EASTERN ARCHDIOCESAN DEVELOPMENT NETWORK

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TERMS OF REFERENCE FOR SUPPORTING TRAINING OF EADEN STAFF IN MONITORING AND EVALUATION

i. BACKGROUND

Eastern Archdiocesan Development Network (EADEN) is a network that brings together five (5) Diocesan Caritas organizations of the five dioceses in Tororo Ecclesiastical Province i.e., Caritas Jinja diocese, Caritas Kotido diocese, Caritas Moroto diocese, Caritas Soroti diocese and Caritas Tororo Archdiocese. Caritas Tororo Archdiocese covers the entire Bukedi, Bugisu and Sebei sub regions with 15 districts; Caritas Soroti diocese covers the entire Teso sub region with 9 districts; Caritas Moroto and Caritas Kotido cover the entire Karamoja sub region with 10 districts; while Caritas Jinja covers the entire Busoga sub region with 12 districts. In total, the network covers 46 districts in eastern Uganda. Caritas is the social services and development department of the Catholic Church reaching out to the poor, vulnerable and excluded, regardless of race or religion, to build a world based on justice and fraternal love.

EADEN coordinates and is part of these 5-strong Diocesan Caritas and social services development departments that form EADEN network in Eastern Uganda with the Secretariat at the headquarters of the Catholic Archdiocese of Tororo in Tororo Municipality, Tororo district.

ii. EADEN'S OBJECTIVES

Incorporated in 2009, the commencement of EADEN was anchored on the following long-term objectives to build a network of Caritas in eastern Uganda;

1. To act as a local facilitating, coordinating and linking agency for network members to regional, national and international development initiatives.
2. To conduct and coordinate research on pertinent socio-economic development issues to inform programme design and implementation.
3. To facilitate and coordinate capacity building of network members and other stakeholders for better service-delivery at all levels.
4. To promote and coordinate lobbying and advocacy at various levels of society to bring about development across the network.

5. To organize and coordinate mobilization of resources to implement programmes that contributes to national development priorities.

In order to contribute towards the third institutional objective above (To facilitate and coordinate capacity building of network members and other stakeholders for better service-delivery at all levels), EADEN intends to acquire services of a resource person to conduct a training for secretariat staff in Monitoring and Evaluation. The need for training in this area was identified from a series of external assessments facilitated by our partners, Foundation for Community Development and Empowerment/Confluence Institute (FCDE/CI).

iii. Purpose and objectives of the training

The primary purpose of the training is to impart practical knowledge and skills on Monitoring and Evaluation. The training participants will be equipped with practical skills on how to include Monitoring and Evaluation in their day to day work, planning, reporting, behavior, attitudes and beliefs.

It is hoped that members will successfully apply the skills acquired during this training to ensure that Monitoring and Evaluation is easily practically adopted by all EADEN staff as an element of good practice.

iv. The specific objectives are:

The primary objectives of the training are to:

i. Build the capacity of EADEN staff in M&E methodologies for effective data collection, analysis, reporting, storage, and sharing.
ii. Strengthen participants' skills in utilizing M&E tools and techniques to enhance program performance and accountability.
iii. Improve the ability to collect, analyze, and report data accurately.
iv. Enhance the capacity of staff for efficient data storage and sharing among team members.
v. Foster a culture of continuous learning and improvement within the organization through enhanced M&E practices.

v. **Learning Outcomes:**

By the end of this three-day training program on Monitoring and Evaluation, participants should be able to:

- Demonstrate a comprehensive understanding of programme Monitoring and evaluation.
- Define the core concepts of Monitoring and Evaluation (M&E) and articulate their importance in program management. Differentiate between monitoring and evaluation, understanding their distinct roles in the project lifecycle.

- Implement best practices for data storage, ensuring data security, integrity, and accessibility.
- Select appropriate data management systems and tools for efficient storage and retrieval of M&E data.
- Instill a mindset of continuous improvement within the organization, encouraging staff to apply M&E findings for program enhancement.
- Develop strategies for organizational learning, capturing and sharing lessons learned from M&E activities.
- Customize M&E approaches to fit the specific needs and context of EADEN's environmental and agricultural development programs.
- Implement effective monitoring and evaluation frameworks to track programme progress.

vi. OUTPUTS/DELIVERABLES

This assignment is expected to deliver the following outputs:

a. At least 17 participants are trained and well equipped in Monitoring and Evaluation
b. A detailed outline of the M&E capacity-building program, including a breakdown of topics, session durations, and learning objectives.
c. Comprehensive training materials such as presentation slides, handouts, case studies, and any other relevant resources needed for effective learning.
d. A pre and post -training assessment to gauge participants' existing knowledge and skills in M&E, aiding in the customization of the training content.
e. A comprehensive training report summarizing the overall success of the training program, key outcomes, participant achievements, and recommendations for future training initiatives.

vii. COMMENCEMENT, DURATION AND LOCATION OF THE ASSIGNMENT

The training is planned to take place for three (3) days, starting from **20th to 22nd February, 2024**. The training will take place at EADEN Secretariat offices located in Tororo Municipality, Tororo District.

viii. QUALIFICATION AND EXPERIENCE

To ensure the effectiveness of the Monitoring and Evaluation (M&E) training program for EADEN staff, the trainer Must possess a combination of the following relevant qualifications, expertise, and practical experience;

a) Advanced degree (Masters or higher) in a relevant field such as Monitoring and Evaluation, Data Science, Statistics, Agricultural Economics, or a related discipline.

b) Minimum of 7 years of practical experience in designing, implementing, and managing M&E systems, preferably in the context of environmental and agricultural development programs.
c) Proven experience in delivering M&E training programs for diverse audiences, demonstrating the ability to transfer knowledge effectively.
d) In-depth knowledge of M&E methodologies, data collection techniques, data analysis, and reporting best practices.
e) Familiarity with the latest tools and technologies used in M&E, including relevant software for data analysis and visualization.
f) A solid understanding of the environmental and agricultural development sector, including the challenges and opportunities of operating in this field.
g) Excellent communication and presentation skills, with the ability to convey complex M&E concepts in a clear and accessible manner.
h) Strong facilitation skills to engage participants through interactive and participatory training methodologies.
i) Demonstrated ability to tailor training content to the specific needs and context of EADEN, ensuring practical relevance and applicability.
j) Evidence of successful delivery of M&E training programs for organizations of similar size and scope.
k) The candidate should be fluent in spoken and written English
l) Willing and able to conduct the training in three days at a physical location within Tororo district, in the period of **20th to 22nd February 2024.**

ix. EXPRESSION OF INTEREST (EOI)

- Individuals are invited to express interest in facilitating the above process to EADEN. Submit a Technical and Financial Proposal, detailing personal experience and references in conducting similar trainings; the training methodology to be used, the key topics to be covered that can deliver the above-mentioned outcomes, deliverables and the training fees.
- Submit the EOI to the Chairperson, Procurement Committee, Eastern Archdiocesan Development Network, by email, via info@eaden.org and eadenuganda@gmail.com
- **Deadline 29th January 2024.**