



## **CALL FOR EXPRESSION OF INTEREST**

for

### **Development of the Monitoring and Evaluation (M & E) system of AIPP**

#### **1. Background/Context:**

The Asia Indigenous Peoples Pact (AIPP) is a regional organization established in 1992 by Indigenous Peoples' movements across Asia. It acts as the forum and mechanism for building and strengthening the solidarity and cooperation of Indigenous Peoples in Asia for the promotion and protection of their rights, protection of biodiversity and the environment and promotion of sustainable development. Since its establishment, AIPP has been addressing the key issues and concerns of Indigenous Peoples in Asia through its programmes including capacity building, lobby and advocacy, organizational strengthening and networking.

AIPP has built the capacities and has created enabling environment for Indigenous Peoples including Indigenous women, youth, and persons with disabilities through its programmes, projects and sustained advocacy. It facilitates them to effectively and meaningfully participate, represent and influence in these platforms, mechanisms, instruments and processes at different levels. Moreover, AIPP is playing significant roles and contributing to the consolidation, analysis, publication, and dissemination of the relevant policy, advocacy and campaigns at the national, regional, and global processes from the Indigenous perspectives. It usually follows the four-year strategic plan guided and approved by the general assembly.



## ASIA INDIGENOUS PEOPLES PACT FOUNDATION

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AIPP is in the process of developing its monitoring and evaluation system based on the new Strategic Plan (2021-2024) and results framework which has defined the work of the organization for the next four years.

AIPP has following key programmes:

- 1.1. Organizational Strengthening and Movement Building (OSMB)** - The OSMB as a separate programme of AIPP includes the organization of the sub-regional meetings of members, country level assessment and consultations, the regular meetings of the Executive Council, the strengthening and management of the secretariat in the day-to-day implementation and coordination of the AIPP programmes and activities, organizational strengthening of members. This programme guides and provides coherence of the overall programmes of AIPP at the Secretariat through streamlining, inter-programme collaboration and integration, build inter-linkages of projects and thematic issues such as on women and youth, and movement building.
- 1.2. Communication Programme (CP)** – The CP involves the regular sharing of information to the members, contacts and partners on key developments and issues relating to Indigenous Peoples in Asia through different channels of media including e-media. It also includes the translation of relevant documents, production of info-posters, animation, video documentaries and the operation of the Indigenous Voice Asia Network (IVAN) as a joint platform of journalists/media practitioners and Indigenous activists in amplifying the voices of Indigenous Peoples.
- 1.3. Environment Programme** – This programme addresses the issues relating to climate change, biodiversity and Indigenous Knowledge promotion and protection and Indigenous Food Systems, Indigenous Data Sovereignty. In particular, forest conservation under the Reducing Emissions on Deforestation and Degradation (REDD) and climate change adaptation at the community level, and sustained advocacy with REDD+ and climate change related bodies such as



the UNFCCC and CBD are the focus of this programme in partnership with member organizations and network. The program has also taken issues relating to Indigenous Knowledge and coordinates the recently established Indigenous Knowledge and Peoples of Asia (IKPA).

**1.4. Regional Capacity Building (RCB) programme** – This programme includes several capacity building activities in response to its specific capacity building needs for community empowerment and movement building. The programme focuses the capacity-building efforts towards supporting vertical structures of AIPP from local organizations to the top-level of its governance structure and secretariat. It also makes sure that members of the organization internalize this value such that their indigenous identity comes to the fore in all aspects of the organization’s activities and focus. The RCB programme organizes training programs on community organizing, leadership, UNDRIP Advocacy and institutional building, self-government and democracy etc. for grass roots leaders and organizations.

**1.5. Human Rights Campaign Policy Advocacy (HRCPA) programme** – This programme includes the building and the strengthening of Indigenous Peoples Human Rights Defenders Network (IPHRDs), Business and Human Rights through trainings and documentation and regional and international lobby and advocacy using UN mechanisms, bodies and procedures, ASEAN, international financial institutions, the guiding principles regarding business and human rights, and the SDGs. The program is involved in campaign and community mobilization for responding to human rights issues and violations relating to extractive industries, large-scale development projects, economic land concessions, eviction and displacement issues, etc.

