

Example Recruitment Checklist – M&E Capacity Development

Organization’s (or department’s) name:

Consultancy/job name:

Date completed:

Reviewers:

Instructions

The purpose of this checklist is to provide a consistent, transparent, and accountable tool to support recruitment of consultants or employees for monitoring and evaluation (M&E) capacity development. This is only a generic example and the identified criteria should be aligned to the specific organizational needs per the terms of reference or job description. A rubric can be developed to consistently rate candidates, and it is recommended that a review committee with adequate knowledge/experience of the organization context and capacity development priorities complete the checklist together.

Assessment Criteria	Candidate A	Candidate B
Date completed for candidate		Add additional columns as need
Dates candidate is available		
Application Materials, e.g.:		
<ul style="list-style-type: none"> • Complete and on time? • Example of relevant reports (e.g. organizational assessments) • Example of relevant prior training evaluations 		
Reference Check, e.g.:		
<ul style="list-style-type: none"> • Referee A • Referee B, etc. 		
Costs/fees (for training consultants)		
Academic qualifications		
Capacity Development Experience, for example...		
<ul style="list-style-type: none"> • Organizations work with • Experience with organizational capacity assessment • Experience in developing capacity development strategy/plans • Number and type of relevant training programs • Instructional design and development • Experience in the monitoring and evaluating capacity development interventions (e.g. a training program) • Technical literacy for capacity development delivery – e.g. familiarity with various delivery options (media) to support training. • Management experience – as appropriate, e.g. resourcing and budgeting, recruitment and supervision of personnel, logistics and administration. 		
Subject matter (M&E) experience, for example...		

<ul style="list-style-type: none"> • Program design (logframes, results framework, theory of change, etc.) 		
<ul style="list-style-type: none"> • M&E planning 		
<ul style="list-style-type: none"> • Data collection and analysis (qualitative and quantitative) 		
<ul style="list-style-type: none"> • Baseline/endline studies (e.g. household surveys) 		
<ul style="list-style-type: none"> • Managing and conducting evaluation 		
<ul style="list-style-type: none"> • Degree to which the above M&E experience is relevant to the organization's program areas (e.g. livelihoods, health, etc.) 		
Context Familiarity , for example...		
<ul style="list-style-type: none"> • Organization: e.g. management structure, culture, policies and procedures, etc. 		
<ul style="list-style-type: none"> • Program or project 		
<ul style="list-style-type: none"> • Culture competence – e.g. traditions, custom and norms 		
<ul style="list-style-type: none"> • Linguist competence 		
<ul style="list-style-type: none"> • Probable legitimacy/credibility with stakeholders 		
Personal Attributes , (typically conveyed in the interview or from reference checks)		
<ul style="list-style-type: none"> • Results oriented 		
<ul style="list-style-type: none"> • Etc., add other traits as identified as important by the recruitment committee: e.g. Systematic and organized; Versatile and adaptive; Clear communication; Good listening; Versatile and adaptive; Patient and accepting; Energetic and enthusiastic; Sense of humor; Authentic, etc. 		
Interview Performance		
How did the applicant come across in the interview? Did they communicate clearly? Did they exhibit desired personal attributes and professionalism? Gut feelings?		
Assessment Exercise		
An assessment exercised can be assigned for which a separate rubric should be developed of criteria for consistent and fair rating of candidate's performance.		
<ul style="list-style-type: none"> • Example of written feedback 		
<ul style="list-style-type: none"> • Hypothetical capacity development design 		
<ul style="list-style-type: none"> • Mini-presentation 		
TOTAL		
Additional Comments – Use this space to record any additional or summative points, etc.		
<ol style="list-style-type: none"> 1. Candidate A: 2. Candidate B: 3. Etc. 		