



## Terms of Reference

# Consultancy support to finalization of project results frameworks and programme baseline assessment

### 1. Introduction

The Felm Development Cooperation Programme 2022-2025 promotes the rights and inclusion of people from marginalized groups in the Global South in partnership with local churches, faith-based organisations, and other CSOs. The long-term goal of the programme is to contribute to improved resilience and inclusion of people from marginalized groups, including women and girls in the programme target areas. The focus is on three outcome areas: (1) Resilience to climate change and disasters has improved in targeted vulnerable communities; (2) Access to inclusive, quality education has improved especially among children and youth from marginalized groups; and (3) Integration of the rights of persons with disabilities into government policies and practices with active involvement of persons with disabilities and their respective organizations has improved. The programme has four cross-cutting objectives: (1) inclusion of persons with disabilities, (2) gender equality, (3) climate resilience, and (4) low carbon emission. The programme follows the human rights-based approach, and the planning, monitoring, evaluation and learning system is based on the results-based management approach. The programme will be implemented in partnership with NGOs and church actors in nine countries in Asia, Africa, and Latin America.

The four-year programme will start in January 2022 with an inception phase during which Felm and its partners will finalize the project plans and conduct baseline assessments for monitoring of the progress towards programme objectives.

### 2. Purpose of the consultancy

The purpose of the consultancy is to provide advisory support to: a) Felm and its partners in finalizing the project results frameworks in accordance with the results-based management, and b) coordinate and support Felm and its programme partners in conducting project level baseline assessments and in defining global programme level target values for programme indicators.

### 3. Tasks

The main tasks of the consultancy are described below. These tasks will be further defined together with Felm staff in the beginning of the assignment in connection to work planning.

- a) Support to Felm and its partners in finalizing the project results frameworks in accordance with the results-based management
  - Desk review of project documents and results frameworks
  - Providing advice and recommendations to Felm and partners to support finalization of project results frameworks, including integration of programme indicators into the frameworks.
  
- b) Coordinate and support Felm and its programme partners in conducting project level baseline assessments
  - Prepare guidelines for Felm and partners on conducting baseline assessments to collect outcome and impact level programme indicator data
  - Coordinate and support Felm and its programme partners in conducting project level baseline assessments
  - Compile and analyze programme indicator data at the global programme level and support Felm in defining global level target values.

The assignment doesn't include travel to project sites.

#### **4. Deliverables**

The expected deliverables of the assignment are:

- 1) Comments and recommendations to project results frameworks (can be done directly to the project documents)
- 2) A short programme level summary on the main adjustment needs in project results frameworks
- 3) Guidelines for Felm and partners to support project level baseline assessments and reporting data to Felm headquarters
- 4) Global programme level compilation of project level baseline data on programme indicators and target values.

#### **5. Duration**

The assignment will start by 17 January 2022 and will be completed by 14 April 2022. A simple work plan for conducting the assignment will be prepared in collaboration with Felm staff in the beginning of the consultancy. In total 24 consultancy days is reserved for conducting this assignment.

Initial phasing of the assignment:

- Support to finalizing the project level results matrices: primarily in January – February 2022.
- Guidance and support to project level baselines: February-March 2022.
- Compiling of baseline data and setting target values for indicators: mid-April 2022.

## 6. Required qualifications

- At least a Master's Degree in a relevant field
- Solid expertise and experience in designing results-based development cooperation projects and/or programmes
- Solid experience in M&E systems and data collection tools development
- Expertise in qualitative and quantitative methods
- Excellent analytical and communication skills
- Understanding of programme-based, results-based and human rights-based approaches
- Capability to analyze and present quantitative and qualitative data
- Good command of English and French, preferably also understanding of Spanish.

## 7. Management

The consultant will work in close collaboration with relevant Felm staff under supervision of Director of Development Cooperation. Felm can provide the consultant with occasional office space if necessary. However, Felm is not able to provide office equipment such as computers for the use of the consultant.

## 8. Proposals

The interested candidates are requested to send a proposal in English including the following information:

- Understanding of the assignment and a draft work plan
- Budget for conducting the assignment including the daily consultancy fee, VAT, and the total budget.
- Indication of availability and an initial Work Plan indicating number of workdays
- CV of the consultant

The selection will be based on assessing the qualifications of the candidates and the quality of their proposals. The process may also include interviewing if deemed necessary by the selection panel.

Proposals should be sent by latest 11.1.2022 to the Director of Development Cooperation, Ms. Raija Hurskainen, [raija.hurskainen@felm.org](mailto:raija.hurskainen@felm.org), and cc. to Advisor for Monitoring, Evaluation and Learning, Ms. Johanna Tuominen, [johanna.tuominen@felm.org](mailto:johanna.tuominen@felm.org).

NOTE: The tender will be rejected and the contract will be cancelled, in case any illegal or corrupt practices, including bribery, have been connected with the award or the execution of the contract.
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