



TERMS OF REFERENCE

Monitoring, Evaluation & Learning (MEL) Specialist

Part-time · Remote · Biodiversity & Livelihoods Portfolio

Sudanese Development Initiative (SUDIA) · Fully remote · 30 September 2026

Background

SUDIA seeks a part-time, remote Monitoring, Evaluation & Learning (MEL) Specialist to design and run the results-monitoring system for a UNDP/GEF-funded community livelihoods project at Dungonab Bay and Mukkawar Island Marine National Park (DBMNP), Red Sea State.

The Sudanese Development Initiative (SUDIA) is a Sudanese NGO founded in 1996, registered with the Humanitarian Aid Commission and an IUCN member. Its mission is to promote safe and dignified lives in harmony with nature by addressing the root causes of fragility and insecurity. Under its 2026–2030 Strategic Framework, SUDIA's work at DBMNP — the Red Sea's only natural UNESCO World Heritage Site — strengthens Marine Protected Area governance and biodiversity conservation while building diversified, equitable livelihoods for resource-dependent coastal communities.

The project, restarted in July 2026 after the conflict-related suspension and running to 30 September 2027, supports the two park communities of Mohamed Qol and Dungonab through four outputs: a community-based tourism (CBT) plan and community governance framework; a community grant mechanism for tourism, livelihood and conservation infrastructure; women's hydroponic vegetable production and cooperatives; and a CBT Hub providing equipment for community tourism operators. It contributes to national project-level indicators on household income, women's participation and decision-making, and the number of people benefiting.

An integrated household baseline survey will be carried out in both villages in the final quarter of 2026, with a baseline consultant. **The MEL Specialist is needed urgently so that they can work with the baseline consultant on the survey instrument from the outset.**

Position summary

ITEM	DETAIL
Position title	Monitoring, Evaluation & Learning (MEL) Specialist — Biodiversity & Livelihoods Portfolio
Duty station	Fully remote (home-based). Field visits are not required; a post-holder based in Red Sea State may visit the project area by agreement with the Project Director
Reports to	Project Director, SUDIA
Works closely with	Projects Manager (Mohamed Qol) on a day-to-day basis; baseline consultant; Field Officers; CBT Operator; SUDIA finance team
Time commitment	Part-time: an average of 6 working days per month (about 67 days over the contract). Input is higher during the baseline (Oct–Dec 2026) and the endline (Jul–Sep 2027), and lighter during routine monitoring (Jan–Jun 2027)

ITEM	DETAIL
Contract type	Part-time consultancy on a monthly retainer, from start date to 30 September 2027 (about 11 months), subject to satisfactory performance. Payments from June 2027 onward are subject to confirmation of project funding
Probation	1 month
Remuneration	USD 350 per month (gross)
Payment terms	Monthly, against a timesheet and short progress note. The October (pro rata) and November 2026 payments are released on acceptance of Deliverables 1–3; the December 2026 payment on acceptance of Deliverables 4 and 5
Eligibility	Open to all nationalities. Sudanese nationals and candidates with experience in Sudan are strongly preferred
Languages	Fluent Arabic and English (written and spoken)
Expected start	25 October 2026

Purpose of the position

The MEL Specialist makes sure SUDIA can show not only what the project delivered, but what changed as a result — especially in household income, women's participation and decision-making, and pressure on the park's marine resources.

The role has three functions: designing and quality-assuring the baseline and endline surveys; setting up and running a simple, practical MEL system that the field team can operate; and turning the data into reliable, evidence-based results reporting for UNDP and SUDIA management. The MEL Specialist works hand in hand with the Projects Manager, who leads field delivery, and provides the technical MEL expertise the field team needs.

Duties and responsibilities

1. Baseline and endline surveys

- Work with SUDIA and the baseline consultant to develop and finalise the integrated household survey instrument (Arabic and English), covering household income and expenditure, business performance, women's participation and decision-making, household reliance on near-shore marine resources, and a follow-up of investments made before 2023.
- Make sure the instrument measures every project indicator it is meant to measure, with clear definitions, units and disaggregation by sex.
- Advise on the sampling approach and sample size for the two villages, and on how grant recipients and cooperative members are covered.
- Check the Arabic version for accuracy and cultural appropriateness, and remotely support pre-testing of the instrument by the baseline consultant and field team.
- Consolidate feedback on the draft instrument from UNDP and the national implementing partner (HCENR), and make sure it is reflected before fieldwork begins.
- Contribute remotely to enumerator training, including women enumerators for women respondents, and monitor data quality during fieldwork through daily checks of submitted data.
- Quality-assure the cleaned dataset and the baseline report, and enter baseline values into the indicator tracking table.
- Adapt the same instrument for the endline survey in 2027 and support the endline analysis.

2. MEL system and tools

- Finalise the project's MEL Plan and indicator tracking table, including the link between each project indicator and the national project-level indicators.
- Develop simple bilingual tools for the field team: activity and attendance templates, a beneficiary register with unique IDs and sex disaggregation, grant-award baseline and 6-month monitoring forms, cooperative income records, and consultation records.
- Where useful, set up mobile data collection (for example KoboToolbox or ODK) that works with limited connectivity.
- Define clear data-flow responsibilities and a monthly and quarterly reporting calendar.

3. Routine monitoring and data quality

- Consolidate monthly data submitted by the Field Officers and CBT Operator, and flag any off-track indicator to the Projects Manager and Project Director with a suggested corrective action.
- Carry out regular data quality checks (completeness, consistency, double counting) and spot-check records against source documents.
- Cross-check reported results against posted project expenditure so that narrative and financial reporting are consistent.
- Take part in quarterly progress reviews with the Projects Manager and Project Director.

