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Assignment: MEAL Consultancy for the Disaster READY program in the Solomon Islands and Vanuatu (CBDRR)

Dates: asap to June 2022

1. Background

Oxfam Australia

Oxfam Australia is one of 20 members of the global Oxfam confederation with a presence in 90 countries around the world. At Oxfam Australia, we believe all lives are equal and no one should live in poverty. We believe that in a wealthy world, poverty is unjustifiable and preventable, that the present state of inequality and injustice must be challenged, and that with the right support, people can change their lives for the better.

In 2019-2020, Oxfam Australia directly reached more than 12.7 million people in 23 countries. We work directly with communities, in most cases through local partner organisations and seek to influence policy makers on issues which have a direct bearing on people's lives. We strive to achieve our mission through long term development programs, humanitarian response, campaigns, policy research and advocacy. Our work is based on four intersectional thematic pillars, namely Gender Justice, Climate Justice, Economic Justice, and First People's Justice.

In late 2020, Oxfam country offices in the Pacific transitioned to a regional model and Oxfam in the Pacific was established encompassing work in PNG, Fiji, Solomon Islands and Vanuatu. Oxfam in the Pacific works with local non-governmental organisations, stakeholders, faith-based institutions and government. It provides a range of support including institutional strengthening, capacity building, and research to influence the social and economic empowerment space for women, girls and marginalized populations. Oxfam in the Pacific also responds to humanitarian crisis in the region and works with the local communities, local and national authorities in disaster risk management and resilience building.

Disaster READY Program

Disaster READY is 5 year (2018-2022), AUD 50 million disaster preparedness and resilience program that is implemented by Australia Humanitarian Partnership (AHP) partners (Oxfam, CARE, Plan, CANDO, World Vision and Save the Children) and their local networks across the Pacific and Timor-Leste. Disaster READY is being implemented in Fiji, Vanuatu, the Solomon Islands, Papua New Guinea and Timor-Leste. The program is currently in its 4th



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year with the end date in June 2022. The program represents Australia's largest ever investment in disaster preparedness in the region and is an important element of Australia's stepped-up engagement for a more resilient Pacific.

The focus of Disaster READY is to strengthen disaster preparedness and management across what is one of the world's most vulnerable regions to natural disasters, and which is also prone to political instability. Disaster READY draws on the deep networks and partnerships developed by Australian NGOs in the region to support Pacific communities and governments to better prepare for and respond to disasters. The program focuses on ensuring vulnerable groups, including women, people with disabilities and children, are included and accounted for in disaster preparedness, management and risk reduction activities.

Oxfam Disaster READY in the Solomon Islands and in Vanuatu

Oxfam is part of the Disaster READY program in Solomon Island and Vanuatu where both Disaster READY country teams deliver community-based disaster risk reduction (CBDRR) activities. The long-term goal of the activities is to prepare the communities to be prepared, respond to and to recover from rapid and slow-onset disasters. Oxfam in the Solomon Islands delivers the program in Guadalcanal, Malaita and Temotu Provinces in partnership with the National Disaster Management Office (NMDO), Provincial Disaster Management Office (PDMO) and committees, People with Disability Solomon Islands (PWDSI), community-based organisations and village development committees. Oxfam in Vanuatu delivers the CBDRR activities in the Shefa Province in partnership with NDMO, PDMO, Vanuatu Disability Promotion & Advocacy Association, Wan Smol Bag and the Shefa Provincial Council.

2. Objectives of the Consultancy

Oxfam is seeking a consultant to support the implementation of the monitoring, evaluation and learning work plan of the Disaster READY program's community-based disaster risk reduction component in the Solomon Islands and Vanuatu. Oxfam expects the consultant to engage in the assignment with a cross-cutting focus on building the MEAL skills and capacities of the team members.

The Disaster READY program has a MEAL framework and a MEAL work plan that is updated annually. The consultant will update the existing MEAL work plan until the end of the program period in June 2022 based on the overview of existing MEAL data and the program needs. The consultant will review all existing MEAL data and identify the quantitative and qualitative data that must be collected towards the end of the program to enable high-quality final reporting and lessons learned. The consultant is expected to update the existing MEAL tools and to design new MEAL tools as needed. Based on the data collected, the consultant will provide a data analysis that can be used for reporting and lessons learned.



The AHP Disaster READY CBDRR team in the Solomon Islands consists of one program manager and one program officer. In Vanuatu, the Disaster READY CBDRR consists of one program coordinator, one humanitarian trainer and one project assistant. The Vanuatu team has a 50% MEAL officer role and the teams are also supported by a shared MEAL officer based in Honiara. While the AHP Disaster READY project teams will implement the MEAL work plan related tasks, the consultant will be responsible for the overall harmonized approach to the MEAL plan, providing the tools and the support needed to carry out the MEAL plan activities. The consultancy will be carried out remotely, and the consultant is not requested to travel to Vanuatu or Solomon Islands.

