

## Announcement

### **Tender: Monitoring, Evaluation, Accountability and Learning (MEAL) consultancy for EC DEAR Project Reboot the Food System**

Reboot the Food System is seeking MEAL consultant(s) to conduct a baseline study and evaluations to assess the project's performance according to EU criteria and assist with the EC DEAR project's monitoring framework and system. Deadline for receipt of applications is 26 May 2024.

#### **1. Inviting and awarding organisation:**

Romero Initiative (CIR e.V.)  
Schillerstr. 44a  
48155 Münster

#### **2. Deadline and office to which tenders must be submitted:**

[ReBoot\\_Application@ci-romero.de](mailto:ReBoot_Application@ci-romero.de)  
Deadline: 26.05.2024, 23:59 hrs

#### **3. Place where enquiries can be made:**

Lisa Kirtz  
[kirtz@ci-romero.de](mailto:kirtz@ci-romero.de)

#### **4. Type of award:**

Open procedure

#### **5. Type and scope of the contract:**

See: Terms of References (ToR)

#### **6. Place of fulfilment of the contract:**

The Contractor shall determine its place of work on its own responsibility but undertakes to be available to the Client (CIR) on its premises or meeting places within Europe if required.

#### **7. Form of submission:**

Exclusively electronic submission in PDF form by e-mail to the office named under 2

## **8. Participation and subcontracting:**

Natural or legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the situations mentioned in Sections 2.4. (EU restrictive measures), 2.6.10.1.1 (exclusion criteria) or 2.6.10.1.2. (rejection from a procedure) of the practical guide of the EU ([2. Basic rules - EXACT External Wiki - EN - EC Public Wiki \(europa.eu\)](#)). Should they be in one of these situations, their tender will be considered either unsuitable or irregular.

If subcontracting is planned, this must be described in the concept and mentioned in the description of personnel staff. The contractor must ensure compliance with all formal rules, specifications and criteria, including the nationality rule and the absence of grounds for exclusion of the subcontractor.

## **9. Proof of the applicant's suitability to be submitted:**

- ANNEX 2 Declaration of nationality
- ANNEX 3 Code of conduct
- ANNEX 4 Declaration of reliability

## **Reboot the Food System: EC DEAR Project 2024 – 2027**

### **Call for tenders for a Monitoring, Evaluation, Accountability and Learning (MEAL) consultancy**

Reboot the Food System is seeking MEAL consultant(s) to conduct a baseline study and evaluations to assess the project's performance according to EU criteria and assist with the EC DEAR project's monitoring framework and system. Deadline for receipt of applications is 26 May 2024.

## **TERMS OF REFERENCE**

### **I. Background and context**

The project aims at increasing the commitment of EU youths to the European values of human rights and solidarity as well as to tackling the global challenges of migration, climate change and a sustainable food system. In line with the "People" and "Planet" pillars of the EU Consensus and the Agenda 2030, the project will mobilize EU youths to adopt sustainable consumption patterns and to actively support sustainable food supply chains, fair trade relations, respect for human and workers' rights, and sustainable development through improved institutional and corporate policies at EU and MS level. With a pan-European awareness campaign, it will show EU youths the interdependence between our food system and its negative impacts on climate change and other key drivers of migration.

The project is financed through the European Development fund as part of the EC DEAR awareness raising funding stream. The project involves 14 partners in 9 European and exchange activities in 3 non-European countries. The project also provides financial support to third parties in 6 European countries to widen the reach of the project. The project will last 3 years until the end of February 2027.

### **II. Purpose**

The purpose of this consultancy is to provide the project with relevant information about the initial situation, advise the implementation of the MEAL system for the project, provide indicator monitoring and carry out the final evaluation to assess the project's performance; all of this according to EU criteria.

Specifically, the purpose will be:

- To establish a baseline survey for the project,
- To support the elaboration of a MEAL framework and tools,
- To contribute to the MEAL capacity building, including the aspects of accountability and learning of the project members by presenting and discussing the findings of the baseline and its updates,
- Assist in reviewing the project's success, esp. on impact and outcome level, with indicator monitoring,
- To analyse the project's success with a final project evaluation and report the results to the European Commission as the main institutional funder.
- Optionally: to assist the selection and configuration of a suitable digital MEAL system

### **III. Methodology**

The evaluator is invited to propose methodology in the proposal.

Conformance with OECD/DAC criteria and the [EU DEAR MEALGUIDE](#) are required in every aspect and product.

#### **IV. Tasks and deliverables**

The evaluator is expected to perform the following tasks:

- Conceptualise and conduct a baseline survey,
- Support the elaboration of a MEAL framework and tools,
- Provide capacity building on MEAL to all project partners during meetings and potentially online, recorded for internal use included,
- Provide information about the project's success, esp. on impact and outcome level, by carrying out a with a mid-term and final indicator monitoring,
- Carry out a final evaluation and report to the EU
- Optional: Advise on a suitable digital MEAL system and assist in its configuration

Main deliverables

- Baseline report
- Input during consortium meetings on findings
- Mid-term and final indicator monitoring reports
- Final evaluation

The main deliverables must follow the [EU DEAR MEAL Guide](#).

