



Terms of Reference
**Feminist MEL Framework for
Klahan Organization**
August 2021

Contact:

Questions and clarifications regarding the Terms of Reference should be sent to:

Email: info@klahaan.org

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www.twitter.com/klahaankh and

Website: www.klahaan.org

- **BACKGROUND**

Klahaan, meaning 'brave' in Khmer was launched in September 2018. Klahaan exists as a platform for everyday Cambodian women to speak up and demand change, be it from decision makers, companies, the media or society as a whole. Our actions are guided by intersectional feminist principles and inspired by our desire to see women-led activism bring us closer to a just and equal future for women.

Vision: A just, fair and equal society in which Khmer women can equally enjoy rights and opportunities, especially control over their own bodies.

Klahaan is currently implementing its program framework 2020-2023, "Changing Harmful Social Norms to Create a More Equal Society". This has three Strategic Objective (SO) and one Organizational Objective (OO):

- **SO.1 Movement Building through Collective Actions** We aim to humbly but purposefully strengthen and broaden the women's rights movement in Cambodia. We acknowledge and seek to add value to existing efforts that have long been underway by our sisters in the movement, and work to widen the space for collective action for all Cambodian women to speak out.
- **SO.2 Public Engagement to change attitudes and shift norms** We aim to harness the unique power that digital platforms, especially Facebook have in the Cambodian context and produce high quality digital campaign products that create heightened awareness and instigate provocative debates.
- **SO.3 Building Evidence and Advocacy** We know that at the core of effective advocacy and campaigning is a robust evidence base. We adopt two approaches to establish evidence and analysis for our campaigning work, namely feminist participatory action research (FPAR) and public policy review.
- **Organizational Objective 1: Strengthening a Sustainable Organisation** We seek to make tangible progress toward developing into a strong, independent organization with good insight, and to develop the competence and capacity to build the growth, sustainability and impact of the organization.

A key enabler of the Organizational Objective is Feminist Monitoring, Evaluation and Learning Framework and Plan (Feminist MEL Framework) developed and implemented to measure our impact. Feminist MEL Framework must be based on our theory of change and enable us to keep improving our own programmatic work, share what we learn across the sector, as well as strengthening sustainability our institution. We see the framework as critical across all our programs be they focused solely or in part on **Movement Building, Public Engagement, Building Evidence and Advocacy, or the Organizational Objective.**

The evidence and learning the framework will capture and inform will be a key to us achieving our target to be a firmly established intersectional feminist thought leader in Cambodia by 2023, bringing insights, stories and evidence of the power of Cambodian feminists and movements to the regional stage.

- **PURPOSE AND SCOPE OF THE CONSULTANCY**

The purpose of this consultancy is to design a Feminist MEL Framework for Klahaan. The consultant(s) will work directly with the Executive Director of Klahaan and in close contact with the Campaign and Research Teams and may liaise with Klahaan's local allies and donors.

Specifically, this includes:

- Working with the team to design an organizational Theory of Change
- Developing the Feminist MEL Framework, including introducing data collection methods and frequency, reporting processes and any other data management processes.
- Strengthening or re-working the core set of existing indicators and objectives that our team has developed in 2020 that straddle all our program activities
- Identifying an appropriate data collection tool and/or method, ideally with capacity for real time data collection and analysis.
- Work with the team to establish appropriate baseline data and reporting protocols for efficient reporting and tracking of our progress against the program's objectives and targets.
- Ensuring the Feminist MEL framework incorporates the monitoring objectives and expectations for all project stakeholders, including Klahaan as the implementing organization, as well as our multiple donors.
- Identifying organizational strength resources as well as an appropriate organizational scale and growth rate for efficiency and sustainability.
- Introducing the Feminist MEL Framework and how to use it to the Klahaan team.

The primary focus of the Feminist MEL Framework is to develop a robust framework that will help us track the outcomes of our programs, guide learning and help understand the impacts at an organizational as well as programmatic level. The framework is intended to give accurate data collection, management and analysis to demonstrate delivery, impact, accountability and inform adaptive management and future programs and project design.

The maximum budget available for this consultancy is **USD 2,300.00 (Two thousand US dollar only)** including tax. Klahaan will withhold the tax according to Cambodian regulations.

