Request for Proposals
Strengthening NCDA’s monitoring, evaluation, accountability and learning (MEAL) systems and processes
22 March 2021

Background

The NCD Alliance (NCDA) is seeking to appoint a consultant – individual or firm - to strengthen our organisational approaches, processes and capacity to monitor, evaluate and learn from our work, impact and performance.

As part of the process to develop the new NCDA Strategy 2021-2026, an independent evaluation was conducted by Global Health Visions (GHV) in July 2020 to review NCDA’s performance over the last strategic period (2016-2020) and inform the new strategy. Driving improvements in our monitoring, evaluation and learning systems, processes and capacity was highlighted by the GHV evaluation as a key recommendation.

With a bold and ambitious new Strategy in place for 2021-2026 based upon an agreed theory of change, it will be important for NCDA to articulate and demonstrate our achievements and tell the stories of where and how our work is making a difference to people at risk and living with NCDs around the world. We are therefore seeking a consultant to strengthen our monitoring and evaluation processes and systems.

Our approach to monitoring, evaluation, accountability and learning (MEAL) during the strategic period 2021-2026 must include the mechanisms, processes and data that help us to:

- **Measure and demonstrate our strategic impact.** We will articulate specific results we will seek to achieve to advance NCD prevention and care, and measure our progress toward achieving those results through outcome indicators, sharing our successes, challenges and learning in doing so.

- **Be accountable to our members, and donors and partners.** We recognise the importance of sharing information on our progress, results and learning with our key stakeholders that entrust NCDA with resources to do this work, and to seek their feedback.

- **Ensure and increase the quality of our work.** We will prioritise the timely and widespread use of knowledge generated by our M&E system be used for learning and improving the quality of our programmes and advocacy and communications work.

Scope and objectives

There are three priority areas that have been identified in order to strengthen NCDA’s M&E processes and capacity for the next strategic period, as outlined below. The scope of work for this consultancy will focus on 1 and 2 initially (with scope for the consultant to support the training required in 3, if relevant expertise and applicable):

1. Develop a **Results Framework** for the new 2021-2026 Strategy. The Results Framework will incorporate the impact, outcome and output indicators necessary for monitoring progress against the new Strategy, as well as the data sources, means of verification, baselines and the frequency of monitoring. It will reflect attribution and contribution of NCDA’s work.

2. Develop a robust and standardised **monitoring, evaluation, accountability and learning (MEAL) system** and processes at organisational and programmatic levels. This will include an overall system and approach to monitoring, evaluation, reporting, and learning; a sub-set of Key Performance Indicators (KPIs) drawn from the Results Framework to routinely monitor and measure progress and impact; systems for reporting on performance (e.g., Annual Report, quarterly Board Meetings,
reporting to donors and partners); and the processes and approaches for strategic and programmatic evaluations that will facilitate continuous learning and improvement.

3. **Strengthen NCDA’s organisational capacity and expertise in M&E.** We will be training staff on the M&E system, Results Framework and processes that are put in place, as well as upskilling and training on M&E to build expertise across the team and build it into staff’s work and responsibilities.

**Timetable and key deliverables**

The consultancy will commence on execution of the contract, ideally early April 2021. The project is expected to be completed by June 2021, taking an estimated 15-20 days. A summary of the deliverables and key dates are outlined below:

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<th>Deliverables</th>
<th>Dates</th>
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<td>A short inception report, including outline and approach to Results Framework, and an overall approach for developing the MEAL system.</td>
<td>Mid-April</td>
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<tr>
<td><strong>A Strategic Results Framework</strong> for 2021-2026, with impact, outcome and output indicators, Means of Verification (MoV) and data sets, baselines, and frequency of reporting.</td>
<td>First draft due end of April. Final version to be complete by 10 May.</td>
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<td>The draft will be shared with the NCDA Board and key staff for input and comments.</td>
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<td>The final version will be approved by the NCDA Board on 18th May.</td>
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<tr>
<td><strong>A MEAL system</strong> for 2021-2026, including KPIs for routine monitoring, systems for reporting, and processes for strategic and programmatic evaluations.</td>
<td>First draft due early May. Final versions complete by early June.</td>
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<tr>
<td>The draft will be shared with key NCDA staff for input and comments.</td>
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Please note that the 15-20 days outlined above does not include work towards the 3rd priority area (training), as this is outside the scope of this RFP.

**Required skills, experience and knowledge**

- Extensive monitoring and evaluation (M&E) knowledge and expertise, with experience of the NGO sector.
- Experience in developing strategic results frameworks, and M&E and performance management systems for international organisations/NGOs, including in the field of advocacy.
- Experience in NCD or global health programme monitoring and evaluation an advantage.
- Solid understanding of indicators at the process, output, outcome and impact levels and different approaches to M&E.
- Able to demonstrate a sensitivity and awareness to other people and cultures.
- Ability to design, plan, organise, and implement projects and tasks within an allotted timeframe and with room for flexibility.
- Ability to work with the NCDA team in a professional manner to achieve a common goal.
- Excellent verbal and written communications skills, in English.
Submission of proposals

Interested consultant(s) should submit the following:

- Capability statement and CV of the consultant(s) assigned to the work – highlighting relevant experience.
- Web links, if available on a sample of work of the consultants.
- Proposal, outlining objectives, description of the methodology(ies), list of outputs/deliverables, project plan (including timeline and key milestones), cost proposal (including daily rate of all consultants).
- Indication of capability for potential future work on priority area 3.
- 2 references of similar work completed previously.

The proposal must be submitted to info@ncdalliance.org by COB on 31 March 2021.

Evaluation of proposals

Shortlisted suppliers may be invited to discuss their proposals in more detail at NCDA’s discretion.

NCDA, at its sole discretion, will select the successful proposal.

NCDA reserves the right to keep confidential the circumstances that have been considered for the selection of the offers.