



Justice, Advocacy and Empowerment Centre (JAEC)

**TERMS OF REFERENCE (ToR) FOR  
DEVELOPMENT  
MEAL PLAN**

*JUNE 2024*

**1 BACKGROUND**

Justice Advocacy and empowerment Centre (JAEC) is an independent Non-Governmental Organization (NGO), which was established in September 2017. Our goal is to promote peace, justice, human rights and development through advocacy and sustainable development.

JAEC provides community-based solutions by linking quality training and sustainable livelihood for the most vulnerable members of the community by breaking the poverty cycle.

We provide relevant help and support to the most vulnerable in the community, especially women and girls through designed projects which include education and protection, health long-term economic opportunities, Village Savings and Loan program (VSLs), youth empowerment programs, peace building activities, budget advocacy, civic education. Our programs are designed and run by local people who understand the diversity of the issues affecting the communities we work with

## **2 OBJECTIVE OF THE CONSULTANCY**

The objective of the consultancy is to develop M&E (MEAL PLAN). The developed plan will be expected to:

Enhance JAEC thinking through programmatic strategies, objectives and planned activities, and whether they are indeed the most appropriate ones to implement in the organization

Monitoring and evaluation frameworks components :

- understanding and analyzing a programme
- Help to develop sound monitoring and evaluation plans and implementation of monitoring and evaluation activities
- Articulate programme goals and measurable short, medium and long-term objectives
- Define relationships among inputs, activities, outputs, outcomes and impacts
- Clarify the relationship between programme activities and external factors.
- Demonstrate how activities will lead to desired outcomes and impacts, especially when resources are not available to conduct rigorous impact evaluations.

## **3 CONSULTANCY SCOPE OF WORK**

The consultancy in the course of undertaking this exercise will be required to fulfill the following activities.

- i. Define, establish and document full understanding of the scope of work. This shall entail details of the stakeholders involved, the definition of problem domain and the solution.

- ii. Undertake development of MEAL PLAN
- iii. Provide training of the BOD and staff and stakeholders

## **4 DELIVERABLES**

The work is expected to commence immediately after the signing of the contract. The consultant will be expected to submit the following:

1. An Inception report highlighting the strategy(ies) he/she will use to ensure that all the stakeholders' insights are well captured.
2. A Report after the development and training on the MEAL PLAN
3. Final copy of MEAL PLAN.

## **5 TIME SCHEDULE AND REPORTING REQUIREMENTS**

The timetable will be in accordance with an agreed work plan. However, the delivery of the assignment from inception to implementation is expected to be finalized within 1 month from the date of commencement.