



NETWORK OF ETHIOPIAN WOMEN'S ASSOCIATIONS (NEWA)

Term of Reference to Provide training on the MEL and documentation of SBC interventions to the staff of NEWA and its members.

June 2025

1. Introduction

The Network of Ethiopian Women's Associations (NEWA) is a pioneering national coalition dedicated to advancing women's rights, promoting gender equality, and empowering women across Ethiopia. As a collective force against gender-based violence (GBV), NEWA works alongside its member organizations, which operate throughout the country, to advocate for the protection and promotion of women's rights. The coalition plays a crucial role in ensuring that gender-sensitive policies, laws, and programs are effectively implemented at both national and regional levels.

Established in 2003 by a group of visionary women, NEWA was founded to create a unified voice for women's advocacy. It began with 13 local associations and organizations, striving to strengthen women's collective influence and engagement in national policy dialogues. By 2009, NEWA re-registered in accordance with the revised legal framework governing civil society organizations, and today, it has grown to include 38 member associations and organizations. These members work tirelessly to ensure that women's interests are reflected in national plans and policies, and that their social, economic, political, and legal rights—enshrined in both national and international frameworks—are fully realized. NEWA and its member organizations have a broad reach, working across almost all regions of Ethiopia, including the two chartered city administrations, Addis Ababa and Dire Dawa.

NEWA is implementing a range of projects that align with its broader objective of promoting gender equality. One such initiative is the project titled “**Empowering Women-Led Associations and Community Structures to Strengthen Grassroots and National Movements to End Child Marriage, FGM, and Violence.**”

With support from UNICEF, this project is being implemented at both the national level and across three regions: Amhara, Oromia, and Somali. At the regional level, the project operates through a subgrant modality, where selected NEWA member organizations receive subgrants to facilitate implementation.

The project generally aimed to build a mass movement around ending child marriage, FGM and violence through strategic engagement of women and youth-led organizations and their allies at different levels.

The specific objective includes:

- To build the capacity of community structures and champion the effort to end child marriage, FGM and violence.

- To sensitize women leaders in the government and non-governmental organizations and mobilize them to influence the decision-making to prioritize the advancement of gender equality, and the ending of child marriage, FGM and violence.
- To build critical mass and momentum of efforts to end child marriage at the grassroots and higher level.
- To strengthen the network and platform for allies of social norms change including men, boys and youth.

One of the key activities under this project is to **provide training on the MEL and documentation of SBC interventions to the staff of NEWA and its members.** Recognizing the vital role of monitoring, evaluation and learning and documentation skill for effective project implementation, the project planned to provide two days capacity building training for NEWA staffs and member organizations on the area.

2. Objectives of the Training

General Objectives;

The overall aim of the training is to enhance the capacity of staffs in project monitoring, evaluation and learning (MEL) and documentation of SBC interventions.

Specific Objectives:

The training is designed to achieve the following specific objectives:

- Introduce Monitoring, Evaluation, Learning (MEL), and Learning Adaptation concepts and practice.
- To strengthen participants' understanding of MEL principles and tools within the context of SBC programming.
- Explain the role and importance of MEL (including CLA) in programming as a tool for adaptive management, and why MEL is essential for effective program design, implementation, and management.
- To build practical skills for data collection, analysis, reporting, and adaptive learning.
- Build understanding of Theories of Change (TOC), Logic Models/Results Frameworks, and their importance for achieving strong program results.
- Build understanding of and ability to create and use a MEL plan
- To enhance participants' capacity to design, monitor, evaluate, and document SBC interventions effectively.

3. Participants

The training is designed to engage a diverse group of 30 participants from NEWA's staffs, staffs from organizations implementing this project and other members of NEWA.

4. Methodology

Training methods will include group discussions, participant-led presentations, structured Q&A sessions, and real-life case stories to contextualize learning and enhance relatability. To evaluate the effectiveness of the training and measure knowledge acquisition, pre-training and post-training assessments will be conducted. These evaluations will help in identifying learning gaps and gauging the overall impact of the training intervention. Spanning two days, the program will include interactive sessions focused on key thematic areas such as:

- Introduction to Monitoring, Evaluation, and Learning.
- Developing Performance Indicators.
- Theory of Change (TOC) and Results Frameworks.
- Data sources and Data Quality Assessment (DQA)
- Activity Monitoring, Evaluation, and Learning (MEL) Plans
- Documentation for SBC interventions

5. Trainer deliverables

The following will be the expected deliverables of the trainer:

- Submit brief technical and financial proposal to deliver two days interactive training on **MEL and documentation of SBC interventions** including detailed a workplan.
- Prepare an outline and training material /power point presentation to covering the content of the two days training.
- Prepare PPT, agenda, pre-post training test of the training in a participatory and friendly approach
- Organize and conduct two days training program for about 30-35 participants based on the schedule set by NEWA.
- Training report including compiled action plan of the trainees with pre and post -test.

7. Duration for the assignment

- Timeframe of the assignment will be held for six days including the document revitalization and training preparation days.
- After signing of the contract, the trainer will have a total of six consultancy days, including three days for preparation, two days for training delivery and a one day for preparing and submitting training report.

8. Competences, experiences and qualifications:

Education: The consultant/trainer must have a post-graduate degree in a related field (Gender studies, social work and related field).

- MA in Social Science, Gender studies, monitoring and evaluation, Social Science, Law and Governance, or another relevant field.
- Practical, demonstrable and relevant experience in Previous experience in facilitating trainings, workshops, and similar activities
- Extensive knowledge and experience on gender , SBC, MEL
- Excellent interpersonal communication and reporting skills.
- Minimum five (5) years of professional experience in a field related capacity building training, a track record of undertaking similar assignments with competent organizations.
- Excellent communication and facilitation skills, distinct but moderate and enabling rather than imposing.
- Experience in working with CSOs is an advantage.

Information needed while submitting expression of interest includes;

- Letter of interest
- CV including references (Detailed profile of the applicant, indicative of previous relevant experience.
- Technical proposal (clearly showing the methodology, content, plan of action and interpretation of the TORs).
- The trainings need to be provided with a team of trainers (2-3 trainer) who have expertise and experience on MEL and documentation. Therefore, submission should include the CVs of all team members.
- Financial proposal (including unit price per day).
- Certificate related with the assignment
- Recommendation letters from previous other similar engagements
- Renewed license, TIN certificate.

9. Deadline and submission of expression of interest:

Application; Interested consultants with experience in executing similar assignments are invited to submit their expression of interest/bids until 04 July 2025 with the subject field **“Expression of Interest – training on the MEL and documentation of SBC interventions”** addressed to; Organizational Email: newarecruitments@gmail.com . Only complete bids (**stamped and scanned technical and financial proposal**) submitted by mail will be considered.