



Terms of Reference

1. POSITION TITLE	Monitoring and Evaluation Expert – CONSULTANT for IUCN-TRAFFIC
2. LOCATION	Pretoria, South Africa
3. GRADE	

4. REPORTING RESPONSIBILITIES

The reporting responsibilities of this position are as follows:

Reporting to;	
4.1 Direct Reporting Line	Reporting Areas
Senior Program officer for INL Program	
4.2 Functional Reporting Line	Reporting Areas
The Program manager INL Wildlife Crime	

- Direct reports indicate those staff members this position directly reports to, and is responsible for performance appraisals of this position.
- Functional Reports indicate staff this position reports to or interacts with and who this position is accountable to for the specific function.

Reported by;	
4.3 Direct Reports	
4.3.1 Permanent Direct Reports	Reporting Areas
4.3.2 Temporary Direct Reports	Reporting Areas
4.4 Functional Reports	Reporting Areas
4.5 External Reports	Reporting Areas

- Direct reports indicate those staff members directly reporting to this position, and this position is responsible for performance appraisals of.
- Functional Reports indicate staff reporting or interacting with this position and who are accountable to it for the specific function.
- External Reports indicate subcontracted parties reporting to this position, and providing at least 50% of their time to IUCN.

5. Background

This position will work closely with IUCN-TRAFFIC's Program Manager of the INL Wildlife Crime training to ensure that Monitoring and Evaluation of this program is undertaken in a manner required by the regional office of TRAFFIC East/Southern Africa and the Donor for the INL program.

6. Specific Duties

More specifically, the roles and responsibilities of the M&E consultant will be as follows:

The successful candidate will

- serve as an internal evaluator and work with programme and project staff to monitor and evaluate the programme's training and mentoring components.
- be responsible for reviewing and contributing to the M&E framework, developing an approach to collect, analyze and interpret the framework's data,
- use these data to encourage team reflection, learning, improve the program, and contribute to quarterly reports.
- conduct a minimum of five formative training assessments, and design and implement one midterm and one final evaluation.
- Prepare and Compile M&E reports compatible with US Department of State reporting requirements

Elaborate on deliverables

Planning of M&E – includes

Formative and Adaptive evaluations to assist in improving the course and mentoring deliverables

1. Theory of Change
2. Results based framework
3. M& E Plan

7. Skills/ Experience and Key Competencies required

- A Bachelor's Degree or a National Diploma in an appropriate field to undertake Monitoring and Evaluation
- Minimum of three years working experience in a similar role in the NGO/development sector;
- Familiar with the South African environmental context
- Familiar with US Department of State reporting requirements
- Have extensive experience developing M&E frameworks, designing and facilitating theory of change and theory of action processes, and bring knowledge of how to measure mentoring and training programs in the environmental sector.
- Experience with Developmental Evaluation is an advantage.
- Fluency in written and spoken English is essential;
- Highly motivated and results-oriented individual and able to work independently;
- Excellent interpersonal skills and a strong team player with proven communication and diplomacy with the ability to work effectively with multicultural and multidisciplinary teams
- Sound organizational skills and ability to prioritize and deliver assignments as required and ability to work under pressure to meet tight deadlines;
- Commitment to continuous learning and proactive and mature attitude towards self-development;
- Able to travel when required.

8. Evaluation criteria for scorings

Criteria	Score out of 100%, where lowest tender shall be 100 , and higher prices as % of the lowest price.	score
Price	100	100
Ability to undertake duties (based on Proposal)	50	50
Skills and experience	50	50
Final score. *		[best score out of 200 selected]

* Traffic is not obliged to awarded the score to the highest scoring proposal.

9. Other relevant information

TRAFFIC anticipates an average 5-7 days work per month for 20 months, with travel to selected provinces.

This consultancy is expected to start by 15 March 2017.

If interested, please submit (via email) CV(s), for the person or team, including an overall (all inclusive) budget to undertake the consultancy, which includes the cost of four trips to Gauteng for attendance at meetings (2 days each, including travel), and ten provincial trips (2 days each, including travel).

The CVs and other relevant documents must reach the Program manager, Marcel Kroese (marcel.kroese@traffic.org) no later than 5 pm on 3 March 2017.

No late submission will be considered.