



Terms of Reference (TOR)

Monitoring, Evaluation, and Learning (MEL) Consultant

Jordan country office

Background

Turquoise Mountain is a non-profit, non-governmental organization specializing in heritage based urban regeneration, traditional craft-training and connecting artisans to market opportunities. We seek to provide jobs, skills, and a sense of pride, through heritage. Since 2006 Turquoise Mountain has restored 150 historic and community buildings, trained 10,000 craftspeople, generated direct sales of \$7m in craft products and welcomed 1m visitors to our exhibitions worldwide.

Context

The Turquoise Mountain Institute of Design, Crafts and Economic Development proudly leads the way in embracing and reviving traditional crafts and sustaining economic growth. Committed to championing the exceptional cultural heritage of the Levant, the Institute's ambition is to strengthen the unique cultural and creative industries. Through a comprehensive array of educational programs, members of the Institute acquire the practical knowledge and aptitude necessary to tap into their potential and enliven the flourishing crafts sector. This facilitates artisans to attain financial autonomy by launching their enterprises and actively contributing to the economy.

In Jordan, the Turquoise Mountain Institute leads a project that implements a comprehensive approach to revitalising the Levant's traditional crafts sector. The project provides technical and design skills training, empowers emerging artisans through entrepreneurship and employment support, and facilitates market linkages. By working in partnership with government agencies, NGOs, artisan workshops, and local communities, the project aims to enable emerging artisans and craft entrepreneurs to achieve financial autonomy and preserve the region's unique cultural identity.

Objective

To design and implement a robust, evidence-based Monitoring, Evaluation, and Learning (MEL) system that enables the effective tracking of project activities, assessment of outcomes, and continuous learning. The MEL Consultant will ensure that reliable data and timely analysis inform project management decisions, leading to improved results, accountability, and adaptive programming for Turquoise Mountain Institute projects in Jordan.

Duties and Responsibilities

A. Development of the MEL Framework

- Develop a comprehensive MEL framework and MEL Matrix including tools, KPIs, means of verification, and monitoring schedule tailored to project objectives.
- Design and refine data collection tools (e.g., reporting templates, databases) to standardize and ensure consistent and reliable data collection.

B. Capacity Building and Support

- Conduct a MEL training workshop for relevant project staff, ensuring familiarity with all tools and processes.
- Provide ongoing technical guidance to staff on data collection, data quality, and reporting.

C. Data Quality Assurance

- Oversee integrity and consistency of data collected.
- Implement quality assurance measures and collaborate with the External Evaluation Consultant for data validation and spot checks.

D. Data Analysis and Reporting

- Lead the analysis of collected data for the mid-term review and final evaluation, ensuring disaggregation by gender, nationality, and other key indicators.
- Prepare and submit mid-term and final MEL reports, including narrative analysis of progress, results, and lessons learned.

E. Technical Support and Coordination

- Provide ad hoc technical support to the project team and quality control as needed.
- Liaise closely with the External Evaluation Consultant to support external review and integration of feedback.

4. Deliverables and Indicative Timeline

The consultancy is deliverable-based. Payment will be made upon satisfactory completion of each delivery, and the number of days allocated per delivery will be tracked up and approved by the Head of Institute.

Deliverable	Indicative Timeline	Estimated Days
MEL Framework and Matrix (tools, KPIs, methodology)	Months 1–2	8
MEL Training Workshop & Mentorship for Project Staff	Month 2–3	2
Mid-term MEL Analysis & Report	Month 12–13	8
Final Data Analysis, Lessons Learned, Final Report	Months 18–20	10
Ad-hoc Technical Support & Quality Control	As needed	2
Total		30

5. Level of Effort and Work Arrangement

- The MEL Consultant is expected to work for up to **30 days** over the 20-month project duration, with effort concentrated around key deliverables as specified above.
- The assignment is part-time, and working days will be scheduled in advance in agreement with the Head of Institute, coordinating to align with major project milestones and deadlines.
- The position may require occasional in-person engagement with project staff and beneficiaries.

6. Reporting and Coordination

- The MEL Consultant reports directly to the Head of Institute.
- Close collaboration and coordination are expected with Programs lead and the External Evaluation Consultant throughout the consultation.

7. Required Qualifications

- Degree in social sciences, statistics, development studies, or a related field.
- Minimum of five years' experience in MEL roles within development projects.
- Demonstrated expertise in designing MEL frameworks, developing indicators, and performing analysis (quantitative and qualitative).
- Experience in staff capacity building and participatory MEL approaches.
- Strong report writing, communication, and organizational skills.
- Proficiency with MEL databases, digital tools, and data management.

8. Application Process

To apply, please submit your application via this [link](#) and include the following in the PDF format:

- Cover letter (max 250 words, English) describing your relevant experience and motivation for the post.
- Up-to-date CV.
- Names and contact details of two professional references.

Only shortlisted candidates will be contacted. *Application deadline: Dec 25th, 2025*