

Annex 1 Terms of Reference

Subject: Consultancy for M&E Support to Peace Responsiveness Facility

Background

The Interpeace Peace Responsiveness Facility (PRF) is dedicated to creating and accompanying multi-level change processes in the UN system so that humanitarian and development actors strengthen their contributions to sustainable peace – in other words, become more “peace responsive”.

It does so, on the one hand, by strengthening the capacity of individuals, organizations and the humanitarian and development system as a whole to deliberately design for and realize peace-contributing outcomes, support locally led change, and strengthen resilience to conflict and violence.

On the other hand, the facility promotes and supports a gradual transformation in organizational forms and operational practices to foster an enabling institutional environment for operationalizing the Sustaining Peace agenda.

The PRF works through six integrated components:

- Institutional partnerships,
- Joint programming,
- Supporting change agents,
- Cross-organizational exchange and learning,
- Research and knowledge base, and
- Policy engagement and outreach to donors.

Objectives of Assignment

The objective of the consultancy is to provide support to the development and roll out of a M&E strategy for the Peace Responsiveness Facility, and to support our reflection and learning.

The M&E plan will need to include a number of dimensions:

- Overall impact assessment (peace and programmatic effectiveness);
- Assessment of overall progress towards the strategic objectives of the PRF;
- Reporting against donor requirements (based on logframes in funded proposals);
- Assessment of progress made on peace responsiveness competencies;
- Validation of our overarching and specific Theories of Change.

Assignment

The expected tasks of the Consultant are:

- 1) In collaboration with the PRF team, develop the overall M&E strategy for the PRF;
- 2) In collaboration with the PRF team, develop the M&E systems and data collection methods;
- 3) Design an organizational assessment methodology and conduct a survey on the organisational level peace responsiveness competencies.
- 4) Accompany the PRF team through a regular strategic reflection on our Theory of Change and progress towards overall program objectives ('critical friend type' of accompaniment¹).

¹ We propose a “critical friend” type of accompaniment role, similar to or inspired by the approach tested by CMI: Critical Friend; An Innovation in Evaluation and Learning for Peacebuilding, CMI Policy and Learning Publication #1 / 2018.

These tasks and their deliverables are further elaborated in the table below and may be revised based on written agreement between the parties.

Management & Methodology

The tasks will be conducted in close collaboration with the PRF team (notably the Senior IPAT Manager, the Principal IPAT Associate on the PRF, and the PRF Programme Officer). In particular in the first phases of design of the M&E plan, the consultant and the PRF team will work in a co-creative mode. In general, the relationship between the PRF team and the consultant is expected to be one of mutual frank exchange, joint reflection and iterative co-development.

(Draft) materials that are available to work with include

- the Peace Responsiveness Framing Paper,
- a PRF strategy document,
- logframes in funded proposals, and
- a draft PRF results framework.

In addition, a draft list of desired individual, programmatic, organizational and system-level competencies (building blocks of a peace responsive system) is available.

Deliverables and Estimated Timeline

1. Develop the overall M&E strategy for the PRF		
<i>Sub-tasks</i>	<i>Outcome / Deliverable</i>	<i>Indicative Timeframe</i>
<ul style="list-style-type: none"> - Engage the PRF team in discussions on ways to effectively monitor and evaluate the progress and impact of the Facility's work (i.e. serve as a sounding board and sparring partner to the PRF team) - Provide inputs and technical expertise to the PRF team on M&E systems, methods and processes of possible use to the PRF 	<p>A coherent M&E strategy and plan incorporating the five dimensions, and including:</p> <ul style="list-style-type: none"> - Overall M&E strategy - M&E plan, including methods and processes, work streams, roles and responsibilities 	Feb - March 2021
2. Develop the M&E systems and data collection methods		
<i>Sub-tasks</i>	<i>Outcome / Deliverable</i>	<i>Indicative Timeframe</i>
<ul style="list-style-type: none"> - Identify data needs - Develop data collection methods - Put in place data collection, recording and analysis systems - Link these to Interpeace reporting mechanisms - Co-develop with and/or train the PRF Programme Officer on the use of these systems 	<ul style="list-style-type: none"> - M&E systems are established and functioning - A M&E guidance note describing the PRF M&E process - PRF Programme Officer is able to use these systems for data collection, analysis and reporting 	Feb-March
3. Design and conduct organizational assessment		

<i>Sub-tasks</i>	<i>Outcome / Deliverable</i>	<i>Indicative Timeframe</i>
<ul style="list-style-type: none"> - Review and refine peace responsiveness competencies (building blocks) - Define assessment methods (combination of qualitative and quantitative methods) - Develop survey methodology (in close collaboration with PRF team and our focal points in our bilateral partners) - Conduct survey among bilateral partners - Analyse and report back on data - If necessary, make adjustments to methodology - Hand over to PRF Programme Officer 	<ul style="list-style-type: none"> - An organizational assessment methodology is prepared - Survey conducted - Survey report finalized - PRF Programme Officer is able to henceforth conduct the survey independently 	March - April
4. Strategic reflection on our Theory of Change		
<i>Sub-tasks</i>	<i>Outcome / Deliverable</i>	<i>Indicative Timeframe</i>
<ul style="list-style-type: none"> - Design and facilitate a first strategic reflection workshop on our ToCs and overall approach towards achieving progress and results - Propose a time for a second strategic reflection session - Conduct a second strategic reflection session 	<ul style="list-style-type: none"> - Two strategic reflection sessions are held - Workshop outputs written up 	1 st : tbd 2 nd : tbd

All deliverables will be expected to be delivered long-distance.

Timeframe

The preferred start date would be February 2021. Ideally, the tasks outlined above would then be delivered by mid-April, with exception of the second strategic reflection workshop, whose timing is to be determined as part of this RFP. However, the timeframe can be discussed and adapted, if needed.

The consultancy is expected to take a total of 30 days.

Expected time investment and timeframe	Timeframe	Expected no. of days
Develop the overall M&E plan for the PRF	Feb – March	7
Develop the M&E systems and data collection methods	Feb – March	6
Design and conduct organizational assessment (survey)	March – April	12
Strategic reflection on our Theory of Change and progress towards program objectives	April?	Up to 5
Total		Up to 30 days