

Terms of Reference (TOR): MEAL Consultant

I. Habitat for Humanity Egypt (HFHE)

Habitat for Humanity (HFH) is an international nonprofit organization founded in 1976 as the world's leader in addressing the housing challenges faced by vulnerable communities. Currently it operates in more than 60 countries around the world and brings people together to build more prosperous and vibrant communities by making sure everyone has a safe, affordable place to call home. Since its founding in 1976, it has helped more than 62 million people globally build their futures on their own terms through access to decent housing. HFH works alongside people of all walks of life to build, repair and finance their homes, by innovating new ways of building and financing, and by advocating for policies that make constructing and accessing housing easier for everyone. HFH started operating in Egypt in 1989 and has supported more than 240,000 individuals, mostly in rural Upper Egypt and Urban informal settlements and poor areas, to improve their housing conditions in partnership with strategic local partners and community members.

Our priority areas include improving accessibility of low-income families to affordable housing finance for the rehabilitation and improvement of their homes and providing engineering support services, rebuilding and rehabilitating homes of the poorest of the poor, supporting innovations in affordable and sustainable construction products and practices, improving habitability and well-being of communities and strengthening their resilience especially to climate change impacts, raising community awareness and advocating for housing equity and adequate housing strategies, policies and practices.

II. Objective of the Assignment

Habitat for Humanity Egypt wishes to contract the services of a Monitoring, Evaluation, Accountability, and Learning (MEAL) consultant to review and improve the design and implementation of its meal systems across its projects, including results frameworks, indicators, data collection tools, and reporting mechanisms to track project performance and measure impact. The consultant is expected to work closely with HFHE staff, partners, and stakeholders, to conduct assessments and evaluations, analyze findings, and provide evidence-based recommendations to enhance projects' effectiveness and achievement of intended outcomes and contribution to sustainable community development.

III. Key Tasks and Responsibilities

- Review and strengthen projects' MEAL frameworks, indicators, targets, and data collection tools.
- Support project teams in tracking progress against projects' objectives, outcomes, and donor requirements.
- Conduct periodic reviews of monitoring data and verify the accuracy and quality of reported results, and provide technical advice on data management, reporting systems, and performance measurement.
- Support the documentation of success stories, case studies, best practices, and lessons learned.
- Analyze projects' performance data and identify trends, risks, gaps, and opportunities for improvement.
- Prepare concise quarterly MEAL reports highlighting achievements, challenges, lessons learned, and recommendations, and review donor reports to ensure consistency between narrative reporting and supporting data.
- Support the design and implementation of baseline, endline, and other project assessments as required.
- Review beneficiary feedback, complaints, and accountability mechanisms and recommend corrective actions.
- Facilitate periodic learning and reflection sessions with project teams to promote adaptive management and build the capacity of project staff through on-the-job coaching and targeted MEAL guidance.
- Contribute to proposal development by advising on indicators, targets, results frameworks, and MEAL plans when needed.
- Ensure compliance with organizational policies, donor requirements, and accepted MEAL standards.
- Conduct work through a combination of remote and in-office support, documents' review, data analysis, virtual meetings, and periodic field visits as required.

IV. Expected Deliverables

- MEAL Tools and Templates developed or revised, including data collection forms, indicator reference sheets, databases, and reporting templates.
- MEAL Tracking Dashboard with consolidated project performance data and key performance indicators (KPIs).

- Assessment Support Reports for baseline, endline, needs assessments, or evaluations, as required.
- Monitoring Visits' Reports documenting field observations, findings, risks, and recommendations for program improvement.
- Data Analysis Briefs highlighting trends, outcomes, lessons learned, and emerging issues across projects.
- Proposal Development Inputs including MEAL frameworks, indicators, targets, and monitoring plans for new funding opportunities when requested.
- Beneficiary Feedback and Accountability Report summarizing feedback received, complaints addressed, response rates, and key actions taken.
- Learning and Reflection Session Reports documenting lessons learned, best practices, and agreed action points.
- Capacity Building Sessions for project staff, including training materials, attendance records, and post-training recommendations.

V. Duration and Level of Effort

The consultancy assignment will be implemented over a period of **4 months**. The contract may be extended upon mutual agreement subject to project needs, performance, and funding availability. The maximum level of effort for this assignment is **20 working days**, with an average of 5 days per month as required. Additional days beyond 5 days per month shall be subject to prior written approval.

VI. Qualifications and Experience

The Consultant should possess the following minimum qualifications, skills, and experience:

- Bachelor's degree in Monitoring and Evaluation, Statistics, Social Sciences, Development Studies, Economics, Information Management, or a related field. A master's degree will be considered an asset.
- Minimum 5 years of progressively responsible experience working with NGOs, INGOs, community-based organizations, or UN agencies.
- Proven experience in designing and implementing MEAL systems and tools, frameworks, indicators, reporting mechanisms, databases, dashboards, standard operating procedures (SOPs), and reporting templates.
- Experience in developing MEAL components for project proposals, including log frames, theories of change, performance indicators, and monitoring plans.

- Experience conducting monitoring visits, data collection, quality assessments, evaluations, baseline and endline studies, and needs assessments.
- Strong report writing and presentation skills with the ability to communicate complex data in a clear and concise manner.
- Excellent facilitation and capacity-building skills, including training and mentoring project staff.
- Ability and willingness to travel to project locations as required.

Safeguarding: HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

VII. Application Procedures

Interested consultants are invited to submit a proposal consisting of:

1. Technical Offer (60%):

- A brief description of the consultant's understanding of the assignment and proposed implementation approach.
- Consultant's CV and relevant experiences.

Technical Offer will be evaluated based on the following:

- Education and years of experience in MEAL function in similar contexts 15%
- Experience in conducting assessments, studies and surveys 15%
- Expertise in developing and MEAL tools and analyzing performance 15%
- Experience in conducting field interventions and capacity building 15%

2. Financial Offer (40%):

- Indicate the daily gross rate including VAT and all applicable taxes.
- Travel and accommodation for field visits will be borne by Habitat for Humanity



We build strength, stability, self-reliance and shelter.

Legal & Administrative requirements:

- Applications should include Valid commercial registration and tax card (for companies).
- Consultants must produce electronic invoices (VAT included as per Egyptian law).

Send applications to: hr@habitategypt.org

Subject line: "MEAL Consultant"

The Closing Date for Applications is August 13, 2026

Habitat for Humanity Egypt

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