

Scope of Work for Sister Funds MEL Consultant Urgent Action Sister Funds



About the Sisterhood:

The Urgent Action Funds (the Sister Funds) comprise a global sisterhood of four independent funds (*Urgent Action Fund – Africa; Urgent Action Fund – Asia and Pacific; Urgent Action Fund – Latin America and the Caribbean; Urgent Action Fund for Women’s Human Rights*) each dedicated to strengthening the resilience and security of women human rights defenders and their organizations and movements. The Sister Funds have a twenty-year track record in the successful provision of rapid response security and protection support to WHRDS, maintaining an average response of just 24-72 hours and making urgent support accessible via online, secure, simple applications that are available in multiple languages 24 hours/7 days/365 days each year.

The Rapid Response Grantmaking model is a unique funding model that allows urgent and timely financial response to women’s rights organizations for strategic, unanticipated and urgent interventions that advance women’s rights or protect the lives of women human rights defenders who often find themselves targeted for their activism.

The Sister Funds also implement alliance building and advocacy initiatives in collaboration with other human rights organizations including ground-breaking initiatives, research and publications; provide women with tools needed for strategic engagements and policy advocacy and to encourage knowledge and information sharing in critical areas affecting women’s rights. The Sister Funds, together, weave a global network of support to women’s human rights struggles everywhere.

About the Role:

The Sister Funds are seeking a Consultant to assist with the design and implementation of a shared monitoring, evaluation and learning (MEL) framework and system that will enable the Sister Funds to showcase our collective impact of the rapid response grantmaking model and collaborative efforts across the globe.

The Consultant will also help the MEL Working Group (WG) - composed of MEL officers from all the Sister Funds - develop a shared and centralized MEL system, including the identification of shared outcomes and indicators, learning and evaluation questions, tools development, data collection, analysis, and learning discussions and reflections.

In partnership with the MEL WG, the Consultant will help develop shared practices and protocols for joint data collection and analysis that is linked to our Theory of Change, learning and evaluation questions, and outcomes and indicators. The consultant will coordinate and work closely with the Sister Funds’ MEL WG members and will report to UAF - WHR (Urgent Action Fund for Women’s Human Rights). The Consultant will be based remotely and will work virtually with the MEL WG.

The Consultant will work with the MEL WG to develop a structured work plan and deliverables for the next three years from 2021 until 2023.

Responsibilities:

1. The consultant will work with the MEL WG to develop a shared MEL framework that is in line with the Sister Funds' Theory of Change (ToC). The MEL framework will include the following:
 - a. evaluation and learning questions
 - b. outcomes and indicators
 - c. methodology/approach
 - d. evaluation ethical standards
 - e. data collection tools
 - f. guidance on data analysis (aggregation and disaggregation) and data categorization
2. Review existing documents, integrate relevant recommendations from previous reports, and assess, build and refine from our existing work and systems.
3. The consultant will conduct a short re-assessment of each SF MEL, help identify shared MEL capacity building training needs and provide training capacity as identified.
4. The consultant with the MEL WG will test/pilot and refine MEL framework components. The consultant will work closely with the MEL WG team to support the institutionalization of shared evaluation principles, practices and approaches across the Sister Funds.
5. The consultant will explore a secure data platform and software for storage and analysis, which takes into account data security.
6. The consultant will coordinate secure data collection in congruence with our timeline, clean data, conduct data analysis, and identify key trends and learning (working closely with MEL WG on the analysis).
7. MEL Consultant in collaboration with the MEL WG will co-facilitate learning discussions and present findings to SF staff as learning and reflection points via revisiting our TOC.
8. Attend relevant meetings with the MEL WG members and other Sister Funds staff members, as necessary.

Qualifications and experience required:

The Consultant is contracted based on their experience in monitoring and evaluation, and excellent knowledge of the feminist evaluation approach, as well as other complementary evaluation and learning approaches. Experience in evaluating complex partnerships implemented in multiple countries and knowledge of feminist and women's rights organizations and movements are a plus.



Skills and Competencies:

- 5-10 years of MEL experience; highly preferred previous work with feminist, social change and/or political organizations
- Experience in evaluating complex partnerships implemented in multiple countries
- English and Spanish and French (desirable)
- MEL database; Productivity tools (i.e. MS Office Suite, Libre Office); statistical software knowledge and experience
- Data management experience
- Ability to juggle multiple deadlines or tasks
- Able to work with limited time and in response to changing needs
- Ability to work in different time zones and cultural settings; travel as needed
- Good communication, interpersonal and liaison skills

Duration of Contract:

The Consultant will be contracted for an initial duration of 6 months. Future contracts may be negotiated depending on deliverables, performance and availability of funds. We aim for the engagement to start in March 2021. The project will last until 2023.

Location and Reporting:

The Consultant will be based remotely and will report to Urgent Action Fund, located in Oakland, CA.

How to apply:

Applicants/bidders fulfilling the above-mentioned requirements should submit their detailed CV with a client list, budget with daily rates, and a letter of motivation explaining why they are interested, and how they see their experience may contribute to the UAF Sister Funds' work.

The CV, budget/rates and letter should be sent **via email to:** consultants@urgentactionfund.org with the **subject line SF MEL Consultant**.

Bidding Deadline: January 8th, 2021.

We strongly encourage proposals from communities of color, Global South and/or minorities to apply.