

TERMS OF REFERENCE FOR ESTABLISHMENT OF MONITORING AND EVALUATION SYSTEM FOR SOCADIDO

1.0 Introduction and Background

Soroti Catholic Diocese Integrated Development Organization (SOCADIDO) a development arm of Soroti catholic Diocese is active in Amuria, Bukedea, Kaberamaido, Kapelebyong, Katakwi, Kumi, Soroti, Ngora, and Serere districts of Teso Sub Region, Eastern Uganda. SOCADIDO with support from Hoffnungszeichen | Sign of Hope e.V. and BMZ is implementing 3-year (2019-2021) Project that seeks to improve resilience of 20,000 households in eight sub counties in the districts of Kumi and Bukedea along the Awoja catchment area to the impacts of climate change.

As a new Project is commencing, there is need to ensure that there is proper documentation of outputs, outcomes and impact as well as retrieval system to enhance project and organizational performance. It is against this background that SOCADIDO seeks to establish an effective Management Information System and build capacity of its staff on M&E, use and management of the MIS to facilitate tracking of the organizational deliverables as per set project goals and objectives.

2.0 The Assignment

2.1 Purpose

To facilitate establishment of an effective Management Information System to aid tracking of the Project deliverables as per set project goals and objectives.

2.2 Specific Objectives

1. Provide training for 20 SOCADIDO staff on establishment, use and maintenance of a monitoring and evaluation system.
2. Facilitating establishment of an effective monitoring and evaluation system for the Project.

2.3 Scope of the assignment

1. Train staff on establishment, use and maintenance of a monitoring and evaluation system.
2. Establish a monitoring and evaluation system for the Project
3. Facilitate design of tools for data collection
4. Establish a data base for monitoring and evaluating project performance.

2.4 Expected Deliverables

The main outputs/deliverables will include the following:

- 30 staff trained on the establishment, use and maintenance of a monitoring and evaluation system.
- A monitoring and evaluation system for the project established
- A data base established to monitor project performance

3. Skills and qualifications of consultants

The consultant (s) or consultancy team will be selected based on the following criteria:

- a. Understanding of the assignment and quality of the expression of interest and work plan.

- b. Proposed budget.
- c. Demonstrable expertise on monitoring and evaluation and designing of monitoring and evaluation systems
- d. Track record in developing and conducting various types of evaluation and baseline studies including qualitative and quantitative data collection and (statistical) data analysis.
- e. Experience conducting trainings on monitoring and evaluation and other related areas

4. Application process and timeline

SOCADIDO invites interested individuals and firms to submit the following application documents:

- a. Expression of interest outlining how the consultant (s) meets the selection criteria and their understanding of the ToR and methodology;
- b. A proposed activity schedule / work plan with time frame;
- c. Copy of CV of the consultant (s) who will undertake the assignment, including list of previous assignments
- d. One recent example of similar Monitoring and Evaluation Framework developed by the applicant; if any.
- e. Financial proposal detailing consultant(s) itemized fees

Please address queries and applications to the Diocesan Development Coordinator, SOCADIDO, and Email: socadido@yahoo.co.uk

The deadline for applying is February 8th, 2019 and the assignment is expected to be accomplished within 30 working days upon signing of the contract.
http://www.socadido.org/pdf_files/ToR%20for%20Establishment%20of%20M&E%20%20System.pdf