

## Terms of reference MEAL Consultancy

### 1. Introduction

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The Galilee Foundation is a London-based charity established in 2007 to support the Palestinian indigenous community living in Palestine/Israel through educational and cultural initiatives. The Galilee is a grant-making and grant-receiving British charity, providing grants to strengthen and support a number of our on-the-ground implementing partners in Palestine/Israel. The Foundation's vision is to contribute to breaking the cycle of poverty and marginalisation by offering Palestinian youth the opportunities to access higher education in Palestine/Israel and by supporting civil society initiatives with a focus on education.

The Foundation's programmes are categorised in the three key themes:

- Education
- Cultural Enrichment
- Capacity development

[Please visit our website for more information.](#)

As we continue to support more implementing partners with their core-funded and project-funded programmes, we need to establish clear and consistent monitoring and evaluation practices that standardize the way in which we measure the impact of the Foundation's work.

### 2. Purpose

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Galilee Foundation is looking for a Consultant is expected to create an **organisational Monitoring, Evaluation, Accountability and Learning (MEAL)** system that will act as a guiding system for the Foundation's programmes and projects. The MEAL system will help Foundation staff show the causal link between the activities that are implemented and the changes that are being sought. The Consultant will also create a MEAL system that serves all our different types of programmes and projects. This system will also feed into the creation of standardised reporting templates that can be used to capture the impact of the Foundation's programmes, from initial proposals to the end of programme cycle.

**We expect the Consultant to fulfil the following activities:**

1. Identify key organizational goals that can be used to measure the impact of both core-funded and project-funded programmes
2. Identify, document and establish an organizational criteria to assess new proposals for future partnerships.
3. Identify key programme indicators and targets to standardize the information the Foundation should use to measure with that can be consistent for both core-funded and project-funded programmes.
4. Identify data collection methods and sources to be used by Programmatic staff
5. Identify and document how the Foundation ensures data quality and validation with its implementing partners.
6. Identify, document and institutionalize procedures to be employed by Foundation staff for reporting and disseminating impact data.

7. Identify, document and institutionalize the ways in which the Foundation collects monitoring and evaluation data from its implementing partners through the creation of multi-purpose reporting templates to be used for both core-funded and project-funded programmes.
8. Support the Foundation with setting an annual MEAL budget to improve its processes year by year.

### 3. Expected outputs

Phase	Expected outputs
<b>Organisational M&amp;E system</b>	<ul style="list-style-type: none"> <li>• Design and implement an Organizational MEAL system, which documents the Foundation's:               <ul style="list-style-type: none"> <li>○ Programme goals</li> <li>○ Indicators and targets</li> <li>○ Data collection methods</li> <li>○ Data quality and validation</li> <li>○ Reporting processes</li> <li>○ MEAL budget policy</li> </ul> </li> </ul>
<b>Reporting documentation and templates for implementing partners</b>	<ul style="list-style-type: none"> <li>• Create a set of standardized templates that will cover the activities and outcomes of both core and project funded programmes:               <ul style="list-style-type: none"> <li>○ Templates for initial proposals for prospective partners (both narrative and financial) that could serve as a baseline as well</li> <li>○ Reporting templates for interim (6 month) progress reviews (both narrative and financial)</li> <li>○ Reporting templates for end of year progress reviews (both narrative and financial)</li> <li>○ Reporting templates for end of project reviews (both narrative and financial)</li> </ul> </li> <li>• Support the Foundation's implementing partners with understanding these new forms and how best to document the important work that they do</li> </ul>

### 4. Methodology

As it is difficult to assess how much work will be involved, the Consultant will use their experience and knowledge to the best of their ability.

### 5. Contact persons

The Consultant will report directly to the Foundation's Acting Managing Director and will liaise with the Programmes and Operations Officer.

### 6. Timeframe

We aim to contact successful candidates in the first week of February to arrange interviews. We would expect work to be completed by 31 March 2020.

## **7. Location**

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The Consultant will be expected to be self-sufficient administratively and all work is likely to be conducted in the Foundation's offices in London. Fees will need to cover any expenses made while conducting the consultancy. We are open to consultants working remotely.

## **8. Consultant profile and experience**

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The ideal candidate to undertake this work will have:

1. Proven experience of designing MEAL systems that feed into supporting on-the-ground programmes and partners
2. Experience working in education and/or development
3. Knowledge and working experience in high-quality report-writing based on accurate and precise analysis and findings
4. Experience of training implementing partners on how best to collect and record data in reports
5. Fluency in English and Arabic is desirable

## **9. Selection of consultant**

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Interested candidates should submit an expression of interest including proposed methodology, along with CV, and an expected costing to our team via Email <[admin@galileefoundation.org.uk](mailto:admin@galileefoundation.org.uk)>.

The proposal from the Consultant must include:

1. A detailed CV (maximum 1 page) and covering letter (maximum 1 page) showing a track record, describing relevant previous work and including details of other organizations for whom work has been completed
2. Outline of availability and capacity over the proposed period of contract
3. Two references (names will suffice at proposal stage)
4. An outline of the proposed methodology, expected outputs and outcomes
5. Confirmation of proposed timeframe and key milestone
6. Outline of proposed costs and suggested schedule for payment, all inclusive of VAT

Please note that comments on the proposed approach and any alterations and suggestions are most welcome. Applicants may be requested to submit additional information.

### **Application Deadline:**

Proposals should be addressed "Tender for MEAL Consultancy" and sent to our team via Email: <[admin@galileefoundation.org.uk](mailto:admin@galileefoundation.org.uk)> by 17:00 GMT on Friday 31<sup>st</sup> January 2020.

**Email address:** <[admin@galileefoundation.org.uk](mailto:admin@galileefoundation.org.uk)>