



## **TERMS OF REFERENCE (TOR):**

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### **Reporting Consultant**

**Project:** BRIGHT – Breaking Barriers, Improving Girls' Education, Hope and Totality

**Countries:** Myanmar, Sudan, Niger

**Funded By:** Global Affairs Canada (GAC), ADRA Canada

## Summary

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The purpose of this consultancy is to lead and directly contribute to the delivery of **two project reports**:

1. Operations Report (Apr 1, 2023 – Sept 30, 2023)
2. Final Results and Operations Report (May 1, 2020 – Dec 31, 2023)

These reports will be prepared for and submitted to the project's largest contributor – Global Affairs Canada (GAC).

**Timeframe:** Sept 15, 2023 to Feb 15, 2024 (roughly a 5-month part-time engagement)

**Total # of consultancy days:** 70 days (55 days for the report reviews/writing and 15 days for the overall management, orientation, etc.)

**Daily rate:** \$450/day (based on an 8-hour Mon-Fri schedule)

**Max total consultancy:** \$31,500 CAD (HST inclusive)

**Payment type:** Based on deliverables

**Location:** Remote

**Travel:** None

**Language of report:** English

**Application submission:** Submit to David Kozarichuk ([david.kozarichuk@adra.ca](mailto:david.kozarichuk@adra.ca)) by Aug 22, 2023.

## Project and Organizational Background

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The **BRIGHT** (BReaking barriers, Improving Girls' education, Hope and Totality) project aims to provide vulnerable girls and women in fragile, remote, and conflict-affected areas of Myanmar, Niger, and Sudan; with pathways for inclusive and equitable primary education, accelerated learning, and livelihood training that will enable them to have equal access to livelihood opportunities. The intermediate outcomes of the project are: (a) Increased community-led actions in breaking multi-dimensional barriers to gender equal education for vulnerable girls and women in targeted fragile areas of Myanmar, Niger, and Sudan; (b) Improved availability of inclusive, innovative, gender and climate-responsive education systems, integrating psychosocial support, for vulnerable out-of-school (OOS) girls and women in targeted fragile areas in Myanmar, Niger, Sudan and (c) Increased access to gender-responsive, environment-sensitive market-driven learning opportunities for livelihood and life skills, among vulnerable, OOS girls and women in targeted fragile areas in Myanmar, Niger, and Sudan.

**ADRA Canada** (the Adventist Development and Relief Agency in Canada) is the Canadian relief and development agency of the Seventh-day Adventist Church. ADRA Canada's purpose is to serve humanity so all may live as God intended. ADRA Canada and all its employees support the vision of the Seventh-day Adventist Church in Canada (SDACC), proclaiming Christ, Nurturing Believers, and Serving Humanity. The ministry of ADRA Canada is an important part of the Christian mission of the Seventh-day Adventist Church and operates in harmony with its religious beliefs and practices.

## Purpose of Consultancy

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The purpose of this consultancy is to lead and directly contribute to the delivery of **two project reports**:

1. Project Operations Report (Apr 1, 2023 – Sept 30, 2023)
2. Final Results and Operations Report (May 1, 2020 – Dec 31, 2023)

These reports will be prepared for and submitted to the project's largest financial contributor – Global Affairs Canada (GAC).

Reporting to the Development Program Director/Designate and working in close collaboration with the BRIGHT Project Manager, the technical team (MEAL, Finance, Gender, Education & CoLMEAL), and other partners (ADRA Norway, Salanga), this role will lead the management, scheduling, instructions, reviews, and revisions of documents submitted to ADRA Canada by country teams. This role will also take a supporting role with the country teams, ensuring that templates, instructions, and deadlines are well understood. *Ultimately, the Reporting Consultant is responsible for producing high-quality reports that faithfully and accurately represent the project's achievements and any challenges encountered through the reporting period.*

## Consultant Duties & Responsibilities

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**Overall management/leadership/coordination/scheduling of assigned reports.** The Reporting Consultant will take a leadership role in the delivery of the assigned reports, including ensuring that a regularly updated schedule is in place, that report authors/contributors/reviewers understand their responsibilities, that deadlines are maintained, and that the overall quality of the reports is acceptable.

**Review reporting templates.** The Reporting Consultant must be familiar with both the reporting guidelines from GAC as well as the report templates based on those guidelines. (Report templates containing detailed instructions are sent to the country teams to guide the report writing.)

**Pre-fill reporting template with known information.** Any already known information should be pre-filled into the templates by the Reporting Consultant before sharing with the country teams. Usually, reports have standard required sections such as the Project Description or indicator targets, which can be copied from the relevant documents or data sources. Pre-filling templates with already-known information reduces the burden on in-country report writers and reduces the review time by the team in Canada.

