

TERMS OF REFERENCE

STRONG CITIES NETWORK: MONITORING & EVALUATION CONSULTANT

- **Organisation:** Institute for Strategic Dialogue (ISD)
 - **Contract type:** Consultancy
 - **Reporting to:** Senior Manager, Strong Cities Network
 - **Location:** London, UK (with some European travel requirements)
 - **Preferred Start Date:** mid-July 2019, with some limited scope for negotiation
 - **Remuneration:** Competitive; dependent on experience
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About ISD

ISD is a global counter-extremism organisation dedicated to powering solutions to extremism and polarisation. For over 10 years, we have responded to the rising challenge of extremist movements and the ideologies that underpin them, delivering cutting-edge programmes built from world-leading expertise in communications and technology, grassroots networks, knowledge and research, and policy advice.

As a non-profit organisation with teams in London, Beirut, Toronto and Washington D.C., ISD enjoys strategic partnerships with the world's leading technology companies and supports more than a dozen prominent governments and institutions in stemming the rise of violent extremism and hate.

About the Strong Cities Network (SCN)

Launched at the United Nations in September 2015, the Strong Cities Network (SCN) is the first ever global network of mayors, municipal-level policy makers and practitioners united in building social cohesion and community resilience to counter violent extremism in all its forms.

Led by ISD and comprised of more than 120 cities, the SCN builds collaboration between mayors, political actors and frontline teams to tackle polarisation, hate and violence in local communities in every major global region. The network catalyses, inspires and multiplies community-centric approaches and action to prevent and counter violent extremism (P/CVE) through peer learning and expert training. It operates with a set of fundamental principles, agreed by all members, that protect and promote human rights and civil liberties in all aspects of its work to prevent violent extremism.

Project context

ISD's SCN team are delivering a complex and fast-paced programme of work funded by the United States Department of State through to September 2020, focused on building the capacity of local government to prevent and respond to radicalisation and recruitment. This grant focuses on four key global regions: Central Asia; South Asia; Sub-Saharan Africa; and the Western Balkans, with different pilot models, associated deliverables, and expected outcomes in each region.

A key area relevant to this role will be our work in the Western Balkans. The SCN will create, train and support a multi-stakeholder 'Local Prevention Network' of key community actors to design a municipal-led policy on P/CVE and coordinate a programme of activities in the community. Stakeholders are likely to include the municipality, educators, youth workers, religious leaders etc., and the network's policy framework and activities will need to be coordinated and integrated with existing programmes and national policy. This network will be developed in the municipality of

Kumanovo, North Macedonia and is based on existing work and established practice models the SCN has implemented in Jordan and Lebanon since 2016. It will also see the identification of up to three 'co-pilot' cities spanning Albania, Kosovo and North Macedonia with which learnings developed in Kumanovo will be shared through regional city exchanges and a regional workshop.

In South Asia and Sub-Saharan Africa, the SCN will also identify a pilot grouping of 3-4 cities per region to develop municipal competency on a specific thematic area of P/CVE. This will be delivered through a programme of on-the-ground consultations with mayors, local policymakers and practitioners, regional city exchanges and workshops, and a series of small partnership grants to civil society organisations.

In Central Asia, a new region for SCN engagement, we aim to recruit member cities, assess the current status of local government needs and capabilities on P/CVE, deliver training and sensitisation to policymakers and practitioners, and run an initial regional exchange to disseminate good practice.

Sustained engagement, improvements in knowledge and skills, practical changes to either local policy architecture or programmes/activities, and coordination with national government P/CVE priorities are key to determining the success of this project.

Scope of work

ISD seeks to engage a consultant to work with the ISD and SCN team on developing our monitoring and evaluation capabilities in support of our activities funded by the U.S. Department of State. The consultant will review existing M&E frameworks, advise on indicator and methodological improvements, and support the evaluation of key deliverable under the grant. The consultant will also be expected to travel to North Macedonia with the project team to undertake a situational review and develop a baseline assessment for the creation of a multi-stakeholder Local Prevention Network in Kumanovo municipality. The consultant will also support the design of surveys and focus groups to assess community and stakeholder attitudes and capabilities vis-à-vis community-based P/CVE initiatives. They will also support the team's development of data collection tools and indicators across the grant, including a small grants programme for civil society organisations, helping us transform activity-focused measures into outcomes-focused evaluation.