**1.6. Indigenous Women (IW) Programme** - This programme provides capacity building to indigenous women organizations and their networks and their increased participation and engagement in different levels of advocacy work. It



also includes the enhancement of the roles and contribution of Indigenous women in climate change, sustainable resource management among others. AIPP has adopted its Gender Policy and has produced a gender main-streaming Manual as a guide to the regional secretariat and its members. The program also coordinates the Network of Indigenous Peoples in Asia (NIWA) that was recently established which has prioritized land rights and governance.

## 2. Purpose:

The main purpose of this ToR is to develop a monitoring and evaluation system.

The specific objectives are to:

- 2.1.1 Review/revise” and /or to “develop M&E guide/ handbook/ manual” of AIPP inclusive of M&E Framework & Plan based on the new system.
- 2.1.2 Develop a general M & E reporting templates & formats based on strategic plan and results framework so that it can be adapted by AIPP Programmes.
- 2.2 Develop monthly/quarterly and annual report formats--- reviewing / revising/ dovetailing the existing ones.
- 2.3 Review existing field monitoring system, monitoring formats and monitoring report writing.
- 2.4 Undertake capacity building of AIPP Secretariat staff on M&E including Programme wise demo-testing of the various monitoring formats

## 3. Guidelines for the consultants

- 3.1 Review the Strategic Plan 2021-24 (**May refer to the attachment**)
- 3.2 Review the results-based framework of the programmes of AIPP
- 3.3 Prepare by designing monitoring templates that will support in preparing monthly/quarterly, half yearly and annual reports.
- 3.4 Support in providing suggestions and inputs while developing a database system that will support in data entry, analysis and reporting.



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### 4. Task and Timeframe

The assigned task will need to be completed within **2 months** from the date of awarding the contract.

SN	Tasks	Duration of Assignment
1.	Review/revise and/or to develop M&E guide/ handbook/ manual of AIPP inclusive of M&E framework & plan.	
2.	Develop recording & reporting forms & formats for AIPP M&E programme wise.	
3	Develop monthly/quarterly and annual report formats--- reviewing / revising/ dovetailing the existing ones.	
4	Review existing field monitoring system, monitoring formats and monitoring report writing.	
5	Undertake online capacity building of AIPP Secretariat staff on M&E including Programme wise demo-testing of the various monitoring formats	
	Total	<b>60 days</b>

### 5. Output/Deliverables

- M&E Guide inclusive of M&E Framework and M&E Plan.
- M&E formats (Monitoring formats --- monthly, trimester & annual).
- Field monitoring report format.
- Training Completion Report.
- End of project completion report deliverables.



## 6. Expected and desirable qualifications of the Consulting Team Members:

Their combined qualifications shall include in depth knowledge and understanding of Indigenous Peoples issues including activities of indigenous organizations in Asia; and practical experience in designing monitoring and evaluation systems.

Additionally, the team should have the following qualification and combined expertise:

- Knowledge and familiarity on Indigenous Peoples' issues and movement in Asia
- A master's degree in related fields and/or equivalent work experiences.
- Experience in, and a thorough understanding in developing Monitoring & Evaluation systems.
- Solid analytical and conceptual skills and the ability to think creatively.
- Good knowledge of local context (culture, politics, and geography); familiarity with the situations in Asia will be added asset.
- Pro-active, independent and responsible personality.
- Excellent oral and written communication skills in English.

## 7. Quality Assurance

The consultants will work closely with the Executive Secretary of AIPP, who is responsible for overall M&E Tasks in AIPP. He will also review and monitor the quality of deliverables.

## 8. Consultancy Fee and Remuneration:

Interested candidates are requested to submit a proposal with detailed work plan and consultancy fee.



## 9. Intellectual Property Rights:

AIPP will be the sole copy right's owner of the assigned work. The Monitoring & Evaluation system either fully or in part/ parts should not be reproduced or published, nor used for any commercial publication, gain without obtaining prior written approval of the competent authority of AIPP.

*Interested and qualified candidates are requested to submit an Expression of Interest to Mr. Shree Kumar Maharjan at [shree@aippnet.org](mailto:shree@aippnet.org) and Mr. Adrian Marbaniang at [adrian@aippnet.org](mailto:adrian@aippnet.org) on or before **15 November, 2021**. The Expression of Interest should include:*

- *Curriculum Vitae (CV)*
- *Brief technical proposal, indicating main methodological considerations and consultancy fee in USD*
- *Three references, to whom AIPP Secretariat may contact*

*Only shortlisted applicants will be contacted for the interviews.*

**Attachment on AIPP Strategic Plan**