

**MONITORING AND EVALUATION SPECIALIST  
HAITI**

**TERMS OF REFERENCE**

**HAITI CRIME AND VIOLENCE PREVENTION PROJECT**

1	<p><b>Background and justification</b></p> <p>PADF is recruiting a short-term consultant for a U.S. Department of State Bureau of International Narcotics and Law Enforcement Affairs (INL) funded project that seeks to improve crime prevention efforts and increase public safety in targeted communities in Haiti (Cit� Soleil). The project will strengthen the skills and practical competencies of the Haitian National Police to work effectively with the communities they serve and to address the root causes of crime and weaken gang influence.</p> <p>This consultant position could be based in Port-au-Prince or performed remotely, with at least one trip to Haiti.</p>
2	<p><b>Objective</b></p> <p>The general activities of the consultancy are:</p> <ul style="list-style-type: none"> <li>• To create a course for local community-based organizations to learn how to conduct Monitoring and Evaluation of their programs.</li> </ul>
	<p><b>Responsibilities of the consultant</b></p> <ol style="list-style-type: none"> <li>1) Work plan for the consultancy</li> <li>2) Draft Program Monitoring and Evaluation course for community-based organizations <ul style="list-style-type: none"> <li>- Setting organization and program outcomes, indicators and targets</li> <li>- Developing Monitoring, Evaluation and Learning Plans</li> <li>- Developing tools and templates for data collection, data quality assurance, data analysis, and regular reporting on indicators</li> <li>- Developing an organizational database</li> <li>- Developing methodology for the timely collection of feedback from members and stakeholders</li> <li>- Integrating Gender, Equity and Social Inclusion analysis to identify different experiences and needs of participants based on sex, age, disability, and ethnic background</li> <li>- Analyzing, visualizing, and interpreting organization and program performance data to support decision-making, funding, and collaborative learning</li> </ul> </li> <li>3) Development of participant materials (worksheets, visuals, guidance documents)</li> <li>4) Delivery of trainings to COB partners</li> </ol>

	5) Provide coaching, mentoring, and technical support to CBOs
4	<p><b>Candidate profile</b></p> <p>The ideal candidate will also possess the following:</p> <ul style="list-style-type: none"> <li>• A BA/BS degree in social science, law, international relations, political science, public policy, economics, criminal justice, or related field required. A Master’s degree (or equivalent experience) is strongly preferred.</li> <li>• More than three (3) years of relevant MEL experience.</li> <li>• Demonstrated experience with course design and training, particularly related to MEL.</li> <li>• Knowledge and competence in program management, preferably related to international development work and/or USG-funded projects.</li> <li>• Prior relevant programmatic experience creating and implementing monitoring and evaluation frameworks, including routine data collection, data quality assurance, promoting data for decision making, quarterly reporting, and setting of indicators and targets.</li> <li>• French or Creole language required.</li> <li>• Excellent written and oral communication skills.</li> <li>• Ability to effectively prepare clear and concise reports, strategies, and/or proposals.</li> <li>• Superior interpersonal skills and ability to interact with staff in Washington D.C. and in the field, as well as law enforcement authorities, community leaders, groups, and stakeholders in Haiti.</li> <li>• In-depth knowledge of local reality and the Haitian National Police.</li> </ul> <p>In addition to the foregoing qualities, the successful candidate must demonstrate strong organizational development, problem-solving skills, and communication abilities, as well as experience and comfort operating in a fast-paced, multicultural, and self-directed environment.</p>
5	<p><b>Proposal Documents to Include</b></p> <ol style="list-style-type: none"> <li>a. Please attach your Curriculum Vitae (CV) to demonstrate how you meet the TOR requirements.</li> <li>b. Please include descriptions of similar projects or assignments and at least three client references.</li> <li>c. Your preferred hourly or daily rate and justification for the rate.</li> </ol>
6	<p><b>Term of the contract</b></p> <p>Estimated start date of contract April 3<sup>rd</sup>, 2023. The contract will have approximately a 5-month duration.</p>
7	<p><b>Submission Details</b></p> <ol style="list-style-type: none"> <li>a. Applications must be received no later than March 26<sup>th</sup>, 2023. All application materials are to be submitted to <a href="mailto:scarmona@pdf.org">scarmona@pdf.org</a>, following the guidelines listed in these Terms of Reference.</li> <li>b. Validity of bid: 60 days from the submission deadline.</li> </ol>

	<p>c. Amendments. At any time prior to the deadline for submission of proposals, PADF may, for any reason, modify the Terms of Reference document by an amendment which will be posted to the PADF website and/or communicated via email.</p>
8	<p><b>Terms and Conditions</b></p> <p><u>Resulting Award</u></p> <p>This TOR does not obligate PADF to execute a contract, nor does it commit PADF to pay any costs incurred in the preparation or submission of the proposals. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest of PADF. PADF will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.</p> <p><u>Confidentiality</u></p> <p>All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. PADF may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. PADF's evaluation results are confidential and applicant scoring will not be shared among bidders.</p>