

Terms of Reference

Monitoring, Evaluation & Learning Consultancy

1. Profile of CEJ

The Centre for Equality and Justice (CEJ) is a feminist, rights-based organisation committed to advancing gender justice across Sri Lanka. Established in 2017, CEJ has built a strong national presence through survivor-centred and intersectional work that addresses violence against women, strengthens access to justice, promotes inclusive governance, and empowers women from Sinhalese, Tamil, and Muslim communities. CEJ's approach is grounded in grassroots realities and informed by research, advocacy, and policy engagement, with particular focus on women affected by conflict, economic insecurity, social exclusion, and structural discrimination.

2. Project Background/Context

Sri Lanka's protracted civil conflict left deep and lasting impacts on communities in the Northern and North Central Provinces, particularly in Kilinochchi and Anuradhapura Districts. Women and children in these areas continue to face compounded vulnerabilities stemming from displacement, loss of livelihoods, disrupted social structures, and limited access to services and decision-making spaces. War-affected children, in particular, remain at risk of socio-economic, cultural, and political rights violations, while their mothers often carry the burden of rebuilding household economies and social networks with limited support or recognition in public life.

In response to these challenges, CEJ is implementing the project "**Collectively Coping: War-Affected Children at Risk and Resilient Mothers in Kilinochchi and Anuradhapura Districts,**" covering the Pachchilaipalli and Karaichi Divisional Secretariats in Kilinochchi District, and the Horowpothana and Kahatagasdigiliya Divisional Secretariats in Anuradhapura District.

The project's overarching goal is to further the socio-economic, cultural, and political rights of war-affected children in these districts. To achieve this, the project works toward empowering women members of self-help groups (SHGs) to participate meaningfully in decision-making within the public sphere. Through this integrated approach, the project seeks to create a mutually reinforcing dynamic between empowered women, responsive local governance, and active child leadership, contributing to more resilient and rights-respecting communities in both districts.

3. Scope of Work

CEJ seeks the services of a Consultant to carry out Monitoring, Evaluation and Learning (MEL) of a project titled *Collectively Coping: War-Affected Children at Risk and Resilient Mothers in Kilinochchi and Anuradhapura Districts*. The Consultant will work in close coordination with CEJ staff and will report to the CEJ Executive Director to carry out monitoring and evaluation-related tasks during the course of the consultancy period. The Consultant will assess the design of the activities, their scope and measure them against the intended

project objectives, outcomes, outputs and indicators. Further, the Consultant will be responsible for addressing all MEL requirements of the project by developing MEL data collection tools for each indicator and conducting up to two monitoring visits to collect data for Quarterly and Annual reports. To this end, the Consultant will:

- Revise the MEL framework for the project.
 - Revise MEL tools based on the activities, logical framework and learnings from year 1 of the project
 - Conduct Quarterly and biannual reviews of the project report
 - Conduct 6 case studies with project stakeholders and beneficiaries. Each case study should be a minimum of 5 pages.
- Support CEJ in collecting beneficiaries' information as per donor guidelines, MEL Plan, including MEL tools, and data collection methods.
- Create a centralized data management system for tracking progress of indicators across all three sub-objectives.
- Train project staff in the field on data collection, entry, and quality assurance procedures.
- Conduct up to two monitoring visits to Kilinochchi and Anuradhapura project sites with CEJ staff.
- Liaise with CEJ staff to gather necessary information regarding the project.

4. Expected Deliverables

Deliverables	Deadline
1. Attend initial meeting with CEJ KNH team	15th August 2026
2. Revise the comprehensive MEL framework/plan	30th August 2026
3. Develop Data Collection Tools	30th August 2026
4. Create Database for Project Monitoring	5th September 2026
5. Attend 3 monthly meetings	31st December 2026
6. Attend the quarterly meeting to update the progress against the indicators	31st October 2026
7. Go on monitoring visits to the target districts with the CEJ team (up to 8-10 visits)	15th August - 30th November 2026
8. Submit 6 case studies	15th December 2026

5. Duration

- The initial time period of the consultancy will be for 10 months, between **15th August 2026 and 31st December 2026**. The contract is subject to renewal upon satisfactory completion of deliverables.

6. Consultancy Payment

- The payment will be based on a quotation and breakdown provided by the Consultant.
- As per the financial guidelines of CEJ, the contract will be between CEJ and the Consultant.
- A quote in Sri Lankan Rupees (LKR) for the work must be provided by the Consultant. A budget breakdown is compulsory.
- The final agreed-upon payment will be made in instalments based on the completion of deliverables within ten working days from the date of approval.

7. Qualification & Experience

- A University Degree, preferably in Social Sciences.
- At least 5 years of experience in MEL, working on development projects implemented by national or international NGOs/UN bodies/Government and professional experience in developing M&E frameworks.
- Experience in liaising with relevant stakeholders at a professional level.
- Fluency in written and spoken English and Sinhala/ Tamil.

8. Confidentiality

Both during and after the end of the contract the Consultant must not disclose any matters that have come to their knowledge during the course of their duties. This shall not apply to communications made in the normal discharge of duties or to facts that are manifest to the public or which by their nature or importance do not require to be treated as confidential.

9. Copyright

Any material produced will be the sole property of CEJ. It may not be reproduced in whole or in part in any other production without the written approval of CEJ. Data collected under this consultancy must be treated as confidential and may not be shared with any person outside of CEJ.

Only short-listed candidates will be notified. Interested candidates may send a detailed CV and quotation to maneka.cej@gmail.com with names and contact details of two referees with the email subject line - **KH5-MEL Consultancy by 22nd July 2026**