



Terms of Reference

For

Consultant (s) to develop Monitoring Evaluation and Learning Policy and Operational Procedure Manual for Intersex Asia

Position: Consultant for the development of Monitoring Evaluation and Learning Policy and Operational Procedure Manual

Location: Home-based (Remote working)

Report to: Executive Director of Intersex Asia (IA)

Contract period: 30 days (tentative)

Application deadline: 20 December 2024

1. Who are we

Intersex Asia is an autonomous regional network of intersex-led organizations and individuals from Asian countries that work to support, educate, and advocate for the rights and lives of intersex individuals and raise awareness on human rights violations and discrimination faced by intersex communities.

Intersex Asia was established when 12 intersex people representing organizations and communities from Hong Kong (China), India, Indonesia, Myanmar, Nepal, Pakistan, Philippines, Taiwan, Thailand, and Vietnam came together to attend the first Asian Intersex Forum, which took place in February 2018 in Bangkok, Thailand.

For more details about the Intersex Asia, please click [here](#)

2. Scope of Consultancy work

The hired consultant(s) is expected to develop a comprehensive MEL Policy and Operational Manual for Intersex Asia for guiding the results management function of the organization which includes enhancing program effectiveness, ensuring accountability to stakeholders, and fostering a culture of learning within the organization with objectives of improving decision-making processes, optimizing resource allocation, and demonstrating impact to donors and beneficiaries. Additionally, the consultant will deliver training sessions to Intersex Asia staff, ensuring their understanding and effective utilization of the manual's content. More specifically, the consultant is expected to;

- Clarify the procedures and processes for undertaking monitoring, evaluation, and learning within Intersex Asia.
- Enhance staff understanding and effective utilization of Intersex Asia's MEL policy and operational manual by providing training sessions in relevant areas.



3. Scope of work

The consultant will be responsible for the following tasks:

- **Review:** Conduct an in-depth review of Intersex Asia's MEL processes and practices to identify strengths to consider and weaknesses to address
- **Stakeholder consultation:** Facilitate consultations with key stakeholders, including program staff, management, and board members.
- **Theory of Change (ToC) development:** Develop a clear and concise ToC that visually depicts how Intersex Asia activities contribute to its stated goals.
- **Intersex Asia's MEL Architecture:** This is to present the key components of the MEL system, data and information flow, and the key documents generated through MEL processes.
- **Data analysis and reporting component:** Develop a system for data analysis and reporting, including procedures for data cleaning, analysis, and presentation of findings in clear and concise reports.
- **Dashboard/platform:** Recommend a user-friendly digitized dashboard tool or platform for data visualization. This platform should allow users to easily access, explore, and analyze MEL data, including trends and progress over time.
- **Learning component:** Design a process for capturing and sharing lessons learned from Intersex Asia's programs and activities. This may involve:
 - Establishing a system to document and share lessons learned.
 - Facilitating learning workshops and peer exchanges among staff.
- **Capacity building:** Deliver a training workshop on MEL principles and practices for Intersex Asia staff, with a specific focus on data analysis, interpretation, and using the MEL dashboard/platform.

4. Methodology

The assignment will be conducted using various methods such as but not limited to:

1. Desk review of relevant documents.
2. Key informant interviews with staff and relevant stakeholders.
3. Co-creation meeting on manual section design and review



4. Any other methodology deemed appropriate by a consultant for achieving the objectives of the consultancy.

5. Expected deliverables and schedule

The consultant is expected to deliver the following deliverables:

- An inception report outlining the proposed approach, a methodology work plan for manual development, and a timeline.
- MEL Architecture based on a well-defined Theory of Change of Intersex Asia
- Draft MEL Policy and Manual of Intersex Asia
- Final MEL Policy and Manual of Intersex Asia
- Conduct trainings for staff to build their capacity on the Monitoring, Evaluation, and Learning (MEL) policy to ensure its effective implementation.

Final consultancy report. This should include a summary of key findings, recommendations, and outcomes of the consulting assignment, including insights gained from the analysis, strategy development process, and training sessions.

6. Academic profile, experiences, skills

To fulfill the requirements of this consultancy, the candidate should possess:

- At least a master's degree in monitoring and evaluation, social sciences, development studies, or a related field,
- Demonstrated a minimum of five years of experience in designing and implementing MEL frameworks and systems, preferably for non-profit organizations, research institutions or think-and-do tanks.
- Familiarity with MEL methodologies, tools, and software platforms commonly used in the field, such as logic models, theory of change frameworks, and data visualization tools.
- Experience in developing training materials and conducting capacity-building sessions on MEL for staff members, ensuring their understanding and proficiency in using the manual and associated tools.
- Excellent communication skills to engage stakeholders, facilitate discussions on MEL requirements and expectations,
- Positive references and a proven track record of success in developing MEL frameworks, manuals, and training programs.



- Excellent written and oral communication skills in English

7. Duration

The consultancy contract is set to be in effect for a maximum of 30 days. The contract period is negotiable.

8. Reporting

The Consultant will closely work with the program manager under the overall direction of the Executive Director of IA.

9. Application process

- a. A cover letter outlining how the candidate or firm meets the above qualifications.
- b. A maximum of 5 pages' Technical Proposal to Intersex Asia interpreting the terms of reference and elaborating the consultancy methodology and design, the level of effort required to deliver the assignment fully, and a work plan and budget (cost application) for undertaking the assignment.
- c. The consultant's Resume.
- d. Copies of three similar assignments undertaken in the last 5 years and clients' contacts, as well as contact details of three referees from organizations that have recently contracted the consultant to similar or related work for the last 2-5 years.
- e. A finance proposal – detailed breakdown of costs, disclosing all relevant budget items for completing this assignment.

How to Apply:

Please send your complete application to program.manager@intersexasia.org no later than **20 December 2024** with the subject line "Application Monitoring Evaluation and Learning Policy and Operational Procedure Manual Consultant."

Note:

- We kindly ask for your understanding that, given the large number of applications we receive, we will only be able to follow up with those candidates who have been shortlisted for further consideration. We are grateful for your interest in our organization and for taking the time to submit your application.

Intersex Asia's equal opportunities statement:

- Intersex Asia aims to ensure that all full-time and part-time employees, potential employees, and other individuals will receive equal treatment, including access to employment, training, and opportunities for promotion, regardless of any personal attribute, including but not limited to



- color, nationality, national or ethnic origin, race, gender, sexual orientation, gender identity, gender expression, domestic circumstances, marital status, pregnancy, trade union membership,
- Gender reassignment, health status, HIV status, religion or belief, age, sexuality, sex characteristics, bodily diversity, and disability.
- We strongly encourage individuals who identify as intersex, as well as those from diverse ethnic and racial backgrounds, to submit their applications.
- We strive to ensure the accessibility of our recruitment process for all applicants, including those with special needs. If you require any accommodations or assistance, please do not hesitate to inform us. We are committed to providing a fair and inclusive experience for all candidates.