

## **CALL FOR EXPRESSION OF INTEREST**

# **Consultancy for Development of an ICT enabled Monitoring and Evaluation Framework**

### **1. INTRODUCTION**

About Centre for Enhancing Democracy and Good Governance (CEDGG) is a non-political advocacy civil society organization that works to empower vulnerable and marginalized citizens to claim their rights in local development and governance processes. CEDGG has been in operation since the year 2001 and legally exists as a Non-Governmental Organization. The organization has programme presence in seven counties in the Rift Valley region namely: Nakuru, Baringo, Kericho, Laikipia, Elgeyo Marakwet, West Pokot and Turkana. The core problem that CEDGG is seeking to address in the society is the low capacity of the marginalized and vulnerable groups to engage with and participate in the decision making processes around the constitutional reform agenda and the development process in general. CEDGG has established itself as an avant garde civic education provider and policy advocacy organization in democracy, governance and human rights. CEDGG is among the pioneers and leaders in social accountability work where we have successfully facilitated local communities to participate in county budget processes as well as monitor service delivery using various tools. [www.cedgg.org](http://www.cedgg.org).

### **2. OBJECTIVES OF THE CONSULTANCY.**

CEDGG is finalizing the formulation of its strategic plan for the period 2023 – 2027. To enable us track implementation of the strategic plan and document results, the organization, is looking for an expert / Consultant to lead staff and board in formulation of a robust M&E framework and design ICT enabled tools for results harvesting, analysis and reporting. The Consultant shall also train board and staff on Result Based Management to build the requisite capacity to implement the results framework. Through the consultancy, CEDGG shall develop ICT enabled capacity for its diverse portfolio of programs and projects in order to effectively:

- a) Collect and analyze data on realization of Project/program results
- b) Understand which interventions are leading to the desired results and where changes in the approaches are necessary;
- c) Apply results in management decision making
- d) Be able to document communicate results to its stakeholders in a timely and sustained manner
- e) Have a basis for reliably accounting for the project's work (accountability, reporting, evaluation).

### **3. SCOPE OF WORK**

1. Review the CEDGG Strategic Plan 2023-2027 and the implementation plan and develop a coherent M&E framework to track its implementation through a participatory process involving secretariat staff and other relevant stakeholders;
2. Guide in the design and procurement of appropriate software to support online monitoring and reporting
3. Train board and staff members on result based a management and relevant skills to operationalized the Monitoring and evaluation framework.

### **4. QUALIFICATIONS**

This is a short-term consultancy service open to both individuals and firms. The firm or consultant(s) should have extensive expertise and experience in developing comprehensive and robust Monitoring and Evaluation framework(s) and training for change management for Civil Society organizations. The applicant(s) should possess extensive experience in training and facilitating processes on program and institutional performance evaluations. Additionally, the consultant must also possess excellent research, report writing and presentation skills, experience in both qualitative and quantitative evaluation methodologies preferably with civil society organizations.

### **5. KEY DELIVERABLES**

The main deliverable of this assignment shall be:

- a) A comprehensive and robust Monitoring and Evaluation Framework
- b) ICT enabled data collection, analysis and reporting tools
- c) Training report on relevant skills on the application of the adopted ICT based M&E tools

### **6. DURATION**

The assignment is expected for duration of not more than 30 consultancy working days .The consultancy will commence upon signing of a Service Contract Agreement.

### **7. REQUIREMENTS FOR SUBMISSION**

The consultant(s)/ Firm(s) should provide CEDGG with a counter proposal detailing his/her/their understanding of the expected work, methodology to be adopted, work schedule and the expected budget. In addition, the consultant should provide CEDGG with previous work/ relevant to the consultancy (please provide references from at least three (3) reputable organizations where you have provided similar services), legal status of the firm (enclose copy of certificate of incorporation/registration), copy of valid tax compliance certificate, VAT and PIN certificates and CVs of key members who will undertake this assignment indicating academic and professional qualifications.

The bid for consultancy should be e-mailed to [bids@cedgg.org](mailto:bids@cedgg.org) with the title **ICT BASED MONITORING, EVALUATION FRAMEWORK DEVELOPMENT CONSULTANT** as the subject line. The application should reach us by 17:00 EAT on Friday , 15<sup>th</sup> May 2023.

Only shortlisted candidates will be contacted for interviews.