



Consultancy for Monitoring, Evaluation and Learning Framework for the Safe Schools Global Programme

1. Background

The Safe Schools Global Programme is Plan's response to the need to strengthen resilience and build a culture of safety in and through the Education Sector. The Programme is promoting an innovative approach to today's multi-risk environment, based on the Comprehensive School Safety Framework¹, which reinforces synergies and builds local capacity on comprehensive school safety, while linking to national, sub-national and local disaster management and education plans.

Since 2005, Plan has been integrating school safety into projects and currently has projects in 31 countries across Asia, Africa and Latin America and the Caribbean. In 2014, Plan's Safe Schools work was reaching 2,578 schools and over 500,000 children and their communities as well as local and national education authorities.

Plan has defined a Safe Schools Global Programme for the period of Plan's Financial Year 2015 to 2017 (FY15-FY17). The Programme works on two aspects: building Plan's external profile on Safe Schools in order to support advocacy and fundraising, and driving improvements to our own Safe Schools programming. The Safe Schools Global Programme is promoting a consistent, evidence-based approach to Safe Schools programming, and is encouraging the scaling up of this approach across the organisation. As part of this, Plan will develop a global monitoring, evaluation and learning (MEL) framework for our Safe Schools programming.

2. Scope of Monitoring, Evaluation and Learning Framework

In order to track and report on progress and promote accountability and learning in Plan's Safe Schools programming, the Safe Schools Global Programme will develop a global monitoring, evaluation and learning (MEL) framework. This will incorporate a set of common indicators for Plan's Safe Schools projects, and practical tools and processes for data collection and analysis at the country and global levels. At the global level, common indicators will allow for global level aggregation of the results of Plan's Safe Schools programming. This will enable the Safe Schools Global Programme to track and report on progress and provide information which can be used for communications, advocacy and fundraising purposes. At the field level, indicators and associated guidance will support the design and implementation of M&E systems for individual projects.

Indicators will be consistent with the Safe Schools programming model and enable measurement of both outputs and outcomes of Safe Schools projects. Data collected should be disaggregated by gender and age, where relevant. Care will be taken to limit additional data collection and reporting burden on Country and Regional offices; indicators and processes should be aligned with existing M&E systems and procedures. It should be recognised that individual projects are at different stages and take different approaches to M&E. This will result in an additional level of complexity in the task of defining a global MEL framework. Indicators

¹ The Comprehensive School Safety Framework has been developed and endorsed by, inter alia, UNESCO, UNICEF, UNISDR, GFDRR, IFRC, INEE, Save the Children, World Vision and Plan International.

defined under this framework may be used to contribute to inter-agency work on Safe Schools indicator development.²

Guidance will also be provided to Country Offices on monitoring, evaluation and learning processes in Safe Schools projects. These will be aligned with the Plan-wide M&E procedures, currently under development. It is hoped that monitoring will be supported by Poimapper software, which can be used for reporting, storing and analysing the data.

In line with the Safe Schools Global Programme objectives, the framework should have a learning component, which will enable good practices and lessons learned from implementation to be captured and shared.

3. Purpose of the work

To develop a framework to support monitoring and evaluation and learning under Plan's Safe Schools Global Programme.

Objectives

- To define the overall approach to monitoring, evaluation and learning for Safe Schools projects under the Safe Schools Global Programme, and in the context of Plan's existing systems and processes.
- To identify key output and outcome indicators for Safe Schools projects, based on existing M&E frameworks used in Plan's programming and external best practice and donor requirements.
- To identify methods and tools for data collection and analysis of indicator information and develop corresponding guidance for users
- To identify practical management processes, related to monitoring, evaluation and learning, including clear schedules, responsibilities and interdependencies.

Deliverables

The following outputs will be expected from the consultant:

1. An analysis of existing M&E processes used in Safe Schools projects. This should include a mapping of current indicators used in Plan's Safe Schools projects and identification of new indicators according to the Safe Schools programme model.
2. A MEL framework for Plan's programming under the Safe Schools Global Programme.
3. Guidance on MEL tools and processes to support consistent implementation.

4. Time plan

It is anticipated that this work will take approximately 15 days over two months, to allow time for reviewing and commenting on drafts. The expected process and time frame for the work is as follows:

1. Workplan agreed (*end February 2015*)
2. Review of current Safe Schools M&E systems and indicators submitted. This should be based on a desk review of examples of projects from all four Plan regions,³ and discussions with key Plan

² Work is being undertaken by members of the Global Alliance for Disaster Risk Reduction and Resilience in the Education Sector (GADR3ES), of which Plan is a member.

³ Plan's operating regions are Asia, East and Southern Africa, Latin America and the Caribbean and West Africa.

personnel involved in implementing Safe Schools projects. It should also draw on an external literature review. (*mid March 2015*)

3. First draft of MEL framework submitted for review by the reference group (*end March 2015*)
4. Revision of first draft and submission of final draft of MEL framework (*early April 2015*)
5. First draft of MEL tools and processes submitted for review by the reference group (*mid April 2015*)
6. All final outputs delivered (*end April 2015*)

Throughout the process it is expected that the consultants will provide short weekly updates on progress, and be available for (virtual) review meetings after each stage of the review.

5. Experience and skills requirements

This task requires the following expertise, skills and competencies:

- Demonstrable experience in developing monitoring, evaluation and learning frameworks.
- Proven capacity for analysis of complex, cross-sector programmes.
- Practical development programme experience and understanding of field realities.
- Excellent written and verbal communication skills.
- Ability to read Spanish
- Knowledge and experience of disaster risk reduction
- Knowledge of school safety programming is desirable.

6. Roles and Responsibilities:

a. Consultant will:

- i. Develop a detailed workplan for completing the objectives of the consultancy, consistent with the timeframe proposed in section 4.
- ii. Maintain strong and effective communication with Plan throughout the duration of the consultancy, including being available for (virtual) review meetings after each stage of the process.
- iii. Adhere to the agreed time plan and deliver all deliverables.

b. Plan will:

- i. Develop a ToR for the consultant, including agreed clear objectives and expectations.
- ii. Provide relevant internal documents
- iii. Facilitate contacts with staff, making staff time available and providing explicit management support for the process.
- iv. Set up a reference group for the work to provide ongoing support to the consultant during the process, including feedback on drafts of outputs.
- v. Provide a contract to the service provider
- vi. Pay for the services rendered within 30 days of satisfactory completion of work

7. Terms & Conditions:

- i. All financial bids should be inclusive of all costs related to the work, no additional costs will be covered. No field travel will be required for this consultancy

- i. Individual consultants or companies will be asked to sign a child protection policy as this is critical for the work that Plan does
- ii. No advance will be paid for the work
- iii. Selection process and awarding of contract will be done immediately after the closing date.
- iv. The assigned consultant/company will organise their transport and accommodation during the process should they visit the international headquarters.
- v. The agreed cost will be paid to the recruited consultant/ company after the satisfactory delivery of work upon receipt of letterheaded invoice in accordance with Plan payment policies.
- vi. All consultants/companies will be checked for anti-terrorist before awarding of contract.

8. Returning of bids

To respond to this TOR, please submit:

- A sample of previous work, relevant to this consultancy,
- An operation plan proposing how the work will be done and how the objectives above will be met (max 5 pages). This will be subject to review and negotiation .
- A copy of your CV and details/expertise of your institutional affiliation if applicable
- An all inclusive financial proposal for the work, including daily rate
- Details of two references (not more than 2 years old)

Applications should be submitted to Alison Wright (Alison.Wright@plan-international.org) by **20th February 2015**