Consultancy: Evaluation for the Women Mediators in the Commonwealth Project
Terms of Reference

1. Position Overview
Conciliation Resources requires an external consultant to complete the data collection and analysis of an end-line review of the Women Mediators in the Commonwealth (WMC) project.

The aim of the review is to assess Phase I of the project (network creation, value and immediate results) against the current framework, as well as inform Phase II of the project (network establishment and sustainability).

Position Title: Evaluation Consultant
Location: Flexible, will require attendance at the Conciliation Resources’ London office
Duration: January – March 2020
Reporting to: Head of Monitoring and Evaluation

2. Background
Conciliation Resources
Conciliation Resources is an independent organisation working with people in conflict to prevent violence and build peace, providing advice, support and practical resources. In addition, we take what we learn to government decision-makers and others working to end conflict, to improve peacebuilding policies and practice worldwide.

Conciliation Resources was established in 1994 and incorporated in 1996 as a company with charitable status. We currently have over 60 full and part-time staff members with a number based outside of the UK. In addition, we use a number of consultants and volunteers to support our work.

The Women Mediators in the Commonwealth programme
Women Mediators across the Commonwealth (WMC) is a network which connects women with a broad range of mediation knowledge and experience. The network advocates for the increased recognition of women mediators, and their participation in peace processes regionally and internationally. It also provides opportunities for the members to learn from and support each other.

Coordinated by Conciliation Resources, WMC was launched in July 2018 and the network now has nearly 50 members from 21 different Commonwealth countries. WMC members have mediation experience ranging from mediating conflict at the community level, to formally mediating conflicts as part of official peace processes. Through a series of activities such as: peer to peer learning and mentoring; mediation skills trainings and network development meetings; synergies through joint activities between other women mediator networks and relevant mediation bodies; and advocacy work, the network brings together these experience mediators for the valuable sharing of lessons learned and best practices.

The key objectives of this project are to deliver activities that: strengthen the capacity of women mediators to engage in local and global peace processes; to building regional and international solidarity on the inclusion of women in peacebuilding; and, to increase information and awareness for policymakers and civil society groups on the benefits of strategies for including women mediators in peace processes.
3. Specific tasks and deliverables
We require the support of an external evaluator to review the progress of the WMC project thus far. There will have been a series of internal data collection exercises prior to the consultant’s appointment. The consultant will carry out the final stage of data collection (interviews with selected network members) and analyse all the available evidence for an end-line review of Phase I of the project. The consultant will be responsible for:

- Analysing the existing evidence (programme documentation including reports, meetings/workshops evaluation forms, members applications and skills database, and M&E data).
- Gathering any missing information through skype interviews with selected network members.
- Using the above information to assess the project (local and international streams) against the current framework.
- Evaluate the value of the network and its relevance in the current context
- Evaluate the impact of the network to-date with regards to supporting members in their work.
- Identifying strengths and weaknesses, opportunities and challenges of the network to inform Phase II.
- Discuss the findings with the programme team.
- Produce an analysis report.

This evaluation will primarily be desk-based.

4. Summary of proposed work in days
The following work plan provides a tentative overview of the timeframe, activities and the expected deliverables. Once appointed the consultant would develop a more detailed schedule and workplan in consultation with the programme leads.

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Activity</th>
<th>Deliverable(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Jan</td>
<td>Project introduction; Meeting with programme and M&amp;E team to receive all documentation and programme introduction</td>
<td>N/A</td>
</tr>
<tr>
<td>10-17 Jan</td>
<td>Analysis of programme documentation, existing data and identify data needs</td>
<td>Data collection plan</td>
</tr>
<tr>
<td>17-21 Jan</td>
<td>Evaluation design</td>
<td>Interview plan and schedule</td>
</tr>
<tr>
<td>21Jan – 6 Feb</td>
<td>Data collection</td>
<td>10-15 Interviews</td>
</tr>
<tr>
<td>6-28 Feb</td>
<td>Data analysis</td>
<td>‘Results’ presentation/discussion</td>
</tr>
<tr>
<td>1-31 Mar</td>
<td>Report write-up (by 15 March)</td>
<td>Final report (31st March)</td>
</tr>
</tbody>
</table>
5. Administration and consultancy management

**Invoicing**
In addition to the requirements outlined in the consultancy agreement, please ensure your invoice is addressed to Conciliation Resources, 106 Burghley Road, London NW5 1AL, UK; and includes your transfer bank details.

**Reporting**
The consultant/s will be contracted by Conciliation Resources and report to the Head of Monitoring and Evaluation, but will work closely with programme team throughout the evaluation.

**Travel expenses**
All agreed travel expenses related to this consultancy will be covered by Conciliation Resources on submission of the final invoice, travel expense summary and receipts.

6. Consultant/s Specification

- Experience of researching/evaluating peacebuilding, mediation or conflict resolution projects and programmes (essential).
- Experience of working on women’s issues in peace and security (essential).
- Sound knowledge and understanding of conflict prevention and peacebuilding issues (desirable).
- A track record of conducting participatory processes which have generated reports with actionable recommendations that have led to the commissioning organisation making real and evidenced change (desirable).
- Interpersonal skills backed by knowledge and experience that evokes trust and openness with a range of evaluation participants (essential)
- Commitment to working in an international environment with gender and cultural sensitivity (essential)
- Experience in working with people and communities affected by conflict (desirable).
- Ability to establish strong working relationships with programme teams and partner organisations (desirable).
- Strong verbal and written English language skills.

7. Application process

To apply, please submit a proposal, including (i) short narrative (3 page maximum) detailing your suitability and approach to the assignment; (ii) financial proposal* for the assignment; (iii) CV(s) (2 page maximum per CV). All proposals should be emailed to recruitment@c-r.org. The deadline for receipt of proposals is 18.00 BST (London) on Friday 13 December 2019.

*Conciliation Resources will cover all travel-related costs, including visa, flights, hotels, food and translation (please do not include these costs in your proposal). In your financial proposal please include costs for the following items:

- Costs for delivering the above activities.

8. Timeline

- Application deadline: 13 December 2019
- Interviews: 18 December 2019
- Work commences in January 2020