**Reminders, follow-ups, and updates.** The Reporting Consultant is expected to remind implementation teams and partners of important deadlines and follow up when deadlines are not met. The Reporting Consultant must also send weekly updates to everyone participating in the reviews so that they can be apprised of potential delays.

**Review country report drafts to ensure all the requested information has been provided.** This includes comparing the template instructions against the information provided in the report and working with the country teams to address any gaps.

**Review country report drafts to address issues with consistency, logical flow, and natural progression of ideas.** Reports must follow standard English rules of points/evidence clearly building to conclusions.

**Review country report drafts to address issues with language, grammar, presentation, and formatting issues.** It is specifically the Reporting Consultant's responsibility to address these issues (which can be

significant). With these being addressed by the Reporting Consultant, the rest of the ADRA Canada team can review the report more efficiently.

**Review country report drafts to ensure that all information that will be needed for consolidated reports is included.** Since the Reporting Manager is responsible for authoring the consolidated reports, each report should be reviewed to ensure that the needed information for consolidation is present.

**Communicating feedback on drafts.** Once the reports have been reviewed, the Reporting Consultant is responsible for sending the drafts that contain the feedback to the country teams. When doing this, the Reporting Consultant should clearly communicate a deadline as to when the next draft is expected to be received and follow up as needed.

**Authoring consolidated reports.** Once the country report drafts have been finalized, the Reporting Consultant is responsible for authoring the consolidated report. The consolidated report is often the report that receives the most scrutiny from the funder, so it is essential that the quality is high. The consolidated report must not be cut-and-paste from the country-specific reports, but instead, common themes should be identified and presented in a summarized manner. For sections that are primarily focused/based on data, an analysis of the consolidated data and a discussion on relevant findings are expected. Exceptional country-specific details can also be highlighted individually. In some instances, other team members may author certain sections of the consolidated report depending on availability (ex: the finance manager may author the consolidated Financial Variance Explanation Sections). Once the Reporting Consultant has drafted the consolidated report, it should be circulated for a final review by the ADRA Canada team.

**Addressing/coordinating feedback on consolidated reports.** The Reporting Consultant is responsible for ensuring that the feedback is addressed, including making changes to the sections directly authored as well as coordinating with the other contributors/authors. Once the feedback has been addressed, the Reporting Consultant requests permission from the Project Manager and Grant Manager to finalize the report.

**Finalizing the reporting package for submission.** The Reporting Consultant is responsible for finalizing each report and collecting all the relevant files into a reporting package, which includes:

- Going through each file and ensuring all comments are removed and tracked changes are accepted.
- Properly renaming each file, ensuring compliance with the Filing Guidelines.
- PDFing each file and ensuring that the “Word & Excel Version” folder exactly matches the “Submission” folder.

Once done, the Reporting Consultant notifies the Grant Manager that the report is ready for submission.

## Deliverables

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Below are the key deliverables to be submitted to GAC during the consultancy period. Note that the Final Results and Operations report for Sudan will be submitted to GAC before the consultancy commences however, all consolidated reports should still incorporate information from all three project countries.

Report	Components
<b>Project Operations Report</b>	BRIGTH Semi-annual Operations Report Narrative – CONSOLIDATED BRIGTH Semi-annual Operations Report Narrative - Myanmar

<p><b>[Covers: Apr 1, 2023 – Sept 30, 2023</b></p> <p><b>Due: Nov 16, 2023]</b></p>	BRIGHT Semi-annual Operations Report Narrative - Niger
	BRIGHT Outputs and Activities Reporting Worksheet – CONSOLIDATED
	BRIGHT Outputs and Activities Reporting Worksheet - Myanmar
	BRIGHT Outputs and Activities Reporting Worksheet - Niger
	BRIGHT Risk Table - CONSOLIDATED
	BRIGHT Risk Table - Myanmar
	BRIGHT Risk Table - Niger
<p><b>FINAL Results and Operations Report</b></p> <p><b>[Covers: May 1, 2020 – Dec 31, 2023</b></p> <p><b>Due: Feb 7, 2024]</b></p>	BRIGHT Final Results and Operations Report Narrative - CONSOLIDATED
	BRIGHT Final Results and Operations Report Narrative – Myanmar
	BRIGHT Final Results and Operations Report Narrative - Niger
	BRIGHT Final Results and Operations Report Narrative - Sudan (resubmitted)
	BRIGHT Outcome Reporting Worksheet - CONSOLIDATED
	BRIGHT Outcome Reporting Worksheet - Myanmar
	BRIGHT Outcome Reporting Worksheet - Niger
	BRIGHT Outcome Reporting Worksheet - Sudan (resubmitted)
	BRIGHT Outputs and Activities Reporting Worksheet - CONSOLIDATED
	BRIGHT Outputs and Activities Reporting Worksheet - Myanmar
	BRIGHT Outputs and Activities Reporting Worksheet - Niger
	BRIGHT Outputs and Activities Reporting Worksheet - Sudan (resubmitted)
BRIGHT Communications Report	
BRIGHT List of Partners	
BRIGHT Visibility and Recognition Activities Report Form	
Other Appendices as Requested	

