



Dashboard Development for Monitoring, Evaluation and Learning (MEL) – TOR

Role: Dashboard Development for Monitoring, Evaluation and Learning (MEL)

Reports to: The consultant will report to Think Equal's MEL Lead. Oversight and quality assurance will be provided by the Chief Impact and Sustainability Officer
Regular check-ins will be agreed to ensure alignment and progress.

Engagement: The contract duration will be between 6-8 weeks

Indicative timeline:

Week 1-2: Requirements & design

Week 2-5: Development

Week 6-7: Testing & finalisation

Week 8: Training and handover

Location: Remote, Country-based (with possibility of occasional travel within the country)

Rate: USD\$5000 consultancy fee for services performed under the agreement, against invoice. We pay in currency equivalent and are not responsible for currency losses/gains.

Time Commitment: The total estimated level of effort is 20 days. However, this is an outputs based contract, so payment will be upon successful completion of the deliverables to agreed standards.

Location: Think Equal is a fully remote, global organisation. The Consultant will deliver services remotely from their own location and retains flexibility over working hours and work methods, subject to agreed deliverables, timelines, and coordination with the designated project lead.

Background: Think Equal implements Social and Emotional Learning programmes across multiple countries. As the portfolio scales, there is a need to improve visibility of programme implementation, MEL progress, and key indicators across regions.

Currently, data is available across MEL plans, trackers, and tools, but there is no centralised, user-friendly dashboard to support real-time oversight and decision-making.

Objective: The objective of this consultancy is to design and develop a simple, scalable MEL dashboard that provides clear visibility on programme implementation, MEL activities, and key indicators across countries.

Scope of Work

The consultant will:

1. Requirements & Design

- Review existing data sources (MEL plans, trackers, tools)
- Define key metrics and indicators to be visualised (undertaking consultation with key stakeholders within Think Equal)
- Propose dashboard structure and user flow (e.g. global view, regional filters)

2. Dashboard Development

- Establish any amendments needed in existing data storage and architecture
- Amended templates for data storage
- Develop a functional dashboard (Google Sheets, Looker Studio, Power BI or similar).
- Integrate key data inputs (automated where feasible)
- Ensure the dashboard is:
 - Clear and intuitive
 - Easy to update and maintain
 - Suitable for non-technical users

3. Testing & Iteration

- Conduct 1–2 feedback rounds with Think Equal
- Refine dashboard based on feedback

4. Handover

- Provide a short user guide, including usage for global and programme teams (3 pages max)
- Provide a back-end user guide
- Deliver training with the team (global/programmes)

5. Deliverables

- Dashboard design specification
- Dashboard prototype
- Final dashboard (approved)
- Data structure / input templates (updated if needed)
- User guides x 2
- Training for global and programme teams

Required Expertise

Essential

- Extensive experience building dashboards (Google Sheets, Looker Studio, Power BI or similar)
- Excellent data structuring and visualisation skills
- Strong experience working with MEL or programme data
- Excellent communication skills
- Ability to translate non-technical needs into practical solutions
- Experience working on education programmes
- Experience working with government data systems
- Familiarity with low-resource data collection contexts

Desirable

- Experience working on social-emotional skills and/or early childhood education data

If you are interested in applying for this consultancy position, please complete the application form using the link [here](#) by 7 May 2026 at 12:00pm (GMT).