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## REQUEST FOR PROPOSAL - MONITORING, EVALUATION, RESEARCH AND LEARNING (MERL) CONSULTANT

### SCOPE OF WORK

<b>Job Title:</b> Monitoring, Evaluation and Research (MERL) Consultant
<b>Location :</b> Lilongwe, Malawi
<b>Position Type:</b> Part-time
<b>Grade:</b> Specialist / Manager
<b>Reports To:</b> Project Manager

### I. Introduction/Background

Ipas is a global non-profit organization that partners with local, national, and international stakeholders to improve sexual and reproductive health and rights (SRHR). With a strong focus on ensuring access to high-quality, safe abortion and contraceptive services, Ipas is committed to advancing health policies, strengthening health systems, and fostering knowledge-sharing practices. For more information about Ipas, please visit [www.ipas.org](http://www.ipas.org).

### II. Period of Performance

The consultant will be engaged from **April 1, 2025, to June 30, 2025**.

### III. Place of Performance

The consultant will be based at the **Ipas office in Lilongwe, Malawi**.

### IV. Position Purpose

The Monitoring, Evaluation, Research, and Learning (MERL) Consultant will provide strategic and technical support to Ipas's regional and country-level interventions, ensuring effective implementation of monitoring, evaluation, research, and learning activities. Working closely with the Project Manager and technical program staff, the consultant will develop and implement robust monitoring, learning, and evaluation (MLE) frameworks to enhance program impact and effectiveness. The consultant will ensure adherence to Ipas's standard operating procedures and best practices, ensuring high-quality data collection, analysis, and reporting. Furthermore, the consultant will facilitate evidence-based decision-making, contribute to knowledge-sharing efforts, and support the dissemination of findings through reports, conferences, and peer-reviewed publications.

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### V. Summary of Responsibilities

#### 1. Organizational Leadership and Strategy

- Support the implementation of Ipas's strategic plan by aligning MERL activities with organizational goals.

- Design and develop project-specific data collection tools and methodologies.
- Provide technical insights to enhance project effectiveness and impact measurement.

## 2. Financial & Risk Management

- Develop cost-effective MERL work plans and budgets, ensuring alignment with program needs.
- Ensure MERL unit compliance with Ipas policies, procedures, and international best practices.
- Monitor project implementation activities and reporting processes to maintain data integrity and accountability.

## 3. Technical & Functional Support

- Develop and implement monitoring and evaluation tools for tracking the regional strategic plan, including theories of change and results frameworks.
- Contribute to project design by developing logical frameworks (logframes), MERL plans, and key performance indicators (KPIs) for new projects and proposals.
- Support country-level MERL staff in conducting routine data reviews, analysis, and visualization to drive programmatic decision-making.
- Strengthen the quality and use of programmatic data by ensuring user-friendly, evidence-based reporting for internal and external stakeholders.
- Assist with internal and external knowledge management initiatives, including learning exchanges, documentation of lessons learned, and contribution to best practices.
- Conduct qualitative and quantitative data analyses to generate insights for donor reports, program review meetings, and strategy sessions.
- Foster a culture of continuous learning, innovation, and thought leadership within the organization.

## 4. Resource Mobilization

- Contribute to the development of project proposals, ensuring strong MERL components, logframes, and impact measurement strategies.
- Support fundraising efforts by providing evidence-based program impact narratives and indicators.

## 5. Learning and Knowledge Exchange

- Collect and document case studies, success stories, and best practices from project implementation for learning and advocacy purposes.
- Facilitate knowledge-sharing sessions across regional and global Ipas teams to promote cross-learning and best practices.
- Support the dissemination of research findings through presentations, reports, and peer-reviewed publications.

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## VI. Expected Deliverables

- **MERL Work Plan:** Develop and adapt structured project-specific work plans outlining key activities, timelines, and expected outcomes.
- **Data Collection Tools:** Design and adapt standardized tools for monitoring project progress and evaluating impact.

- **Quarterly Performance Reports:** Develop comprehensive reports detailing key findings, trends, and recommendations.
  - **Data Analysis Reports:** Develop visualized data insights to inform programmatic decision-making.
  - **Lessons Learned & Best Practices Report:** Document best practices to enhance program effectiveness.
  - **Knowledge Products:** Develop conference presentations, case studies, and peer-reviewed publications.
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## VII. Consultant Qualifications and Experience

- Degree in Public Health, Statistics, Social Sciences, International Development, or a related field (A master's degree will be an added advantage).
  - Minimum of **five (5) years** of relevant experience in monitoring, evaluation, research, and learning, preferably in SRHR programs.
  - Strong knowledge of **quantitative and qualitative research methodologies** and data analysis techniques.
  - Experience working with **donor-funded programs** (Especially SRH programmes) and familiarity with donor reporting requirements.
  - Proficiency in data visualization and statistical software such as **SPSS, STATA, NVivo, Power BI, or Tableau**.
  - Demonstrated ability to develop **logframes, KPIs, and M&E frameworks** for complex projects.
  - Excellent **writing, communication, and presentation skills** with experience in publishing research findings.
  - Strong ability to work **independently and collaboratively** in a multicultural environment.
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## VIII. Reporting & Supervision

The consultant will report to the **Project Manager** and work in close collaboration with the MERL team, technical staff, and program leads at the Ipas Malawi office.

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## IX. Application Process

**Interested and qualified candidates should submit their CV, cover letter, and relevant work samples via the Ipas Malawi Procurement Portal by 3rd March 2025.**

### Contact:

Contact the Human Resource Advisor- Annie Malemia and Ipas Malawi Procurement for questions and clarifications only using the emails below:

[malemiaa@ipas.org](mailto:malemiaa@ipas.org) or [mwprocurement@ipas.org](mailto:mwprocurement@ipas.org)