

Development Mentorship Programme – West Africa Description of Services Required

Misean Cara is seeking the services of a consultant to provide mentorship support to development projects in West Africa

MISEAN CARA

Founded in 2004, Misean Cara is an Irish membership organisation supporting the overseas development work of missionaries. Collectively, Misean Cara's 77 members work in over 50 countries and are part of a much bigger global missionary network with an extensive reach in Africa, Asia and Latin America. Our members live in vulnerable communities and work in the areas of livelihoods, education, health and human rights, delivering high quality project results through a deep-rooted presence in the communities they serve.

In our Strategy 2022-2026, we are supporting members to uphold rights in five areas:

1. Climate-resilient livelihoods
2. Quality education
3. Better health, clean water and sanitation
4. Human rights
5. Emergency relief and support

Misean Cara provides a range of supports for the international development work of our members. We access and distribute funding for high quality development initiatives, providing effective oversight through monitoring, evaluation and audit. We support the enhancement of our members' capacity to deliver significant results through mentorship, research, learning and development activities and quality support. We are striving to be a sustainable learning organisation.

Our members' holistic approach to eliminating poverty targets the root causes of social inequality through locally appropriate responses. In partnership with local communities, and other international and national agencies, this work continues to make a difference to the lives of the poorest. For further information, see www.miseancara.ie

THE MENTORSHIP PROGRAMME

Misean Cara's Mentorship programme was set up in 2014 and has evolved as a mechanism through which project-level support is provided to our members. This accompaniment is premised on supporting project personnel to empower themselves through the development of knowledge and skills, in line with Misean Cara's Capacity Development Policy.

Purpose

The purpose of the mentorship programme is to support the enhancement of the capacity of Misesan Cara member organisations and their local implementing partners. Mentorship support focuses on the professional expertise and systems of member organisations and their project teams, accompanying project personnel in their journey to plan, implement, reflect and report on their development projects. There is an emphasis on extracting and sharing learning, taking account of current good practice and dialogue within the development sector, rooted in the missionary approach to development interventions.

Role Context

The following countries are covered by the West Africa mentorship programme:

Countries of Primary Focus	Countries of Additional Focus
<ul style="list-style-type: none">▫ Nigeria▫ Ghana	<ul style="list-style-type: none">▫ Liberia▫ Sierra Leone▫ Cameroon▫ Côte d'Ivoire▫ Benin

It may also be required, from time to time, to provide remote support to teams in other countries in the region, or in other regions.

Primary areas of focus

Always taking an accompaniment approach, the mentorship programme works through on-site visits to project teams, with follow-up via email, telephone and online, and by facilitating workshops and member meetings. The primary activities are set out as follows, taking cognisance of the expected results to be achieved:

Capacity Strengthening: To build the capacity of personnel delivering development projects funded by Misesan Cara. In particular to assist Misesan Cara members and project personnel to understand and implement the Project Cycle Management (PCM) and results-focused approaches.

The Capacity Strengthening element is expected to account for about 80% of the mentor's activity, with the remaining 20% divided among the following three elements.

Monitoring, Evaluation and Learning (MEL): To support Misesan Cara's monitoring and evaluation programmes and in so doing to promote learning/sharing of good practice and innovation, seeking opportunities to amplify learning.

Networking and Linkages: To encourage and facilitate networking among members and their partners in order to facilitate communication across Misesan Cara's membership. Further, to support members to develop links with other relevant stakeholders taking account of the wider institutional and policy context.

Communications: To assist Misesan Cara in collecting material about successful projects in order to communicate the results achieved to the public through various media.

Report Reviewing: To review project reports as submitted by members, raising queries and approving as appropriate.

Note: At present, Misesan Cara's grant-making processes are changing to a system where a greater degree of autonomy sits with the member organisations in receipt of multi-annual grants. The nature and content of the mentorship relationship may undergo some changes in the coming years as a result of this. For the time being, however, the outline above and the details below represent the mentorship remit.

Result Areas (key outcomes)

Given that the work on Capacity Development is the primary area of responsibility, this section sets out in more detail the specific activities to be undertaken in each of five related results areas.

1. *Enhancing quality: support with project planning and the preparation of funding proposals*

This involves supporting project teams in understanding Misesan Cara's funding policies, funding schemes and systems, organisational results framework, proposal and report forms. Advice is provided to project personnel in the pre-proposal phase to strengthen problem identification, needs analysis, prioritisation and response selection, etc.

The mentor's role should not involve writing or translating funding proposals but should involve providing support to the thinking behind the project.

2. *Enhancing quality: support with implementation and monitoring by members*

Project teams may require support during the implementation phase in the management and monitoring of project activities and outputs.

3. *Demonstrating Results: support with reporting on Misesan Cara-funded projects*

This includes assisting project teams in the documentation and record-keeping involved in measuring and reporting on project level results, especially in relation to Misesan Cara's organisational standardised results framework.

4. *Reinforcing Sustainability: support with broader organisational strengthening*

Supporting project teams in succession planning and the development of broad and robust systems for project management, with a view to enhancing longer-term sustainability.

5. *Reinforcing Sustainability: support with coherence to external institutional frameworks*

This is about ensuring linkages with local and national government policies and regulations, thus contribution to the overall development of the relevant sector (education, health, etc.)

CONSULTANT PROFILE

We are seeking to contract a consultant, based in Ghana or Nigeria, who has a strong grasp of the topics outlined above and who has experience providing support at a project and organisational level in strengthening capacity for project cycle management, particularly in results-based data gathering and reporting. We are looking for a good communicator who is adept at delivering targeted workshops and training in an appropriate way. Experience of and an affinity with the approach to development taken by missionary organisations are key considerations.

TERMS OF CONTRACT

We are seeking to engage a consultant to provide the above support for a maximum of 225 days each year for two years, beginning early in 2025.

Location: Ghana or Nigeria

To register your interest: please email a cover letter and details of relevant experience to scollins@miseancara.ie Please insert "Mentorship Programme West Africa" in the subject line. **Closing date: 17:30 Irish time on Friday 3rd January, 2025.** Emails sent after the closing date will not be considered.

Given the expected volume of the response, we will only be able to correspond with those shortlisted for an initial selection process, which will take place through online interviews in the week of 20th January.

Note: In all its work, Misean Cara prioritises the safety and protection of children and vulnerable adults and expects consultants to comply with its policy in this regard (see here). Misean Cara also has a strict policy on the Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH, see here), with which consultants are also expected to comply.