

TERMS OF REFERENCE

Activity Title	Monitoring, Evaluation, and Learning (MEL) Specialist for the Development of the Philippines Judicial Academy's Impact Monitoring and Assessment Tools and System
Duration:	February 2026 – June 2026
Estimated Level of Effort:	28 working days (spread over 5 months)
Duty Station	Manila (with hybrid/virtual meetings as needed)
Reports to:	Chief of the Office for Administration, in coordination with the FAIR Justice Program team

I. Background

The Philippine Judicial Academy (PHILJA), as the training arm of the Supreme Court, plays a vital role in strengthening the knowledge, competencies, and performance of judges and court personnel. To promote greater efficiency and efficacy in its judicial education programs, a robust system of quantitatively and qualitatively measuring how these programs impact the knowledge, skills and attitudes of judicial officers is needed. Consistent with the Strategic Plan for Judicial Innovations (SPJI) 2022–2027, PHILJA is institutionalizing a comprehensive MEL Framework that incorporates the three-tiered assessment mechanism to evaluate the effectiveness and impact of its judicial education programs. Building on the outcomes of the Impact Evaluation Study (2024) and MEL consultations conducted in 2024–2025, this project aims to finalize, validate, and operationalize PHILJA's Monitoring, Evaluation, and Learning (MEL) Framework and Tools, aligned with SPJI objectives and FAIR Justice outcomes.

II. Scope of Work and Key Activities

Phase I: Development of MEL Framework and Tools (15 days)

Activities	Terms	Output
1. Desk review (February)	<ul style="list-style-type: none"> Review prior outputs from 2024–2025 MEL work and other pertinent documents. 	1. Inception report outlining methodology, activity design, and schedules
2. Validation Workshop (March)	<ul style="list-style-type: none"> Develop a detailed workplan for the MEL Framework Development project, including timeline, milestones, engagement methods, and deliverables schedule. 	

Activities	Terms	Output
3. Development of MEL Framework and Tools (March to April)	<ul style="list-style-type: none"> Conduct an alignment meeting with PHILJA and FAIR Justice Design and facilitate a Validation Workshop with PHILJA to review indicators, results framework, and three-tiered tools. Ensure GEDSI considerations are integrated in the framework and tools, in collaboration with FAIR Justice's GEDSI Specialist. Complete the development of PHILJA's MEL Framework document. 	2. Validation workshop design and presentations 3. Comprehensive post-validation workshop report 4. Draft MEL Framework, Tools and Templates

Phase II: LMS Prototyping of MEL Tools and Pilot Testing (6 days)

Activities	Terms	Output
1. MEL Tools development workshop (April) 2. Pilot testing at JCEP (May) 3. Enhancement of the draft MEL Framework (June)	<ul style="list-style-type: none"> Facilitate a co-design workshop with PHILJA units for tool customization and usability review. Develop user-friendly templates and questionnaires for each tier (pre-program, on-site, post-program) Coordinate with PHILJA's ISD and PMD/MEL Division to integrate tools into the LMS (including dashboards and analytics). Collect and analyze feedback on usability, data accuracy, and reporting functionality. Revise MEL tools and framework based on pilot results. Validation of revised MEL tools. 	1. Finalized questionnaires, pre/post-tests, feedback forms, and data collection templates 2. Summary of feedback from pilot testing 3. Revised MEL Framework

Phase III: High-level Presentation (2 days)

Activities	Terms	Output
1. Presentation to the PHILJA leadership (June)	<ul style="list-style-type: none"> Prepare and present the MEL Framework, pilot results, and LMS prototype to the PHILJA Chancellor, Chiefs of Offices, and key stakeholders. Incorporate feedback and secure PHILJA leadership approval for institutionalization. 	1. Slide deck and summary brief for high-level presentation

Phase IV: Capacity Building on MEL Tools and Handover (5 days)

Activities	Terms	Output
1. Capacity-building training (June)	<ul style="list-style-type: none"> Conduct training for PHILJA (AAO, PMD, ISD, RPLO) staff on data collection, analysis, and reporting using the new tools. 	1. Activity design and training materials for the capacity-building training.
2. Handover of User Manual and Final Report (June)	<ul style="list-style-type: none"> Prepare a User Manual and Final Report (with tools, training plan, and recommendations for continuous improvement). 	2. User's manual. 3. Final technical report containing comprehensive documentation of the MEL development process, recommendations for rollout and sustainability plan

III. Coordination and Reporting

- The MEL Specialist will work under the supervision of the Chief of the Office for Administration, and in close coordination with the Program Monitoring Division (PMD), the Information Systems Division (ISD), and the FAIR Justice team.

- Regular coordination meetings will be held to review progress and align deliverables.

IV. Qualifications and Experience

- At least 7 years of experience in MEL system design, preferably in fields of judicial education, governance, public sector capacity-building, or institutional reform.
- Demonstrated experience in conducting trainings re MEL frameworks and tools using results-based management, Kirkpatrick's model and three-tiered assessment results.
- Prior experience working with judicial, government, or international development institutions.
- Strong facilitation skills and experience conducting validation workshops and capacity-building sessions.
- Knowledge of gender equality, disability, and social inclusion (GEDSI) integration in MEL frameworks.
- Excellent report writing, presentation, and communication skills.

V. Duration and Schedule of Payments

Deliverable	Payment (%)
Upon submission and approval of Inception Report	15%
Upon submission and approval of draft MEL Framework	25%
Upon submission of MEL Tools and Templates	20%
Upon submission of revised MEL Framework and completion of high-level presentation	20%
Upon completion of Training and acceptance of User Manual and Final Technical Report	20%