

Terms of Reference assignment 'M&E in COVID-19 times'

Position	M&E&L expert
Activity Name, description and number	11419.3, Capacity and Institution Building Working Group
Name of Expert	Kaia Ambrose
Background on the CIB Working Group	<p>The Capacity and Institution Building (CIB) Working Group of the world organization of United Cities and Local Governments (UCLG) is a technical platform for professionals from Local Government Associations (LGAs) and individual local governments active in the field of capacity development and local government development cooperation.</p> <p>The overall objective of CIB The Working Group aims to advance the effectiveness and quality of international policies and programmes of local and regional governments and their associations. The CIB achieves its purpose by exchanging knowledge and information, enabling cooperation among its members and within UCLG. All to achieve concrete results on the ground, all around the world.</p> <p>Learning, exchange and coordination of programmes At its annual meeting and other (online) events, the CIB Working Group members discuss developments in local government development cooperation, in order to enhance the quality of their work, and to coordinate activities and programmes in order to avoid overlap and duplication of efforts. Developments in the field of Monitoring, Evaluation and Learning are also a recurring topic within the CIB Working Group</p> <p>Members The CIB Working Group is a voluntary community of practitioners, members of United Cities and Local Governments (UCLG), who are engaged in international development cooperation.</p> <p>Leadership The CIB Working Group is chaired by VNG International, the international cooperation agency of the Association of Netherlands Municipalities (VNG).</p>
Context for current Terms of Reference	One of the objectives of the CIB Working Group is to build a common knowledge base and learning community on programming methodologies to contribute to a more effective programme approach. In the context of the work plan 2021, members of the CIB Working Group recently participated in a webinar on using data to advance gender equality in international municipal capacity programmes.

	<p>CIB member organisations indicated in this event and in other meetings that Monitoring, Evaluation and Learning practices are impacted by the COVID-19 crisis and evolving as a result. Members indicated that it would be very useful to learn more about how others are reviewing their monitoring, evaluation and learning techniques in view of the more distant delivery of their programmes and to jointly move forward in this regard.</p>
<p>Aim of this assignment</p>	<ul style="list-style-type: none"> • Identify how CIB member organisations have adapted their monitoring, evaluation and learning techniques and practices over the past 8 months, as a result of the COVID-19 crisis and the ban on international travel. Identification of good experiences, practices, difficulties, dilemmas and lessons learned – also in projects and programs which only started just before or during the pandemic. • Showcase these good experiences, difficulties, dilemmas and lessons learned in a brief paper/publication, where possible with concrete guidelines/tips and tricks/tools. Practices from the CIB network can be complemented with other outcomes from desk research. • Enhance learning within and between CIB member organizations on how to manage monitoring, evaluation and learning at distance, through the publication of the paper/toolkit mentioned above and the facilitation of a webinar on this topic in early January 2021.
<p>Activities to be performed</p>	<ol style="list-style-type: none"> 1. Desktop research on distant M&E&L techniques – relevant available materials will be provided by the CIB secretariat 2. Develop the survey 3. Survey disseminated among CIB member organisations, to identify good practices, lessons learned etc. <i>Please note: The CIB Working Group secretariat can reach out to the members early December, mentioning this assignment and introducing the expert to the members.</i> 4. Administer survey and collate responses 5. Interviews with a maximum of 6 CIB member organizations planned on the M&E&L practices in COVID-19 times
<p>Outputs (expected deliverables)</p>	<ul style="list-style-type: none"> • List of questions/survey • Collected responses on the survey • Scheduled list of interviews with CIB members

Approximate number of working days and planning	The assignment is for a total of maximum 4,5 working days. Travel days, weekend days, holidays and vacation, and days of illness cannot be considered as working days.
Period of the assignment	1 December 2020 – 30 December 2020
Place of the assignment	Home based
Annexes	CIB M&E&L publications from previous 4 years COVID-19 position paper of CIB UCLG work on COVID-19 Additional Documents from FCM and VNG will be provided
Contact details	We invite applicants to express their interest to the CIB Secretariat via: Jessie Post - jessie.post@vng.nl Stan Abma - stan.abma@vng.nl or uclg.cib@vng.nl