Term of Reference

Consultative Service for the Facilitation of Training on Project Management and Monitoring, Evaluation, and Learning (MEL)

Background

Ethiopian Human Rights Council (EHRCO) is a non-governmental, non-profit-making, non-partisan and membership-based organization legally registered by the Ethiopian Civic Society Authority with registration number 1146 and is currently working as a human rights civil society. It was established in October 1991 by 32 founding members from academia, business, and other professionals. EHRCO is an organization that strives for the establishment of a Democratic system, the prevalence of the Rule of Law, and respect for Human Rights. EHRCO works in situation monitoring, investigating, and reporting on Ethiopia's human rights situation at its core. Furthermore, EHRCO investigates, documents, and reports on (often serious and widespread) human rights violations and has specialized in targeted monitoring such as prisons, trial proceedings, free legal aid, and election monitoring. Additionally, EHRCO is involved in various projects and programs focusing on issues related to human rights.

In recognition of EHRCO's contribution over three decades of work in the human rights arena, it has been awarded different awards. Recently, EHRCO received the 2022 human rights award from the German section of Amnesty International.

The Call

The Ethiopian Human Rights Council is implementing a Project titled 'Strengthening of the Integrity of the Electoral Process and Promotion of Public Confidence' and is looking to commission 2 consultants to facilitate a four-day capacity-building training on project management and Monitoring, Evaluation, and Learning (MEL) between May 22-25, 2023.

Objective

The objective of the training is to bolster trainees' capacity in the areas of the:

1. Basic concepts, principles, and characters of project (as opposed to program and portfolio),
2. Project performance dimensions,
3. Project life cycle,
   - Project identification and formulation,
   - Risk and Stakeholder Analysis,
   - Project design,
   - Project implementation,
   - Project closure,, exit and sustainability, and
   - MEL
4. The meaning and benefits of project management (including what makes a successful program management), and
5. Types and approaches of project management
   - Resource and financial management
   - Time management
   - Intellectual property, data, and asset management
   - Compliance and reporting,
   - Safeguarding and so forth

Scope of the Work

In light of this, EHRCO is looking to commission 2 consultants to design and implement the four-day training on project management and MEL for 33 trainees between May 22-25, 2023.

Expected Deliverable:

The key deliverable for this consultancy service are;

1. An Inception Report of the training shall capture what the facilitators make of the present TOR and shall include a well-detailed description of the training plan, including the schedule, scope, approaches, methodologies, and deliverable of the training. The Inception Report shall be shared with EHRCO for review within a day after communication for selection has been established.
2. Training materials, PowerPoint presentations, pre- and post-tests with multiple choice and "True and False" questions, and training agendas shall be shared with EHRCO two (3) days before the launch of the training event.
3. Deliver a four-day training on project management and MEL for 33 participants between May 22-25, 2023, and
4. A final report of the training shall be submitted three (3) days after the completion of the training. The reports should include a detailed analysis of the training delivery process, results achieved, participant evaluation, main conclusions, and recommendations for EHRCO's future work.

Methodologies:

The consultant is required to;

1. Identify the most effective delivery methods and suitable training instruments for participants to achieve the training objectives and measurable outcomes, including appropriate training methodologies (interactive lectures, brainstorming, case studies, etc.);
2. Develop a detailed training schedule, agenda, and materials to be shared and approved before the launch of the training;
3. Prepare pre and post-assessments (to be filled at the beginning and end of the training, respectively);
4. Deliver a four day training for 33 trainees from May 22-25, 2023.

Timeframe

The consultants are expected to conduct the four-day training on project management and MEL for 33 trainees between May 22-25, 2023.

Applicant Qualification

Consultant interested in this social media consultancy is required to have the following qualifications.

A. Master's degree in Project Management, MEL, Business Administration or related field.
B. Minimum 3 years of experience and exposure to issues related to Project management and MEL.
C. Sound experience with project-related work within the local civic space;
D. Very good facilitation, communication, and presentation skills;
E. And awareness and sensitivity to gender and social inclusiveness.

Modes of Communication

- All modes of communication should be in Amharic and English during the workshop; and
- The workshop materials should be prepared in Amharic and English.

Documentation Required

A. Technical proposal;
B. Financial Proposal;
C. Updated CV and experience certificate(s); and
D. Legal renewed license including TIN certificate (If applicable).

How to Apply

Interested qualified applicants should send the above documents to email: info@ehrco.org and CC to gelilagalileetafe@gmail.com with the subject written as **"EHRCO- Project Management & MEL Training"** no later than May 16, 2023, 6:00 LT.

NOTE:

- This call is solely for the above-mentioned activities; it is not permanent employment.
- Applicants that do not follow the procedures will be disqualified immediately.
- EHRCO can amend this TOR at any time if it is necessary before reaching an agreement.

EHRCO has a zero-tolerance stance toward sexual harassment, exploitation and abuse, and child abuse in any form, perpetrated by our staff, members, or any associated personnel against anyone.