combating gender-based violence and promoting gender equality.

Since 2021, the Alliance reports to the Swiss Agency for Development and Cooperation (SDC) on its joint programmatic progress and financial expenditures based on a common programme and joint performance framework. The current joint programme runs from January 2021 until the December 2024.

In the course of 2021, the Alliance has developed a joint M&E framework to allow the alliance members to collect outcome and output data and to report on progress and performance in a relevant and harmonized manner. The specificity of this framework is that all outcomes and indicators are shared.

In 2023, the Alliance will develop the next joint programme (2025 – 2028) for submission to SDC.

2. Purpose and scope of the assignment

The purpose of the consultancy is to conduct a review of the M&E framework of the “Gender Equality & Health” Alliance. The consultancy shall capitalize on the alliance members’ and their partner organisations’ experience in using the M&E framework since 2021. It shall give recommendations to the Alliance on:

- simplifying the framework without losing usability,
- encompassing and reflecting all the members programme (as much as possible),
- how to better be able to use this results framework as a monitoring tool.

The recommendations made shall increase the relevance, coherence, and simplicity of use of the framework, as well as ensure that all members' programmes are reflected in the reviewed results framework and Theory of change.

The consultancy is expected to cover:

- a critical review of the Alliance's results framework, including outcomes, outputs, and indicators with the aim of streamlining the framework and increasing its relevance for reporting, programme monitoring and programme steering for the Alliance and its partner organisations.
- a critical review of the indicators and data collection methods in view of
 - their relevance for programme steering of the Alliance at field and HQ level,
 - best possible consideration of SDC ARIs (Aggregated Reference Indicators) and TRIs (Technical Reference Indicators)
 - reflection of qualitative changes.
- a proposal on how to strengthen the Alliance members' accountability towards beneficiaries and the role of partner organisations through the reviewed M&E framework, including concrete proposals of indicators and data gathering methodologies that are feasible and take into account the realities and needs of partner organisations.
- a review of all Alliance members' programmes against the Alliance results framework and theory of change to ensure that all alliance member's programmes are reflected in the reviewed results framework and theory of change.

The consultancy will ensure that all recommendations made are in line with the relevant SDC reporting guidelines.

3. Deliverables / expected results of the consultant

The expected deliverables of the consultancy are:

- a reviewed M&E framework that guides the alliance's data collection and reporting for the 2025-2028 programme, including:
 - Recommendations on a reviewed and simplified **results framework**, in particular with a reduced number of indicators, that are relevant for the quality and the steering of the programme of the Alliance and its partner organisations. The reviewed results framework shall reflect all Alliance members programmes.
 - a reviewed **data collection and aggregation tool** that facilitates the automatic compilation of data entered from different partners or field missions.
 - a review of the **IRS**, in particular the relevance and feasibility of the data gathering methodology proposed therein.
 - Recommendations on a reviewed **Theory of change** reflecting all Alliance members programmes.
- a short report (max 5 pages) outlining the rationale for the proposed changes and further possible ways to strengthen the alliance's M&E framework, in particular focusing on qualitative indicators, accountability towards beneficiaries, and increased relevance for partner organisations.

4. Roles and responsibilities

The alliance partners will provide relevant documents and information as required by the consultant, including, but not limited to

- a) the current Alliance results framework (logframe)
- b) the data collection and aggregation tool at outcome and output level (excel sheet)
- c) the Indicator Reference Sheets
- d) the Alliance programme (2021-2024) and the Theory of Change
- e) Alliance members programmes or strategies

Alliance partners will furthermore be available for any other clarification and intermediary validation needs. The Alliance partners will provide the consultant with the contact of relevant staff in the field missions and of partner organisations.

The consultant will be in charge of

- a) collecting all relevant data needed for the consultancy, including contacting alliance members staff at HQ and field, and partner organisations.
- b) ensuring the final quality of the delivered products

5. Qualifications of the consultant

- At least 5 years of experience in providing consultancy services in the field of M&E of international cooperation projects / programmes.
- Proven track record in designing and working with M&E systems for programmes involving multiple stakeholders and geographical contexts.
- Capacity to deliver services to a consortium of organisations / in a complex organisational set-up.
- Excellent knowledge of SDC M&E and performance reporting requirements.
- A medical or public health background and knowledge in the fields of sexual and reproductive health and rights and gender equality.
- Good working knowledge of English and French.

6. Period of the consultancy and availability of final result

The start date of the consultancy is 1 May 2023 with max. 25 working days. The final products are expected to be available no later than 31 July 2023.

7. Submission of offer and contracting process

The offer is expected to include a technical as well as a financial proposal.

- a) The technical proposal should include at minimum:
 - An outline of the consultant's comprehension of the task as well as proposed working approach.
 - Examples of similar assignments undertaken by the consultant.
 - CVs of all involved consultants, including two to three references.

- A timeline (chronogram) clearly showing the process towards completing the assignment with intermediary milestones.

b) The financial proposal detailing costs for each individual deliverable, i.e. consultant days and daily fees.

Please send your offer to Stefan Bigler at stefan.bigler@medecinsdumonde.ch .

Deadline for submission of a complete offer is 24 March 2023.