

## Term of Reference (ToR)

### For Training in Monitoring, Evaluation, and Supervision

Section	Contents
<b>1. Training</b>	<b>Monitoring, Evaluation (M&amp;E) and Supervision</b>
<b>2. Background</b>	<p>The M&amp;E and Supervision training aims to build and improve the skills and knowledge required to carry out monitoring and supervision with the expected quality that can ultimately improve the performance.</p> <p>The training is planned for mid-level managers/supervisors who regularly perform monitoring, supervision and evaluation of the project activities.</p> <p>The participants will be learning the basics of M&amp;E and Supervision, its components, the difference between monitoring and evaluation, logical framework, M&amp;E and Supervision tools, M&amp;E and data management software (DHIS2, etc), how to collect data, organize, review, analysis and data presentation, provide feedback, develop the report, how to develop M&amp;E and Supervision checklists, follow-ups/tracking system.</p>
<b>3. Purpose</b>	The objective of this course is to build and improve the skills and knowledge required to carry out monitoring and supervision with the expected quality that can ultimately improve the performance.
<b>4. Duration and Methodology</b>	<p>The methodology for this training will be participatory and non-participatory approaches will be considered. This training will be for 5 days.</p> <ul style="list-style-type: none"> <li>○ Pretest and post-tests</li> <li>○ Presentations &amp; lectures</li> <li>○ Participatory method and interactive session</li> <li>○ Group works</li> <li>○ Role plays and case studies</li> </ul>

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<b>5. What topics will be taught</b>	<ul style="list-style-type: none"> <li>• Basics of monitoring, evaluation, and supervision</li> <li>• Essentials of input, output, outcome, and impact monitoring</li> <li>• Performance indicators, dashboard, monitoring matrix</li> <li>• Design monitoring, evaluation, and supervision tools</li> <li>• Monitoring, evaluation, and supervision report, and feedback system</li> <li>• M&amp;E and supervision plan</li> <li>• Introduction to the logical framework approach</li> <li>• Data collection, flow, analysis, visualization, quality, and verification processes</li> <li>• Effective follow-up and tracking of the monitoring, evaluation, and supervision findings</li> <li>• Gap and problems analysis skill</li> </ul>
<b>6. Duration</b>	5 days
<b>7. Roles and Responsibilities</b>	<p><b>1. HealthNet TPO responsibilities:</b></p> <ul style="list-style-type: none"> <li>○ Nominating and Introducing team for training (15 persons)</li> <li>○ Training banner</li> <li>○ Transportation and accommodation</li> <li>○ On-time payment</li> </ul> <p><b>2. Consultancy responsibilities:</b></p> <ul style="list-style-type: none"> <li>○ Lunch&amp; Refreshment for the team during the training</li> <li>○ Fee for venue</li> <li>○ Provision of stationery and course completion certificates</li> <li>○ Provision of handouts during the 5 days course (soft and hard copies)</li> <li>○ Facilitation of the training in line with the requirements mentioned in the methodology and topics</li> <li>○ Submit CVs of qualified trainers (at least holders of Masters in the relevant field)</li> <li>○ Submission of the training report</li> </ul>

**Payment:**

- Payment will be through transfer to the consultancy given bank account and 100% will be paid upon submission of the training report.

**Proposal's Submission:**

The service provider submits a proposal having the following but not limited information to demonstrate their qualifications:

- 1) A technical proposal detailing applicants' understanding of ToRs, proposed training methodology, trainers' CVs and profiles.
- 2) Valid business license and bank account details.
- 3) A detailed implementation plan for training which includes but is not limited to:
  - Adequate number of trainers that the consultants assign them for training with training support staff for effective and efficient training

- To execute the training session efficiently and to maximize the deliverable knowledge and skills to the participants.
  - Detailed timetable includes the starting and ending dates to implement the training sessions.
- 4) Detailed table of contents, syllabus, agenda, and time frames for each training session. The submitted training course content might be discussed between the applicant/Consultant and HealthNet TPO for further adjustments to achieve the training objectives.
  - 5) Examples of previous training materials and/or reports about training led by the service provider and trainer.
  - 6) All the submitted documents mentioned above have to be written in English.
  - 7) Prices shall be quoted including taxes reference to Article 72 of Afghanistan Tax Law.
  - 8) The quotation shall be valid for a period of 30 days past the deadline for receipt of the quotation.
  - 9) The interested service provider shall submit their proposal in hard copy to HealthNet TPO office, located at House # 19, Street#5, District: #3, DehNaw Dehburi, Kabul Afghanistan; no later than 14:00 PM- 12 May 2024. Any quotation received after the deadline will be rejected.