



Terms of Reference
Monitoring, Evaluation & Learning Consultant

Background

Founded in 2012, Seed Global Health (Seed) has built a strong reputation, forged meaningful and trusted partnerships, and demonstrated significant impact in strengthening health systems by building the capacity of human resources for health through education. With a unique focus on educating and training skilled health professionals in Africa, Seed has partnered with 27 training institutions across 5 countries and supported the placement of 191 US physicians, nurses, and midwives that served as year-long educators. In Malawi specifically, Seed supported the placement of 55 Physician, Nurse, and Midwife Educators who worked alongside local Malawian faculty to teach over 5,000 trainees at five training institutions across the country. Seed also worked with Umodzi HIV Clinic in Blantyre to support the fight against HIV/AIDS in Malawi.

In 2018, Seed launched a new strategic plan, *Sharing Knowledge, Saving Lives: Seed Global Health's 5-Year Strategy to Strengthen Health Systems*. Seed's model is built around the basic but essential belief that long-term sustainable partnerships, rather than temporary gap-filling measures, deliver more lasting and meaningful improvements in a country's health ecosystem. We believe in the power of people to effect and sustain changes in health education, delivery of care, and health systems. As such, we are intentionally focused on human resources for health capacity-building at the individual, institutional, and national level through sustained collaborative engagement with our partners. By supporting the training of healthcare educators and health professionals, Seed will help create a future in which every country has a robust health workforce that is able to meet the health needs of its population.

Seed's core strategy centers on placing skilled and qualified physician, nurse, and midwife educators in visiting faculty roles at partner institutions for a minimum of one academic year. We provide a diverse and complementary package of services that range from curriculum co-development to practice improvement to issue-based advocacy.

To effectively achieve our vision and mission, Seed aspires to work across three central and interrelated goals: education, practice, and policy. Our goals and priorities in Malawi are driven by our vision and critically, by the needs of the country, partner institutions, and communities we serve. Based on our expertise, previous experience in Malawi, and the government's health priorities, Seed supports three key focus areas in the country - Community Health, Maternal, Newborn, and Child Health (MNCH) and Mental Health. We are currently partnering with five institutions - College of Medicine (CoM), Kamuzu College of Nursing (KCN), St. John of God College of Health Sciences and the Nurses and Midwives Council of Malawi (NMCM).

Consultant Scope of Work

Seed Global Health seeks to engage a consultant to conduct a baseline assessment across its partnerships in Malawi. The baseline will provide a detailed picture of Seed's partnerships' context and enable us to measure the outcomes of our work. The baseline assessment will be comprised of two parts:

Part 1: Situational analysis baseline

Seed seeks to collect information about the students, faculty, departments, academic institutions and clinical sites with whom we are partnering to better understand the contexts in which we work. We have developed a list of key variables (e.g., student cohort size, faculty years of experience, teacher-student ratios for the classroom, skills/simulation lab and clinical settings) aligned with our theory of change that we would like to assess across all our partnerships in Malawi.

The consultant is expected to support us in refining these key variables, determining the most appropriate methodology and sampling, and collecting and analyzing the resulting data.

Part 2: Partnership baselines

For each partnership, Seed designs individualized MEL frameworks that outline the mutually agreed upon outcomes and outputs and their respective indicators, as well as overarching evaluation questions and methods of data collection, including frequency and sourcing. In order to effectively assess partnership outcomes at the conclusion of the partnership, it is critical that we establish a baseline.

The consultant is expected to support Seed in all aspects of conducting baselines across our eight partnerships in Malawi based on the individualized MEL frameworks. This may require working collaboratively with Seed's partners to develop the specific tools and data collection systems needed to facilitate baseline data collection.

Stakeholders for both parts of the baseline assessment could include students, faculty, clinical staff, department and/or institutional leadership.

Suggestions regarding methodology are welcome based on the consultant's expertise, provided they support the overall goals of this project.

