Terms of Reference:
Consultancy to revise AGR Strategic Plan and support the development of an M&E system.

Assignment duration: 30 days

Tentative assignment dates: 17 August – 18 September 2020

Background:

Association des Guides du Rwanda (AGR) is a national non-governmental organization with the aim of enabling girls and young women to acquire skills leading to their development and autonomy and to become agents of positive change as responsible citizens.

Through our dedicated volunteers, we deliver non-formal sessions on leadership, sexual reproductive health, body confidence, gender-based violence, financial literacy, and many more. Above all, Girl Guiding provides girls, aged from five years, with a safe space where they express their opinion, tie everlasting friendships, learn the values that accompany a girl to adulthood, and have fun.

In order to have a systematic approach to monitoring and evaluating AGR programs and the need to develop sufficient standards and criteria for determining what works, how and why in different situations and contexts, AGR seeks to hire a Monitoring and Evaluation consultant to support the process of reviewing the existing Strategic Plan (2017-2021) and developing an M&E system inclusive of a customized database to aid in the capturing and analyzing of data, information and project results. Such information and knowledge is critical for learning and identifying best practices for high-quality programming.
Based on these needs, the objectives of this consultancy are;

- To evaluate the progress made by the current strategic plan (2017-2021), and if need provide recommendations to align the targets with the organizational mission and vision
- To develop a customized M&E system to be adopted by AGR, based on the revised Strategic Plan.
- To support the AGR team to improve the current results and indicator framework as well as data collection and analysis tools to effortlessly fit into the developed system.

Scope of work;

- Review the existing Strategic Plan
- Based on the Strategic Plan, revise objectives, indicators, and desired results as necessary.
- An inception report with the proposed methodology, data collection, and reporting plan with identified deliverables and a detailed M&E guide, toolbox and data entry template.
- Advice on how to draft a project log-frame based on the existing projects
- Involve the necessary team members in the review and revision process of the existing framework.
- Organize a three-day training for the staff, Board Members, and District representatives on basic Planning, Monitoring and Evaluation (M&E) Methodologies, its relevance with an existing Strategic Plan for AGR and M&E Systems.
- Compile a report of the SP and M&E system development process.

Deliverables;

- A Strategic Plan with SMART objectives and results
- A customized M&E system in place and in use.
- Trained the M&E team and relevant people on the use of the system.
- A Consultancy report.

Duration of the Consultancy;

The consultancy will take a maximum of 30 days between the months of August and September 2020. This is inclusive of any activities prior to, during, and after the assignment.

Required Skills and Competencies:

- Experience with M&E processes, systems, and procedures. Bias in social work, Gender, or public health will be an added advantage.
- Experience in conducting and facilitating similar processes with top NGOs.
- Proof of previous work with youthful organizations.
- Knowledge and experience of using participatory approaches and innovative facilitation techniques.
- Strong analytical skills.
- Good interpersonal skills and ability to negotiate shared positions.
- Excellent communication skills and fluency in English as well as a strong understanding of development and girls’ needs and issues in Rwanda.
- Consultant should be competent in Software Development, testing and delivery

**How to apply:**

If interested, please send a cover letter, Curriculum Vitae of key team members, Rwanda Development Board (RDB) certificate, RRA Tax clearance, technical and financial proposal and other relevant documentation to guidesrwanda@gmail.com by 14 August 2020.