**TERMS REFERENCE**

**Scope of work**: Development of an Activity Monitoring, Evaluation, and Learning Plan (AMELP) for the USAID/RDMA Mekong for Future project in the Greater Mekong region

**Place of work**: Desk research and online interviews

**Start Date**: As soon as possible

**Finish Date**: May 2021

**Deliverables***:* A completed Activity Monitoring, Evaluation, and Learning Plan (AMELP) for the USAID/RDMA Mekong for Future project in the Greater Mekong region

1. **Background information to the Services/Goods to be supplied**

WWF, the world’s leading conservation organization, seeks a Consultant for the USAID-funded Mekong for the Future project activity to be based in one of the five WWF Greater Mekong country offices (Viet Nam, Cambodia, Lao PDR, Myanmar).

Mekong for the Future is a three-year project that will support natural resources governance and transparency across the Greater Mekong through strengthening civil society's ability to engage in natural resource governance and improving their access to, and understanding of, environmental data from public and private sources. The project will strengthen the ability of civil society organizations in the region to coordinate their activities, improve their ability to advocate for and monitor environmental policies, increase transparency and improve their use of environmental data.

* Intermediate Result 1: National and international CSO coordination strengthened.
* Intermediate Result 2: CSOs and citizens better able to engage in policy development, oversight and advocacy.
* Intermediate Result 3: Increased transparency of natural resource policy and governance and citizen understanding of that information.
1. **Specific Services/Goods the Supplier will provide, including methodology and related information**

The consultant will lead the process of developing the Activity Monitoring, Evaluation and Learning Plan (AMELP) for the USAID/RDMA Mekong for Future project.

* Review in detail the USAID/RDMA Mekong for Future project NOFO and technical narrative to understand the scope of the work, the Theory of Change, the technical direction of the project and the indicative results.
* Supplement/ complete the Theory of Change based on the contextual analysis of the involvement countries.
* Supplement and complete the Result Framework based on the revised Theory of Change which integrated from different involved countries and or involving partners.
* Participate in the USAID Learns AMELP Clinic Training in order to understand the new formatting of the AMELP and the shift in direction in USAID standards in this respect (To Be Confirmed);
* Lead coordination of WWF country offices and technical partners on the AMELP process to ensure development of a mutually agreed upon plan, timeline and roles and responsibilities for document completion;
* Work closely with the COP, regional M&E team, technical leads, WWF offices and partners to develop an AMELP which should include\*:
1. Activity Theory of Change and Logic Model
2. Monitoring Plan development
3. Evaluation Plan
4. Learning Plan
5. Data Management
6. Roles, Responsibilities, and Schedule
7. Resources

\*Full guidance is available upon request.

In details:

* + Finalises the Theory of Change for the Activity;
	+ Makes explicit the project assumptions and includes Context Monitoring in order to monitor the assumptions, risks, and other external factors relevant to Activity implementation;
	+ Identifies the learning priorities for the Activity;
	+ Has a performance Monitoring Framework including performance indicators with Performance Indicator Reference Sheet (PIRS) for each with baselines and targets identified with appropriate disaggregation;
	+ Includes as needed non-indicator performance monitoring metrics;
	+ Includes an Evaluation plan including internal evaluations and external evaluations;
	+ Includes a Learning plan to ensure opportunity to pause, reflect, learn, and adapt throughout implementation;
	+ Ensures and documents an appropriate Knowledge Management system which includes data management, collection, storing, securing, and analysing as well as reporting and ensures data collected and utilised meets the data quality standards of validity, integrity, precision, reliability, and timeliness;
	+ Includes a hard-wired adaptive management approach which describes how monitoring, evaluation, and learning activities will inform and feed back into Activity implementation;
	+ Identifies respective partner roles and responsibilities regarding monitoring, evaluation, and learning tasks;
	+ Links the Activity to the strategies of RDMA and USAID bilateral missions in the target countries.
* Provision of a draft AMELP for comment by Implementing Partners and USAID AOR;
* Provision of a final AMELP which takes into account the comments of Implementing Partners and USAID AOR;
* Handover to incoming MEL expert of the AMELP and recommendations for Management Information Systems development.

A total 40 days, as estimated below, will be reimbursable for all the works to be completed including initial workshop participation, information compilation and drafting of the AMELP.

1. **Fees and payment terms**

For satisfactory provision of the Products in compliance with the Agreement, WWF Greater Mekong will pay the Supplier for a total 40 working days (In case the AMELP Clinic Training will not take place, the total number of working days will be reduced to 36). In order to apply, interested candidates need to provide a brief work-plan and quotation inclusive of all other expenses incurred and tax and summaries as follows:

| **No.** | **Activity** | **Expected outputs** | **Work Days** |
| --- | --- | --- | --- |
| 1 | Attend the USAID Learns AMELP Clinic Training (To Be Confirmed) | Be trained in the revised AMELP format | 4 |
| 2 | Desk review and meet with different WWF Country Office and involving partners | Develop an initial outline of the AMELP and a timeline and approach for completion | 10 |
| 3 | Draft AMELP | A draft of the AMELP which includes all stakeholders inputs and follows USAID standards  | 20 |
| 4 | Provision of final report  | Final report which addresses comments of reviewers  | 6 |

1. **Qualification required for the consultant:**
* Have experiences with USAID funded projects
* Have international experience in working with/in more than one of the target countries
* Have knowledge on biodiversity and conservation projects
* High responsibility and commitment
* Able to complete the task as deadlines