Terms of Reference

Asia Pacific Programme MEL Framework and Baseline Survey

1. General Information

Title of Consultancy: Asia Pacific Programme MEL Framework and Baseline Survey
Application Closing Date: 23 February 2020
Consultancy Start and End Date: 6 March 2020 to 7 June 2020
Location of Consultancy: Remote, with potential for one in-person meeting

2. Background

Transparency International (TI) is the global civil society organisation leading the fight against corruption. Through more than 100 chapters worldwide and an international secretariat in Berlin, Germany, TI raises awareness of the damaging effects of corruption and works with partners in government, business and civil society to develop and implement effective measures to tackle it.

Transparency International aims to achieve change in two main areas: policy and institutional change and behaviour change. However in some contexts, raising awareness is a big achievement in itself. Since 2014, TI has been using its Impact Monitoring Approach with the aim of building a more robust body of evidence of what works to stop corruption and to improve our learning and accountability.

The Asia Pacific team in the Berlin Secretariat is about to commence the TI Indo-Pacific Partnership for Strong, Transparent, Responsive & Open Networks for Good Governance 2020-2023. The programme seeks to contribute to policy and behaviour change across the region, leading to more effective anti-corruption enforcement, and ultimately to the reduction of corruption. The programme focuses on leveraging TI’s added value as an anti-corruption movement with national, regional and global presence, to strengthen civil society’s ability to influence and actively participate in efforts to strengthen good governance in the Indo-Pacific region towards: (1) Informed, engaged and active public demand for accountability, (2) responsive, effective and accountable governance frameworks, and (3) a strong, independent and active TI civil society anti-corruption voice in the region. This programme also has clear commitments to working toward gender equality and this should also be well captured in the MEL framework.

3. Objective

Transparency International is looking for a consultant to contribute to the Asia Pacific Programme’s design by finalising the MEL framework with regards to the appropriate targets and indicators, and establishing a baseline for the programme.

Sub-granting to TI chapters for national-level projects will take place in the first quarters of 2020. As part of this, we seek to capture the current situation both nationally (for countries included in the programme) and regionally against which programme progress can be measured or compared to assess impact and achievements.

To do this, the consultant will:
1. Finalise the programme MEL framework, including setting up appropriate targets and indicators.
2. Develop and conduct a baseline assessment aligned to the goals, outcomes and outputs of the programme. Adding to the background information we have already collected through the programme design phase, this will ensure a full picture.

It is expected that the consultant take a gender-sensitive, inclusive and participatory approach.

4. Expected Deliverables and Timeline

<table>
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<tr>
<th>Date</th>
<th>Deliverables</th>
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<tr>
<td>28 February 2020</td>
<td>- Call/interview with top candidates for Q&amp;A, clarification, etc.</td>
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<td>- Decision on consultant made and communicated</td>
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<td>6 March 2020</td>
<td>- Briefing call to start the work</td>
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<td>18 March 2020</td>
<td>- Design and methodology for the baseline study;</td>
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<td>- First draft of the MEL framework targets, indicators, collection sources</td>
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<td>25 March 2020</td>
<td>- Draft of data collection tool(s)</td>
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<td>1 April 2020</td>
<td>- Final design and methodology for the baseline study;</td>
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<td>- Final data collection tools</td>
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<td>- Second draft of MEL framework</td>
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<td>6 April 2020</td>
<td>- Conduct baseline data collection</td>
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<td>24 April 2020</td>
<td>- Submit clean dataset and documented qualitative data</td>
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<td>4 May</td>
<td>- Draft baseline assessment report, fully describing initial conditions and situations against which we can measure progress and the effects of the programme in future evaluations.</td>
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<td>May 2020</td>
<td>- Final baseline assessment report</td>
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<td>- Final MEL framework</td>
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Approximately 12 consultancy days is estimated, with the potential for additional time if travel for an in-person meeting is required.

All submissions are required in English, in electronic form, in accordance with the deadlines. The Consultant is responsible for editing and quality control of language. The TI secretariat retains the sole rights with respect to all distribution, dissemination and publication of the deliverables.

5. Selection Criteria

- Demonstrated experience and expertise in monitoring, evaluation and learning;
- Expertise in quantitative and qualitative data collection and analysis;
- Demonstrated experience working on transparency, accountability and good governance;
- Experience in gender responsive programme evaluation;
- Experience of working in the Asia Pacific region (an advantage);
- Experience of working with clients in civil society, particularly advocacy-oriented NGOs;
- Strong verbal and writing skills in English.
- Ability to potentially travel to Korea for a meeting to take place end of May/beginning of June and to work remotely for the rest of the work

6. Remuneration and Cost

The Consultants should provide their estimated total fee as a lump sum or as standard daily or hourly rates, before any VAT or other charges.
For Consultants based in the EU, EEA and Switzerland

Transparency International e.V. (Secretariat), (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486. In order to determine the Value Added Tax (VAT) implications of this tender, we kindly request that Consultants fill out the **VAT Form for Tenders/Vendor Form** (instructions inside the form) and submit the completed and duly signed form along with their email application.

The link to the VAT Form for Tenders/Vendor Form is available below.

7. Application Submission

The application should include the following documents in English:

- Letter describing your motivation and qualifications for the assignment;
- Curriculum vitae;
- A cost estimate of the above-mentioned services and outputs;
- A short overview of how the work will be approached, which methods will be used;
- Completed vendor form and VAT questions;
- Sample of relevant written work in English (confidentiality guaranteed);
- Nominate any period where you would be available between 11:00am-3:00pm (Berlin time) on 28 February 2020 (and provide a phone number or skype contact) for a 15 min conversation should we need to follow-up.

Please email your application package in English by close of business on 23 February 2020 to AP-MELConsultancy@transparency.org.

Please note that only shortlisted applicants will be contacted.

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**Guidelines for handling overhead and travel expenses**

1. **Overhead**

Regular overhead expenses associated with the Consultants maintaining their place of business, such as rent, telephone, utilities or stationary, are included in the Consultant’s professional fee, except where explicitly agreed otherwise in the contract.

2. **Travel**

2.1 Travel and accommodation expenses will as far as possible, and where applicable, be recovered from the institutions and companies hosting events or using the outputs provided by the Consultant.

2.2 Where such cost recovery is not possible, all travel is subject to prior approval by TI-S staff responsible for the financial management of the Project or TI Budget Line that will support the costs of travel. TI shall not issue travel advances to the Consultants. For accommodation or travel by air, rail or coach, they will instead have to contact TI-S that will make travel arrangements on the Consultant’s behalf.

2.3 All travel booked by TI-S will include **travel health and accident insurance** with worldwide coverage and Economy class only; accommodation will aim to achieve best value for money up to a 4-star category.
2.4 Consultants shall be entitled to invoice TI-S **only** for local transportation and visa cost (if applicable).

2.5 Subsistence allowance (per diems) and expenses for individual meals cannot be claimed. These are part of Consultant's business expenses.