

REQUEST FOR EXPRESSION OF INTEREST
MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING CONSULTANT

Type of Consultancy:	Individual Consultant (Short Term)
Date of Issue:	25 April 2020
Application Deadline:	30 April 2020
Duration	13 Days
Application to be submitted on	procurement@iphr-ipdh.org

1. ABOUT ORGANIZATION

Initiatives for Peace and Human Rights (iPeace) is a Rwanda-based non-governmental organization that strives to enhance the culture of peace in the Great Lakes region through human rights and good governance education.

iPeace is proud to be an Equal Employment and Opportunity and Affirmative Action Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), gender identity, age, status as individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, competence, and business need.

2. BACKGROUND & OBJECTIVE

As a growing organization, Initiatives for Peace and Human Rights (iPeace) is having an increasing number of projects to be implemented with the support of many donors. To be effective, the organization needs to keep track on each project indicators and timeline to ensure that everything is done according to the grant agreement. This requires the establishment of a string and up to date monitoring, evaluation, accountability and learning system.

In an effort to have a systematic approach to monitoring and evaluating, there is need to develop sufficient standards and criteria for determining what works, how and why in different situations and contexts. It is the reason why iPeace seeks to hire a Monitoring and Evaluation consultant to support the process of developing a MEAL system inclusive of a customized database to aid in the capturing and analyzing of data, information and project results. Such information and knowledge are critical for learning and identifying best practices for high quality programming.

The objective of this assignment is to develop a comprehensive, customized and practical a Monitoring, Evaluation, Accountability and Learning (MEAL) framework for iPeace.

3. TERMS OF REFERENCE

3.1. Scope of work

The consultant will undertake the following tasks:

- Review existing framework and revise objectives, indicators and desired results from the organization Strategic Plan in order to come up with the best practices and standards;
- Consult with iPeace program staff to determine existing good practices to be taken into account along the development of the policy framework, identify MEAL related challenges to be addressed, and clarification on roles and responsibility in accordance to the implementation of MEAL policy framework;
- Present a draft policy for pre/validation meetings and incorporate inputs that will be provided thereof;
- Develop and produce a comprehensive and practical MEAL Policy framework;
- Submit to iPeace a final MEAL Policy framework

Deliverables/outputs:

Under the direct supervision of the Country Director, the Consultant will deliver the following:

- Inception report with proposed methodology, data collection and reporting plan with identified deliverables and detailed M&E guide and toolbox.
- Draft MEAL Policy Framework
- Final MEAL Policy Framework

3.2. Qualifications and Experience required

It is required from the consultant to provide a **technical and financial offer**. The financial offer has to indicate the consultancy fee per day. The consultant is also required to fulfill the following:

- At least a Bachelor's degree in social sciences or other relevant fields,
- Experience with M&E processes, systems and procedures
- Knowledge and experience of using participatory approaches and innovative facilitation techniques
- Strong analytical skills
- Have a minimum of 5 years of experience working with civil society organization in Rwanda
- Proof of previous work with human rights oriented non-governmental organizations
- Excellent command of English and outstanding written skills is required;

3.3. Guidelines for Technical and Financial Offer

Technical Component: The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

a) Description of the consultant/firm and their qualifications to do the assignment

A brief description of consultant/firm and an outline of recent projects, of a similar nature, which have been undertaken by the consultants or their firm. Consultant must also provide references and any information that will facilitate iPeace to evaluate the firm's substantive reliability, financial and managerial capacity to provide the services.

b) Understanding of the Requirements for Services, including Assumptions

Include any assumptions as well as comments on the information contained in the TOR, or as the consultant may otherwise believe to be necessary, as well as a detailed description of the manner in which they would respond to the request.

c) Proposed personnel to carry out the assignments

Please include a presentation of the consultants proposed for this service delivery, with their qualifications and experience, to be accompanied by their curriculum vitae/résumé.

Financial Component: A separate financial component must contain an overall offer in Rwandan Francs calculated per day. The price component must cover all the services to be provided including taxes.

3.4. Evaluation of Proposals

For the award of this consultancy, iPeace has established evaluation criteria which govern the selection of proposals received. Evaluation is made on a technical and financial basis as follows:

The **technical component** will be evaluated using inter alia the following criteria:

- Consultant/firm's General Qualification: The firm's general reliability as well as technical expertise and capacity in the specific field of the assignment;
- Consultant/firm's Experience: Company's understanding of the TOR's, demonstrated experience in conducting the similar work;
- Qualifications and competency of the firm and staff assigned: experience and knowledge of the proposed consultants in past projects of a similar nature (quality of the CV).

The **financial component** will use the following criteria:

- (a) The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those selected firms. All other price proposals will receive points in inverse proportion to the lowest price.
- (b) iPeace is not bound to select any of the firms submitting proposals and does not bind itself in any way to select the firm offering the lowest price.

3.5. Duration

The successful consultant/firm will start this assignment as soon as possible following the completion of the recruitment process and signing the contract thereof. The duration of the consultancy is expected to be not more than 13 working days from the signature of the contract.

4. HOW TO APPLY

iPeace invites qualified consultants to indicate their interest in providing the above-described service. Interested consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this assignment (documents, reference to similar services, previous experience, etc.).

Expressions of Interest must be sent electronically to procurement@iphr-ipdh.org no later than 30 April 2020 at 5:00 pm local time (Kigali – Rwanda) and specifically mentioning “Consultancy for MEAL Framework” in the subject.

Applicants are requested to hold their offer valid for 30 days from the deadline for submission. iPeace will make its best effort to select a consultant/firm within this period.

Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

Any requests for clarification should only be referred by email at procurement@iphr-ipdh.org. iPeace may, at its discretion, copy any reply to a particular question to all other applicants. iPeace will endeavor to respond to all questions promptly in that period.

5. EQUAL OPPORTUNITY & NO CORRUPTION

iPeace is proud to be an Equal Employment and Opportunity and Affirmative Action Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), gender identity, age, status as individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, competence, and result-delivery need. iPeace conducts its activities professionally, with integrity and in compliance with laws of those jurisdictions. As part of its commitment to ethical practices, iPeace does not tolerate acts of bribery or corruption. No person, agent or organization has been mandated by iPeace to receive, orient or facilitate any job application nor is there any fee whatsoever to submit, review, or assess a job/consultancy application.

Any promise/threat by whoever to positively or negatively influence a job/consultancy application process is null and void.

Done at Kigali, on 24 April 2020

Paulin Muhozi
Country Director