

CL Myanmar
Terms of Reference (ToR)
Consultancy (Conducting Post- Distribution Monitoring)

Service/Work Description	Consultancy (PDM)
Location of Assignment	Dawei and Palaw Township
No. of Position	1 Position
Report to	CL
Duration	One Week (from Signing of the agreement)
Travel Percentage	50%
Expected Start Date	July 28,2025
Application Closing Date	June 18,2025 (5:00 PM) Myanmar Time

CL Organization

BACKGROUND

CL is committed to ensuring accountability, transparency, and effectiveness in implementing its projects. As part of its ongoing efforts to improve program quality, CL is conducting a Monitoring and Evaluation (M&E) process for the post-distribution activities carried out in Dawei and Palaw Townships. This exercise aims to assess the distribution's effectiveness, identify areas for improvement, and gather feedback from beneficiaries.

OBJECTIVE OF THE ASSIGNMENT

The primary objectives of the M&E process are:

- To assess the efficiency, timeliness, and quality of the distribution process.
- To determine the satisfaction levels of beneficiaries with the goods or services received.
- To identify gaps, challenges, and lessons learned for future distribution activities.
- To ensure compliance with established guidelines and accountability standards.

SCOPE OF WORK

The consultant/team will:

1. Develop or update an M&E framework tailored to the post-distribution process in the target areas.
2. Conduct field visits to the targeted villages within Dawei and Palaw Townships.
3. Facilitate interviews, focus group discussions (FGDs), and surveys with beneficiaries, community leaders, and other stakeholders.
4. Analyze data and provide insights on:
 - Distribution logistics and efficiency.
 - Beneficiary satisfaction and feedback.

- Challenges encountered during the distribution.
 - Recommendations for improvement.
5. Prepare and submit a comprehensive report, including findings, analysis, and actionable recommendations.

METHODOLOGY

The M&E process will involve a mix of qualitative and quantitative methods, including:

- Beneficiary satisfaction surveys.
- FGDs with community members and distribution committees.
- Key Informant Interviews (KIIs) with local authorities and stakeholders.
- Review of distribution records and feedback mechanisms.

DELIVERABLES

The consultant/team is expected to deliver:

1. An inception report, including the M&E framework, methodology, and tools, within one week of contract signing.
2. A draft report summarizing findings and preliminary recommendations within one week of fieldwork completion.
3. A final report incorporating feedback from CL submitted within one week after receiving comments on the draft.
4. Presentation of findings to CL.

TIMELINE

The M&E process will take One week from the signing of the agreement.

REQUIRED QUALIFICATIONS

The ideal candidate/team should possess:

- Proven experience in conducting M&E activities, particularly in post-distribution processes.
- Knowledge of the local context and fluency in relevant languages.
- Strong analytical, report-writing, and presentation skills.
- Experience with humanitarian accountability standards, such as SPHERE or CHS.

REPORTING

The consultant/team will report to CL and work closely with field staff and other relevant departments.

PAYMENT TERMS

Payments will be made in installments as follows:

- 30% upon submission and approval of the inception report.
- 40% upon submission of the draft report.
- 30% upon acceptance of the final report and presentation.

CONFIDENTIALITY

All information gathered during this assignment will be treated as confidential and used solely for the purposes of this project. The consultant/team must adhere to CL's data protection policies.

APPLICATION PROCEDURE

Interested consultants/teams are requested to submit:

- A technical proposal outlining the approach and methodology.
- A financial proposal with a detailed budget.
- CVs of key personnel.
- Examples of similar work conducted previously.

Interested Individual Consultancy/ Trainers to hrteams83@gmail.com. Only Shortlisted candidates will be called for an interview. Late applications will not be considered.

“CL is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct at all times (both during work hours and outside work hours)”.