

## Terms of Reference

<b>Position Title:</b>	Monitoring, Evaluation and Learning (MEL) Consultant
<b>Contract Period:</b>	50 working days
<b>Reports to:</b>	Director, National Languages Equality Advancement Project (NLEAP), Colombo

### Introduction

A Strategy Framework for the implementation of Sri Lanka's Official Languages Policy has been developed and approved by the Ministry to guide the stakeholders in identifying respective roles and functions as well as to formulate institutional mechanisms to enable collective and collaborative actions for the implementation of OLP.

The strategy also provides an overarching national framework to ensure the effective and efficient implementation of OLP and a Policy Framework on Promoting Gender Equality and Women's Empowerment in the Delivery of Language Rights. Under this strategy, the relationship between the long term expected results of the OLP (i.e., every citizen to receive government services in the language of choice) and anticipated activities of different organizations accountable for implementing the OLP is outlined in a Sector Results Framework.

A Medium-Term Action Plan has also been prepared by the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government to operationalise the Strategy Framework. This Action Plan effectively links the above Sector Results Framework with the Results Framework of individual government organizations and institutions.

The performance of the Government in the implementation of the OLP is measured against a set of predetermined indicators. Collecting, analysing, and reporting data for these indicators not only serves this accountability function but, if used correctly, can be a powerful learning tool to support ongoing adaptation and course correction in the implementation of the OLP.

A key area of measure is the present status (quantity and quality) of the provision of bilingual services in the country. Currently, there is no government-wide mechanism for collecting, aggregating, analysing, and reporting on this. This data is important for the assessment of the performance of duty-bearers as well as rights-holders, in providing for accessing services to citizenry in the language of their choice. Disaggregated baseline information (and subsequent data collection points) is necessary to engage in meaningful planning for the performance of the respective OLP roles, functions, and responsibilities.

One of the problems with the implementation of OLP is low availability of information on the status of bilingual service provision. This information is necessary to monitor progress of OLP related interventions.

### Guidance and Direction to OLP Implementation.

The role of providing necessary guidance and direction for the implementation OLP rests with the Ministry. The National Languages Division is largely responsible for monitoring and reporting on the performance and progress of the OLP. It uses the results/outcomes outlined in the results matrix in the OLP Medium Term Action Plan to do this.

Specifically, the Medium-Term Action Plan defines the functions of the NLD as follows:

**At the Programme Outcome level:** Policy oversight and programme coordination strengthened for efficient and effective delivery of bilingual services.

**At the Intermediate Outcome level:** OLP monitoring, and reporting system established and functional providing routine and regular reports to government, stakeholders and citizens.

**At the Output level:** NLD/Ministry supports the establishment of a system for localized monitoring of the OLP that feeds into the monitoring system mentioned above.

Description: The MEL Consultant shall provide technical support to the NLD/Ministry for the establishment and initial operation of a simple but effective sector-level monitoring and reporting information management (MIS) system to support the collection, disaggregation, analysis and reporting of OLP performance data. This includes establishing a feeder system or mechanism that supports the transfer, cleaning aggregation/disaggregation, and validation of performance data received from individual government organizations.

**VERY IMPORTANT:** The systems developed MUST be aligned with and give consideration to existing MEL and data management capabilities of the NLEAP and participating government organizations.

	Tasks	Number of days
1	Research and review of the following: A. OLP Strategy Framework, Medium Term Action Plan and Results Frameworks. B. Thorough review of existing MEL mechanisms within NLD/Ministry, departments and/or other Ministries from across the GoSL C. Research on simple but effective MEL systems based on the requirements identified.	8
2	Meetings with NLD/Ministry/NLEAP and other stakeholders before undertaking an organizational-level needs assessment of NLD/Ministry and select individual government organizations responsible for implementing the OLP. The assessment shall focus specifically on and only engage those personnel responsible for the MEL or planning functions.	6
3	Based on the identified needs and data collection requirements, outline a proposed MEL system that is proportionate to these needs and requirements.	7
4	Make a presentation on the proposed MEL system to NLD/Ministry/NLEAP and get feedback.	1
5	Design a detailed monitoring and reporting system. This shall include the design and data management process map, development of data collection tools, data registry/database, and NLD/Ministry/organization data collection manual. This will also include template for 74 subnational institutions to report on progress on Language Plans at the 6 <sup>th</sup> month mark of implementation.	10
6	With approval from NLD/Ministry leadership/NLEAP, test and pilot the MEL system beginning with NLD personnel and at least two other sub-regional government organizations.	5
7	Make a second presentation/demonstration of the system with a focus on the data base and data input/feeding functions and obtain feedback.	1
8	Develop a user manual (Guidebook) of the monitoring and reporting information management (MIS) system developed.	5

9	Review the translated manuals in Sinhala and Tamil languages. (NLEAP will provide support to Translation, typesetting and printing of the manuals/guidebooks)	2
10	Using a TOT approach, carryout training sessions for NLD officers and select sub-national government organizations on the M&E system (3 1-day sessions)	5
	<b>Total number of days</b>	<b>50 days</b>

## Knowledge and Skills Requirements

- Advanced degree in Social Sciences, Statistics, Development Studies, Computer Science, or equivalent professional experience. Education in computer software application relevant to data-based management systems would be an added advantage.
- Minimum of 15 years of MEL experience within the public or NGO sector.
- Demonstrated understanding of current MEL principles, practices, and advances.
- Must have proven experience leading the design, testing, maintaining, and managing of at least two (2) project or program-level MEL systems in the last 10 years.
- Preference for candidates with experience designing simple but effective systems that draw from multiple collection points; each with multiple users who have varied MEL experiences.
- Experience working with large data sets including data management systems for aggregating, cleaning, and analysing large volumes of data.
- Background working with the Government sector, different partners and stakeholders
- Experienced trainer with experience designing and delivering capacity development /training support related to MEL/M&E sector.

**Duration:** 50 days.

**Closing Date:** 21 November 2022.

## Application Procedure:

Interested applicants should submit a cover letter and CV and by closing date to [info@nleap.lk](mailto:info@nleap.lk) with subject line “NLEAP MEL Consultant Recruitment”.