

**APHR Consultancy Notice**

**APHR Monitoring and Evaluation (M&E) Consultant**

**A. Project Title**

APHR Monitoring and Evaluation (M&E) Consultant

**B. Background**

As part of the ASEAN Parliamentarians for Human Rights (APHR)'s efforts to strengthen its internal capacity, and after careful consideration of the circumstances and the work required for the current period, the annual planning process has revealed the need for more robust Monitoring and Evaluation (M&E) support to help determine the sustainability and strategic directions of the organization.

In addition to the objectives mentioned earlier, it is important to highlight that this year will involve key M&E and organizational assessments, which will contribute to the development of a 5-year strategic framework and a 3-year grant proposal. These assessments will provide valuable insights into APHR's performance and impact, guiding the organization's future direction and resource mobilization efforts.

Furthermore, it is worth noting that the organization's Board Executive Committee (ExeCom) has made a strategic decision to actively support and enhance the M&E processes at APHR. Recognizing the importance of robust monitoring and evaluation, the ExeCom has enlisted the assistance of the M&E Consultant to strengthen these processes. This collaboration aims to ensure the effective measurement of outcomes and the overall success of APHR's programs and initiatives.

**C. Scope of Work**

The Consultant will be responsible for the following tasks:

- Provide support and act as the focal point for the project impact evaluation, which will be contracted by the Swedish International Development Cooperation Agency (Sida).
- Coordinate and manage the collection and processing of data for the systematic assessment of the APHR Strategic Plan 2019-2024.
- Lead the development of a M&E that consolidates all activity inputs and results, including updating existing M&E systems and templates.
- Support the development and facilitate the process of creating a new APHR Strategic Framework, Theory of Change, and M&E Learning indicators for the period 2025-2030. This includes support work in conducting the Board Strategic Assessment and Planning Concept Paper and Program.

- Support the new Executive Director in the development of APHR's grant proposal, including the creation of a work plan and M&E indicators for the period 2025-2027.
- Collaborate with the program team to draft the APHR terminal report for the years 2019-2024 (including 2024 annual report), which will be submitted to APHR's core donors.

#### D. Expected Outputs and Deliverables

The expected outputs for this consultancy will include the following:

Expected Deliverables	Timeline
Midterm assessment report on the achievement of the strategic objectives to be used for the Board Strategic Assessment and Planning exercise	June - July 2024
Organization of the Board Strategic Assessment and Planning including the process report of the strategic assessment with the Board	(TBC)
Support the Development of APHR Strategic Framework, Theory of Change and M&E Learning Framework 2025-2030	May - June 2024
Development of an M&E system and updating of existing M&E templates and processes	May - June 2024
Coordination of the Sida-contracted program impact evaluation	June - August 2024
Support APHR's Grant Proposal, Work Plan and MEL indicators for 2025-2027	August - October 2024
Draft of the APHR Terminal/Completion Report 2019-2024 Core Program and 2024 annual report	October - December 2024

#### E. Institutional Arrangement

The Monitoring & Evaluation (M&E) Consultant will report directly to the Executive Director

#### F. Duration of Work

7 (seven) months from June to December 2024

**G. Duty Station**

Remote within ASEAN capital city

**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; and
- Commitment to the objectives of the organization.

**I. Recommended Presentation of Offer**

Applicants may submit the following requirements to [procurement@aseanmp.org](mailto:procurement@aseanmp.org) with subject heading "**M&E Consultant**" by **Tuesday, 28 May 2024**:

- 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.*

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