

TERMS OF REFERENCE FOR DEVELOPMENT OF THE MONITORING AND EVALUATION STRATEGY FOR THE CONSOLIDATED CASH TRANSFER PROGRAMME

Background

The Government of Kenya has made significant progress in the provision of social protection to tackle poverty and vulnerability. The cash transfer programmes that comprise of Cash Transfer for Orphans and Vulnerable Children (CT-OVC), the Older Persons Cash Transfer and the Cash Transfer for Persons with Severe Disability have been central to that progress over the years. Substantial efforts have also been made to strengthen and harmonise the overall social protection system. This has led to considerable advances in the underlying delivery systems, including for targeting, grievance & case management and payment. The programme has also immensely grown in coverage and it continues to grow to an expected 2.5 million beneficiaries by 2026. This means the budgetary allocation for the programme will also continue growing from the current 29b.

Objectives of the MER&L strategy

The **overall objective** of the strategy is to improve the quality of programme implementation and to facilitate a comprehensive and high quality assessment of programme outcomes and impacts. Specifically, the strategy will:

1. Provide information that can be used to improve the quality of programme implementation
2. Provide information to show that resources are being used for their intended purposes (transparency and accountability);
3. Conduct research to inform programme implementation and future design
4. Highlight lessons learned which can be used by this and other CT programmes
5. Help assess whether the programme is achieving its intended objectives and impacts.

Scope and Objectives

The M&E strategy should respond to challenges and weakness in Monitoring and Evaluation of the CCTP as enlisted below;

- There have been significant enhancements in the operational processes of the CCTP which include monthly payment and payments through the choice model that require a robust monitoring and Evaluation framework.
- The CCTP is currently using the NSNP frameworks, which is not fully responsive to the operational needs of the CCTP and the MER&L section.
- Programme monitoring is uncoordinated and is conducted in an *ad-hoc* manner, with an over-reliance on spot checks.
- Data gaps exist in relation to levels of disaggregation (e.g. gender, age, and certain population groups, such as PWSD beneficiaries).
- Monitoring is adversely affected by the lack of standardised data collection processes and tools.
- Roles and responsibilities for M&E activities at both headquarters and county and sub-county levels are not clearly articulated.
- There is inadequate collaboration between officers from the DCS, DSD, and NCPWD at the county and sub-county levels during monitoring activities.
- Weak M&E data analysis capacity makes it difficult to establish trends, and prevents the programme from demonstrating progress.
- A lack of standardised formats and processes for reporting and disseminating M&E results has led to weak demand for M&E data.
- Limited capacity of officers to undertake M&E, including poor understanding of M&E among officers, especially at the county and sub-county levels.
- Insufficient resources for M&E.
- Logistical challenges relating to insecurity.
- The size and remoteness of some programme areas.

A thorough desk review and field visits needs to be carried out to get a better understanding of this challenges and share with stakeholders before the actual development of the strategy.

The consultant will also be expected to deliver on the following;

- An articulation of the relationship between the DSA MEL strategy and the broader overarching SP sector M&E framework to which it contributes;
- A consolidated set of indicators that will guide the DSA M&E team to tell a common story regarding the implementation and results of the Inua Jamii and track these over time.
- Explanation of the data collection process, frequency of data collection and roles and responsibilities for staff and stakeholders
- Presentation of the templates that will be used to facilitate data collection, analysis and reporting, including identification of linkages to other monitoring and reporting systems including through the new MIS
- Identification of key areas for M&E capacity building for all implementing agents.
- Identification of essential and future research requirements

Deliverables

1. Inception report

The inception report will outline the development of the MEL strategy with the aim of enhancing efficiency, effectiveness, accountability and transparency. It should detail the project scope, timelines and resources required.

2. Scooping report.

The consultant will have discussions with the DSA team and also carryout field's visits to sampled counties and sub counties to understand the M and E needs for CCTP.

3. MEL Strategy

The CCTP M&E to addressing the following areas:

This will cover the results framework with detailed indicators, data collection tools, reporting templates, monitoring and evaluation plan

4. Closing Report

This is the handover report of the MEL strategy to the Directorate summarizing the results achieved, accomplishment and challenges faced during the Development of the strategy and recommendations.

Road Map to Development of the Strategy

The assignment should run from November 2023 - April 2024.

Activity	Outputs					
	2023		2024			
	Nov	Dec	Jan	Feb	March	April
1. Finalize TORs and engage the consultant	X					
2. Present Inception Report and assess DSA M and E needs at HQs this will include assessment of DSA mandates and data collection needs and responsibilities		X				
3. Review of existing DSA MER&L tools and reporting processes at all levels(national, county, sub county and interdepartmental) to identify gaps and good practices.)		X				
4. Carry Out field visit in 10 sampled counties and sub counties to assess M and E needs		X				

<p>5. Review of current monitoring, reporting processes at all levels (national, county, sub county and interdepartmental) to identify gaps and good practices.</p>				X		
<p>6. Hold a working session with DSA and key stakeholders (other government departments, donors etc.) to establish their information requirements.</p>					X	
<p>7. Develop a draft SAU monitoring indicator framework – indicators, baselines, targets, data collection processes and frequency, means of verification, etc.</p>					X	

<p>8. Articulate, a draft MER&L strategy including data collection, analysis and reporting formats and templates, roles and responsibilities, capacity gaps and further research needs etc.</p>					X	
<p>9. Hold a working session with the DSA M&E unit and key focal points from the other units to review and incorporate feedback on the draft (Validation)</p>						X
<p>10. M&E strategy roll-out: Conduct orientation and training on the strategy for all implementing agents and broader stakeholders.</p>						X