

SCHEDULE 1: TERMS OF REFERENCE

Title: MEAL Support Assignment

This Terms of Reference (ToR) provides the main information necessary for undertaking the assignment

1. Background for the Assignment

The Global Network of Civil Society Organisations for Disaster Reduction (GNDR) was established in 2007. Since then GNDR has grown as the largest international network of civil society organisations working to strengthen resilience and reduce risk in communities worldwide. We are more than 1,400 organisations, many of them grassroots and local community groups as well as national, regional and international organisations and networks. We support the interface between civil society organisations at the frontline and local, national and international policy-making institutions and governance structures. GNDR members work together to amplify the voices of people most at risk and to influence policies and practices. We strengthen our capacities by creating knowledge, and through collaborative learning and action. Together our network is working to make an impact in over 120 countries

2. Objectives of the Assignment

Purpose: To set up three specific organisational and project MEAL systems for GNDR

Objectives:

1. Develop an M&E Framework for GNDR's new strategy
GNDR adopted its new corporate strategy in April 2020. It sees the network work towards three interconnected goals: 1) To strengthen collaboration, mobilisation and solidarity of CSOs 2) To champion a localisation movement and 3) To strive for risk-informed development. Impact indicators have been developed for each goal but we now need a robust framework for how we will monitor progress towards these. Considerations will need to include how we utilise the full membership, our regional and national structures, our partners, and our projects in the assessment of change.
2. Develop an Accountability Strategy
In order to make sure we are maximising our impact on the ground, the different actors in the network need to be accountable to each other. This includes the Secretariat being accountable to the members – meeting their needs and expectations in the joint work organised; the Regional

Representatives of the Board being accountable to the members in their respective regions – listening and taking priorities up to the Global Board; and the individual members being accountable to each other – contributing their knowledge and experience to strengthen others in the network. A new Accountability Strategy should outline principles and ways of working to enhance and monitor levels of accountability within the network.

3. Develop an M&E plan for GNDR's new Making Displacement Safer project
GNDR started a new \$1.5 million project funded by USAID BHA on 17th September 2020. The project explores ways in which we can build the resilience of people who have been displaced by disasters and relocated into unsafe urban environments. It will see local CSOs working with universities to identify challenges faced by these marginalised groups, and trial innovative solutions to these problems. As the project approaches an inception workshop with the 11 partners, an M&E plan needs to be developed. This will need to outline the respective roles of partners versus the GNDR Secretariat.

3. Methodology for the Assignment

This consultancy will involve;

- Review of GNDR's strategy, organisation structure, Governance manual, and relevant project documents
- Desk based research and interviews with GNDR staff and members to identify systems that best meet our needs
- Development and presentation of draft MEAL systems, for comment from key members of staff
- Finalisation and handover of new systems

This is a home-based consultancy.

4. Contact Point at GNDR

This assignment will be managed and coordinated by Lucy Pearson, in consultation with other secretariat staff including Kunhali Muttaje (Senior Regional Lead) and Elise Belcher (Project Coordinator).

5. Period of the Assignment

This assignment will take 30 days, between 30 days between 2 November 2020 and 10 January 2020. Specific days to be agreed in advance with Lucy Pearson.