

Consultant to develop and operationalize Monitoring, Evaluation, & Learning framework.

Eurasian Harm Reduction Association (EHRA) is seeking a consultant to provide support in the development and operationalization of an organizational Monitoring, Evaluation, & Learning (MEL) framework.

BACKGROUND

Eurasian Harm Reduction Association (EHRA) is a non-for-profit public membership-based dynamic organization since 2017, operating in [countries](#) of Central and Eastern Europe and Central Asia (CEECA). EHRA **mission** is the creation in CEECA region of [favorable](#) environment for sustainable harm reduction programs and decent lives of people who use drugs. EHRA's Secretariat is based in Vilnius, Lithuania.

EHRA carry out its operational project-based activity in accordance with the current [strategic framework 2018-2019](#), which includes 4 strategic objectives:

1. To ensure **sustainability** and efficiency of **harm reduction services** in the CEECA region.
2. To advocate for **non-punitive drug policies** in the CEECA region based on public health and human rights.
3. To develop **leadership and expertise of civil society** and **people who use drugs** in the monitoring of drug policies, financing, access and quality of harm reduction services in the CEECA region.
4. To strengthen organizational governance and operational systems, program efficiency and financial sustainability of EHRA.

The existing approach to Monitoring and Evaluation involves both Logical Framework and Impact Evaluation methods, largely driven by our funders' requirements to monitor and evaluate existing projects performance. This approach also is being used to assess projects' output indicators, outcomes and impact, thus allows us to perform tracking of changes on national, regional and community levels. Since various indicators for tracking progress in different projects are sometimes significantly different from each other, this creates complexity to reflect and evaluate mid-term and long-term progress and impact made by organization in achieving its mission and strategic goals.

EHRA is currently in the process of developing its new 5-years strategy 2020-2024 which will highlight a renewed set of ambitious strategic goals. The new strategy requires new approach to Monitoring and Evaluation, which should help us to enhance capacity to become more effective and maximize our impact.

Submit your application to Irena Zubkova (irena@harmreductioneurasia.org) by 27th September 2019

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PURPOSE OF THE WORK

To provide support in the development and operationalization of a organizational Monitoring, Evaluation, & Learning (MEL) framework.

Objectives

- To propose the overall organizational approach to monitoring, evaluation and learning taking into consideration existing operational systems and procedures in organization.
- To propose key impact, and outcome indicators for new EHRA strategy 2020-2024 objectives
- To suggest system of collecting, analysis and using data based on existing M&E practice used in EHRA, international best practices and donor requirements.
- Develop user guideline for EHRA staff which will include efficient methods and tools for data collection and analysis of indicator information; practical management of MEL related processes, including clear schedules, responsibilities and interconnections.

Deliverables

1. EHRA MEL framework.
2. EHRA MEL framework implementation guideline
3. Tracking tools, data management and reporting systems

Timeline

We estimate that this work takes maximum 12 days over two months, to have enough time for reviewing and commenting on drafts.

1. Workplan agreed (early October 2019).
2. Review of current EHRA M&E systems and indicators submitted (desk review of EHRA projects, group discussions with key program staff) (mid October 2019).
3. First draft of MEL framework submitted for review by EHRA (end October 2019).
4. Revision of first draft and submission of final draft of MEL framework (early November 2019).
4. First draft of MEL framework implementation guideline with tracking tools, data management and reporting systems submitted for review by EHRA assigned staff (mid November 2019).
5. Revision of first draft and submission of final draft of MEL framework implementation guideline with tracking tools, data management and reporting systems.
6. All deliverables submitted (end November 2019).

Experience and skills requirements

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To assess submitted applications, the following criteria will be used (the maximum possible amount of points is 100):

- Up to date knowledge of Monitoring, Evaluation and Learning best practices, concepts, donors' requirements and tools (25 points).
- Proven track record of experience in developing monitoring, evaluation and learning frameworks (25 points).
- Excellent written communication skills (10 points).
- Oral, written and spoken fluency in English, Russian is an asset (10 points).
- Understanding of harm reduction, drug policy, HIV response and/or civil society involvement into advocacy and capacity building in social and public health issues (10 points).
- Reasonable cost of services (20 points).

How to apply

To respond to this TOR, please submit your CV, Letter of Interest and filled daily rate form (see here: [EHRA's template](#)) by e-mail referenced under title **"Consultant for MEL"** to irena@harmreductioneurasia.org by **24:00 EET, 27 of September 2019**.

Letter of Interest should clearly reflect the competencies of the candidate required to complete this task and include:

- A sample of previous work, relevant to this consultancy.
- An operation plan proposing how the work will be done and how the objectives above will be met (max 4 pages). This will be subject to review and negotiation.
- Details/expertise of your institutional affiliation if applicable.
- An all-inclusive financial proposal for the work, including daily rate in [this template](#) (in euro or US dollars).
- Details of two references.

General Conditions

All financial bids should be inclusive of all costs related to the work; no additional costs will be covered; no field travel will be required for this consultancy; no advance will be paid for the work.

EHRA will sign a contract with the winner of the competition where methodology, detailed workplan and payment conditions will be determined.

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The winner of the competition is obliged to provide the confirmation of his daily rates before signing the contract. EHRA reserves the right to negotiate services cost for working days if it is not confirmed by previous records or is not affordable for EHRA.

EHRA reserves the right (but is not under obligation to do so) to enter into discussion with one or more bidders in order to obtain clarifications or additional details or negotiate the proposed cost.

EHRA reserves the right to negotiate number of working days related to each stage of work with the consultant. Final number of working days can change during implementation by mutual agreement between EHRA and consultant.

All enquiries related to the objectives and scope of this assignment should be directed to Igor Gordon igor@harmreductioneurasia.org.

Selection process and awarding of contract will be done in a week after the closing date.