Monitoring and Evaluation (M&E) Consultant

REPORTS TO: VP of Global Programs
EMPLOYER: Institute for Sustainable Communities (ISC)
EMPLOYMENT STATUS: Part-Time Consultant
LOCATION: Remote with potential for up to 20% domestic and International travel

REQUEST FOR PROPOSALS - Monitoring and Evaluation Consultant

The Institute for Sustainable Communities (ISC) is seeking an M&E Consultant or Firm to work with ISC on a part-time basis through the end of the year.

To Apply: Interested consultants should submit the requested information via email to Nicole Waters at HR@sustain.org, with RFP - Monitoring and Evaluation Consultant in the subject line, by 5:00 PM ET on August 2, 2023. Submit your proposal via the email address mentioned above.

About ISC

The Institute for Sustainable Communities (ISC), founded in 1991, is an international climate organization with a mission to create equitable, climate change solutions around the world. We do this by forming collaborative, people-focused partnerships that support communities disproportionately impacted by the global climate crisis. For more than 30 years, ISC has utilized a unique, bottom-up approach to ensure solutions emerge from within communities, rather than being imposed from the outside. Our projects focus on disinvested communities with specific attention paid to the impact systemic racism and gender inequity has in communities, workforces, and industrial sectors as they move toward a just transition. We actively partner with frontline organizations, subnational governments, and the private sector to co-create programs that support disinvested communities, women, and people experiencing poverty who comprise the global majority in the US and Asia.

Position Summary:

The Monitoring and Evaluation (M&E) Consultant will oversee and provide technical direction for all M&E-related systems, processes, analysis, and reporting within ISC’s program portfolio. The consultant will be responsible for developing, implementing and managing in-house data collection tools and data management systems to track and evaluate M&E indicators across the organization. Additionally, the consultant will provide technical support
and contribute to training and mentoring in areas of evaluation, data collection and analysis, learning agenda development, and other project-level M&E-related deliverables. The consultant’s work will be carried out in close collaboration with ISC’s Program Department and may require travel to the field in support of ISC’s global project portfolio. This role requires a strong understanding of M&E frameworks, data analysis, and reporting techniques to provide valuable insights and recommendations.

Scope of Work:

The consultant is responsible for a wide range of functions which include, but are not limited to the following:

- Designs, develops and implements an M&E framework within and across ISC’s programs, including identifying appropriate and effective indicators and methodology for tracking against them
- Provides technical leadership in monitoring and evaluation systems and statistical processes across the organization
- Synthesizes historical project successes and aggregates organizational M&E indicators across a range of past and ongoing projects
- Provides aggregated data for resulting deliverables, e.g. ISC Impact Report
- Serves as a technical expert to support field-based projects in the design, implementation, and management of M&E systems, including the development of Results Based Frameworks and associated indicators, design and implementation of special surveys and studies, and development of other indicator tracking tools as required
- Develops and/or revises M&E templates as a part of organization-wide effort to improve project reporting capabilities
- Designs and facilitates trainings, to build capacity among staff on M&E concepts, tools and processes
- Supports the systematic reporting of M&E data across ISC’s programs portfolio

Qualifications:

- Bachelor’s degree or equivalent combination of education and professional experience in Evaluation, Social Sciences, or Economics; Masters degree is preferred
- 7+ years of professional proven experience in designing and implementing M&E systems, including the development of indicators, data collection tools and data management processes in support of donor funded projects
• Strong experience with U.S. Government (USAID, US EPA, US DOE, etc.) monitoring and evaluation requirements
• Demonstrated excellence in written and verbal communication, and interpersonal skills
• International work experience preferred

Knowledge, Skills and Abilities:

• Strong analytical skills with proficiency in data analysis software
• Strong skills related to M&E tools such as SPSS, Qualtrics, and data management systems (e.g. MS Access)
• Ability to train others on M&E, data collection and analysis, developing learning agendas, etc.
• Ability to work under pressure, manage multiple tasks simultaneously and meet deadlines
• Accuracy, attention to detail and client-focused
• Ability to work independently and collaboratively within in a remote environment
• Ability to communicate effectively with diverse stakeholders
• Excellent verbal and written communication skills
• Demonstrated ability to work effectively as a member of a fast-moving team, willingness to contribute at different levels required to achieve success
• Proficiency with Microsoft Office and Google Workspace

SUBMISSION REQUIREMENTS

Interested firms or individuals must provide the following information:

• Hourly rate
• Qualifications demonstrating they can perform the requested activities
• A scope of work inclusive of the stated goals, activities, and deliverables
• A representative sample of 3-4 similar clients that we may contact for reference

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