

# Terms of Reference: Monitoring, Evaluation, and Learning Consultant

## *Reinventing Career Readiness Education For A Better Future*

### Context

In the face of a widening global skills gap and persistent educational disparities, preventing youth in underserved communities from accessing effective career education and hindering their ability to thrive in a rapidly changing economy, Teach For All, with the support of JPMorgan Chase, launched the Global Career Readiness Education Community.

This ambitious two-year initiative seeks to forge a thriving community of professionals and organizations supporting career education practitioners and educators. Together, they will engage in collaborative learning, translating insights into impactful interventions, and scale sustainable career readiness programs in their own context and on a global scale.

The initiative brings together JPMorgan Chase's Global Career Readiness Initiative and Teach for All's Future of Work Initiative – lifting up impactful innovations and insights that can help strengthen our collective efforts in ensuring young people are better prepared for the world of work.

### 1. Two year, part-time contractual position

The Monitoring, Evaluation, and Learning (MEL) Consultant is a part-time position requiring an estimated commitment of 2 days per week, on average, though it may vary depending on the period. The consultancy will extend over two years, commencing upon identifying a suitable candidate.

### 2. Project name

Reinventing Career Readiness Education For A Better Future

### 3. Key project information

- The project brings together Teach For All's [Future of Work Initiative](#), JPMorgan Chase's Global Career Readiness Initiative partners and practitioners, and key global and regional stakeholders, to connect, learn together, and collaborate to continually evolve their knowledge, skills, and resources, drawing from the latest trends and innovations in career readiness education and taking into account the specific needs of the communities they work with, to enhance the effectiveness of their career readiness interventions leading to better outcomes for students.
- Based on the above, the project will convene organizations and stakeholders working with educational organizations on students' career readiness in Latin America, Europe, and Asia to engage in collaborative learning based on the [Career Readiness Education Framework](#), and involves:
  - Monthly learning sessions and workshops, as well as yearly learning events.
  - Supporting community members to develop country-relevant knowledge products and assets, and enhance their capacity to implement evidence-based practices and initiatives.
  - Piloting the implementation of the Career Readiness Education Framework with five educational organizations and communities in diverse contexts.
  - The development of knowledge and resources.
  - Yearly learning events and reports.

#### 4. Scope of work and deliverables

The MEL consultant will engage in two sets of activities, as outlined below:

##### Reinventing Career Readiness Education For A Better Future Project Impact Assessment

- Collaborate with the project team to review and refine the results measurement framework of the project.
- Support the project team and stakeholders to collect and consolidate baseline data and information throughout the project.
- Contribute knowledge and content to monthly learning sessions, workshops, and yearly in-person events.
- Collaborate with the project team to write the yearly learning reports, providing insights and analysis on the progress and impact of the project.
- Develop the final impact assessment report of the project and contribute to the final learning report summarizing key findings, lessons learned, and recommendations for future implementation.
- Attend at least one in-person event and contribute to facilitating event sessions and workshops.

##### Career Readiness Education Framework - Pilot design, implementation support and evaluation:

- Develop the Terms of References (ToRs) for piloting the implementation of activities from the [Career Readiness Education Framework](#), outlining:
  - The pilot project's objectives, methodology, impact assessment framework, expected outcomes, data collection methods, reflection cycles, and pilot selection criteria.
  - Pilot application template.

The pilot projects will be implemented by local organizations from different countries in collaboration with educational institutions and educators.

- Coordinate with the project team to evaluate the submitted pilot proposals and finalize the selection process.
- Provide support and guidance to the pilot implementation teams, including collaboration with the organization's MERL teams, to adopt and implement the MEL framework and data collection processes.
- Develop and conduct the external assessment of the pilot projects based on the MEL framework.
- Draft case studies documenting the implementation process and outcomes of pilot projects.

#### 5. Qualifications

- Advanced degree in a relevant field such as education, social sciences, or a related discipline, focusing on monitoring, evaluation, research, and learning (MERL).
- Demonstrated experience in designing and implementing MERL and action research and collaborating with career education organizations and projects in diverse contexts and settings.
- Strong analytical and research skills, with the ability to synthesize complex information into clear and concise reports.
- Excellent written and verbal communication skills. English fluency is required. Fluency in other regional languages is helpful, but not required.
- Strong skills in building and nurturing relationships with a wide range of stakeholders from diverse contexts.
- Experience leveraging research to develop communications and advocacy products to inform strategic partnerships, policy and practice.
- Prior experience in organizing and facilitating online learning events and workshops.
- Ability to work independently and as part of a diverse team.

