

**Africa Board Fellowship
Senior Monitoring and Evaluation Long Term Consultant
Terms of Reference**

Department:	Center for Financial Inclusion at Accion (CFI)
Technical Activity:	Africa Board Fellowship – Program Monitoring and Evaluation
Timeframe:	January – December 2015, with possibility for extension
Time:	Up to 50 days
Location:	Global
Reporting to:	Vice-President and Head, Training and Capacity Building

Introduction:

The Center for Financial Inclusion at Accion (CFI) is launching an Africa Board Fellowship (ABF) program to connect board members and CEOs of MFIs in sub-Saharan Africa through peer learning and exchange to strengthen the governance of financial institutions serving low-income clients. The fellowship centers around two in-person peer learning seminars focused on strengthening governance, improving risk management practices and building strategic leadership abilities. Fellows identify their objectives for the program and then work with a program advisor toward achieving those goals. Additionally, fellows will have access throughout the program to a participant-led virtual community forum with tools, resources, content, and access to subject-matter experts. At the conclusion of the program, fellows stay connected as alumni, providing a network of leaders confronting similar challenges.

Monitoring, evaluation, and learning (MEL) activities are key to both understanding and supporting the impact of the Africa Board Fellowship, and play a central role in program design and strategy. Investigations will fall into three categories – program pedagogy and approach, individual growth and behavior change, and institutional change – all of which address the ultimate MEL question: Can governance be improved through the intensive engagement of board members and CEOs in a peer-learning-based fellowship program?

About the position:

The CFI, in partnership with Accion’s Training and Capacity Building (TCB) team, is seeking to hire a senior monitoring and evaluation consultant to support the design and implementation of a monitoring, evaluation and learning framework for the Africa Board Fellowship. The consultant will bring significant experience in program monitoring and evaluation, and work closely with the TCB team to develop a framework that incorporates industry best practices and external lessons learned.

This position is highly collaborative, and the consultant will work alongside TCB and the project team to set and achieve MEL goals. Primary responsibilities will be as follows:

- Lead design and development of a comprehensive MEL framework to capture and measure the individual, institutional, and industry impact of the Africa Board Fellowship
 - Define a methodology/approach best suited for the ABF
 - Develop a theory of change and key learning questions

- Identify key quantitative and qualitative indicators to monitor at program, individual, institutional and industry levels
- Oversee development of supporting materials to guide participants, faculty and other key stakeholders on the framework
- Oversee development of a reporting protocol (e.g. process for collecting, monitoring and reporting relevant data)
- Support integration of the MEL framework with relevant aspects of the program (applications, curriculum design, etc.)
- Oversee implementation of MEL framework with the 2015 pilot cohort of fellows
- As requested, analyze reports to assess impact and adjust methodology accordingly. Identify key lessons learned to be shared more broadly and/or integrated into the curriculum.
- As requested, support development of deliverables (knowledge sharing event to present findings, white paper, etc).

Qualifications and Requirements

The ideal candidate would meet the following criteria:

- At least 8-10 years of demonstrated relevant M&E experience, including 3 years of international experience.
- Deep knowledge of M&E frameworks (e.g. Kirkpatrick's Four Levels, Mayne's Contribution Analyses approach) and indicators, evaluation or research design, and quantitative and qualitative data collection and analysis
- Experience in training program design/development, and demonstrated ability to identify, modify, and apply monitoring and evaluation methods to training/fellowship programs
- Demonstrated experience and skills in data analysis and presentation of results
- Working knowledge of governance and/or risk trends in microfinance, ideally within sub-Saharan Africa
- Ability to collaborate with a global team on a multifaceted project
- Ability to work independently and proactively, prioritize multiple tasks, and meet deadlines
- Excellent oral and written communication skills
- Excellent research and analytical skills
- Fluency in English required

About the Center for Financial Inclusion

The Center for Financial Inclusion at Accion (CFI), a department of Accion, was launched in 2009 to help bring about the conditions to achieve full financial inclusion around the world (please see the organizational chart attached). CFI contributes to full inclusion by collaborating with sector participants to tackle challenges beyond the scope of any one actor, using a toolkit that moves from thought leadership to action. The Investing in Inclusive Finance program area of CFI is an industry leader on the topics of microfinance investment, governance, and risk. It provides leadership of the industry-wide Governance Working Group and Council of Microfinance Equity

Funds, has produced numerous publications on governance and risk, and has delivered various capacity building initiatives. These include CFI's coordination of the annual Harvard Business School–Accion Program on Strategic Leadership in Inclusive Finance and the successful delivery of the recent pilot seminar, “Governance Leadership in a Competitive World,” for board members and CEOs of microfinance institutions (MFIs) in Latin America. Please see <http://www.centerforfinancialinclusion.org/programs-a-projects/investing-in-inclusive-finance>.

About Accion

Accion is a global nonprofit dedicated to building a financially inclusive world, with access to economic opportunity for all, by giving people the financial tools they need to improve their lives. A world pioneer in microfinance, over the last 50 years Accion has helped build 63 microfinance institutions in 31 countries on four continents. Those institutions are currently reaching millions of clients. The Accion U.S. Network is the largest microfinance network in the country and, since inception, has served hundreds of thousands of clients with loans and support. Visit www.accion.org to learn more.