In sum, based on the existing MEAL plans, the consultant is requested to:

- develop and adjust the MEAL plans as needed until the end of the program period
- go through the existing MEAL data (both quantitative and qualitative) and devise an operational plan to collect the remaining data
- go through the existing MEAL tools and develop the remaining tools
- support the program staff to use the tools and conduct the MEAL tasks
- provide an analysis based on the collected data that can be used for reporting and lessons learned
- conduct lessons learned workshops

3. Deliverables and expected outcomes

Task	Timeframe	Est. # of days (in total 30)	Outcome
<p>Meet with country teams and outline the assignment, goals and the process.</p> <p>Conduct an overview of the existing and already collected MEAL data, both qualitative and quantitative, throughout the program life time and store the</p>	By 30 August 2021	5 days	<p>List of quantitative and qualitative data sources</p> <p>All data sources recorded in one database</p>



collected data in one database			
Lead an interim sense-making workshop for the Solomon Islands and Vanuatu CBDRR teams on the existing data and to identify what data still needs to be collected.	By 30 September 2021	3 days	Workshop delivered. Joint understanding of what the program progress has been achieved towards the program objectives, key evaluation questions and indicators.
Identify what qualitative and quantitative data still need to be collected by the end of the program period and create an operational plan to collect the data	By 30 September 2021	3 days	List of quantitative and qualitative data collection tasks for the remaining program period An operational plan to collect the data
Review the 2021 MEAL work plans and develop and update the MEAL work plan for 2022 to close the program MEAL activities.	By 10 October 2021	4 days	Updated MEAL work plans for Disaster READY in the Solomon Islands and Vanuatu for 2022.
Develop the needed tools for the remaining data collection tasks	By 1 November 2021	5 days	Quantitative and qualitative data collection tools developed.
Support the AHP Disaster READY teams in the Solomon Islands and Vanuatu to use the tools (workshop/s)	By 1 December 2021 and a follow up support sessions (2-3) between January and March 2022.	4 days	Workshop and follow up



Support the AHP Disaster READY teams in the Solomon Islands and Vanuatu to record the data in a format that allows for meaningful use of the data and is also aligned to donor reporting requirements	By March 2022	4 days	Workshop for the team to manage the newly collected data. Database created for the newly collected data.
Analyse the data, collate and present quantitative data in clear excel format and qualitative in a clear written format that can both be used for reporting and lessons learned.	Bu April 2022	5 days	Report on the qualitative and quantitative data collected throughout the program life cycle.
Lead a final sense-making and lessons learned workshop for the Solomon Islands and Vanuatu CBDRR teams.	By May 2022	2 days	Workshop delivered. Joint understanding of the achievements of the program.

4. Timeframe

The consultancy is expected to start asap and the estimated number of days to be remunerated is 35.

The consultant is expected to support the AHP Disaster READY CBDRR teams until the end of the program in June 2022 when the program closes. In the work plan, the consultant can suggest an alternative number of days required to conduct the work.

5. Requirements

- A bachelor's degree in a relevant field



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- 5-7 years' experience in a MEAL role working for an international NGO or similar, working in humanitarian and development contexts
- Proven capacity to build the M&E skills of colleagues.
- Demonstrable experience in program design and use of related logical design methodologies such as theory of change and the log-frame approach.
- Demonstrable knowledge and experience in standards and practice of qualitative and quantitative data collection methods.
- Excellent communication skills, written and spoken: strong writing skills in English.
- Able to make technical data understandable to and engaging for different audiences (donors, stakeholders, other team members, beneficiaries).
- Proficient in Excel (familiar with functionality including tables, external data queries, index and lookup functions).
- Experienced in building simple to use, robust data entry forms and able to cleanse and process data from these forms -
- Experienced in visualising information in a way that allows others to make strategic decisions.

6. Submitting the Bid

Please send your bid by 30 July 2021 to annap@oxfam.org.au

In your application, please include:

- Cover letter (max one page) summarizing experience
- Current CV
- Work plan indicating the number of days
- Name and contact details of two professional references
- Your consulting daily rate. Please note that the rate should be all inclusive; no separate allowances will be provided.
- Preferably also 2 work samples

7. Key Contacts

In addition to working with the Oxfam in Vanuatu and Oxfam in Solomon Islands AHP Disaster READY CBDRR teams and the specifically with the MEAL officers, the consultant will be supported by the Oxfam in the Pacific AHP Lead, OiP AHP Coordinator and the Oxfam Australia AHP Program Lead.

For more details please contacts: Anna Pelkonen, Program Lead - Australian Humanitarian Partnership (AHP). annap@oxfam.org.au. Tel. 0450 357 587, Skype: anpelkonen

8. Supporting documentation



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Upon request, the key contact will provide interested applicants:

- Disaster READY Program Framework
- Disaster READY MEAL framework
- Current MEAL Plans for Solomon Islands and Vanuatu