Terms of Reference – LEARNING LEAD – Monitoring, Evaluation and Learning (MEL)

Background

ODI Global has received funding from Coefficient Giving, through its donor-advised fund at the Silicon Valley Community Foundation, to strengthen the monitoring, evaluation and learning (MEL) of the ODI Fellowship Scheme. The initiative seeks to better understand the Fellowship's long-term impact on alumni career trajectories and contributions to host institutions.

As part of this work, ODI Global is seeking a consultant Learning Lead to provide technical leadership for the design, implementation, and documentation of MEL activities and systems for the Fellowship Scheme

Purpose of Assignment

The consultant will lead the design and delivery of a comprehensive MEL approach for the ODI Fellowship Scheme. This includes developing a MEL framework and associated tools, conducting qualitative research with Fellowship stakeholders, facilitating learning processes, and generating evidence and recommendations to strengthen future programme delivery and impact measurement.

Work Contracted

The consultant will be responsible for the following activities

MEL Framework Development

- Develop a MEL framework aligned with the Fellowship Scheme's Theory of Change
- Finalise a sustainable MEL Framework, MEL Plan and data collection tools for the Fellowship's future use.

Data Collection and Learning

- Review and revise data collection tools in line with the MEL framework
- Pilot new data collection tools and approaches in line with the MEL framework, capturing regular feedback from Fellows, host agencies and the fellowship team

Qualitative Research

- Design and conduct interviews with:
    - Former Fellows in senior positions to understand the role of the fellowship experience and network in their career
    - Fellows' current employers to assess the Fellowship's contribution to Fellows' performance and employer decision-making

Outcome Harvesting

- Work with an Outcome Harvesting expert to design, facilitate and write up findings of outcome harvesting workshops in three key fellowship countries.

Learning and Knowledge Management

- Review examples of ongoing collaboration between Fellows and their host colleagues to identify learnings and inform programme MEL design
- Lead the documentation of learnings, including designing and facilitating team workshops to interrogate and identify key actions and next steps

Reporting and Communications

- Draft external-facing versions of findings reports
- Produce internal learning outputs and recommendations.