

## TERMS OF REFERENCE

**Use this section to create the Terms of Reference for your supplier. There are a number of example TORs provided below. Please delete any TOR template not in use, before submitting to your PO.**

### Purpose of the Evaluation:

As the Fair Rural Transitions programme takes shape, Porticus wants to bring on board a strategy, monitoring, evaluation, and lesson learning (SMELL) partner to accompany the programme over the next 2.5 years. The purpose of the partnership is to generate robust evidence of what is working well, and less well, facilitate learning, and support adaptation both at the programme and partner levels. From our reading of the Terms of Reference (ToR), we understand there to be five objectives to the partnership:

1. To shape the programme strategy in discussion with Porticus and partners, through strengthening the programme theory of change, and continuing to refine this during implementation, based on emerging evidence.
2. To design and support the implementation of a fit for purpose monitoring system which adds value to Porticus and its partners, by building understanding of progress and informing ongoing learning and adaptation.
3. Strengthen the capacity of partners to implement the monitoring framework and support evidence-based learning, through tailored Monitoring Evaluation & Learning (MEL) capacity support.
4. Through a range of evaluative efforts, interrogate causal links between the programme's activities and desired outcomes and provide a robust assessment of the programme and partner's contribution, particularly to policy change.
5. To facilitate engaging and creative learning across the programme, based on partners experiences of implementation and evidence, that informs ongoing adaptation of activities.

Role: MEL Specialist (Brazil)

Level of Effort: 32.5 days (inception & Year 1)

Dates: October 2021 – September 2022

### Responsibilities:

The MEL Specialist for Brazil, along with the rest of the core team, are responsible for the overall design and delivery of this evaluation. The MEL specialist for Brazil will lead on monitoring, capacity development and evaluation activities pertaining to the geographical region of Brazil, as well as providing support and expertise across the other geographies, where requested by the Team Leader, to ensure coherence and a holistic approach and encourage cross-geographic learning. Specific activities for the four components of the programme include:

### *Strategy:*

- Refine the Theory of Change by providing support on the preparation and contextualisation of evidence

#### *Monitoring:*

- The MEL Specialist will analyse the self-assessment responses of partners in Brazil and identify a sample for in-depth capacity strengthening.
- Support the development of a monitoring framework, and the roll-out of the framework amongst partners within Brazil. This will include facilitating interactive webinars with partners.
- Provide Monitoring capacity support to selected partners.
- Coding of data for Brazil to contribute to the annual synthesis and analysis of data

#### *Evaluation:*

- Support contextual baseline analysis for Brazil by providing technical support to programme partners to collaborate on analysis

#### *Lessons Learned:*

- Support the Team Leader in refining learning questions
- Provide capacity support for selected partners on learning, and on how to disseminate relevant lessons identified in the annual learning event

#### Team Structure and Reporting Lines:



The MEL Advisor for Brazil will work within the core team, collaborating with the other MEL specialists, the programme evaluator, and reporting to the Team Leader.