



National Council for Nomadic Education in Kenya

Integrated Mechanisms for Poverty Reduction and Sustainable Education (IMPRESSED) Project

Project ID No.: P-KE-IA0-005
ADF Loan No: 2100150043643

Terms of Reference
For the Provision of
**Individual Consultant Services for Monitoring and Evaluation (M&E) of the
IMPRESSED Project in 12 ASAL Counties in Kenya**

October 2026

A. BACKGROUND

The Government of the Republic of Kenya has received financing from the African Development Fund, through the African Development Bank Group, to implement the Integrated Mechanisms for Poverty Reduction and Sustainable Education (IMPRESSED) Project. The Project is implemented by the Ministry of Education through the National Council for Nomadic Education in Kenya (NACONEK), the Executing Agency.

The Project Development Objective is to increase access to quality and inclusive education for out-of-school children aged 6–17 years and improve skills development, employment and livelihood outcomes for out-of-school youth aged 18–35 years in Kenya’s arid and semi-arid lands (ASALs). The Project targets schools and communities in Mandera, Garissa, Wajir, Marsabit, Tana River, Kilifi, Samburu, West Pokot, Turkana, Makueni, Kajiado and Homa Bay counties.

The Project is structured around four mutually reinforcing components:

- (i) Access, equity and retention of out-of-school children (OOSC) in basic education;
- (ii) Skills development and employment for youth;
- (iii) Sustainable and resilient livelihoods; and
- (iv) Project management and institutional support, under which monitoring and evaluation (M&E), capacity building, research and evaluation activities are financed.

NACONEK’s Project Coordination Unit (PCU) includes an in-house M&E Officer responsible for day-to-day monitoring; however, the Project requires additional independent, specialised technical support to establish a robust results-based M&E system, generate credible baseline evidence, and undertake the rigorous mid-term and end-of-project evaluations required under the Financing Agreement with the African Development Fund.

This individual consultancy will provide comprehensive M&E design, baseline, digital monitoring-system strengthening, capacity-building, tracer-study integration, mid-term review support and end-of-project evaluation services to ensure that the Project’s results are reliably measured, verified, reported and used to inform management decisions throughout implementation.

B. PURPOSE AND OBJECTIVES

The overall objective is to strengthen NACONEK’s capacity for results-based monitoring and evaluation of the IMPRESSED Project, generate reliable and timely evidence on Project performance, and support evidence-based decision-making, learning and accountability to the Government of Kenya, the African Development Fund and other stakeholders throughout the Project life.

The specific objectives are to:

- **Review and refine** the Project’s Results-Based Logical Framework and Results Framework, indicator definitions, means of verification and targets.
- **Design and operationalize** a robust, geo-referenced digital monitoring information system (MIS) linked to NACONEK’s existing systems and, where feasible, the National Education Management Information System (NEMIS).
- **Conduct a comprehensive baseline study** to establish reliable values for all Results Framework indicators that currently lack baseline data, disaggregated by sex, age, disability status and county.

- **Develop standardised tools** for data collection, indicator tracking and data quality assurance, including digital and mobile-based instruments.
- **Build the capacity** of NACONEK's PCU, county-level focal officers, school personnel and community structures on M&E systems, data collection and evidence-based decision-making.
- **Integrate the findings and datasets** of the two tracer studies conducted under the Skills Development and Employment consultancy (employment, self-employment and income outcomes of trained youth) into the Project's M&E system, indicator tracking and evaluations.
- **Support the Project's Mid-Term Review**, providing consolidated evidence, analysis and recommendations for the remaining implementation period.
- **Undertake an independent End-of-Project/Impact Evaluation** and provide technical inputs to the Project Completion Report (PCR).

C. SCOPE OF SERVICES

The Individual Consultant shall undertake the assignment through the following integrated workstreams. Where extensive field data collection or specialized technical support is required, the Consultant may use short-term enumerators, research assistants or technical support subject to prior approval by NACONEK. Such support shall not relieve the Consultant of full responsibility for the quality, integrity and timely delivery of the assignment.

