Terms of Reference
Learning Partner: IDIA Emerging Technologies (Spoke 2)

Deadline: Monday October 30th 2023, 12.00 noon BST

1. Background and Context

The [International Development Innovation Alliance](#) (IDIA) is establishing a Community of Practice (CoP) focused on exploring development agencies' programming and investments in emerging technologies (EmTech). The emphasis of this work will be on understanding how the principles of localisation and responsibility can be reflected in EmTech programming, identifying metrics and indicators as a basis to capture data on current effectiveness as well as inform improvements to programming in the future. The CoP aims to facilitate knowledge-sharing, collaboration, and learning among staff of [IDIA member agencies](#), as well as external partners, to ultimately improve the effectiveness of EmTech initiatives in developing contexts.

2. Objective

IDIA seeks to engage a Learning Partner to support the CoP, playing a crucial role in facilitating, documenting, and disseminating the CoP's activities and findings. The Learning Partner should ideally be a Global South-based individual or organisation that can provide hands-on implementation support to conduct activities and analysis, provide in-depth technical expertise on emerging technologies and Monitoring Evaluation and Learning (MEL), and support the activities of the CoP with deep contextual knowledge from developing countries, with a preference for the African context.

3. Scope of Work & Indicative Timeline

The Learning Partner will be responsible for the following activities in alignment with the CoP workplan:

Phase 1 (September-October 2023)
- Map current Monitoring, Evaluation, and Learning (MEL) metrics and indicators applied to EmTech initiatives used within IDIA agencies.
- Conduct desk research to capture MEL approaches applied to EmTech initiatives within the wider development innovation ecosystem, particularly in the Global South.
- Aggregate and analyse findings from agency mapping and wider desk research, producing a summary of insights.

- Conduct in-depth focus groups with CoP participants to provide input and reflections on findings from the mapping and desk research.

Phase 2 (November - December 2023)
- Draft the first version of standardised indicators/metrics to measure and evaluate localisation and responsibility in EmTech investments.
- Deliver a CoP virtual workshop to share findings and gather feedback on the Draft Indicators.

Phase 3 (December 2023- February 2024)
- Iterate on the first version of metrics based on feedback collected.
- Conduct regular follow-ups with the agencies engaging in experiments to test the application of the metrics/indicators, and collect feedback and learning for case studies.
- Compile and synthesise learning and feedback from the experiments, based on regular follow-ups, additional interviews/focus groups.

Phase 4 (March - April 2024)
- Support the delivery of one or two CoP workshops to share learning from the experiments, explore sustainability/roll-out of the indicators, gather additional feedback, and discuss ideas on how to best use and showcase the learnings.
- Produce the final iteration of standardised indicators/metrics to measure and evaluate localization and responsibility for EmTech investments.
- Develop a supporting Implementation Guide, including selected case studies/examples from the experiments.

Phase 5 (May 2024)
- Disseminate indicators and learnings from the CoP at an external event.

Note: The identification of indicators and metrics must include an understanding and presentation of their context, logic and narrative including how they fit within a programme / theory of change over time - ensuring that they are demonstrably localised and responsible. Indicators should span more immediate activities and outputs as well as longer term outcomes and impacts.

4. Deliverables

Deliverable	Description	Due Date (tentative)
EmTech MEL Approaches & Indicators: Insights Summary	This report should summarise the findings from the desk research conducted to capture MEL approaches applied to EmTech initiatives by IDIA agencies and in the wider development innovation ecosystem, especially in the Global South. It should include an analysis of trends, best practices, and any innovative approaches identified during the research.	15 November
Focus Group Report	A report summarising the input and reflections provided by Community of Practice (CoP) participants during the in-depth focus groups. This report should include key insights, feedback, and suggestions which will inform the Draft Indicators/Metrics.	15 January
Draft Indicators/Metrics	The first version of standardised indicators and metrics designed to measure and evaluate localisation and responsibility in EmTech investments. This document should include a clear explanation of each indicator and how it should be applied.	15 January
CoP Workshop Presentation & Key Feedback	A presentation for a virtual CoP workshop to share findings from the mapping and desk research, as well as to introduce the Draft Indicators. This presentation should be visually engaging and informative. Key feedback shared by the CoP on the Draft Indicators/Metrics output should also be captured.	1 February
Revised Indicators/Metrics	An updated version of the standardised indicators and metrics based on the feedback collected during the CoP workshop, ensuring that changes and improvements are clearly documented.	20 February
Feedback Compilation Report	A report summarising the feedback and learnings collected from the agencies testing the application of the metrics/indicators. This should include insights from regular follow-ups, additional interviews, and/or focus group discussions carried out with agencies engaged in the experiments.	30 May

Deliverable	Description	Due Date (tentative)
Final Indicators/Metrics	The final iteration of standardised indicators and metrics for measuring and evaluating localisation and responsibility in EmTech investments. This version should incorporate all improvements and refinements based on feedback and experiences captured throughout the agency experiments.	30 June
Implementation Guide (Draft, and final version incorporating feedback from the CoP)	A comprehensive and practical guide detailing how a development agency may implement the finalised indicators and metrics in their programming, including best practices and practical examples captured from the experiments. This guide should be user-friendly and informative.	15 June (Draft) 30 June (Final)
External Event Materials	Materials, such as presentations, reports, and handouts, for the dissemination of indicators and learnings from the CoP at an external event. These materials should effectively communicate the project's outcomes and insights.	30 June

5. Reporting

The Learning Partner will be required to attend regular (minimum bi-weekly) check-in calls with the IDIA Secretariat, submitting brief supporting notes on progress.

6. Qualifications and Expertise

The Learning Partner should have the following qualifications and expertise:
- Demonstrated experience in facilitating communities of practice or similar knowledge-sharing initiatives.
- Proficiency in monitoring and evaluation methodologies for development, particularly in the context of emerging technologies.
- Experience and knowledge of the application of emerging technologies in development contexts.
- Familiarity with international donor organisations and their processes and systems.
- Familiarity with the African development landscape and innovation ecosystems.
- Proven research and analysis skills in the context of EmTech and International Development..
- Excellent communication and documentation skills.

7. Duration of Engagement

The engagement is expected to commence on November 15th 2023 and conclude on June 30th 2024.

8. Budget

The maximum budget available for this scope of work is USD 50,000.

9. Proposal Submission

Interested parties should submit their proposals by Monday 30th October 2023, 12.00 noon BST, to Olivia Elson - Associate Director - Innovation, Results for Development (oelson@r4d.org).

Each proposal should comprise the following:
- Expression of Interest statement (PDF or MS Word format) - A document of maximum 5 pages describing why the individual / organisation is well suited for this role, relevant experience, and any insights or proposed enhancements to the Scope of Work outlined above. The Expression of Interest can also reference samples of work related to this TOR, which can be linked or attached as Annexes.
- CV(s) of the proposed individual / team - maximum 2 pages per CV. (PDF or MS Word format)
- Budget (MS Excel format) outlining a breakdown of proposed inputs required to achieve the deliverables as set out above. The budget should be presented in US Dollars and should specify individuals' daily fee rate, number of days' input, and any additional expenses or indirect costs associated with the delivery of the work.

10. Further Information

Note that the selected Learning Partner would enter into a contract with Results for Development (R4D). R4D operates the Secretariat for the International Development Innovation Alliance (IDIA).

Any questions about this Terms of Reference should be directed to Olivia Elson - Associate Director - Innovation, Results for Development (oelson@r4d.org).

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