



**DIABETES
AWARENESS
TRUST**

TERMS OF REFERENCE.

Consultancy for Development and Operationalization of an Organisational Monitoring, Evaluation and Learning (MEL) Dashboard and Strengthening of MEL Tools.

1. Background & Context

Diabetes Awareness Trust (DAT) is a Kenyan non-profit organisation working to improve prevention, management and response to diabetes and other non-communicable diseases (NCDs). DAT implements programmes that integrate health promotion, nutrition, food systems, community engagement, advocacy, capacity strengthening, research, partnerships, and monitoring, evaluation and learning.

As DAT's programmes and partnerships grow, the organisation generates increasing amounts of programme data from different activities, locations and stakeholder groups. DAT currently uses various monitoring and reporting tools to collect and manage this information. There is, however, a need to strengthen integration of these tools and improve how programme data is consolidated, analysed, visualised and used for management, reporting, learning and decision-making.

DAT therefore seeks to engage a qualified consultant to work closely with its team to review and strengthen existing MEL tools and systems and develop an integrated, user-friendly organisational MEL Dashboard. The consultant will also strengthen the capacity of DAT staff to independently collect, manage, analyse, interpret and use programme data and to routinely update and manage the dashboard beyond the consultancy period.

2. Objective of the Consultancy

The purpose of the consultancy is to strengthen DAT's Monitoring, Evaluation and Learning system through development and operationalization of an organisational MEL Dashboard, review and improvement of existing monitoring tools, and capacity building of DAT staff in data management, analysis, visualization and use.

The dashboard should provide DAT with a practical mechanism for monitoring programme performance, tracking progress against targets, understanding programme reaches and outcomes, documenting learning, supporting management decisions, and strengthening organisational reporting and accountability.

Specific Objectives.

The consultancy will aim to:

1. Review DAT's existing MEL systems, monitoring tools, data flows.
2. Review, harmonise and strengthen existing monitoring and data collection tools.
3. Develop an integrated, practical and user-friendly organisational MEL Dashboard for tracking programme performance and results.
4. Strengthen systems for quantitative and qualitative monitoring, including tracking outputs, outcomes, behaviour change and learning.
5. Improve DAT's systems for data quality assurance, participant tracking, data consolidation, analysis and reporting.
6. Build the capacity of DAT staff to independently use, update and maintain the dashboard and associated MEL tools.
7. Develop clear guidance and procedures for routine management and sustainability of the MEL system.

3. Scope of Work

The consultant will work closely with the DAT team to review and strengthen existing MEL tools, develop a functional and user-friendly MEL Dashboard, and build staff capacity for its effective use. The assignment will cover the following:

- 3.1 Review and Strengthening of MEL Systems and Tools.
- 3.2 Indicator, Data and Participant Management.
- 3.3 Development and Operationalization of the MEL Dashboard.
- 3.4 Data Quality, Reporting and Use of MEL Information.
- 4.5 Data Protection, Accessibility and Sustainability.

4. Deliverables

The successful consultant shall provide:

Inception Report

- 4.1. Reviewed and Harmonised MEL Tools
- 4.2. Indicator Tracking Framework
- 4.3. Functional MEL Dashboard Prototype
- 4.4. Capacity-Building Sessions
- 4.5. Tested and Final Organisational MEL Dashboard
- 4.6. MEL Dashboard User Guide/SOP

5. Duration of Assignment

The assignment will run for one (1) month, from 1 September to 30 September 2026.

The consultant will be expected to provide a combination of physical and virtual engagement during this period.

Applicants should specify their proposed level of effort and number of consultancy days in their technical proposal.

6. Required Qualifications and Experience.

Interested consultants should demonstrate:

- A relevant university degree in Monitoring and Evaluation, Statistics, Data Science, Information Systems, Computer Science, Public Health, Development Studies, Project Management, Economics, Social Sciences or a related field. A Master's degree in a relevant field will be an added advantage.
- At least five (5) years of relevant professional experience in MEL, programme data management or related areas.
- Demonstrated experience in developing MEL or programme performance dashboards.
- Experience working with NGOs, civil society organisations or development programmes.
- Strong facilitation, analytical, communication and report-writing skills.
- Demonstrated competency in relevant technologies such as Power BI, Microsoft Excel/Power Query, Looker Studio, KoboToolbox/ODK or other appropriate data management and visualisation platforms.

7. Application Requirements

Interested candidates should submit:

- Technical proposal describing the approach and methodology.
- Financial quotation (inclusive of all applicable taxes).
- Consultant CV.
- Proposed work plan and timeline.

Applications should be submitted electronically to:

Procurement Team,

Diabetes Awareness Trust (DAT).

Email: procurement@diabetesawarenesstrust.org and copy info@diabetesawarenesstrust.org

Deadline for submission: Thursday **27 August 2026, 5:00 PM EAT.**

Only shortlisted candidates will be contacted.