- **Inception and document review.** Review the Financing Agreement, Project Appraisal Report, Results Framework, safeguards instruments, implementation and procurement plans, and NACONEK's existing data systems. Prepare an inception report, refined M&E framework, methodology, staffing and deployment plan, detailed work programme, risk register and quality assurance plan.
- **M&E framework and indicator refinement.** Review and refine Results Framework indicators, definitions, means of verification and targets; develop indicator reference sheets and a performance indicator tracking table for outcome, output and process indicators.
- **M&E system (MIS) design and deployment.** Design, configure and support deployment of a web- and mobile-enabled, geo-referenced management information system integrating community-, school- and county-level data, with dashboards for real-time tracking of physical and financial progress, interoperable where feasible with NEMIS and other NACONEK systems.
- **Baseline survey.** Design the methodology, sampling frame and instruments; conduct a household, school and community-level baseline survey across the 12 ASAL counties covering all indicators lacking baseline values, including OOSC identification and characteristics, youth skills and employment status, livelihoods and WASH access; produce a baseline report with values disaggregated by sex, age, disability status and county, together with clean datasets.
- **Data collection tools and quality assurance.** Develop and pilot digital and paper-based data collection instruments, field manuals and standard operating procedures, and implement a data quality assurance protocol including spot-checks, back-checks and periodic data audits.
- **Capacity building.** Conduct training needs assessments and deliver training to NACONEK PCU staff (including the M&E Officer and technical officers), county-level officials, school-level focal persons and community structures (including 'nyumba kumi' clusters and community gatekeepers) on data collection, entry, reporting and use of the MIS.

- **Quality assurance of routine monitoring.** Provide technical support and quality assurance to NACONEK's M&E Officer, who leads routine monthly and quarterly monitoring and reporting; undertake periodic independent field verification visits; and prepare semi-annual data-quality and verification reports, dashboards and updated indicator tracking tables for NACONEK, the Steering Committee and the African Development Fund.
- **Tracer-study integration.** Integrate the findings and datasets of the two tracer studies conducted under the Skills Development and Employment consultancy into the MIS, indicator tracking tables, the Mid-Term Review and the End-of-Project/Impact Evaluation, and advise on alignment of tracer-study indicators with the Results Framework.
- **Gender-, disability- and safeguards-sensitive M&E.** Ensure that all data collection, analysis and reporting is disaggregated by sex, age and disability status, and that safeguards-related indicators (including grievance-redress mechanism usage and GBV/SEA referral pathways) are monitored in coordination with the Project's Environmental and Social Safeguards Specialist.
- **Mid-Term Review support.** Support NACONEK and the African Development Fund in conducting the Project's Mid-Term Review, including synthesis of monitoring evidence, stakeholder consultations, and a Mid-Term Review report with findings and recommendations for the remaining implementation period.
- **End-of-Project/Impact Evaluation.** Conduct an independent end-line/impact evaluation assessing achievement of the Project Development Objective and Results Framework targets, cost-effectiveness, sustainability and lessons learned, and provide technical inputs to the Project Completion Report. This evaluation shall be undertaken as a separate phase of this contract, started on NACONEK's written notice about six months before Project closing (see Section F).
- **Knowledge management and reporting.** Document lessons learned, good practices, case studies and success stories, and support NACONEK's knowledge-sharing with the Government of Kenya, the African Development Fund and other development partners.

D. EXPECTED DELIVERABLES AND INDICATIVE TIMELINE

All deliverables shall be submitted in editable electronic format and in signed final form as required by NACONEK. The Consultant shall incorporate comments and obtain written acceptance before proceeding to dependent activities.

No.	Deliverable	Minimum Content	Indicative Timeline
1	Inception Report	Refined M&E framework, indicator reference sheets, work plan, Consultant work plan and field-support/deployment schedule, baseline survey methodology, risk register and quality assurance plan.	Within 3 weeks of commencement
2	M&E System (MIS) Design Report and Data Collection Tools	System architecture and data flow, indicator dictionary, digital/mobile data collection tools, dashboard design and data quality assurance protocol.	Within 8 weeks of commencement

No.	Deliverable	Minimum Content	Indicative Timeline
3	Baseline Survey Report	Survey methodology and sampling frame, baseline values for all Results Framework indicators lacking baseline data, disaggregated by sex, age, disability and county, and clean datasets.	Within 14 weeks of commencement
4	Capacity Building Reports	Training needs assessment, training materials, attendance records and competency assessment for PCU, county and community-level personnel.	Within 16 weeks of commencement; updated periodically
5	Semi-Annual M&E Quality Assurance and Verification Reports	Consolidated output and outcome performance against targets, data quality assurance findings, field verification records, dashboards and updated indicator tracking table.	Semi-annually throughout implementation
6	Tracer Study Integration Note	Integration of the findings and datasets of the two tracer studies conducted under the Skills Development and Employment consultancy into the MIS, indicator tracking tables and evaluation analysis.	Within one month of each tracer study report
7	Mid-Term Review Report	Consolidated evidence on progress against the Results Framework, implementation bottlenecks, stakeholder consultation findings and recommendations for the remaining implementation period.	To coincide with the Project's approved Mid-Term Review window
8	End-of-Project/Impact Evaluation Report	Assessment of achievement of the Project Development Objective and Results Framework targets, cost-effectiveness, sustainability, lessons learned and inputs for the Project Completion Report.	Evaluation phase started about six months before Project closing; final report within three months of Project closure
9	Final M&E Handover and Knowledge Management Report	Consolidated M&E system documentation, datasets, lessons learned, case studies and recommendations for post-Project monitoring and sustainability.	At the end of the assignment

E. REPORTING AND INSTITUTIONAL ARRANGEMENTS

The Individual Consultant shall report to NACONEK through the IMPRESED Project Coordinator and the PCU M&E Officer, who shall be the primary counterpart for day-to-day coordination and validation of monitoring data. NACONEK shall retain responsibility for contract management, fiduciary oversight and coordination with the Government of Kenya and the African Development Fund. The Consultant shall act as an independent technical adviser and shall not assume NACONEK's statutory reporting or decision-making responsibilities.

