

**CPDE MODULE DEVELOPMENT: GUIDE FOR PROJECT MANAGEMENT TO ADVANCE EFFECTIVE
DEVELOPMENT COOPERATION**
Content Development Consultant Terms of Reference

1. Introduction

The CSO Partnership for Development Effectiveness is an open platform that unites CSOs from around the world on the issue of effective development cooperation. It strives to make development more effective by reshaping the global aid architecture and providing technical support to CSOs working on the ground to engage with development partners. Through its advocacies and messages, CPDE brings together CSOs, as well as thematic groups and sectors, from different countries. At the moment, CPDE's membership covers six (6) geographic regions and eight (8) sectors. Its work is guided by five (5) advocacy priorities complemented by working groups to provide policy expertise and lead advocacy engagement.

The CPDE Guide for Project Management to Advance Effective Development Cooperation will serve as one of the training modules for the CPDE Training on Project and Network Management. The platform recognizes that a concrete translation of CSO effectiveness is CSO capacity to: 1) deliver project results and impact and 2) consolidate its CSO network that is based on the commitment to the Istanbul Principles of CSO effectiveness.

The Guide will introduce project management based on CPDE's work on effective development cooperation (EDC) that is reflected in the CPDE Manifesto and Key Asks. It seeks to reflect principles and practices that are useful for advocacy platforms like CPDE. It will discuss key principles, strategies and key competencies in implementing projects with focus on project planning, management, results-based and participatory monitoring and evaluation to support CSOs and constituencies in managing their projects and programs.

This Guide will contain the following topics: 1) Introduction to CPDE's EDC work, 2) Project planning for EDC advocacy platforms, 3) Project management guide for NGO alliances, and 4) Results-based and participatory Monitoring and Evaluation (M&E). This Guide will be complemented by the module on network management.

2. Scope of Work

The content development consultant is expected to submit the CPDE Guide for Project Management to Advance Effective Development Cooperation (hereinafter referred to as the Project Management Guide), which will entail the consultant to:

1. Submit a workplan that includes details on the various methods to gather data for the Project Management Guide
2. Conduct a needs assessment survey among CPDE members including country focals, process and interpret responses and incorporate results in the development of the Project Management Guide
3. Identify key informants in collaboration with the CPDE Global Secretariat

4. Conduct interviews with key informants
5. Write the Guide according to the agreed upon outline of the Project Management Guide
6. Regularly update the Global Secretariat through the capacity development officer on the status of the data gathering and writing of the Project Management Guide
7. Submit the Guide based on Part 4 of this Terms of Reference
8. Pre-test the draft Guide to identified member CSOs in a particular country by sending advanced copies to selected individuals e.g. country focals for their inputs
9. Revise drafts, as necessary and as determined by the capacity development officer

3. Qualifications of the Consultant

The Consultant must have the following credentials:

- a. Academically trained in any relevant social sciences
- b. Minimum of five (5) years of experience in working with CSOs and cross-cultural working environments
- c. Experience in engaging with development partners and donors in relation to EDC work

4. Expected Outputs and Timeframe

Outlined below are the expected outputs and their corresponding timeframe.

ACTION	Timeline
Submission of proposal, design, workplan	9 December 2020
Submission of instruments (e.g. KII guide and survey questionnaire)	4 January 2021
Conduct of needs assessment survey including pre-test, processing and interpretation	1 February – 5 March 2021
Desk research	1 February – 26 March 2021
Key informant interviews done	10-12 February 2021
Submission of draft 1	26 March 2021
Pre-test of module	1-9 April 2021
Processing and interpretation of results of pre-test	12-16 April 2021
Submission of revised draft	30 April 2021
Finalisation of manuscript upon final comments on content	14 May 2021

5. Responsibilities of CPDE Global Secretariat

- The CPDE Global Secretariat through the Capacity Development Officer will oversee and coordinate the entire production process of the Project Management Guide
- The Capacity Development Officer will support the Content Development Consultant including through the following:
 - Providing contact details of key informants to the consultant
 - Introducing the consultant to key informants

- Providing relevant materials as references to the consultant
- Providing project background documents and other available sources of information
- Ensuring proofreading of submitted manuscript
- Liaison with the copy editor who will do a final check to eliminate spelling, grammar, punctuation and similar small errors.

6. Payment

The CPDE will pay the Content Development Consultant the amount of US\$15,000.00 for the tasks outlined in this document towards completion of the Project Management Guide. The schedule of payment shall be as follows:

Condition	Percent	Date	Amount
1. Upon signing of the TOR and Service Agreement	40%	28 January 2021	US\$6,000.00
2. Upon completion of draft 1	30%	26 March 2021	US\$4,500.00
3. Upon completion of remaining outputs stipulated in Parts 2 and 4	30%	21 May 2021	US\$4,500.00
Total	100%		US\$15,000.00