

TERMS OF REFERENCE

Monitoring and Evaluation Short-term Technical Assistance

Activity Title	Monitoring and Evaluation Short-term Technical Assistance
Reports to	MERLA Officer
Application deadline	January 9, 2026
Type of contract	Consultancy Agreement
Expected Duration	February 2025 to August 2026 (7 months); 90 person days

Program Background

The Fostering Advancement of Inclusive and Rights-based Justice (*FAIR Justice*) is a five-year (2024-2029) AUD10 million program that advances Australia and the Philippines' shared commitment to the rule of law, human rights, and strong and accountable institutions as vital to the stability, security, and prosperity in the Philippines and the Indo-Pacific.

FAIR Justice aims to support the Philippines' progress towards its goal of 'enhancing the administration of justice', as articulated in the Philippine Development Plan, 2023-2028, and the Supreme Court's Strategic Plan for Judicial Innovation, 2022-2027.

Assignment Background and Objectives

The M&E STTA is expected to meet the following objectives:

- 1) Provide short-term surge support to the FJ team during this period. Several FAIR Justice activities requiring monitoring and evaluation (M&E) engagement are scheduled for early 2026, including the FJ annual planning, SPJI MEL kick-off, PHILJA MEL engagement, and the Justice Zone launch. These are major deliverables that will require substantive, focused M&E support.

Contracting an M&E STTA to provide additional backstopping would help ensure that sufficient M&E support can be provided for the program at all times. Without the additional support, there is the risk that current resourcing will be insufficient to effectively cover all the M&E requirements of the program, with the implication that activities and reports/outputs will not be produced to the standards required.

- 2) Assist in the collection and consolidation of baseline and results information, including drafting of reports, and FJ case studies documenting results/stories of change that will help build the evidence base for program results, including help prepare for a planned midterm review in 2026.

The program is still in the process of building its evidence base, following a gap in M&E resourcing during the 1st semester of 2025. Building the evidence base is an urgent priority, to prepare for the forthcoming midterm review as well as address increasing demand/appetite for FJ results from DFAT and stakeholders as the program moves towards the midway point. Deferring this runs the risk of not being able to provide the information that is needed by FJ stakeholders as well as independent reviewers, leading to reputational risk for the program, with a negative impact on continued support and funding.

- 3) Assist in the drafting and implementation of M&E tools and guidance to facilitate the timely collection of robust performance information. This is also linked to 2) above, ensuring that the program has a solid system to help generate performance information and evidence of results, without which the program has to contend with reputational and other related risks.

Scope of Work

The M&E support staff is expected to perform the following tasks:

1. Support collation of baseline information and production of baseline narrative reports for each of the 3 FJ EOPOs, under MERLA officer supervision and using the outline/guidance note provided by the MERLA officer.
2. Support FJ performance data collection and analysis- collation of performance and case study information for each of the 3 EOPOs, guided by MERLA officer.
3. Support in updating M&E tools and guidance and rolling these out for implementation, including reflecting the same in the FJ M&E Plan (narrative format).
4. Support implementation and documentation of pause and reflect and annual planning for FJ, feeding into progress reporting and annual work plan production.

Expected outputs

1. Three draft consolidated baseline narratives, 1 for each EOPO.
2. Inputs to draft case study change narratives for each of the 3 EOPOs; other draft consolidated FJ performance data and analysis, with MERLA officer guidance.
3. Inputs to draft M&E tools and guidance notes; inputs to updated M&E Plan (narrative format).
4. Documentation and other inputs to pause and reflect and annual planning activities, including inputs to July-Dec 2025 progress report and Yr 4 annual work plan.

Inputs

The FAIR Justice Program and Partnership Management Team (PPMT) will support the Consultant on the following:

1. Provide existing studies on access to justice and other related literature.
2. Provide inputs to proposed guide questions, and inputs and comments on the methodologies; ensure that GEDSI is considered in the guide questions and approaches.
3. Provide inputs to draft baseline reports, case studies and other M&E reports, tools and guidance as may be required.
4. Facilitate coordination with FJ stakeholders for M&E activities/data collection.

The MERLA Officer will provide overall oversight, including quality assurance and monitoring of the MEL STTA outputs.

Timing and Duration

The assignment will commence February 1, 2026 and is expected to be completed by August 31, 2026.

Qualifications and Experience

Provide required qualifications and experience

- Has background in development work, ideally familiar with DFAT projects and reporting requirements
- At least 6 years progressively responsible experience in research and/or monitoring and evaluation related engagements; is experienced with qualitative and quantitative M&E methods (theory and implementation)
- Detail oriented and can work independently, able to meet deadlines and manage multiple priorities effectively
- Able to draft case studies and baseline reports/narratives
- Preferably with experience in Powe Bi or other related data visualization software
- Can work collaboratively across different internal functional units and with external partners, including government, civil society organizations, and development partners

Management and Reporting Arrangement

The consultant will be reporting to the MERLA officer. S/he is also expected to work collaboratively with the FJ team leader and the whole team, and in close coordination with the MERLA officer. A kick-off/orientation session will be arranged with the MERLA officer to discuss the overall work plan as well as immediate priorities. Weekly deliverables and STTA work plans will be agreed with the MERLA officer, with weekly catch-ups to be scheduled. It is expected that the STTA will be available for weekly PPMT meetings to help her/him get across program requirements and activities relevant to the M&E support that will be provided.

Quality assurance of STTA outputs will be provided by the MERLA Officer. Quality assurance may include inputs from the technical team (Team leader and/or SPOs) where the outputs relate to their respective portfolios. Any revisions to draft reports/guidance/tools will be under the supervision of the MERLA officer who will certify/sign off on STTA outputs.

Total Number of Days: 90

Duration: February – August 2026

Activity	Days (indicative allocation)	Terms	Output
<i>Support FJ baseline data collation</i>	30	Support collation of baseline info and production of narrative reports for each of the 3 FJ EOPOs, under MERLA officer supervision and using the outline/guidance note provided by the MERLA officer	Three draft consolidated baseline narratives, 1 for each EOPO
<i>Support portfolio and activity monitoring and evaluation</i>	30	Support performance data collection and analysis, including collation of case study information for each of the 3 FJ EOPOs, guided by MERLA officer.	Inputs to draft case study narratives for each of the 3 EOPOs; draft consolidated performance data and analysis, with MERLA officer guidance
		Support in updating M&E tools and guidance and rolling these out for implementation, including reflecting the same in the FJ M&E Plan (narrative format)	Inputs to M&E tools and guidance; inputs to updated M&E Plan (narrative format)
<i>Support specific M&E activities</i>	30		
<i>Progress reporting/pause and reflect and annual planning</i>		Support implementation and documentation of pause and reflect and annual planning for FJ, feeding into progress reporting and annual work plan production	Documentation and other inputs to pause and reflect and annual planning activities, including inputs to July-Dec 2025 progress report and Yr 4 annual work plan