

## ToR for Monitoring and Evaluation (M&E) Training

### 1. Background

Monitoring and Evaluation (M&E) is a crucial component of all WWF projects. In recent years, donors have demanded increasingly stringent M&E for all projects. As a result, WWF has prioritized M&E and developed rigorous protocols. These protocols and M&E reporting can be complex and time-consuming. Therefore, WWF-Thailand recognizes the growing need to improve staff capacity to effectively monitor and evaluate programs and projects, ensuring alignment with organizational objectives and contributing to positive outcomes.

### 2. Objective

The primary objectives of the M&E training are to:

- Equip staff with the knowledge and skills necessary to design, implement, and analyze M&E plans.
- Foster a culture of evidence-based decision-making within the organization.
- Improve the quality and effectiveness of programs and projects monitoring and evaluation activities.
- Enhance the organization's ability to measure and report on programs and projects outcomes.

### 3. Scope of Work

The individual trainer or the training team will undertake the M&E training for WWF Thailand staff. The training should follow an interactive approach, focusing on applying theory to conservation areas. By the end of the workshop, it is expected that participants will have knowledge and skills on the following topics:

1. Purpose and scope of an M&E system
2. Different among theory of change, logical framework, and result framework including be able to develop the them
3. M&E principles and skills, and how to set indicators, SMART outcome, output, use M&E data for reporting and tracking project performance
4. Planning for data collection, management, and analysis
5. Planning for data reporting and use, as well as data sharing beyond project staff
6. Evaluation principles

The consultant or team will be responsible for the following tasks:

1. **Needs assessment:** Prepare and conduct a training needs assessment form (in Thai and English) to be sent to WWF for dissemination to the training participants
2. **Curriculum development:** Develop the training agenda, lesson plan, and training materials such as presentation in power point and training exercises in Thai and English version

3. **Training delivery:** Deliver interactive and engaging three-day M&E training sessions to WWF staff, using appropriate methodologies and tools, tentative on the third or fourth week of February 2025. The training language will be in Thai.
4. **Evaluation:** Evaluate the effectiveness of the training program and provide recommendations for improvement.
5. **Capacity building:** Provide ongoing support and mentorship to staff to enhance their M&E skills and knowledge.

#### 4. Deliverables

The consultant or team will be expected to deliver the following deliverables:

1. Submit the training needs assessment summary in Thai and English
2. A detailed training plan outlining the scope, objectives, and methodology of the training program.
3. Training materials, including presentations, handouts, and exercises.
4. A final report summarizing the training activities, outcomes, and recommendations in English.

#### 5. Timeline

The consultant or team will be expected to complete the training and report within the end of March, 2025.

#### 6. Qualifications

The consultant or team must have the following qualifications and experience:

- Advanced degree in a relevant field, such as monitoring and evaluation, conservation, or international development.
- At least 7 years of experience in designing and delivering M&E training programs.
- Proven expertise in M&E methodologies and tools.
- Strong communication and interpersonal skills.
- Experience working in the Conservation is preferred.
- Experience in conducting M&E training with development organizations including NGOs, CSOs or CBOs

Interested candidates should submit their proposal, including a detailed work plan, timeline, and budget, along with a CV highlighting relevant experience to [marisas@wwf.or.th](mailto:marisas@wwf.or.th) and Cc. [procurement@wwf.or.th](mailto:procurement@wwf.or.th) by 10 Sep. 2024