

**Terms of reference:  
Programme Development & MEL Trainer for the  
Capacity Strengthening Component of the Children  
Resilience Fund in Ukraine**

**Introduction**

Integrity Action is a charity registered in England and Wales, and based in London. We have no physical presence outside the UK, but we work closely with our partners to implement our programmes and pursue our vision for a just and equitable world. Our aim in the Children's Resilience Fund is to meet the needs of the children of Ukraine, supporting them to withstand the multi-dimensional effects of conflict via the strengthening of local services.

The Children's Resilience Fund is providing capacity support and funding to 16 Ukrainian civil society organisations (CSOs). Alongside our partner, Crown Agents Ukraine, we have awarded over £1.6million in grants to CSOs who are helping children to process and recover from the effects of conflict.

The Fund has a Capacity Strengthening Component whereby CSOs are offered a training, support, resources and peer learning on selected areas of need identified through self-assessment.

**We are looking for an expert trainer in the area of Programme Development and MEL to deliver a set of capacity strengthening activities for 12 interested CSOs.**

Successful candidates will need to be Ukrainians and will have a contextual expertise of programme development environment in Ukraine.

Full details on applying are set out in this document, and the closing date for responses is 31<sup>st</sup> March 2025.

**Programme background and description**

The Children's Resilience Fund (CRF) was established in 2023 and ran from July 2023 to May 2024. The fund was successful enough for a second phase in September 2024. The programme is due to run until October 2025. The cohort of 16 grantees includes seven who have continued from phase 1, and nine new CSOs.

Most – but not all – of the projects are directly providing mental health and psychosocial support (MHPSS) and rehabilitation services to children, although with differing approaches and focus areas.

Beyond the awarding of grants to CSOs, the CRF aims to deliver a programme of capacity-building for grantees, through which CSOs will be provided with access to technical expertise that aims to strengthen their abilities to support children within these current projects and beyond.

All grantees have completed a self-assessment of their existing capacities, and ten priority areas of requested or required support have been identified. Programme Development & MEL is one of these areas, while the others are listed in the Annex for reference.

### **Description of work**

Capacity support in each area is led or facilitated by expert consultants. Each area will have a working group of representatives from the grantee CSOs interested in that area, as well as forums for group discussion, resource libraries, and opportunities for twinning/peer support and tailored mentoring for each organisation.

The expert programme development and MEL trainer will be managing the Programme Development & MEL working group, which is made of 12 interested Ukrainian Civil Society Organisations. The group will be entirely on-line, with the exception of a final all-grantee event which will likely be held in person. The working group will meet on a number of times between April and September 2025 (see below for more information).

Between April and September 2025 (6 months), the expert consultant will deliver plenary sessions on specific topics, 1-to-1 support to civil society organisations according to their individual needs, working group sessions and WhatsApp group for peer sharing/learning, as well as compiling a virtual library of resources.

Selected topics include:

- 1) Developing problem statements and theories of change
- 2) Designing and monitoring qualitative and quantitative indicators
- 3) Collecting and handling participant feedback
- 4) Evaluating outcomes and OECD-DAC criteria
- 5) Analysing, understanding, and using data



## Deliverables

The successful applicants will be required to deliver:

- At least 2 plenary sessions for general training on the topics specified above.
- 1-to-1 support to each of the 12 interested CSOs, capped to maximum 1 day per CSO, on a topic identified by them (e.g. support with building a coherent Theory of Change, developing a MEL framework, developing accountability systems, etc).
- At least 2 working group peer sharing/learning sessions
- A virtual library of resources on a shared drive hosted by Integrity Action
- A WhatsApp group
- A final report with activities carried out
- If possible, participation to an in-person all-grantee meeting in September 2025 in Ukraine (likely to be either Kyiv or Uzhhorod).

The following table outlines when key milestones are expected:

Output / Activity	Date expected
Closing date for proposals	31 <sup>st</sup> March 2025
Interviews with shortlisted candidates	w/c 7 April
Appointment of successful candidate	11 April
Inception meeting Integrity Action	14 April
Capacity Support activities	15 April- 30 September
Final report shared with Integrity Action	16 Oct

## Application details

The following skills and experiences are essential criteria for applicants:

- Expertise in developing programmes and MEL systems for civil society organisations.
- Experience of training organisations and on-line training skills.
- Excellent facilitation and communication skills in both English and Ukrainian, with experience of working collaboratively with civil society organisations.
- Demonstrable ability to train in a clear, concise format.

Thematic knowledge or experience in the fields of child protection or psychosocial wellbeing would be an advantage. Applicants should have appropriate levels of professional indemnity insurance and public liability insurance, and fulfil all the necessary legal requirements to conduct this assignment within Ukraine.

Interested parties should submit a proposal to Integrity Action, to include:

1. A brief cover letter demonstrating how you meet the essential criteria above, including mentioning two examples of previous work that demonstrates skill or experience relevant to this assignment (*no more than two pages*).
2. An outline of your proposed approach and a draft high-level work plan and summary budget, to include the daily rates (*no more than two pages*).
3. A CV with references available to be contacted<sup>1</sup>.

Please send your complete proposals in English to [daniel.burwood@integrityaction.org](mailto:daniel.burwood@integrityaction.org) by the end of 31<sup>st</sup> March 2025.

Please note that, due to capacity, we cannot commit to giving feedback on unsuccessful applications.

### **Annex 1 - Capacity Areas**

The ten CSO capacity areas that have been identified for support during this programme are listed below. These are given in no particular order; those *in italics* are the four where capacity-strengthening is planned to begin first (in March/April 2025).

1. Strategic leadership
2. *Gender equality & social inclusion*
3. *Safeguarding & child protection*
4. *Fundraising*
5. Communications & advocacy
6. *Programme development, monitoring, evaluation, & learning*
7. Compliance & internal policies [includes e.g. financial management, procurement, whistleblowing]
8. Technology, data protection & information security
9. People & culture
10. Programme delivery

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<sup>1</sup> Referees will only be contacted for applicants who reach the interview stage, and applicants will be informed in advance