

APHR Consultancy Notice

A. Project Title

Lesson learning for better promotion of human rights and democracy in Southeast Asia

B. Background

ASEAN Parliamentarians for Human Rights (APHR) is a regional network of current and former parliamentarians who use their unique positions to advance human rights and democracy in Southeast Asia. We seek to help create a region where people can express themselves without fear, live free from all forms of discrimination and violence, and where development takes place with human rights at the forefront.

Our members use their mandate to advocate for human rights inside and outside of parliaments, regionally and globally. They work closely with civil society, conduct fact-finding missions, and publish recommendations and opinions on the most important issues affecting the region.

APHR was born out of the recognition that human rights issues in Southeast Asia are interconnected, and from the desire of progressive legislators to work together across borders to promote and protect human rights.

The APHR Secretariat is looking for a M&E Learnings Consultant to help support APHR's M&E and learning processes ensuring results reporting and showcasing the outputs and impact of its work and advocacy in the region and beyond.

C. Scope of Work

APHR is recruiting an M&E Learning consultant to support the conduct of several lesson learning exercises of the organization. The exercise will aid in the fulfillment of APHR's contractual obligation to donors. In line with this, the consultant will be responsible for the delivery of the following outputs:

1. Conduct five (5) MP interviews on Freedom of Religion or Belief and preparation of interview assessment report.
2. Development and finalization of the 2023 internal assessment report including facilitation of FGDs.
3. Development and finalization of the 2023 Annual Report and annexes with focus on results.
4. Support in the Annual Planning and development of 2024 Annual Work Plan.
5. Development and finalization of the 2023 Annual Report and annexes with focus on Norway MFA supported activities.

D. Expected Outputs and Deliverables

Expected Deliverables	Timeline
Signing of contract and Approval of Inception Plan	November 2023
Conduct five (5) MP interviews on Freedom of Religion or Belief and preparation of interview assessment report	November - December 2023
Development and finalization of the 2023 internal assessment report including facilitation of FGDs	December 2023 - January 2024
Development and finalization of the 2023 Annual Report and annexes with focus on results	January - March 2024
Support in the Annual Planning and development of 2024 Annual Work Plan	January - March 2024
Development and finalization of the 2023 Annual Report and annexes with focus on Norway MFA supported activities	January - March 2024

E. Institutional Arrangement

The M&E Learning Consultant will report to APHR's Executive Director in collaboration with the APHR's Programs Director.

F. Duration of Work

November 2023 to March 2024 (4 months)

G. Duty Station

This consultancy is purely remote and online.

H. Qualification of the Successful Contractor

- Bachelor's Degree in Political Science, Social Science, Development Studies or other relevant academic background; Masters' degree is preferred
- At least 5 years Monitoring and Evaluation experience, preferably on human rights programs
- Ability to design M&E tools, surveys, systems, and evaluations
- Capacity to produce high-quality briefs, proposals and reports in English

-
- Knowledge of the political context and human rights issues in Southeast Asia
 - Proactive and self-motivated with a proven ability to work independently and as part of a team; Strong interpersonal skills
 - Excellent presentation and organizational skills and attention to detail
 - Ability to meet tight deadlines in a high-pressure environment
 - Good level of proficiency in Windows Excel and quantitative analysis
 - Demonstrated ability to train and build capacity of others; and
 - Commitment to the objectives of the organization.

I. Recommended Presentation of Offer

Applicants may submit the following requirements to procurement@aseanmp.org with subject heading “**M&E Learning Consultant**” by **Sunday 26 November 2023**:

- Cover letter (1 page max) including why considers oneself as the most suitable for the assignment and proposed consultancy fees.
- Personal CV indicating all relevant past experience.
- Sample of previous M&E outputs.

Please note that only shortlisted candidates will be contacted.

APHR is committed to diversity and inclusion within its workforce, and encourages qualified candidates of all genders from all nationalities, religious, and ethnic backgrounds, including persons living with disabilities, to apply.
