



RIGHTS AND RESOURCES INITIATIVE

Request for Proposals

Monitoring & Evaluation Consultant, Asia Program

The Rights and Resources Initiative is requesting proposals for consulting services beginning **February 1, 2026**.

If interested in providing services to our organization, please review this request and submit a proposal by **5:00 pm ET December 15, 2025**.

About RRI:

The Rights and Resources Initiative (RRI) is a global coalition of over 200 organizations dedicated to advancing the forest, land, and resource rights of Indigenous Peoples, Afro-descendant Peoples, local communities, and the women within these groups. RRI leverages the power of its global coalition to amplify the voices of local peoples and proactively engage governments, multilateral institutions, and private sector actors to adopt institutional and market reforms that support the realization of rights. Its members capitalize on each other's strengths, expertise, and geographic reach to achieve solutions more effectively and efficiently. By advancing a strategic understanding of the global threats and opportunities resulting from insecure land and resource rights, RRI develops and promotes rights-based approaches to business and development and catalyzes effective solutions to scale rural tenure reform and enhance sustainable resource governance.

Background

RRI's Asia Program maintains a project database to organize and track the progress of various projects supported throughout the region. This allows the team to know in what specific ways the projects that are

supported contribute to the realization of all program priorities for the region, as contained in the RRI's [Program Book](#) for 2026. Having organized this information has also made it possible to define a learning agenda for the work in Asia that is also anchored on RRI's Strategic Program 4.

Terms of Reference

The consultant will anchor all monitoring, evaluation, and learning of Asia program activities from 1 February 2026. The consultant will coordinate with the Asia Program team to:

1. Update the Asia project database with information from all projects just approved for funding support from all RRI sources throughout the consulting period.
2. Draft reports as required from the Asia team using data drawn from the program and project database.
3. Design, facilitate, and document the Asia Team's mid-year review exercise in preparation for the RRI Mid-Year Review exercise.
4. Provide leads to RRI's Communications Team for possible case studies, blog posts, and other communications products drawn from the reports and submissions from partners and collaborators on the outcomes and impacts of their work

Consultant Activities

1. In relation to updating the Asia project database with the information from all projects just approved for funding support from all RRI sources, the Consultant will:
 - Ensure that the targets and deliverables in all concept notes submitted by partners and collaborators are clear and comport with the indicators of RRI's Strategic Plan 4.
 - Organize the information from newly approved projects in the Asia team's project database.
2. In relation to drafting reports as required from the Asia team, the Consultant will:
 - Review all project reports and submissions from partners and collaborators.
 - Coordinate closely with the Facilitators and other members of the team to validate progress reported, get a better appreciation for the contexts in which the different projects operate, and secure photos and other collaterals that consolidate and organize the information from the Asia project database.
 - Prepare a draft of the report that is expected from the Asia team.
 - Send the draft for review by Facilitators and then by the Regional Director.
 - Ensure that reports expected from the Asia team are drafted, reviewed, finalized, and submitted within the deadlines that have been set.
3. In relation to designing, facilitating, and documenting the Asia Team's mid-year review exercise, the Consultant will:
 - Ascertain with the Director for Asia what the M&E and learning objectives the team's 2026 mid-year review exercise will seek to achieve.
 - Design a virtual mid-year review exercise using previous exercises that the team has conducted

- as a model.
 - Prepare reference sheets with information drawn from the project database to inform the team's mid-year review exercise.
 - Schedule, facilitate, and document the team mid-year review exercise.
 - Draft the Asia team's contributions to the RRI Mid-Year Review exercise.
4. Provide leads to RRI's Communications Team for possible case studies, blog posts, and other communications products, the Consultant will:
- Suggest 3-5 leads for case studies a month, blog posts, and other communications products that the team can consider for submission.
 - Lead discussions with the team and/or specific team members to select the few leads to forward to the Communications Team for further discussion and appropriate actions.

Consultant Deliverables

1. In relation to activity 1, the consultant will deliver the following:
 - Updated database with information from all new projects approved for funding support from all sources from RRI by no later than the end of every month.
 - Deliverables and targets of concept notes submitted by partners and collaborators are clear and well-articulated before the concept notes are considered for final approval.
2. In relation to activity 2, the consultant will deliver the following:
 - Drafts of reports based on project reviews and Asia project database as per the reporting schedule.
3. In relation to activity 3, the consultant will deliver the following:
 - A mid-year review exercise to be completed by the end of June, results of which will be expected by the first week of July.
4. In relation to activity 4, the consultant will deliver the following:
 - A list of leads agreed by the team to be forwarded to the Communications team for further discussion and actions by no later than the end of every quarter (March 2026, June 2026, September 2026, and December 2026).

