



Research, Care and Training Programme – Family AIDS Care & Education Services (RCTP-FACES)

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**TERMS OF REFERENCE**

Consultancy For The

Provision of M&E Services For The electronic Maternal Child Health Record (eMCHR) Project

In Homabay County (Suba-Mbita Sub Counties)

<b>ORGANISATION'S NAME</b>	<b>Research Care and Training Program- Family AIDs Care and Education Services (RCTP- FACES)</b>
<b>CONSULTANT</b>	
<b>PROJECT TITLE</b>	electronic Maternal Child Health Record (eMCHR)
<b>CONSULTANT SPECIFIC ASSIGNMENT</b>	Consultancy For The Provision Of M&E Services For The electronic Maternal Child Health Record (eMCHR) Project In Homabay County (Suba-Mbita Sub Counties)

## **A) Background**

RCTP–FACES NGO is implementing a DfID funded project in Homabay that seeks to implement an electronic system in the Maternal and Neonatal Child Health (MNCH) department with the aim of reducing maternal and neonatal mortality within the sub counties of Suba and Mbita in Homabay County, Kenya. The system comprises an Open Source EMR (OpenMRS) integrated with a text messaging platform and biometrics where the 4 key MNCH registers used by the Kenya MoH for collecting patient level data have been digitized and biometrics used to longitudinally link the mother-baby pair records across the registers. The SMS platform is used to alert the health care providers of key missed opportunities.

We seek to engage the services of an organization or individual (herewith known as “consultant”) for M&E consultancy. The consultant will be responsible for high level technical support for developing and implementing the project's M&E plan to ensure accurate monitoring and evaluation of project performance in line with outlined objectives. The consultant will also facilitate the effective mainstreaming of M&E and data management throughout the project, as well as ensuring wide sharing and dissemination of accurate and up to date data on key project priorities, internally and externally.

## **B) Objective**

Provide high level technical support for implementing the project's M&E plan in line with outlined project objectives.

## **C) Activities**

- i. Data consolidation and management for reporting and decision making
- ii. To record, manage and preserve monitoring and evaluation data in a safe and accessible way
- iii. To analyze and discuss findings based on regular monitoring data
- iv. Provide technical support on M&E and evidence-based recommendations to the project team and donor
- v. Participate actively in project planning process and support the project team in developing weekly, monthly, quarterly and annual reports.
- vi. Assist in building capacity of project team on Monitoring, Learning and Evaluation (MLE)
- vii. Assist project leadership in designing, coordinating and conducting project evaluations (monthly, quarterly, annually and end-line)
- viii. Participate in conducting Project Data Review
- ix. Support project team in producing and disseminating research findings by providing relevant input

## **D) Deliverables**

The following deliverables are expected from this consultancy, noting that the intellectual property generated will belong to RCTP-FACES:

- i. Completed project quantitative data collection tools
- ii. Clean and reliable project data for analysis, reporting and evaluation
- iii. Complete quantitative evaluation of the eMCHR project pre, mid and post project implementation
- iv. Successful dissemination of project results
- v. Compile monthly report on eMCHR program target achievement

## **E) Timeline**

The consultancy is expected to take a maximum of seven (7) months.

## **F) Organization's Role**

1. To provide all the available documentation and information related to the project that may be needed by the consultant in pursuing the tasks under this ToR.
2. To be responsible for payment for the consultancy using agreed upon payment frequencies.

## **G) Consultant Profile**

### **Essential**

### **Professional Qualification**

- Bachelor or masters' degree in statistics or any other related disciplines
- Knowledge and understanding of project monitoring and evaluation, systems, tools and designs
- Understanding of the current M&E trends and especially M&E systems in development organizations

**Qualifications for Organizations:**

- Detailed description of the organization- (include a website link if available)
- Portfolio of previous M&E projects done.

**Desirable**

- Proficiency using data management software e.g. SPSS, STATA, MS Excel, etc.
- Knowledge of participatory research methods, participation action, and learning

**Experience**

- Minimum 3 years' experience in monitoring and evaluation
- Experience in monitoring and evaluating development projects
- Experience of field data collection
- Skill and experience of doing report writing
- Experience of conducting research will be a distinct advantage
- Experience of organizing lesson-learning sessions

**Skills**

- Monitoring and evaluation techniques, processes and tools
- Data collection and management
- Analytical and research skills
- Attention to detail as well as has good strategic thinking.
- Excellent computer knowledge with command on MS Excel among other packages of MS Office
- Communication skills for presenting monitoring findings

**Personal Qualities and Others**

- Good interpersonal and communications skills
- Assertive and willing to engage others internally and externally to cooperate for the interest of the project.
- Have good leadership skill
- Time management and ability to prioritize multiple tasks
- Self-motivated person able to work without close supervision
- Able to work effectively in a diverse team environment
- Willing to work additional hours at crucial times