Timeline

This consultancy is expected to begin in March/April 2020 and take no longer than 4 months, ending not later than June/July 2020. It should involve the following components:

- Desk review of relevant literature and partnership documents
- A final design for each part of the baseline assessment based on a familiarization phase and consultation with Seed Global Health and its partners - to include methodology, sampling, and the instruments to be used
- Data collection to capture the input of key stakeholders

- Drafting of reports, revisions based on the feedback of Seed Global Health and its partners, and finalization of reports. Please note that the consultant should allow for sufficient time dedicated to data analysis and writing to ensure a quality product.

Deliverables

The consultant will report to Seed's Program & MEL Manager in Malawi. They will also work in close collaboration with Seed's Boston-based MEL team, Seed's Country Director in Malawi and Seed's partners, as needed.

For each part of the baseline assessment outlined above, the consultant will submit the following deliverables:

- A timeline and schedule of tasks to be agreed upon with the Program & MEL Manager at the start of the consultancy
- A final plan that describes the approaches and methodology to be used, including specific instruments
- A draft report for each part of the baseline assessment to be reviewed by Seed Global Health and our partners
- A final, high-quality and comprehensive report (in English) for the situational analysis baseline, including an executive summary that could be used as a stand alone for broader dissemination
- A brief (5-7 page) final, high-quality and comprehensive report (in English) for each of the five partnership baselines that summarizes the data collected, and a separate dataset for each that can be used in future tracking
- All raw quantitative and qualitative data from both part of the baseline assessment

Process

The consultant will work with Seed's Program & MEL Manager in Malawi, and in close consultation with Seed's Boston-based MEL team, to agree on a final plan for each part of the baseline assessment. This includes finalizing the methodology and sampling approach, key stakeholders to be included, and the questionnaires/instruments to be used. Seed's Program & MEL Manager in Malawi will also ensure that the consultant has access to any necessary documentation and contacts to facilitate the work.

The consultant will then carry out data collection and analysis and will share a draft final report with Seed's Program & MEL Manager in Malawi and Seed's Boston-based MEL team, as per the agreed upon schedule, for review and discussion. The iterative review of the draft final report is intended to ensure that the final reports fully meet the needs of the Seed team and our partners.

The final reports will be delivered after the drafts have been reviewed and commented on, responding to any questions that have been identified and that can be accommodated within the established timeframes and budget.

Periodic project management meetings with Seed's Program & MEL Manager in Malawi and possibly Seed's Boston-based MEL team, will be held, as appropriate.

Consultant Qualifications

The consultant and his/her team should have the following characteristics:

- In-depth knowledge of the medical, nursing and midwifery education landscape in Malawi, with knowledge of Community Health, Maternal, Newborn and Child Health (MNCH) and Mental Health
- Extensive experience in research and/or monitoring, evaluation and learning in the Malawi context
- Strong knowledge of data collection methods and analysis techniques, including participatory approaches
- Demonstrated experience conducting similar baseline assessments
- Sufficient highly trained staff, office support, and logistical infrastructure to carry out this project and ensure timely deliverables
- Excellent analytical, writing and synthesis skills

Submitting a Proposal

Seed Global Health invites proposals from individuals, teams, or organizations, with the experience and skills described above. The proposal submission process will have two rounds:

Round 1

Interested consultants are first invited to submit a 5-7 page proposal to Seed Global Health through this email address (malawimelconsultant@seedglobalhealth.org) by **Wednesday 19th February 2020 at 17:00hrs Malawi time**. This proposal should include:

- A cover letter introducing the consultant(s) and how the skills and competencies described above are met, with concrete examples
- The consultant's preliminary proposed approach and methodology for each part of the baseline assessment
- A description of the consultant and their team, including expertise and experience with similar projects
- A 1-page CV for each team member
- An initial budget outline including hourly rates, approximate time allocation, and any anticipated additional expenses
- A relevant writing sample that reflects the work of the consultant and their team on a previous Monitoring, Evaluation & Learning activity, as well as 2-3 references

Round 2

Short-listed candidates will then be asked to submit a final detailed budget breakdown including unit costs for transportation, lodging, staffing, translation, printing, etc.

Proposals will be evaluated based on the qualifications listed above and with respect to the feasibility, rigor, and efficiency of the proposed methods within the proposed budget. Shortlisted consultants will undergo an interview process.