## 6. Reporting

- The consultancy will commence approximately on July 1st, 2024, and conclude on June 30th, 2026

## 7. Budget

- The consultancy's total budget is \$75,600 (\$ 37,800 per year of the project). Periodic monthly payments of approximately USD 3,150 will be made. Payments will be aligned to the satisfactory completion of the activities described in section 4, the deliverables mentioned below in section 11, and the submission of invoices.

## 8. Application process and evaluation criteria

- Interested candidates should submit the following documents via email to [william.molano@teachforall.org](mailto:william.molano@teachforall.org) with the subject line "Monitoring, Evaluation, and Learning Consultant\_[Name/Organization]":
  - Detailed CV highlighting relevant experience, along with a cover letter outlining their qualifications and suitability for the consultancy. Additionally, applicants may be asked to provide samples of previous work related to impact assessment or research projects.
  - Brief overview of the methodology or approach they plan to use to address the objectives outlined in the consultancy scope of work and a description of any specific tools, techniques, or frameworks they intend to utilize during the consultancy to achieve the desired outcomes.
  - Specific examples of communication and advocacy products that demonstrate experience in leveraging research to inform strategic partnerships, policy, and practice.
- Applications will be evaluated based on the candidate's qualifications, relevant experience, and demonstrated ability to fulfill the scope of work outlined in this document.

## 9. Deadline for applications

- We are reviewing applications on an ongoing basis. The position will commence promptly upon the selection of a suitable candidate.

## 10. Contractual arrangements

- The selected candidate will enter into a consultancy agreement with Teach For All for the duration of the assignment, outlining the terms and conditions of the engagement, including deliverables, timelines, and compensation.

## 11. Timeline deliverables

As stated in Section 1, this part-time position requires an estimated commitment of 2 days per week on average, though this may vary depending on the period. The role involves developing the scope of activities outlined in Section 4, which includes the following deliverables:

Date	Deliverables
Within one week of the commencement of the contract	<ul style="list-style-type: none"><li>• Work plan</li></ul>
September 30th, 2024	<ul style="list-style-type: none"><li>• Results measurement framework of the project document reviewed and refined.</li><li>• Baseline report with community members' context-specific data.</li></ul>

Date	Deliverables
	<ul style="list-style-type: none"> <li>• Terms of reference for the pilots, including the MEL framework outlining objectives, methodology, impact assessment framework, expected outcomes, data collection methods, reflection cycles, and pilot selection criteria.</li> </ul>
October 30th, 2024	<ul style="list-style-type: none"> <li>• Facilitation session plan, presentation slides, and supporting materials for in-person learning session.</li> </ul>
April 30th, 2025	<ul style="list-style-type: none"> <li>• Contribution of knowledge and content to at least four (4) learning sessions, alongside workshops and other in-person events, during Year 1 of the project.</li> <li>• Report summarizing the evaluation and selection of pilot project proposals based in defined criteria.</li> <li>• Guidelines document and training materials to facilitate effective MEL framework adoption and data collection processes for the pilot projects.</li> <li>• Year 1 learning report, including insights and analysis on the progress and impact of the project</li> </ul>
October 30th, 2025	<ul style="list-style-type: none"> <li>• Assessment report evaluating the pilot projects' implementation, progress and outcomes based on the defined MEL framework, incorporating actionable recommendations and key learnings to inform and strengthen subsequent initiatives.</li> <li>• Case studies documenting implementation insights, results, and outcomes of the pilot projects.</li> <li>• Contribution of knowledge and content to at least four (4) learning sessions, alongside workshops and other in-person events, during Year 2 of the project.</li> </ul>
May 31st, 2026	<ul style="list-style-type: none"> <li>• Final impact assessment report including project's outcomes, progress against indicators, key achievements, lessons learned, and actionable recommendations for scaling and sustaining impactful career readiness education programs.</li> <li>• Year 2 final learning report, including insights analysis, future recommendations and resource digest.</li> </ul>