



Terms of Reference

M&E Consultant to review activities and document good practices

Background

The Asian Forum of Parliamentarians on Population and Development (AFPPD) is a regional organization which serves as a coordinating body of 30 National Committees of Parliamentarians on Population and Development. In order to provide an objective assessment of its activities in Central Asian region, identify strengths, weaknesses and areas for improvement, and document findings, AFPPD will undertake an external monitoring and evaluation.

Main Tasks & Responsibilities

1. Collect data using various methods such as surveys and interviews (online/in writing) to conduct progress review of AFPPD's 2026 Parliamentarians' Project.
2. Do a desk review and analyse the data to prepare a detailed report that summarizes the findings of the evaluation.
3. Document accomplishments, good practices and stories of impact related to AFPPD's project(s) that hold potential for replication in other countries.
4. Preparing questionnaire and evaluation of national level in Tajikistan, Sub-Regional meetings in Turkmenistan and Kyrgyzstan as well as Annual report of combining events.

Period of Consultancy

- The contract period starts from 5 February to 30 July 2026 (17 working days)

Place of work

- The consultant will work from his/her premises.

Languages

- Excellent command in written and spoken English and Russian are required.

Qualifications

Education:

- Advanced University degree in Demography, Public Health, Law, Social Sciences, Sociology, Development Studies, Economics or other related fields.

Knowledge and Experience Required:

- Working experiences in M&E is required.
- A minimum of 5 years' experience in management and evaluation of project development, designing evaluation tools, conducting desk reviews and evaluation missions, production of evaluation reports.
- Experience in working with government institutions and donor organizations is strongly preferred.
- Strong analytical skills and communication skills.
- Familiarity with issues on population, reproductive health and rights, gender, and youth.

Protection from Sexual Exploitation and Abuse (PSEA)

Both parties shall strictly comply with all provisions of ST/SGB/2003/13 and acknowledge that it is strictly prohibited to engage in the following acts: 1) Any act of sexual exploitation and abuse (SEA), or other form of sexually humiliating, degrading or exploitative behavior; 2) Sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally or in my home country; 3) Sexual activity with anyone including sexual favors or other forms of humiliating, degrading or exploitative behavior, in exchange for money, food, employment, goods.

Contact

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