## Consultant Competencies

The consultant shall have the following competencies:

### Essential:

- Extensive **experience as a report writer**, including coordinating inputs from a large and diverse team located in multiple time zones.
- Excellent **English proficiency** in both written and spoken form.
- Experience in a professional field with significant exposure to **Education** programs in fragile, remote, conflict settings.
- Experience in a professional field with significant exposure to **Gender Programming**.
- Extensive experience with Microsoft Word, especially formatting, comments, and track changes functionality.
- Exposure to implementing humanitarian and/or development interventions.
- A research background with a focus in the analysis of both quantitative and qualitative data.

### Preferred:

- Familiarity with Global Affairs Canada reporting requirements/guidelines.

- Familiarity with GAC’s established policies, principles, practices, mandate, and priorities, including Results-Based Management (RBM).
- Experience in implementing humanitarian and/or development interventions.
- Experience with the culture/context in the target country(ies).
- Familiarity with SharePoint for working on documents as a team concurrently.

## Resources Provided to Consultant

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All project-related materials will be provided to the consultant, including:

1. Proposal
2. Logic model (LM)
3. Performance measurement framework (PMF)
4. Gender Equality Strategy (GES)
5. Annual reports
6. Annual Work Plans
7. The Mid-Term Evaluation
8. Other documents upon request.

## Schedule & Deliverables

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Activity/Deliverable	Days	Timeframe	
		Start	Finish
<i>Orientation, document reviews, team introductions</i>	3	18-Sept	21-Sept
<i>Project Operations Report</i>	25	22-Sept	<b>16-Nov</b>
<i>FINAL Results &amp; Operations Report</i>	30	30-Oct	<b>07-Feb</b>
<i>Overall management</i>	12	N/A	N/A
<b>TOTAL CONSULTANCY DAYS</b>	<b>70</b>		

## Participation & Roles of Stakeholders

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- **Grant Manager / Associate Director of Development Programs** – provides overall management of development program implementation and is responsible for the execution of the consultant’s contract.
- **Project Manager** – provides overall management for this project and provides technical expertise in Education. This is the position that the consultant will mainly interact with.
- **Gender Advisor** – provides technical expertise in Gender Equality.
- **ADRA Norway** – project technical expertise in Inclusive Education.
- **Implementation team** in each country – will be responsible for drafting country reports.
- **Salanga Inc.** – M&E consultancy firm that leads in M&E for the project.

## Remuneration

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The daily consultancy rate is **\$450 CAD**, for **70 days**, totalling **\$31,500 CAD**, inclusive of all taxes and fees.

The payment schedule will be based on deliverables, not time spent. ADRA Canada reserves the right to delay or even refuse payment should the deliverables not be of an acceptable quality.

## Policies Applicable to Consultant(s)

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The Consultant(s) will be expected to abide by the applicable policies of ADRA Canada, as found at the following links. These include:

1. Privacy & Security - <https://adra.ca/privacy/>
2. Protection from Sexual Exploitation and Abuse (PSEA) Policy – <https://www.adra.ca/psea-policy/>
3. Policy on Violence and Sexual Harassment - <https://www.adra.ca/policy-on-violence-and-sexual-harassment/>

The Consultant(s) will be required to sign relevant documents to indicate that they will abide by the above policies.

## Application Submission

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Interested candidates should submit their application for this consultancy to **David Kozarichuk** ([david.kozarichuk@adra.ca](mailto:david.kozarichuk@adra.ca)) before the submission deadline **by Aug 22, 2023 17:00 EST**.

ADRA Canada reserves the right to contact only selected or shortlisted candidate(s). The application package of interested candidates should include:

1. **CV** of the Consultant.
2. **Cover letter** or proposal showing fulfillment of essential requirements listed above.
3. Professional portfolio containing **samples** of previous work relevant to this TOR.
4. At least two current and relevant **references** for similar activities