#### **V. Management and support**

The consultancy work involves working in close collaboration with the project staff and steering group of the project. The overall management responsibility of the consultancy lies with CIR, Christliche Initiative Romero e.V., based in Münster, Germany.

#### **VI. Consultant Requirements**

Applicants may be individuals, groups of individuals with a designated team lead, or consultant companies.

The following eligibility criteria have to be fulfilled: see contract template

- Declaration of nationality
- Code of Conduct
- Declaration of reliability

Applicants must have at a minimum the following qualifications:

- Demonstrated experience in establishing monitoring frameworks and systems for international CSO projects in the non-profit sector, ideally with a good overview on different available digital systems.
- Experience in conducting evaluations to a high standard, using utilization-focus and mixed approaches with quantitative data and 'soft' outcomes, ideally combining methods such as outcome harvesting, narrative-based assessments, sensemaker, appreciative enquiry or similar methods.
- Demonstrated experience of evaluating projects that are funded by the European Union (experience of evaluating projects that are part of the EU's Development education and awareness raising (DEAR) programme is especially relevant).

- An understanding of the nature and capacity of development work particularly in relation to awareness raising and advocacy projects on development issues.
- Intercultural and social competences to create a constructive environment and enhance interaction for effective evaluation processes.
- Excellent written and verbal communication skills in English language
- Experience in capacity building regarding MEAL.
- Optional: If applicable, proven record of working with digital MEAL and reporting tools for multiple stakeholders.

## VII. Application process

Questions may be address to Lisa Kirtz, [kirtz@ci-romero.de](mailto:kirtz@ci-romero.de). All relevant responses will be published for general information here: [www.ci-romero.de/Reboot-MEAL-consultancy](http://www.ci-romero.de/Reboot-MEAL-consultancy)

Applications are to be sent no later than 26 May 2024 to [ReBoot\\_Application@ci-romero.de](mailto:ReBoot_Application@ci-romero.de). Applications will be reviewed, and the candidates shortlisted by an evaluation committee set up for the selection. A few suitable candidates may be interviewed prior to the final decision.

Interested applicants should submit a tender including the following:

### A. Technical offer

The technical offer (no more than 6 pages excluding annexes) should include the following sections:

- MEAL framework and system:** Describe a possible MEAL approach and tools, including first ideas of baseline and project's indicator monitoring.
  - Optional: Briefly describe your suggestion for a digital MEAL and reporting tool and the budget requirements for it (those are extra and do not need to be included in the overall value mentioned below.)
- Evaluation methodology:** Describe your overall approach and evaluation methodology.
- Relevant experience:** Provide details of projects of similar scope, complexity and nature you have worked on previously.
- Specific expertise:** Describe your level of knowledge and expertise of development cooperation projects or/and EU-funded projects.
- Key personnel and staffing:** Describe the key personnel. Include CVs (no more than 2 pages each and attached as annex) of key personnel who will be part of the proposed plan.
- Timeline:** Include a detailed timeline of key activities.
- Two references** (including telephone numbers) and **annexes or web links to previous works** (if available or allowed to be shared), not older than 3 years including volume/size of the evaluated projects.

### B. Financial Offer

The financial offer should include a line-item budget and a budget narrative. The cost estimates used to prepare the budget should be presented in Euro. The tenderer should include proposed daily rates, including all costs. Value for money will be considered in tender

evaluation. Reasonable and receipted travel and accommodation costs related to the execution of the tasks in this Terms of Reference will be covered, based on prior agreement and subject to certain conditions.

The overall value for this contract is between € 60,000 and € 80,000.

The optional add-on regarding the digital MEAL system does not have to be included in this amount. If applicable, please provide an additional budget estimate for licence or purchase costs.

### C. Evaluation criteria

#### **Quality: 70%**

Defined as:

- |   |     |
|---|-----|
| - Relevant experiences incl. references                                 | 15% |
| - Qualifications of key personnel and staffing                          | 20% |
| - Appropriateness of the suggested concept, methodologies, and timeline | 30% |
| - Inclusion of digital MEAL system support                              | 5%  |

#### **Price: 30%**

### VIII. Timeframe

The proposed timeframe for the evaluation is the following:

Call for tenders issued:	26 <sup>th</sup> April 2024
Deadline for receipt of applications:	26 <sup>th</sup> May 2024
Review for applicants:	27 <sup>th</sup> -31 <sup>st</sup> May 2024
Eventually interviews prior to the final decision:	29 <sup>th</sup> -31 <sup>st</sup> May 2024
Communication of final decision:	latest by 5 <sup>th</sup> June 2024
Commencement of work:	as soon as possible after contract award.
End of Project:	Please indicate possible starting date in the offer. 28 <sup>th</sup> February 2027

### IX. Contact details and further information

Further information can be requested by sending an email to

Lisa Kirtz  
Co-coordinator and MEAL  
[Kirtz@ci-romero.de](mailto:Kirtz@ci-romero.de)

[www.ci-romero.de/Reboot-MEAL-consultancy/](http://www.ci-romero.de/Reboot-MEAL-consultancy/)