

## Terms of Reference

### ***M&E Consultant to review activities and document good practices***

#### **Background**

The Asian Forum of Parliamentarians on Population and Development (AFPPD) has actively been working with parliamentarians and national committees on population and development (NCs) of 30 countries to strengthen policies and actions to address population and development issues in the Asia and Pacific region. In order to provide an objective assessment of its activities, 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/APDA's 2026 Project (January-June).
2. Do a desk review and analyze the data to prepare a detailed report that summarizes the findings of the evaluation.
3. Within the report, or separately from it, document accomplishments, good practices and stories of impact related to AFPPD/APDA's project(s) that hold potential for replication in other countries.

#### **Main deliverables**

The Consultant will be responsible for preparing and submitting the following main deliverables by the following deadlines.

1. Draft Quarterly report for submission to the donors. For Q1 report by 8 April 2026.
2. Annual Report that meets the reporting requirement of UNFPA APRO by 20 June 2026
3. Preparation of evaluation questionnaires and analysis of the results.

#### **Phase 1**

| AFPPD/APDA's 2024 Project Activities                                      | Q1 | Q2 | Q3 | Q4 |
|---|----|----|----|----|
| 1. <i>National-level workshops in Maldives (13 February)</i>              | ✓  |    |    |    |
| 2. AFPPD's Parliamentary Session at WD2026 Conference, Australia          |    | ✓  |    |    |
| 3. <i>AFPPD Standing Committee Meeting on Investing in Youth, Lao PDR</i> |    | ✓  |    |    |

#### **Period of Consultancy**

- The contract period starts from 1 February to 30 June 2026 (8 working days)

#### **Place of work**

- The consultant will work from his/her premises.

#### **Languages**

- Excellent command in written and spoken English is required.
- Working experiences in M&E is required.

## **Qualifications**

### *Education:*

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

### *Knowledge and Experience 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**

AFPPD secretariat: [afppd@afppd.net](mailto:afppd@afppd.net); [usmonov@afppd.net](mailto:usmonov@afppd.net)