Terms of Reference for a Consultancy[1]

Improving the M&E system for the ENN Scaling up Nutrition (SUN)-
Knowledge Management (KM) project

About ENN

ENN is a UK registered charity, international in reach, focused on supporting populations at high risk of malnutrition. ENN aims to enhance the effectiveness of nutrition policy and programming by improving knowledge, stimulating learning, building evidence, and providing support and encouragement to practitioners and decision makers involved in nutrition and related interventions.

The ENN has an Oxford based office (administration, finance and management) and a sub-office in London (the "KM hub"). The ENN has five Technical Directors (TDs - senior staff responsible for the implementation of the ENN's projects) and a network of ENN Associates and consultants (nutrition, research and public health specialists) who provide additional technical capacity on a project-specific basis. For more information about ENN see www.ennonline.net .

The ENN is funded through international grants from governments (currently the governments of the USA, Ireland and UK) and through partnership agreements with international organisations (e.g. UNHCR, ACF, UNICEF).

SUN Movement KM Project

Since March 2015, ENN has been actively engaged with the Department for International Development (DfID) and the SUN Movement Secretariat (SMS) in a process of understanding how ENN KM activities can align with and complement the SUN Movement phase 2 Strategy and Roadmap. Based on discussions with the SMS and other service providers, ENN recognised that there are a variety of KM approaches that could be deployed to service the SUN Movement, with some working better for particular stakeholders and in specific contexts. ENN has experience using a variety of KM approaches for knowledge capture and dissemination, encompassing documentation and publications (Field Exchange and Nutrition Exchange FEX-NEX), online communities (en-net), and horizontal learning through structured discussions and meetings. The SUN KM project builds on these and has developed and deployed new tools, approaches and materials to meet the needs of the SUN Movement at the global, regional, national and sub-national level (e.g. a media hub and a closed platform for nutrition groups to form).

During the inception phase of this project, a detailed Action Plan (AP) was developed. The AP, submitted to DFID in May 2016, included a detailed forecast of KM activities for the period 2016-2020 and a detailed theory of change (TOC), monitoring and evaluation (M&E) framework, budget and

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[1] Note that these TOR might change slightly ahead of the work commencing

activity chart. It demonstrates alignment with the SUN Movement and how it will help to meet the learning and knowledge needs of SUN Countries and the wider Movement.

The ENN KM team consists of the Global Knowledge Management Coordinator (GKMC) based in London and three Regional KM specialists – two based in Africa and one in Asia. The SUN KM team is supported by the ENN SUN KM Project Manager (PM) who works part-time on the project, a full time Project Assistant (PA), and a Digital Content Producer. Two ENN Technical Directors (TDs) oversee the project and provide strategic and technical support where needed.

Context

The success of the SUN-KM project is tracked and evaluated by DfID against a set of log frame indicators, which are reviewed annually. Each quarter, ENN reports to DfiD on a set of payment milestones which are derived from the log frame indicators. ENN is now needing to demonstrate the **impact and value for money** of our KM work above and beyond the log frame indicators and in keeping with the TOC. The SUN-KM project indicators are currently integrated into ENN's master M&E framework which largely assesses uptake of ENN's core KM products but lacks depth of insight into impact at a single and multi-product level which could in turn be used by the SUN-KM Project.

ENN is therefore seeking a short-term M&E consultant to support the SUN-KM team with developing and instigating key indicators that measure impact and value for money of the project. These indicators will both contribute to, and align with, the measurement of wider ENN work.

Objectives of the Consultancy

a. To conceptualize the type of new information/indicators that will show how the SUN-KM work is progressing/performing/adding value and how it is delivering impact, between now and the end of the project (anticipated to be March 2020)
b. To advise the SUN-KM team (TDs, GKMC, Project Manager) on how best to track these indicators (including acceptable assumptions and caveats) using the information systems we currently have in place and any new ones that may be required
c. To harmonise this with the way M&E indicators are expressed in the wider ENN framework relating to the core KM products (FEX, NEX en-net, Media Hub and Nutrition Groups).
d. To advise the PM and GKMC on how better to report progress against milestones and logframe indicators
e. To be cognizant of the methods used by other KM providers in the nutrition sector to assess value and impact.

Specific tasks

Develop a detailed understanding of the SUN-KM project and its M&E needs based on a thorough briefing and utilising the following written resources:
- The Project Action Plan
- The Annual Reports (produced by ENN) and the DfID Annual Reviews
- The current DfID logframe (output indicator #6)
- Quarterly reports
- Product surveys
- 2017 User Survey (A qualitative survey which aimed to assess how our network are engaging with our SUN focused work and KM products)
- Interviews with core team members and potentially with DfiD

- ENN's M&E framework

We envisage the consultant will also need to understand in some detail ENN's website and database.

Deliverables

The consultant will produce a short report outlining how the ENN SUN-KM Project can strengthen and sharpen its M&E focus and what new indicators are to be collected, by whom, over what period of time, whether they need to be sequenced and how they should be analysed. This report can also reflect on how the newly developed indicators both contribute to and align with the measurement of wider ENN work as well as key pointers for strengthening the wider ENN M&E framework where feasible and appropriate. The report must be clearly set out and written in an accessible style so that ENN might share this with other TAN partners and the main donor, DfID.

Prior to completion, the consultant will verbally de-brief the ENN SUKM Team on the findings and steps to be taken and this de-brief may include the TAN partners and DfID. In addition, the consultant will provide two verbal updates on progress to the PM and GKMC during the period of the consultancy and before final write up.

Duration

The consultancy work will commence early in 2018 and will be completed within 6-8 weeks. We envisage 25-30 days will be needed to carry out this work.

Required Qualification –please do not apply unless you meet these criteria

Education: The consultant must have a post-graduate degree in a related field (nutrition, public health) with a strong M&E training.

Experience: Practical, demonstrable and relevant experience in developing and implementing M&E frameworks for equivalent complex projects, where monitoring impact is typically challenging to assess.

Knowledge of the SUN Movement and of the nutrition sector more widely.
Very good communication and writing skills as well as a highly analytical and creative approach to M&E

Lines of Communication

The Consultant(s) will report to the ENN Technical Directors and will work closely with the SUNKM-GKM Coordinator and the Project Manager. She/he will have access to the SUNKM team in the London office and with other ENN staff as needed via Skype/phone communication.

Submission details

Interested applicants should send a technical 2-page proposal and a CV with three references as well as their anticipated fee rate to joanne@ennonline.net (Joanne Parsons, SUN-KM Project Manager) by **January 30th 2018**. The candidate must be ready to start work by March 2018 and be able to compete this assignment by May 2018.