

**Terms of reference – Quality Learning and Reporting Consultant**

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| **Consultancy title** | Quality, Learning and Reporting Consultant (Programme Support) |
| **Number of days** | 21 days per month; 6 month duration |
| **Period** | 15 March – 15 September |
| **Reports to** | DRC Director of Programmes |
| **Location** | Remote possible; base in DRC is preferable |

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| **Justification of the consultancy** |
| International Alert DRC is looking for a consultant to support its programme team over an initial period of 6 months to provide surge support in delivering high quality reports including internal, donor and other reports. The consultant will work with Project Managers, M&E and other in-country staff, and will support in drafting and finalising project reports. They play a leading role, facilitating effective input from all relevant Alert and partners parties to ensure that reports are submitted in line with Alert and donor standards and approaches. The role is surge capacity to the Alert DRC during the recruitment of key positions within the senior management team and will report to the DRC Director of Programmes. |
| **Deliverables** |
| **Reporting**   * Coordinate Donor Reporting Processes and ensure timely submission of high; quality reports that meet donor requirements in coordination with the Project Managers/COPs and the Programme Direction team. * Coordinate responses to address donors’ requests for clarifications and ensure consistency of information and analysis provided in relation to the reports mentioned in the bullet point above * Coordinate quarterly and annual internal reports between the months of March and September 2024. * Verify the consistency of information provided in narrative and financial reports in coordination with PMs and Finance colleagues. * Prepare learning products that allow the findings and relevant feedbacks from narrative, financial and audits reports to be shared with the wider programme team * Support the programme team in ensuring orderly and complete archiving of all project and internal reports; makes them easily available to the team.   **Capacity building**   * Develop a capacity building plan for the DRC team to strengthen capacity for quality reporting and learning. * Deliver agreed capacity building activities for (a) Alert staff and (b) partners based on the capacity building plan over the 6 month period. * Develop reporting and planning tools with the DMEAL Manager to facilitate timely and quality reporting. * Manage and update the DRC reporting calendar and send reminders for inputs of all those concerned by the preparation of these reports.   **Support programme communication with the donor**   * Produce 2 context adaptation notes explaining how the project has adapted to the changing context : one for the Mupaka Shamba Letu project and one for the Access to Justice project. * Provide ad hoc support to project teams in facilitating meetings and work sessions with donors, particularly in work as interpreters, facilitation/moderation and preparation of tools/or other communication support.   **Supporting learning and exchange in the project team**   * Support in the preparation of the SMT Elargi meetings as well as Programme Team Meetings and Programme Retreats (organisation of the programme, coordination of the programme and preparation with facilitators of specific sessions, liaising with the SMT team and the logistics team) * Take the lead in organising brown bags with different interventions from across the DRC programme team over the 6 month period (1 per month) * Develop summaries of 2 evaluations and organise sessions for sharing these with the different projects and programmes of DRC, specifically the Nashiriki project summary and the Madini project summary. |
| **Travel requirements** |
| The consultant would ideally be based in DRC (Goma or Bukavu) and would be expected to travel to Alert DRC field offices from time to time including Beni, Bunia, Mambasa, Kalemie and Kinshasa. Remote support could also be possible with regular field travel. |

**Consultant profile**

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| Graduate or post-graduate degree in peacebuilding, conflict studies, gender, development studies, international relations or related field or equivalent relevant experience |
| Excellent analytic and report writing skills |
| Proven experience in database management, online classification and especially the effective use of soft archiving on SharePoint and intranet in particular |
| Fluent written and spoken English and French |
| Good understanding of monitoring ,evaluation, accountability, learning tools and plans. |
| Experience of working with a range of donors (institutional, multilateral, trusts and foundations), understanding of diverse donor reporting requirements |
| Familiarity with financial reporting a plus |
| An eye for detail and accuracy and an ability to balance competing demands. |
| Excellent interpersonal skills and ability to engage with a wide spectrum of stakeholders |
| A self-starter with initiative and the ability to work alone. |

**How to apply**

To apply, please send the following documents to [lwilliams@international-alert.org](mailto:lwilliams@international-alert.org) copying [alseve@international-alert.org](mailto:alseve@international-alert.org) and [akisubi@international-alert.org](mailto:akisubi@international-alert.org) by Friday, 19th April:

* A CV
* A financial proposal (including fee rate per day)
* A workplan for the deliverables mentioned in the terms of reference