All reports shall be concise, evidence-based and supported by datasets, indicator tracking tables, field verification records and, where relevant, georeferenced photographs. Findings indicating significant

implementation risks, data-quality concerns or safeguards issues shall be reported to NACONEK immediately and shall not await the next routine report. NACONEK shall use the Consultant's outputs to inform its quarterly and semi-annual progress reports and financial reports to the Bank, as well as reports shared with co-financing partners.

F. DURATION AND WORK LOCATION

The consultancy shall be implemented over a period of twenty-four (24) months from the commencement date, subject to the approved implementation programme and availability of funds. The assignment shall align with the Project's approved Mid-Term Review. The twenty-four (24) months cover the Consultant's M&E system, baseline, monitoring-support, tracer-study integration and Mid-Term Review inputs. The End-of-Project/Impact Evaluation shall be undertaken by the same Consultant as a separate evaluation phase under this contract, started on NACONEK's written notice about six months before Project closing and completed, with inputs to the Project Completion Report, within three months of Project closure. The contract validity shall extend to cover this phase. The Consultant shall be available at the level of effort required by the inception, baseline, system-design, monitoring, tracer-study and evaluation activities.

The Consultant shall operate from Nairobi and in the field. The main coordination point shall be NACONEK's Secretariat, with regular travel and field presence in the 12 target counties for baseline data collection, field verification, tracer-study tracking and stakeholder consultations. The Consultant shall plan for ASAL logistics, seasonal access constraints and simultaneous data-collection activities across multiple counties.

G. FACILITATION BY THE CLIENT

NACONEK shall, subject to the contract and approved arrangements:

- Provide available project documents, the Results Framework, safeguards instruments, existing data and previous M&E records.
- Issue introductory letters and facilitate access to schools, communities, county offices and relevant public institutions.
- Designate the Project Coordinator and PCU M&E Officer to review submissions, validate data and coordinate decisions.
- Provide reasonable office access and coordination facilities when the Consultant is working from the NACONEK Secretariat.
- Facilitate approved project field transport and ground movement for baseline data collection, field verification and community engagement, where provided under the contract.
- Coordinate review and acceptance of deliverables and processing of eligible payments.

Unless expressly provided by the Client, the Consultant shall be responsible for personal equipment, computers, software, digital data-collection licences, communications, insurance, accommodation and other resources required to perform the assignment, including any approved short-term support personnel engaged by the Consultant.

H. QUALIFICATIONS AND EXPERIENCE OF THE INDIVIDUAL CONSULTANT

The Individual Consultant shall demonstrate the academic qualifications, technical competence and professional experience required to undertake the assignment. At a minimum, the Consultant shall demonstrate:

- A Master's degree in Monitoring and Evaluation, Statistics, Economics, Development Studies, Education, Social Sciences or a related quantitative or analytical field.
- At least ten (10) years of relevant professional experience, including substantial experience in results-based monitoring and evaluation, applied research, baseline/endline surveys, tracer studies or programme evaluation for development programmes.
- Successful completion or substantial completion of at least three (3) similar assignments within the last ten (10) years involving M&E system design, baseline surveys, tracer studies, mid-term reviews, end-line or impact evaluations, supported by contracts, completion certificates or client references.
- Demonstrated experience in education, skills development, youth employment, livelihoods or comparable social-sector programmes, preferably in ASAL, remote or fragile environments.
- Experience working with African Development Bank, World Bank or other multilateral-financed projects and familiarity with results-based M&E and reporting requirements.
- Demonstrated competence in survey design, sampling, quantitative and qualitative analysis, data-quality assurance, indicator development, tracer studies and evaluation methodologies.
- Practical experience with digital and mobile data-collection platforms, geo-referenced dashboards and management information systems such as ODK, KoboCollect, CommCare, Power BI or equivalent.
- Demonstrated experience in capacity building, stakeholder engagement, knowledge management and preparation of high-quality analytical and evaluation reports.
- Ability to work independently, maintain confidentiality and comply with data-protection, safeguarding, integrity, anti-corruption and conflict-of-interest requirements. The Consultant shall submit a signed CV, certified academic/professional certificates and evidence of relevant assignments.

