

Terms of Reference for Consultancy to Develop a Standardized Monitoring, Evaluation, & Learning System.

1.0 Introduction

YSAT - Youth Social Advocacy Team is a refugee youth-led non-profit organisation whose core mandate is to **support conflict affected youth** by tackling barriers to accessing quality education, sustainable Livelihoods and addressing root causes of violent conflicts to promote peace and self reliance for refugees and vulnerable host communities in Uganda using our own experiences as refugees.

YSAT has been legally registered to operate in Uganda with National Bureau for Non - Governmental Organizations Reg. **No.4743** as a regional NGO with thematic focus areas in: Community Based Protection, Food Security and Livelihoods, Education in Emergency, Environment & Energy, Evidence-based research and Advocacy spread across the districts of; Terego (Imvepi), Madi-Okollo (Rhinocamp), Adjumani (Pakelle), Palorinya with HQ based in West Nile, P.O. Box 661 Arua, Uganda.

2.0 Purpose

YSAT has received funding from War Child Canada in partnership with Mastercard Foundation for organisational capacity strengthening under Bridge Young Africa Works Project and seeks the services of an experienced consultant to develop a standardized Monitoring, Evaluation, Accountability and Learning system.

The purpose is to establish a standardized MEAL system for YSAT that will Improve Program Quality reports and reporting, Progress and impact evaluation, data management, learning, documentation and accountability using standard MEAL tools

3.0 Objective of this Consultancy

To develop a Standardized MEAL System for YSAT Uganda

4.0 Scope of Work

The scope of work for this consultancy includes.

- Conducting a rapid system assessment to understand existing MEAL system for YSAT
- Conducting a 1-day workshop for 10 staff to develop a comprehensive MEAL system
- Developing a MEAL strategy / Framework using inputs from the workshop
- Developing a programs dashboard
- Develop an organization Fact Sheet for YSAT
- Setting up and installing the latest software for data management depending on YSAT needs from the assessment i.e (LogAlto, Kobo Tool Collect, ComCare or any other relevant software.
- Reviewing and improving the existing Data Collection Tools for YSAT MEAL system.
- Disseminating the developed MEAL system to YSAT

5.0 Methodology

The methodology will include document review, workshops, consultation with relevant YSAT departments, Management and any other suitable methodology that the consultant shall develop in line with the assignment. This should be detailed in the technical proposal that the consultant will submit



The key deliverables are:

- An Inception Report
- A Standardized MEAL system for YSAT
- A Programs Dashboard for YSAT
- The latest relevant software for data management suited for YSAT needs
- Fact Sheet for YSAT
- One -day co-design workshop for YSAT staff on the MEAL System development

All deliverables shall be submitted in hardcopy and softcopy in editable format to YSAT Executive Director copying MEAL Officer.

7.0 Payment Schedule:

Payment will be made in 2 instalments: 40% of the fee upon completion and approval of the inception report, 60% upon completion of submission of final report, confirmation of all deliverables and approval of the assignment report.

8.0 Duration of the Assignment

The assignment is expected to be carried out for 1 week from the date of signing agreement. The consultant is expected to submit the final report by 2nd week of October 2024.

9.0 Budget and Payment

The consultant should provide an indicative budget per day in Uganda Shillings. **All Professional fees are subject to 6% statutory deductions** payable to Uganda Revenue Authority as withholding tax in accordance with the income tax regulations of Uganda.

10.0 Qualifications and Competencies:

YSAT is looking for a competent firm / consultant with extensive knowledge, and proven experience in developing Standard MEAL systems for Non-Governmental Organizations. YSAT will use the following criteria for assessing competencies of the applying firms/consultants as follows.

- At least a bachelor's degree in Monitoring and Evaluation. Master's Degree or Postgraduate Diploma will be an added advantage
- At least a minimum of 5 years of demonstrated professional experience developing MEAL systems for organisations, including Local and National NGOs
- Experience working in refugee context especially of West Nile regions of Uganda.
- Prior experience in Co-design, participatory system development approaches and organizational team leadership.
- Proven experience in analytical, facilitation, coaching and report writing skills.

11.0 Application Process

Interested and qualified candidates should submit their applications which should include the following:

Technical & Financial proposal with Detailed Curriculum Vitae of the consultant (s)

Applications should be sent to admin@youthsat.org copying youthsat2017@gmail.com

Deadline is 20th Sept 2024 at 5PM Uganda time

