



Terms of reference –MEL Consultant Roshni Programme

Location: Bihar, India

Duration: Total 90 days spread over a period of 11 months from February to December 2025.

Reports to: Programme Manager with a hierarchical reporting to Team Lead – Impact & Learning.

Expected start date: Immediate.

About Roshni programme:

The Roshni programme is a strategic initiative aimed at enhancing the understanding and implementation of constitutional values among community leaders in Bihar. It specifically targets women aged 21 to 35 years who have completed their 12th grade and have been actively involved in rural communities for over two years. This programme empowers these leaders to become advocates for constitutional principles and inspire meaningful change within their communities.

Currently the programme works with 15 community leaders from seven districts of Bihar, which are Patna, Rajauli, Samastipur, Gaya, Vaishali, Muzaffarpur and Kishanganj. Through the Roshni programme, these community leaders will take up social action projects resonating with their interest and aligning with constitutional values.

To achieve meaningful change, the Roshni programme focuses on three key objectives:

- **Build Knowledge and Perspective:** The programme provides community leaders with a comprehensive understanding of the Indian constitution, emphasizing its history, significance, and relevance to everyday civic life through an intersectional lens.
- **Strengthen Capacity:** Participants will develop practical skills essential for navigating and influencing civic and political arenas.
- **Promote Dialogue and Action:** The programme fosters platforms for dialogue and cross learning, cultivating a culture of open discussion and idea exchange.

Scope of work:

The consultant will be expected to assess the effectiveness of the programmatic activities, including capacity-building initiatives, provide on-going mentorship to community leaders through regular check-ins and field visits, review monthly report to track progress on the agreed performance indicators, gather evidence of outcomes, collect develop stories of change and support in designing endline assessment of the programme.

Key Responsibilities:

● **Baseline Survey:**

- Post assessment of baseline survey - analyse the existing baseline data.
- Baseline survey report writing – a detailed report needs to be prepared.

● **Review of monthly reports and performance indicators:**

- Review monthly reports of all 16 community leaders to assess progress against key

- performance indicators.
- Allocate 3 days every month to review the reports of 16 community leaders.
- **Monthly check-ins with Community Leaders:**
 - Conduct group check-ins with community leaders to mentor and discuss progress.
 - 3 check-ins per month (each check-in with a group of 5-6 community leaders).
 - Share feedback on progress based on the review of the monthly reports.
- **Field visits to assess the effectiveness of the programme:**
 - Conduct field visits to the programme intervention area of community leaders.
 - During the field visit conduct FDGs/in-depth interviews with stakeholders and target constituencies to gather insights about programme’s impact.
- **Social Action Project Evaluation:**
 - Assessment of the outcomes of social action projects.
 - Use the data and information shared in monthly reports by community leaders, and field visit observations to assess the progress.
 - Document case studies - Coordinate with community leaders and develop high impact case stories (16).
- **End line evaluation:**
 - Design tools for end line evaluation such as in-depth interviews and FGD checklists.
 - Virtual interviews with constituencies and stakeholders - Conduct telephonic interviews with select constituencies and stakeholders to assess impact of the projects undertaken by community leaders.
 - Data analysis and report writing - Analyse the end line data and prepare reports highlighting key programme outcomes and impact.

Required Skills and Experience:

- Postgraduate in social work or allied subjects
- Proven experience of at least 3 years in the field of project monitoring and evaluation. ○ Strong project management and organisational skills, with the ability to handle multiple tasks and deadlines simultaneously.
- Flexibility to travel within the state.
- Good communication and interpersonal skills, with the ability to collaborate with diverse teams and stakeholders.
- Ability to work independently and proactively while also being a strong team player.

Deliverables and Timeline:

Deliverables	Total No of Days	Timeline
• Baseline survey	6	February 2025
• Review monthly reports and performance indicators	24	On-going on monthly basis
• Monthly check-ins with Community Leaders	21	On-going on monthly basis
• Field visits to assess the effectiveness of the programme	10	On-going as per plan
• Social Action Project Evaluation	13	September – October 2025

• End line evaluation	16	November – December 2025
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Note: This is a deliverable-based consultant position, requiring flexibility in working hours and travel for site visits and meetings.

Consultant Fee: The consultant will be offered a daily fee of up to Rs. 3,500 for a total of 90 days during the contract period, depending on their qualifications and experience. Travel expenses will be reimbursed based on actual costs, upon submission of valid receipts.

Application Process:

Interested candidates should submit their CV along with a cover letter, outlining their experience and suitability for the role, to jobs@creaworld.org by **14th February 2025**. Please mention the subject line as **“Application for MEL Consultant Roshni Project”**.