4. Results reporting

- Draft the results and indicator sections of quarterly and annual progress reports for UNDP, using results-based management language (outputs, outcomes, indicators, means of verification, assumptions and risks).
- Keep the project's indicator schedule up to date and provide data for UNDP/GEF project-level reporting as requested.
- Present results clearly, distinguishing between direct results, contributions and complementary evidence, and stating the limitations of the data.

5. Gender, inclusion and data ethics

- Make sure all people-level data are disaggregated by sex and that women's participation and decision-making are measured meaningfully, not only counted.
- Apply informed consent, confidentiality and secure storage of household data; make sure individual data are not shared with community committees or used for grant decisions.
- Apply a do-no-harm, conflict-sensitive approach to all data collection, and avoid raising expectations among respondents.

6. Learning and capacity building

- Document lessons and short case studies, including the status of enterprises supported before 2023.
- Coach the Projects Manager, Field Officers and CBT Operator on data collection and recording.
- Support any mid-term or terminal evaluation with data and documentation.
- Perform other related duties as reasonably assigned by the Project Director.

Key deliverables and timeline

#	DELIVERABLE	TIMING (TENTATIVE)
1	Inception note: review of project documents, MEL workplan and priorities	Within 1 week of start (by 1 November 2026)

#	DELIVERABLE	TIMING (TENTATIVE)
2	Reviewed baseline instrument (Arabic and English), ready for UNDP and HCENR review	Within 2 weeks of start (by 8 November 2026)
3	Final instrument, incorporating UNDP and HCENR feedback, with sampling note, enumerator guide and data-quality protocol	Within 10 days of Deliverable 2, including the review period (by 18 November 2026)
4	Updated MEL Plan, indicator tracking table and bilingual field tools	By 15 December 2026
5	Quality-assured baseline dataset and baseline values entered in the indicator table	By 24 December 2026
6	Monthly indicator update to the Projects Manager and Project Director	By the 7th of each month
7	Results sections for quarterly/annual progress reports	Per SUDIA internal deadlines
8	Endline instrument, quality-assured endline data and final results summary	By 15 September 2027

Dates are tentative, based on a 25 October 2026 start, and will be confirmed in the inception note. The baseline must be completed by the end of December 2026.

Key performance expectations

Performance is reviewed at the end of probation and quarterly thereafter against these measures.

AREA	EXPECTATION
Baseline	Instrument ready for UNDP/HCENR review within 2 weeks of start and finalised within 10 days after that; baseline completed by the end of December 2026, before the first community grants are disbursed
Data quality	Monthly indicator data complete, consistent and traceable to source records
Timeliness	Monthly update by the 7th of each month; report inputs by internal deadlines
Consistency	Reported results match posted expenditure; any gaps flagged and explained
Gender	All people-level indicators disaggregated by sex
Data protection	Consent, confidentiality and secure storage procedures followed at all times

Qualifications and competencies

Education

- Bachelor's degree in statistics, economics, social sciences, development studies, environmental or natural resource management, or a related field.
- A Master's degree in a relevant field, or formal training in MEL or research methods, is an asset.

Experience

- **At least 3 years of experience as a MEL specialist or officer** on donor-funded development, livelihoods or conservation projects.

- Demonstrated experience designing household surveys and questionnaires, including sampling, pre-testing and enumerator training.
- Experience setting up indicator tracking systems and results frameworks, and reporting under results-based management.
- Experience analysing quantitative data and producing clear results summaries.
- Experience measuring household income, livelihoods or women's economic empowerment is a strong asset.
- Experience with UN agency (particularly UNDP or GEF) or international donor MEL requirements is an asset.
- Experience working in Sudan, and with rural or coastal communities, is an asset.

Languages

- Fluent Arabic and English, written and spoken.
- Strong written English for donor reporting, and the ability to produce and check survey tools in Arabic.
- Knowledge of Bedawiet (To Bedawie) is an asset.

Skills and competencies

- Strong skills in Excel and at least one statistical package (SPSS, Stata or R).
- Experience with mobile data collection tools (KoboToolbox, ODK or similar) is an asset.
- Able to design simple, practical tools that non-specialist field staff can use.
- Understanding of gender-sensitive and conflict-sensitive data collection and research ethics.
- Able to work independently and remotely, meet deadlines, and communicate clearly with a field team.
- Integrity, discretion and a firm commitment to data protection and safeguarding.

Other requirements

- Reliable internet access and own computer.
- Available to start on 25 October 2026.

Working conditions

The position is home-based and part-time. The MEL Specialist is expected to be available for scheduled calls with the Projects Manager and field team, and to respond to routine requests within two working days.

- Field data are collected by the baseline consultant, Field Officers and CBT Operator and shared digitally; connectivity at the field sites is limited, so some data may arrive with delays.
- Enumerator training, team meetings and reviews take place by video or phone call.
- The post-holder must follow SUDIA's security, safeguarding, data-protection and code-of-conduct policies at all times.

Application process

Interested candidates should send the following, in English, to the address below by the closing date.

1. A cover letter (maximum 2 pages) explaining their fit for the role and their availability to start on 25 October 2026.
2. An up-to-date CV.

3. Contact details for three professional referees, including at least one former line manager.
4. One sample of MEL work they authored, such as a survey questionnaire, MEL plan, indicator framework or monitoring report (Arabic or English).

HOW TO APPLY

Email: contact@sudia.org

Subject line: MEL Specialist — Part-time Remote

Closing date: 15 October 2026 — applications are reviewed on a rolling basis

Only shortlisted candidates will be contacted. Shortlisted candidates may be asked to complete a short practical test (for example, reviewing a draft survey question set) and an interview in Arabic and English. SUDIA is an equal-opportunity employer and strongly encourages applications from women and from candidates from Red Sea State.