

## TERMS OF REFERENCE

### CONSULTANCY TO CONDUCT AN MONITORING AND EVALUATION CAPACITY BUILDING WORKSHOP FOR THE ASSOCIATION OF AMBULANCE PROFESSIONALS UGANDA (AAPU)

#### 1. Background

The AAPU, founded in 2017, is a legally registered Membership Association with core members being Emergency Medical Services (EMS) professionals (Emergency Medical Technicians, Paramedics, Ambulance Care Assistants, Nurses, Doctors, and Administrators in EMS). We work in partnership with all organizations involved with Emergency Services in Uganda, our programs and interventions are anchored on the 5 pillars of the Rescue chain; Safety, Emergency call, First Aid, Ambulance Services, and Emergency Department.

AAPU's vision is *"To be the leader in the development and linkage of professional providers of Emergency Medical Services in Uganda"*

AAPU's mission is *"to promote the EMS profession through training, advocacy, research, public education, and networking"*

#### 2. Participants

The training workshop shall be attended by Program Staff, Management, and key Stakeholders.

#### 3. Process

The Association is committed to building the capacity of its Program Staff. This calls for a Monitoring and Evaluation (M&E) training workshop to interrogate a cross-sectional understanding of the broad Program designs and performance, develop M&E tools, and define Indicators, Outcomes, and Targets that shall serve as a guide toward designing interventions over the next 3 years. A consultant shall be hired to facilitate M&E stakeholders' training workshop sessions. The Consultant shall be paid a total of 5 working days including time spent on preparations, workshop days, and compilation of draft and final M&E work report with all relevant deliverables.

#### 4. Purpose of assignment

AAPU seeks the services of an M&E consultancy to develop tools and enhance AAPU Staff and Management capacity in M&E Programming knowledge and skills for better service delivery. The Consultant shall facilitate the M&E capacity-building workshop in line with identified AAPU Program design, needs, and strategy.

#### 5. Objectives

- a) Share M&E's basic principles, evaluation methods, data collection/analysis/visualization, and reporting.
- b) Facilitate Staff and Management to reflect on AAPU Program designs in the context of developing an M&E framework.
- c) Clarify Program Goals, Objectives, Indicators, Outcomes, and Targets toward institutionalizing M&E as a central aspect of Programming.
- d) Define the Theory of Change and Critical pathway to develop a MEAL system.
- e) Develop an M&E training manual, M&E System, and M&E Toolkit.

## 6. Methodology

A participatory M&E capacity exchange methodology is chosen for its in-depth focus on self-assessment and participants' full involvement in self-reflection for effective discussion, analysis, and learning. This includes collective and individual self-assessment through desk review and consultations or focus group exchanges with Staff, Executive Committee Members, and Stakeholders. The consultant should consider objective data and staff perceptions of AAPU Program designs through an EMS lens to better understand and substantiate facts, and interpretations including assimilating AAPU objectives and balancing competing interests for the M&E workshop to reflect consistent, coordinated, and collaborative direction for AAPU.

An internal technical team shall be established to support the Consultant with information as well as logistical aspects. The team shall also provide opportunities for feedback during the workshop sessions.

## 7. Scope of Work

The Consultant shall be required to undertake the following activities with regard to the above:

- a) Conduct an M&E Training Needs Assessment (TNA).
- b) Develop M&E training calendar/schedule and materials in consultation with AAPU
- c) Design and prepare innovative participatory approaches, including mind maps and matrix maps activities emphasizing robust discussion focusing on building departmental strengths.
- d) The workshop sessions must be participatory and must be designed to provoke critical thinking and review among participants including scenario planning in the M&E process.
- e) Facilitate the review of the Program Goals, Objectives, Indicators, Outcomes, and Targets.
- f) Develop an M&E system infrastructure for AAPU.
- g) Submit an M&E report including the proposed way forward interventions.

## 8. Deliverables

The following shall be delivered:

- a) M&E training calendar/schedule and materials in consultation with AAPU.
- b) M&E Training Needs Assessment (TNA) report.
- c) M&E training handout.
- d) M&E system (tools, framework, reporting templates, toolkit/training manual).
- e) Facilitate the workshop with Staff, Management, and key Stakeholders involved in the Programming.
- f) Final M&E report to the Executive Committee and Board for approval.

Other deliverables may include depending on the methodology adopted- a list of indicators, dissemination materials (presentation material and short summaries), and workshops.

## 9. Timeline and Cost Projection

- a) Starting date: **23<sup>rd</sup> October 2023**
- b) Timeline: 5 working days from the start date
- c) Outline: one week after signature of the contract.
- d) Draft M&E system (framework, tools, reporting templates, by 19<sup>th</sup> November 2023
- e) Final M&E work report by 30<sup>th</sup> November 2023

## **10. Required Qualifications of the Consultant**

Commitment and experience in conducting participatory strategic M&E workshops:

- a) Samples of previous similar work (experience in M&E results-based management practices)
- b) In-depth knowledge of the Health Sector, EMS policies, and Community Development).
- c) Profound skills to facilitate and or lead stakeholder discussions and firm belief in professionalism.
- d) Understanding of the specific needs of EMS professionals in Uganda

## **11. Application process:**

Interested candidates shall send a technical and financial proposal on or before 28<sup>th</sup> September 2023 to [president@aapug.org](mailto:president@aapug.org) copied to [procurement@aapug.org](mailto:procurement@aapug.org) detailing:

- a) A brief explanation of the understanding of the assignment and the proposed methodology (max. 3 pages)
- b) This shall include a description of how the team shall function
- c) CVs of the proposed consultant(s)

## **12. Timeframe**

Five (5) working days from Monday 23<sup>rd</sup> October – 27<sup>th</sup> October 2023

## **13. Lines of Communication**

The successful applicant shall report directly to the President and General Secretary. The regularity of reporting will be agreed upon with the President and General Secretary. The consultant shall perform the above tasks in close consultation with staff at AAPU Secretariat.

## **14. Budget and Payment**

The payment schedule shall be as follows:

- a) 30% on signing of the contract
- b) 40% on acceptance of the draft M&E system (toolkit, framework, tools, reporting template, etc).
- c) 30% upon successful facilitation of the training workshop and acceptance of the final M&E report.
- d) 6% withholding tax will be deductible from the Consultant's fees

## **15. Expected outputs of the assignment**

- a) Draft M&E toolkit, framework, tools, and reporting templates.
- b) Final M&E that includes recommendations and action plans.