



Adaptation Research Alliance

TERMS OF REFERENCE

**MONITORING, EVALUATION
AND LEARNING EXPERT FOR
THE ARA GRASSROOTS
ACTION RESEARCH MICRO-
GRANTS**

TITLE

Monitoring, Evaluation and Learning Expert for the ARA Grassroots Action Research Micro-grants.

DURATION

May 2023 – March 2024

BACKGROUND TO ACTIVITIES

The Adaptation Research Alliance (ARA) is a global collaborative effort to catalyse increased investment and capacity for action-oriented research that supports effective adaptation to climate change – primarily in developing countries – at the scale and urgency demanded by the science. The ARA aims to promote evidence-based solutions that best serve those most vulnerable to climate change. This requires an agile ecosystem of action research, with alignment among all influential actors in this nexus: action funders, research funders, policymakers, beneficiaries on the frontlines of climate change, researchers, and intermediaries.

One of the ways in which the ARA is delivering on its mission is through the Grassroots Action Research Micro-grants. The micro-grants seek to support the first step of action-oriented research processes – which is for a diverse group of stakeholders (researchers, ordinary citizens, CSOs, decision makers, etc.) to co-create a greater understanding of the climate adaptation issue at hand, using both action and research. The grants will do this in the following two ways:

1. understand the needs of stakeholders, and
2. identify opportunities for responding or generating further evidence.

As part of this process, the Adaptation Research Alliance is looking to monitor the progress of micro-grant activities and outputs, as well as their outcomes and impacts to help inform the strategy of current and future micro-grant activities.

OVERVIEW

The ARA is seeking a monitoring, evaluation and learning (MEL) expert or team, fluent in English, French and Spanish, to design and implement the MEL strategy for the Grassroots Action Research Micro-grants, round 2. The expert will monitor and identify key learning from the progress, activities, outputs, outcomes and impacts of 30 individual micro-grantees, evaluating the extent to which progress is made as a result of the grant alongside other factors. Mixed research and evaluation methods should be used to capture and analyse both quantitative and qualitative data, with research methods being administered in either English, French or Spanish depending on the preference of the grantee.

PURPOSE

Overall, the purpose of the review is to document the intentions, activities and progress of micro-grantees throughout the grant period.

- Evaluate progress of grantees from baseline to end-line and identify barriers and opportunities to inform current and future micro-grant process design.
- Evaluate the integration of gender and social inclusion into project approaches and identify related successes, learning and obstacles faced.
- Identify themes, knowledge gaps and opportunities which emerge within and across regions.
- Identify emergent opportunities which require further interrogation and/or can be scaled.

Methods identified should enable a full and comprehensive understanding of both tangible and intangible impacts and perceptions of the grant process. A report should be written up at baseline, mid-line and end-line, including a one-page summary for each report, and shared with the ARA Secretariat, to enable iterative learning and adaptation of support provided to grantees, based on the findings of the MEL expert at each stage.

ACTIVITIES

KICK-OFF MEETING

- Engage with the ARA Secretariat for a kick-off meeting to review and discuss MEL project proposal, milestones, ethics approach, reporting requirements and communication between the ARA Secretariat and relevant grantee stakeholders.

DESIGN AND STAKEHOLDER ENGAGEMENT

- Finalise baseline, mid-line and end-line questions in collaboration with the ARA Secretariat.
- Communicate with micro-grantees in relevant language (English, French or Spanish) via email and set up any required meetings to collect relevant data.

DATA COLLECTION

- Utilise own survey software, meeting and recording software to collect surveys and interviews, collecting data in relevant language (English, French or Spanish).
- Share all data and findings with the ARA Secretariat.

DATA ANALYSES

- Confirm chosen analyses approach with Secretariat to ensure purpose of MEL approach is being met.
- Utilise own analyses software to analyse data.
- Share data synthesis and findings with the ARA Secretariat.

WRITE UP THE FINDINGS

- Reports should be produced at base-line, mid-line and end-line (or at other time points suggested by the MEL expert in the proposal) and shared with the ARA Secretariat to enable an understanding of progress and learning, as well as an understanding of the outcomes and impacts.

- Reports should include micro-grant narratives and anecdotes (anonymised), which can be shared with a wider group of interested stakeholders for communication purposes.

DELIVERABLES AND OUTPUTS

- MEL strategy and project plan specific to the Grassroots Action Research Micro-grants.
- A report at baseline, mid-line and end-line highlighting progress, obstacles, themes, outputs and outcomes as appropriate (each report should include a one-page summary).
- Data collected during MEL activities should be shared with Secretariat.
- Selected analyses approach and data synthesis.

BUDGET

It is estimated that the total MEL project will take 60 days from May 2023 to March 2024, with a day rate of 650.00 GBP per day.

60 days at 650.00 GBP per day	39,000.00 GBP (maximum)
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APPLICATION

Interested applicants should email the following documents in their application for this role:

- Proposed MEL strategy and project plan for the ARA Grassroots Action Research Micro-grants, including budget (whilst 39,000.00 GBP is the maximum amount, value for money of the MEL approach will be assessed), suggested breakdown of key questions to be answered at baseline, mid-line and end-line.
- Demonstrable examples of the project team working on similar projects of this nature.

- CVs of the personnel who will undertake the work and a break-down of day rates.
- Gender and intersectional diversity in the project team is encouraged.
- The ethics of the MEL strategy should align with ARA values of openness and transparency, southern leadership, thinking big and long-term, and gender equality and social inclusion.

If you are shortlisted to complete this work, you will be invited for an interview. Please email all relevant documents to

micro-grants@adaptationresearchalliance.org by 01 March 2023.

ELIGIBILITY

- Interested applicants must consist of a team within the Global South which can speak, read and write English, French and Spanish fluently.
- The MEL team must be able to set up interviews according to the suitable time zone of grantees in the Global South.
- Applicants must have experience evaluating the effectiveness of gender and social inclusion approaches within projects.
- Applicants must have at least five years' experience undertaking MEL of projects in the climate adaptation sector.
- Preference will be given to applicants from the Global South.