I. TECHNICAL EVALUATION CRITERIA

The Individual Consultant's technical proposal and qualifications shall be evaluated out of 100 marks. A proposal must obtain at least 75 marks to be considered technically responsive and to proceed to financial evaluation in accordance with the Request for Proposals. Documentary evidence is mandatory; unsupported claims shall not be scored.

No.	Criterion	Scoring Basis	Marks
1	Academic and professional qualifications	Relevant Master's degree and any additional professional training or certification relevant to M&E, statistics, evaluation, research, data systems or project management.	15
2	General relevant professional experience	At least ten (10) years' relevant professional experience in results-based M&E, applied research, baseline/endline surveys, tracer studies or programme evaluation, including progressively responsible assignments.	20

No.	Criterion	Scoring Basis	Marks
3	Specific experience in similar assignments	At least three similar assignments involving M&E system design, baseline surveys, tracer studies, mid-term reviews, end-line or impact evaluations, supported by contracts, completion certificates or client references.	25
4	Sector, ASAL and multilateral-financed project experience	Experience in education, skills development, youth employment, livelihoods or comparable social-sector programmes; experience in ASAL, remote or fragile environments; and familiarity with African Development Bank, World Bank or similar multilateral results-reporting requirements.	15
5	Technical approach, digital M&E capability and work plan	Understanding of the ToR; proposed methodology and work plan; survey and data-quality approach; digital/mobile data collection, dashboards and MIS capability; capacity-building and knowledge-management approach; and availability for field deployment across the 12 counties.	25
	TOTAL		100

Evaluation Notes

- Similar assignments shall be completed or substantially completed and directly relevant to M&E system design, baseline, tracer, mid-term, end-line or impact evaluation studies for education, skills development, livelihoods or comparable social-sector programmes.
- The Consultant's academic qualifications, overall relevant professional experience and specific assignment experience shall be assessed on the basis of the submitted signed CV and supporting documentary evidence.
- A Consultant who does not meet the mandatory academic qualification shall score zero under the academic qualification criterion.
- A missing or unsigned CV, or a CV unsupported by the required academic/professional certificates and assignment evidence, shall not be scored.
- The proposed level of effort, work plan and field deployment shall be consistent with the methodology, number of counties, survey caseload and twenty-four (24)-month assignment period.

J. PAYMENT SCHEDULE

The Individual Consultant's contract shall combine lump-sum milestone payments for the inception, system-design and baseline deliverables with time-based or periodic payments for routine monitoring support, as specified in the contract. All payments shall be made after submission and written acceptance of the relevant deliverable by NACONEK and receipt of a valid invoice, subject to applicable taxes and contractual provisions.

Milestone	Accepted Deliverable	Payment
1	Accepted Inception Report, refined M&E framework, work plan and baseline methodology.	10%

Milestone	Accepted Deliverable	Payment
2	Accepted M&E System (MIS) Design Report, data collection tools and quality assurance protocol.	15%
3	Accepted Baseline Survey Report with disaggregated baseline values and datasets.	20%
4	Accepted capacity-building reports and semi-annual M&E quality assurance and verification reports, paid in agreed tranches during implementation.	25%
5	Accepted Tracer Study Integration Note(s).	5%
6	Accepted Mid-Term Review Report.	15%
7	Accepted End-of-Project/Impact Evaluation Report and Final M&E Handover and Knowledge Management Report.	10%
	TOTAL	100%

NACONEK may withhold or defer payment for incomplete, non-compliant or unsupported deliverables. Any retention conditions shall be as stated in the Request for Proposals and the signed contract.

K. PROFESSIONAL, QUALITY AND CONTRACTUAL REQUIREMENTS

- The Individual Consultant shall maintain any required professional registration and, where applicable, professional indemnity insurance throughout the assignment.
- All survey instruments, datasets, reports and analytical outputs shall be reviewed and signed by the Individual Consultant prior to submission.
- The Consultant shall exercise reasonable skill, care, diligence, independence and impartiality and shall immediately disclose actual, potential or perceived conflicts of interest.
- The Consultant shall not be affiliated with entities implementing works or services under the IMPRESED Project whose performance the Consultant is engaged to monitor or evaluate, except as expressly permitted under the applicable procurement framework.
- The Consultant shall promptly flag data-quality concerns, implementation risks or safeguards issues arising from monitoring activities and shall maintain an auditable record of findings and follow-up actions.
- The Consultant shall protect confidential information, including beneficiary and learner data, personally identifiable information and proprietary technical records, and shall comply with applicable data-protection requirements.
- All datasets, tools, systems, reports and other outputs prepared under the assignment shall become the property of NACONEK upon payment for the relevant deliverable, and the Consultant shall provide full handover of the MIS, source data and documentation at the end of the assignment.
- The Consultant shall comply with applicable anti-corruption, prohibited-practices, labour, child-protection, gender, and health and safety requirements.