



AIPI

" A Partnership between BITMi
and Rwanda ICT Chamber "



Consultancy tender: Monitoring & Evaluation | Access International Partnerships in IT (AIPI)

Introduction

This consultancy tender outlines the terms of reference for the monitoring and evaluation for the AIPI project. The M&E plan aims to track progress, identify challenges, and document outcomes to ensure that the project achieves its objectives. This ToR document will guide the M&E team in their activities and responsibilities.

Background

Rwanda ICT Chamber in partnership with the Bundesverband IT-Mittelstand e. V. (BITMi) together are implementing a partnership project that is of great benefits to their respective member companies and both ICT ecosystems at large.

Our project is supported by the globally active, non-profit Sequa gGmbH as part of the special initiative "Training and Employment" of the German Federal Ministry for Economic Cooperation and Development (BMZ). Under the brand "Invest for Jobs", the special initiative has put together a package of offers to support German, European and African companies in their job-promoting engagement in Africa.

The main objective of the planned and ongoing activities is to implement measures that make an important contribution to increase prosperity, employment, business cooperation and improving the investment frameworks in order to facilitate further economic development and

growth in the ICT field in both countries. Creating new jobs and improving existing ones are focus areas as well as success indicators.

Objectives

The M&E plan aims to achieve the following objectives:

- To monitor the project's progress towards achieving its objectives, results and the impact of the project.
- To assess the relevance, effectiveness, efficiency, sustainability, and impact of the project.
- To identify and address any challenges or issues encountered during the implementation of the project such as indicators, that cannot be achieved fully or within the given timeframe.
- To document and share lessons learned from the project to inform future programming and decision-making.

Scope:

The M&E plan will cover the entire project cycle, including planning, implementation, and post-project phases. The M&E team will be responsible for collecting and analyzing data from various sources, including project stakeholders, beneficiaries, and partners.

Responsibilities

A monitoring and evaluation (M&E) consultant is responsible for designing and implementing systems that measure the effectiveness and impact of the mentioned international partnership. The following are some of the key duties and responsibilities of a monitoring and evaluation consultant:

- Developing an M&E plan and framework for the project. The consultant should develop detailed plans that outline the specific activities that will be carried out to monitor and evaluate the project including data collection tools, data analysis procedures and reporting schedules.
- Establishing data collection methods and tools, including surveys, interviews, and focus group discussions.
- Conducting evaluations: the consultant is mandated to carry out evaluations to assess effectiveness of project's program & processes using appropriate evaluation tools and

methodologies. Among processes include accounting processes, supporting documentation, data collection tools and derive suggestions towards compliance with project's documented processes.

- Facilitating learning: the consultant should work with project staff to facilitate the transfer of knowledge of activities in the pipeline to gather information to use in the evaluation process.
- Collecting and analyzing data on project outputs, outcomes, and impact. The consultant should analyze the data collected during monitoring and evaluation activities, using appropriate statistical and analytical techniques, to draw conclusions about the effectiveness and impact of the project or program.
- Providing feedback on assignment progress to the project team and stakeholders and coordinating data collecting arrangements when necessary.
- Conducting evaluations of the project's relevance, effectiveness, efficiency, sustainability, and impact.
- Reporting and presenting findings: the consultant will be responsible for preparing and presenting reports to stakeholders, including project managers, funders, and senior management. These reports should clearly communicate the findings, recommendations and lessons learned from the monitoring and evaluation process.

Deliverables

The M&E team will produce the following deliverables:

1. M&E plan and framework: the plan that outlines how the monitoring and evaluation plan will be implemented along with the timeline.
2. Data collection tools and templates: Monitoring and evaluation experts will create materials and templates for future assessment purposes.
3. Periodic M&E reports: Monthly report capturing findings and status of monitoring progress.
4. Monitoring & evaluation reports: A comprehensive monitoring & evaluation containing lessons learned and recommendations of best practices and next steps.

Experience and Qualifications

- Minimum of 3 years of proven experience in the field of monitoring and evaluation or related field.
- Experience working on similar projects, preferably in the ICT sector.
- Experience working in a multicultural environment
- Reliable time-tracking and absorption of briefingsSelf

- General mental agility: creativity, improvisation, speed, logical thinking, structured problem solving, etc.

Duration of the contract

The consultancy period is presumed to be 4 months from the date of official assignment kickoff. More details will be provided upon the beginning of the assignment.

Application process and deadlines

The expression of interest must be submitted to the AIPI project via email info@aipi.rw with the subject line containing title of the assignment not later than **June 16th 2023 at 6:00 pm** Kigali time (GMT +2).

Application should contain:

<i>Consultant (Individual)</i>	<i>Consultant (Firm)</i>
<ul style="list-style-type: none"> • Resume • Cover letter (motivational letter) • Implementation proposal • Financial proposal 	<ul style="list-style-type: none"> • Resume (team to work on the assignment) • Cover letter (motivational letter) • Implementation proposal • Financial proposal

Note: Rwanda ICT Chamber/AIPI will respond to any question received prior to the due date, and may, at its sole discretion, respond to requests received later than the due date. Rwanda ICT Chamber.