

# **Christian Relief and Development Association /CRDA/ Terms of Reference /ToR/ to Design M&E System for CRDA.**

Christian Relief and Development Association would like to invite potential Consultant or Firm to establish M&E System and to prepare M&E Guideline for CRDA.

## **1. Background.**

Christian Relief and Development Association (CRDA) is an umbrella organization for international and national NGOs operating in Ethiopia. At present, CRDA has 351 member agencies. It is the first legally registered Association of NGOs/CSOs operating in Ethiopia and serves as a forum for collective vision and action. Considering the variation and different engagements of members, CRDA is obliged to provide different services to its members.

To this end, CRDA's focus have been on poverty alleviation, relief and rehabilitation, policy advocacy and lobbying, funding and resource mobilization, networking and partnership development, representation, information service, including research and dissemination and capacity building with particular emphasis on national member NGOs and FBOs.

However, despite its achievements and long years of services, CRDA has certain limitations, which has become one of the hindering factor for its efficiency and effectiveness. Hence, these capacity gaps are recognized and particularly the absence of Monitoring and Evaluation System, M&E Guideline, Resource Mobilization and Marketing Guideline are identified as priority gaps for immediate action.

Basically, a Monitoring and Evaluation System helps planning and implementation operations of development programs and projects of an organization to make it more effective.

Therefore, the initiative of designing M&E System is closely linked to the planning system in order to address the efficiency, effectiveness, relevance and sustainability of programs and projects of CRDA.

To this effect, CRDA has decided to strengthen its capacity by putting in place a well designed M&E System and guideline in order to improve its implementation competency as soon as possible.

## **2. Rationale.**

2.1. To scale-up CRDA's effort to implement its programs and projects, it is found imperative to upgrade the capacity of CRDA and its technical staff in different monitoring techniques. In this case, M&E System is one of the main tool to monitor activities and to take informed decisions to improve services to members.

2.2. M&E System is an important tool to track progress of implementation and to identify challenges, constraints and failures, so that it would be possible to propose strategies and take action for improvement.

2.3. To enhance organizational and programmatic capacity of CRDA and its members.

### **3. Objective.**

The overall objective is building the capacity of CRDA through designing a Monitoring and Evaluation System that would be applied in all sections of the Association and to track progress of implementation of program activities in order to bring organizational and programmatic efficiency and effectiveness.

### **4. Scope of the Work and Requirements from the Consultant or Firm.**

The Consultant is expected to propose M&E System designing activities in accordance with the Terms of Reference /ToR/. It has to focus on the practical aspects of operation and management of M&E System of networks. In line with this, the M&E System should consider the development of M&E Guideline using the CRDA program activities as an input.

4.1. Design model M&E System considering the three types of monitoring for CRDA to track progress, achievement, constraints and failures of planned activities, etc.

4.2. Prepare different data collection formats and tools for all administrative issues to monitor the effectiveness and efficiencies of administrative works.

4.3. Prepare different data collection formats and tools for all financial issues in order to conduct financial monitoring.

4.4. Prepare different data collection formats and tools for all program issues in order to monitor and continuously refine its operational efficiencies and also to monitor the use of resources and the progress of activities.

4.5. Prepare summary reporting formats for the three types of monitoring to facilitate information based decision making.

4.6. Employ appropriate study design, which is both cost effective and best serve to achieve the above mentioned objective.

4.7. The Consultant or Firm, based on the rationale and objectives proposed, shall prepare M&E System.

4.8. Brief explanation is required about the Consultant or Firm, with particular emphasis on previous experience on M&E System design.

4.9. The Consultant or Firm is expected to provide profile of the expert or expertise /CV/. Strong knowledge, experience and skill on M&E System designing for other similar organizations are required with justifications.

4.10. Should submit technical and financial proposal separately with sealed envelop.

4.11. The Consultant or the Firm will submit soft and hard copy of the M&E System and guideline documents in two months time. Detail specifics will be put in the agreement.

## **5. Methodology.**

CRDA has already devised/proposed methodology for the M&E System design process. However, for the purpose of comparison among competitors it would not be disclosed at this stage.

5.1. Hiring a consultant as a resource person to design the M&E System and to prepare Monitoring and Evaluation Guideline.

5.2. Collecting supportive data from CRDA and from its intervention areas to be used for designing model M&E System. This would be done by developing questionnaires, interview and by discussing with similar networks and stakeholders.

5.3. Providing training on the techniques and tools of data collection and analysis in M&E System for CRDA staff. This training would be provided at CRDA, which is aimed at equipping trainees with basic skills of conducting M&E activities and tools of data collection and analysis in M&E System and to develop internal capacity within CRDA on M&E System designing and on the skill of tools and techniques of data collection and analysis in PM&E.

5.4. Organizing Validation Workshop for CRDA Management and technical staff on the first draft document of M&E System. The objective of the workshop is to discuss with staff on the ways the system and documents are developed and how it would be applied and to incorporate their inputs to finalize the document.

5.5. Production of final M&E System document by the consultant.

## **6. Duration.**

Duration of the M&E System design and establishment would be two months. It is planned to be started mid of November 2009 and completed within two months thereafter.

## **7. Obligations of CRDA.**

This is part of the contract agreement, which is subject to negotiation based on price on request.

7.1. Effect payments of consultancy fee as per the payment schedule and contract agreement.

7.2. Provision of stationery during the validation workshop.

7.3. Provide transportation facilities during data collection.