



CALL FOR PROPOSALS

CONSULTANCY TO FACILITATE THE MEFMI STAFF TRAINING IN MONITORING AND EVALUATION (M&E) AND M&E SYSTEM ASSESSMENT

The Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned Institute comprising the following fourteen (14) Member States: Angola, Botswana, Burundi, Kenya, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Tanzania, Uganda, Rwanda, Zambia and Zimbabwe. The MEFMI Secretariat is based in Harare, Zimbabwe. MEFMI seeks to achieve prudent macroeconomic and financial management within the region.

MEFMI was established in 1997, succeeding the Eastern and Southern Africa Initiative in Debt and Reserves Management (ESAIDARM) – an initiative launched during 1994 in response to the entrenched capacity problems many African countries faced in debt and reserves management during the 1980's and 1990's. Unlike its predecessor, MEFMI was established with a broader mandate covering macroeconomic and financial sector management.

MEFMI exists to build sustainable human and institutional capacity, foster best practices in, and bring emerging risks and opportunities to the fore among its client institutions which include: Central Banks, Ministries of Finance and Planning Commissions or equivalent.

MEFMI delivers its programmes through regional and in-country capacity building activities in its three core operational programme: Macroeconomic Management Programme, Financial Sector Management Programme, and the Debt Management Programme.

Delivery modes include: customized as well as demand driven regional courses, seminars and workshops, country specific missions, E-learning, policy seminars, Training of Fellows, and high level fora for policy makers in its client institutions.

MEFMI is inviting proposals from reputable training institutions and individuals to train its Staff about the basics of establishing and managing a Monitoring and Evaluation (M&E) System, as well as conducting an M&E System assessment for the organization in delivering sustainable capacity building programmes within the region.

The training is planned for a period of five (5) days to be held from **19 – 23 October 2015**, while the M&E System assessment is planned for a period of three (3) days to be held from **26 – 28 October 2015** in Harare.

Objectives

The objectives of the training and assessment include:

1. Enhance awareness of staff about what constitutes an M&E system and the relevance of such a system for MEFMI;
2. Strengthen the capacity of MEFMI staff in monitoring, reporting and delivery of capacity building programmes in macroeconomic and financial management;
3. Enhance the skills and competencies of staff in the design, conduct and use of M&E information for learning, decision making and continuous programmatic improvement ;
4. Stimulate awareness about the current MEFMI M&E system;
5. Facilitate the sharing of lessons and insights on how to improve the management of the MEFMI M&E System;

Methodology and Approach

The training will be led by seasoned consultant(s) with hands-on experience in conducting M&E system assessments, strengthening the mainstreaming of M&E for capacity building programmes, good interpersonal and presentation skills, as well as demonstrated evidence of leading and or conducting customised M&E training with practical relevance at the work place.

The training and assessment are expected to adopt a mixed method and participatory adult learning approach including presentation, group activities, and working sessions to ensure a balance between theory and practice while stimulating active participation of staff at all levels.

Expected Outcomes of the Training

The following are the outcomes expected from the assignment:

- a) Increased knowledge and understanding of staff in strengthening and managing the MEFMI M&E System for improved delivery of capacity building programmes; and
- b) Improved reporting, monitoring and use of M&E information;

Expected Outputs

- a) Increased awareness and buy in of staff about the relevance of M&E for MEFMI;
- b) Strategic framework for strengthening the MEFMI M&E System;
- c) M&E System Assessment Report; and
- d) Training Report.

Please submit your application accompanied with the following documentation:

- a) Copies of certificate of registration / incorporation, if company
- b) Names and contacts of Directors, if company
- c) Curriculum Vitae for the personnel to conduct the training
- d) Tax registration certificates (Income Tax and VAT), if company
- e) Company profile, where applicable
- f) Full contact details (physical address, telephone and fax numbers and e-mail addresses)

- g) Contact persons
- h) A profile of existing customers
- i) Three references from renowned companies and their contact addresses
- j) Payment and Billing Terms

In addition, you should provide a detailed proposal for MEFMI regarding the following:

1. Proposed areas and topics to be covered under the training,
2. Training approach and justification,
3. Proposed approach and justification for conducting the MEFMI M&E System assessment, and
4. Proposed training and assessment programme.

Send your application clearly marked “Expression of Interest for Supply of Training Services – MEFMI Staff Training on M&E and M&E System Assessment” to the following address:

The Macroeconomic Financial Management Institute (MEFMI)

9 Earls Road, Alexandra Park

P O Box 66016, Kopje

Harare

ZIMBABWE

OR Email your application to: capacity@mefmi.org

The applications should arrive no later than, **Tuesday 15th September, 2015 at 16.00 hours**. Applications received after the closing date and time will **NOT** be considered.