The consultant will report into the SCN Senior Manager and will work closely alongside our full-time SCN Data & Monitoring Coordinator as well as our Balkans Manager and the wider SCN and ISD team, with the aim of informing and supporting the development of wider institutional M&E practices.

The consultant will be required to work directly with the HQ-based team in London, through a mix of in-person and remote meetings. At least two field visits to North Macedonia will also be required.

Timing

It is anticipated that the consultant will be able to produce all of the deliverables outlined below within no more than 60 days' work over the period July 2019 to September 2020.

We anticipate this to be split into approximately 35 days' work in 2019 and 25 days' work in 2020, subject to review of technical and commercial proposals and discussion with the preferred consultant.

Our preferred start date is mid-July 2019 in order for the consultant to visit North Macedonia 15-19 July 2019, depending on availability.

Deliverables

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| 1. Lead a situation analysis in Kumanovo, North Macedonia which assesses current municipal-level P/CVE capabilities and supports the identification of indicators for the SCN Local Prevention Network, to be compiled in a written report. | Field visit scheduled for 15-19 July, with report completed by end August |
| 2. Design and deliver a training programme for members of the Kumanovo Local Prevention Network on M&E approaches relevant to community-based P/CVE deliveries, including a short written ‘Good Practice in M&E for local P/CVE initiatives’ guide serving both the Local Prevention Network members as well as civil society organisations delivering local P/CVE activities | To be completed by end September 2019 |
| 3. Undertake a thorough review of existing project and programme M&E frameworks and logic models, developing them to reflect best practice in international capacity-building and security/peacebuilding fields. This should include an updated log frame and theory of change relevant to both this grant and wider programme of work delivered by the SCN. | To be completed by end December 2019 |
| 4. Review and revise overall SCN approaches to measuring engagement of and impact in its member cities, based on best practice for policymaker networks and tied to our central goal of improving the capacity of mayors, local policymakers and a diversity of local frontline practitioners to develop, coordinate and deliver effect P/CVE programmes. | By April 2020 |
| 5. Support an in-country review of outcomes delivered and changes achieved by the Kumanovo Local Prevention Network at the end of the project, through a written report. | By August 2020 |
| 6. Providing wider support and expert input to the project team and wider ISD team on additional tasks to be determined. | To be determined in coordination with the SCN Senior Manager |

Consultant specification

We seek an experienced, proactive and dedicated consultant to work with the SCN team to ensure our ambitious plans are achieved. The successful candidate will be a collaborative and solutions-focused professional with the ability to work to tight deadlines and produce outputs to a high quality. We welcome applications from consultants who meet the following criteria:

Essential

- Extensive experience at senior levels designing and delivering M&E capabilities at international, government, donor, development agency and NGO levels.

- Senior-level experience developing and delivering M&E capabilities for P/CVE, peacebuilding, stabilisation and security programmes (or related fields) on an international basis across multiple regions.
- Leading expertise on the development of theories of change and logic models for international capacity building initiatives.
- Extensive experience in conducting performance and impact evaluations for a variety of project types.
- Experience of evaluating networks, ideally at a government or local government level.
- Highly organised with the ability to be flexible, multi-task and respond proactively.
- Excellent written and verbal communication skills.
- An understanding of and commitment to the core mission of ISD and the SCN.
- Intercultural and interpersonal awareness.

Desirable

- Data visualisation expertise.
- Familiarity with statistical analysis and SPSS.
- Previous experience working with national government, civil society and/ or international organisations in the Western Balkans.
- Familiarity with P/CVE programmes in Albania, Kosovo and/or North Macedonia.
- Macedonian/Albanian language skills are beneficial but not essential.

Application process

To apply, please submit:

- Technical proposal, including CV(s) and proposed methodology for meeting the deliverables in this TOR.
- Commercial proposal, outlining the overall price to deliver the work based on a daily rate.

Proposals must be submitted via email to tenders@isdglobal.org by **17.00 UK time on Friday 12 July 2019**.

Subject of the email must be **SCN M&E consultancy tender**.

ISD reserves the right to interview and appoint applicants prior to the closing date of this vacancy.