



Scope of Work
Monitoring, Evaluation, and Learning Consultancy for ACHIEVE Rwanda

Title of Consultancy	Monitoring, Evaluation, and Learning Consultancy for ACHIEVE Rwanda
Period of Performance	01/04/2026-30/06/2026
Contract Type	Cost-Reimbursement
Level of Effort	Up to 65 days
Place of Performance	Remote

1. Project Overview

ACHIEVE is an eight-year (2019-2027), U.S. Department of State-funded global project. The project’s global strategic objectives are to: (1) maintain HIV/AIDS epidemic control for the most at-risk and hard-to-reach pregnant and breastfeeding women, infants, children, and adolescents; (2) support the transition of prime funding and implementation to capable local partners; (3) advance the global health security agenda; and (4) improve integrated maternal, newborn, and child health and nutrition services.

Launched in Rwanda in 2020, ACHIEVE provides lifesaving HIV services to improve case identification, prevent mother-to-child transmission (PMTCT) of HIV, and enhance linkage to antiretroviral therapy (ART), adherence, and viral suppression. The project is dedicated to addressing the urgent needs of children and adolescents living with HIV (C/ALHIV), HIV-exposed infants (HEI), pregnant and breastfeeding women (PBFW), and HIV-positive caregivers. ACHIEVE works in two districts in Rwanda in partnership with two local subawardees.

2. Scope of Work

ACHIEVE Rwanda seeks a MEL consultant to support its monitoring, evaluation, and learning (MEL) activities in FY26 Q3. These include:

- Update the MEL Plan, as needed
- Provide technical assistance to the Project Director and other ACHIEVE staff to compile/prepare data and track achievement against target for key indicators on a weekly basis
- Provide remote technical assistance and capacity building to subawardees related to data collection, data entry, data management, data quality and analysis, and reporting
- Support the strategic and real-time use of data for program planning, monitoring, and reporting
- Support the ACHIEVE team to plan for RDQAs and use results to inform course corrections
- Support the ACHIEVE technical lead and MIS advisor to review subawardee data on a weekly basis

- Review MEL inputs into the bi-weekly powerpoint presentations on project performance
- Participate in bi-weekly meetings with the ACHIEVE Rwanda and global teams
- Contribute to semi-annual and quarterly donor reports by analyzing and visualizing performance data, as needed
- Provide coaching/mentoring to the MIS advisor to ensure the data system is used effectively and produces quality dashboards
- Participate in meetings with the donor, government, or other stakeholders as requested by the Project Director
- Participate in all other meetings with the ACHIEVE Rwanda and global teams, as requested

3. Consultant Qualifications

Required:

- Master’s degree and 6+ years relevant experience
- At least 4 years of experience leading monitoring, evaluations, reporting, and learning for data-intensive health programs in Rwanda
- Experience working on USG-funded community HIV programs and ensuring delivery of lifesaving services to vulnerable populations
- Proven experience in building capacity of local Rwandan implementers to conduct M&E activities for HIV programs
- Intermediate to Advanced knowledge of M&E data collection and visualization software (ex. Excel, DHIS2, PowerBI)
- Strong writing and oral presentation skills, including fluency in English and Kinyarwanda

Preferred

- Expertise in and sensitivity to the socio-cultural barriers facing intended stakeholders and beneficiaries

4. Pact Responsibilities (if applicable)

- Access to data systems
- Coordination of meetings
- Introductions to subawardees and stakeholders

5. Deliverables

Description	Format	Due Date	Acceptance Criteria
Weekly data presentations of achievement against target	PowerPoint and/or Excel	Weekly	Submitted on time with correct information
RDQA reports	Word	Monthly, one week following the RDQA	Synthesis of activities, results, and action items
SAPR report inputs	Word, Excel	April 15-30	Data analyzed, visualized, and explained in the narrative

6. Travel Requirements (if applicable)

Travel not required.

7. Intellectual Property & Confidentiality

All materials, reports, and products developed under this consultancy become the property of Pact.

The consultant must maintain confidentiality of all proprietary and sensitive information.

8. Safeguarding Requirements

The consultant must comply with Pact’s Safeguarding Policy and report any safeguarding concerns immediately.

9. Conflict of Interest

The consultant must disclose any actual or potential conflicts of interest. Pact may terminate the consultancy if undisclosed conflicts are identified.

10. Compliance Requirements

The consultant must adhere to:

- Pact Code of Conduct
- Child Protection Policy
- Combating Trafficking in Persons Policy
- Pact Travel Procedure

Application requirements

Applications are due to ebataliza@pactworld.org by 17:00 PM Central Africa Time on March 30, 2026, with the subject line: “Rwanda MEL Consultant Application.” Applications must include: **1) cover letter** (maximum 1 page) outlining the applicant’s relevant experience; **2) CV**; and **3) daily rate**. Applications that do not follow these guidelines will not be considered.

Selection Criteria

Applications will be reviewed using the selection criteria, below.

Criteria	Score
Demonstrated expertise in MEL for health projects in Rwanda	40
Experience working on USG-funded community HIV programs and ensuring delivery of lifesaving services to vulnerable populations	20
Proven experience in building capacity of local Rwandan implementers to conduct M&E activities	15
Cost of consultancy (daily rate and estimated total cost based on proposed LOE)	25
Total	100