Proposed Timeline

The consultant will be contracted for 11 months, starting on February 1, 2026, and ending on December 31, 2026. The consultant will be expected to work approximately 15 days a month or up to 165 days total during the contract period.

Eligibility Criteria

Minimum Qualifications

- 5 years of experience in monitoring, evaluation and learning work at both regional and national levels.
- 2 years of experience in improving and strengthening systems for managing project data and information.
- 2 years of experience providing technical assistance and support to colleagues to deepen their appreciation and understanding of monitoring, evaluation, and learning.
- Fluency in English and at least another Asian language, preferably one of the languages of the countries where the Asia team operates (Indonesia, India, Nepal, Cambodia, Thailand, and the Philippines).
- Ability to work effectively within a multicultural setting.

Preferred Qualifications

- Ability to travel frequently and possibly for extended periods of time but not to exceed two weeks in any of the priority countries of the Asia Program (Nepal, India, and Indonesia).
- Strong analytical and project management skills to successfully manage and operate the database.
- Proficiency in computer packages, including MS Office applications.

Key Contract Terms

Contract Type

This will be a time plus materials contract. The consultant will be paid an hourly fee for all activities undertaken against the terms of reference, plus reimbursement of any approved expenses/materials. The selected consultant is expected to provide services for an average of 15 days per month, subject to project needs.

Expenses

The consultant is required to conduct M&E visits to project communities and attend country-level planning workshops. All travel requires prior authorization from the program director.

RRI will directly pay or reimburse the following expenses at cost based on receipts/documentation of actual expenses:

- Approved economy class travel as may be required for the various activities listed above.
- Accommodations while traveling for the various activities listed above.
- Visas, local transportation, and other allowable incidental costs associated with traveling for the activities above.

All other projected costs/expenses must be included in the consultant's proposal. Consultant is responsible for ensuring that they have all required insurance, certifications, and/or licenses, and that they meet all legal requirements to provide services in the location where the work is being performed.

Equipment and Supplies

Unless stated otherwise in the proposal, the consultant is responsible for providing all equipment, software, and/or supplies required to perform the services.

Budget

The anticipated budget for this project is between US\$20,000 and US\$24,000.

Cost reasonableness and comparison will be used to evaluate proposals. We encourage submissions to reflect value for money.

Submission Requirements

Proposal must include:

1. Cover letter
2. CV/Resume of Consultant
3. Written proposal (maximum 5 pages) explaining Consultant's specific process for completion of activities and deliverables listed in this RFP
4. Brief financial proposal detailing the Consultant's hourly rate in U.S. Dollars
5. One or more samples of prior similar work (e.g., project reports, consultancy reports, reports or evidence of prior data cleaning and analysis exercises, evidence of prior experience with data/projects, etc. for which the Consultant has *led* the process)
6. Current phone and email contact information for three (3) professional references from similar past projects

Please submit your proposal and required documents by email to: pjain@rightsandresources.org with the subject line "PROPOSAL: ASIA M&E CONSULTANT."

The deadline for submission is 5:00pm ET on December 15, 2025

Evaluation Criteria

Proposals will be scored based on the following parameters:

- Proposed approach (30%)
- Understanding of the sector (20%)
- Consultant work history and experience in monitoring, evaluation and learning work (25%)
- Costs (25%)

Ethical Behavior

RRI is committed to maintaining the highest standards of integrity, transparency, and ethical conduct in the procurement process. We expect all vendors and consultants to adhere to ethical business practices and comply with applicable laws and regulations. Any attempt to influence the procurement process through unethical

means, including but not limited to fraud, bribery, or conflicts of interest, will result in immediate disqualification.

RRI's procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. If any individual or organization becomes aware of potential violations of ethical standards related to this procurement process, we encourage prompt reporting to our hotline at www.lighthouse-services.com/rightsandresources. By submitting a proposal, the bidder acknowledges this commitment and agrees to conduct all interactions with RRI in an ethical and transparent manner.