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## TERMS OF REFERENCE

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### Med Dialogue Fellows

#### Short term mission

#### Non-key expert Senior:

### Monitoring & evaluation of common activities on “Addressing the ecological challenges in the Mediterranean”

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#### 1. OVERALL CONTEXT

**Med Dialogue for Rights and Equality** is an EU-funded Technical Assistance Programme with the overall objective to strengthen the role of CSOs active at the regional scale, in building sustainable development, regional cohesion and resilience, as well as in influencing policy-making in the Southern Neighborhood and the Euro-Mediterranean Space.

*Med Dialogue Fellows* is one of the Programme’s clusters designed to empower and connect young CSO leaders and their organisations, who are committed to addressing Mediterranean policy challenges beyond national borders, in order to facilitate the development of regional networks, mutual skill-building, promoting advocacy, building channels of cooperation and developing local actions within a common framework. Civil society’s young female and male activists will be strengthened in their capacity to strategise, cooperate together, and advocate for rights and equality in the region.

The first call of **Med Dialogue Fellows** will focus on the ecological challenges of the Mediterranean region and will select around 25 participants from the following countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Mauritania, Morocco, Palestine, Tunisia, Syria – or belong to related diasporas, especially the Syrian and Palestinian ones, who will participate in the following activities:

- A 4-day long capacity building bootcamp (expected date: 27 – 30 January 2020),
- A Common action consisting in decentralized activities and implemented by the participants,
- Involvement in other regional events of the Programme of partner organisations.

One of the end results of the bootcamp will in fact be the development of a common advocacy and awareness raising action involving all participants and financed by the Programme, which shall take place simultaneously in their home towns/regions.



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Participants' organizations/networks will be entrusted to carry out the activities, for which the Programme will make available a limited contribution to cover operational costs (contribution expected 1,700 € for each activity), through a service contract. Objectives, format and timetable will be discussed and agreed upon during the bootcamp. The common action will encourage networking and cooperation at the regional level. It will produce visibility through a simultaneous trans-national initiative with a multiplier effect.

## 2. DESCRIPTION OF THE SHORT TERM MISSION

### 2.1. General objective

**Med Dialogue for Rights and Equality** is looking for an expert for the development of a methodology on management, monitoring and evaluation of the common action, and for support to the preparation of its implementation.

The expert will attend as well the last two days of the bootcamp to ensure that the procedure for planning and managing the implementation of the common action in the participants' countries is properly addressed.

The support team at the bootcamp will be composed of :

- A Senior Trainer coordinating and carrying out the bootcamp on ecological challenges in the Mediterranean with its capacity building components,
- A Junior Facilitator supporting the Senior Trainer in the networking, team work and project development techniques, especially in relation to the common action,
- The Senior M&E Expert (object of this call),
- The Technical Assistance team.

### 2.2. Specific objectives

The main objectives of the assignment are:

- 1) The expert will have to :
  - Attend the bootcamp in order to understand the process of selecting and preparing the common action (two days),
  - Produce an operational manual of procedures on management, monitoring and evaluation of the common action adopted, taking into account the different contexts of the countries concerned,
- 2) The expert will provide support to the TA in monitoring the common action development in the different countries, identifying difficulties and good practices,
- 3) The expert will deliver an assessment report on this process as well as recommendations for future similar activities.
- 4) Prior to that (end of November – beginning of December 2019), the M&E Expert will be taking part in the selection of the Call candidates, along with the Senior Expert and the Junior Expert. He or she will remotely assess the candidates based on a list of pre-selected eligible candidates and an evaluation grid, prepared by the TA team. A selection Committee meeting, chaired by the TA



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and gathering the 3 experts will be held online to share the results of the assessment and establish the final list of participants.

### **2.3. Requested services**

At the beginning of the assignment, a briefing will be organised between the TA and the consultant in order to determine the provisional planning of the mission.

The short term mission will comprise the following services:

- Participate in the Selection Committee (indicatively 1 work day),
- Attending the bootcamp and contributing to the identification of the proper operational aspects related to the common action implementation (indicatively 2 work days),
- Producing an operational manual specifying the procedures for carrying out the action and the administrative and financial procedures for managing the funds allocated to it; as well as a methodology for assessing the quality of the operations (indicatively 5 work days),
- Supporting the TA in monitoring the process of preparing the common action, detecting difficulties and limitations in the process, as well as recommendations for future activities (indicatively 7 work days).

### **2.4. Required outputs/ deliverables**

The required outputs are:

- A table of assessment of the eligible candidates to the Call based on the evaluation grid prepared by TA team,
- A manual on financial and administrative management of the common actions,
- A detailed methodology of mentoring and quality assessment of the implemented common actions,
- Remote guidance and support to the CSOs in charge of the common action (through skype calls, email exchange) in coordination with the TA,
- An evaluation report assessing the preparation of the common action, and their relevance to the Programme's objectives, along with recommendations to improve future similar activities.

### **2.5. Language of the Contract**

The language of this contract will be English and French.

### **2.6. Subcontracting**

Sub-contracting is not foreseen.

## **3. LOCATION AND DURATION**

### **3.1. Location of the assignment**

The location of the assignment will be Tunis.



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### 3.2. Duration of the assignment

The assignment will be executed over a period of approximately two and a half months, and include 15 work days. The indicative dates for the *Med Dialogue Fellows'* bootcamp are 27-31 January, 2020. It is expected that the assignment will be finished by the end of March 2020, depending on the period of the implementation of the common action.

Year	2019-2020												
Month	D	J	F	M	A	M	J	J	A	S	O	N	D
Position expert													

## 4. EXPERT PROFILE

The assignment requires the mobilisation of a senior expert in monitoring and evaluation of project implementation.

### 4.1. Qualifications and skills

- A Master's degree or a high level university diploma in social sciences, project development and management, or related fields,
- Proven written and communication skills in English and French. Arabic is an asset.
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### 4.2. General professional experience

- At least 10 years of experience in support to and management of civil society entities, and in monitoring and evaluation of civil society projects.
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### 4.3. Specific professional experience

- A proven experience in monitoring and evaluating project implementation in one or more of the concerned topics (environment, sustainable development, ecological transition),
- At least 4 years of experience in the Maghreb area / Machreq area,
- Knowledge of the working context of CSOs in the Euro-Med area.



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## 5. REPORTING

The expert will produce the following reports:

Name of product	Time of submission
Table of assessment of the eligible candidates	3 December 2019 (indicatively)
Manual on financial and administrative management and follow up of the common action	10 February 2020
Detailed methodology of mentoring and quality assessment of the common action	20 February 2020
Final evaluation report on the process of preparation of the common action (strengths and weaknesses)	30 March 2020

## 6. INCIDENTAL EXPENDITURE

The assignment will include a budget for

- International travel
- Local travel
- Per diem