- **METHODOLOGY**

In their proposal, the consultant(s) should outline a clear timeline, approach and methodology for developing the Feminist MEL framework. Consisting of 1-2 pages, this proposal should include the following:

- A clear plan and timeline for developing the Feminist MEL Framework, including a clear process for embedding the Feminist-MEL framework internally and any training needs identified
- Clear links to the Strategic Objectives
- Proposed method of consultation and communication with Klahaan team and any other stakeholders

- **DELIVERABLES**

The following deliverables are expected during and at the end of the consultancy:

- Initial kick-off meeting with the Klahaan Team to agree on methodology for developing the Feminist MEL Framework, implementation plan, clear timelines, key tasks, and deliverables.
- Presentation of draft Feminist MEL Framework to the Klahaan Team either online, or offline
- Final Feminist MEL Framework, including: key terminology, data collection tools, approaches and frequency and indicators, as well as an organizational building and strengthening roadmap.
- An introduction of Feminist MEL framework and how to use/embed it, to the Klahaan Team.

The final Feminist MEL Framework must be completed by **12th November 2021**, ideally earlier. The due dates for all intermediary deliverables will be finalized by the Consultant with Klahaan prior to the finalization of the work plan.

In addition to the above, regular check-in calls between the Consultant and the Klahaan's contact person will be held to update on activities and ensure the plan is developed jointly.

- **TIMEFRAME**

Klahaan is looking for the consultant(s) to start immediately, as the Feminist MEL Framework needs to be completed by mid-November 2021. The consultant(s) should suggest how much time is needed to develop the Feminist MEL framework as part of the proposal. Klahaan anticipates the consultancy will begin during **the first week of September 2020**.

Please note, the consultant is not expected to work full time over the course of this assignment, but rather providing input over a set number of days to specific deliverables, which will be finalized at the contracting stage.

- **PAYMENT TERMS**

The payment will be made in three installments. The first payment is 30% of the total service fee. It will be paid immediately following the Consultant and Klahaan signed off the service contract. The second payment is 40% and will be paid after the Consultant submit the first draft of Feminist MEL Framework. The final payment is 30% will be paid after Klahaan received the finalized Feminist MEL Framework and the Consultant and Klahaan confirmed satisfactory of the service.

Please note, the consultant is expected to provide their own office space and working equipment. The consultant is additionally expected to cover the cost of insurance, communication, local travel and any expenses associated with the consultancy within the available budget.

- **INSTRUCTIONS FOR SUBMISSION**

All submissions must be sent to info@klahaan.org by **05:30 PM on Friday of 20th August 2021**. Please use 'Feminist MEL Framework Consultant' as the subject title to your email application.

Prospective consultants are expected to submit proposals in English including the following:

- Profile of consultant/firm, clear demonstration of previous experience in:
 - Developing and designing MEL Frameworks or other similar or related assignments
 - Practical delivery and measurement of MEL frameworks
 - Working on women's empowerment and/or social justice issues in Cambodia
- Proposals should also demonstrate a clear understanding of the Terms of Reference and contain a proposed approach, methodology and timeline
- Appendices to the proposal must also:
 - Include CVs of the consultant or consultancy team
 - List one reference from an agency for which the consultant(s) has conducted a similar assignment, including email contact.

- **SCORING CRITERIA FOR CONSULTANT SELECTION**

Criteria	Details	Mark
Experience of designing & implementing MEL frameworks	A record of designing and executing monitoring, evaluation and learning frameworks and system	30%
Experience in conducting research and evaluations	Sound knowledge and understanding of the entire project cycle and the ability to monitor and evaluate the quality of each project stage.	
	Competencies in data collection and analysis related to socio-economic variables, quantitative and qualitative research.	

<p>Experience working on women's empowerment and digital campaign for gender equality</p>	<p>Previous experience working on women's rights and gender justice, or other social justice or human rights issues</p> <p>Sound knowledge and understanding of the context and key issues related to women's SRHRs in patriarchal society and developing countries.</p>	<p>20%</p>
<p>Proposed methodology</p>	<p>The Consultant must work in consultation with Klahaan to develop the methodology.</p> <p>Clear methodology for gathering data on feminist movement building and digital campaign projects, ensuring we have the appropriate data required to measure impact.</p> <p>The consultant must display the ability to identify gender-specific approaches and indicators relating to women rights and design/develop adapted methods to the local context.</p>	<p>30%</p>
<p>Financial proposal</p>	<p>All the costs related to this consultancy must be included in the proposal.</p>	<p>20%</p>