November 11, 2024.

**Terms of reference for the procurement of services**

**Project monitoring and evaluation specialist**

The Charitable Organization "Charitable Foundation "RIGHT TO PROTECT" (hereinafter referred to as the Foundation) **is implementing the project "Capacity Building and Networking of Local Civil Society Organizations (hereinafter referred to as CSOs) in Zaporizhzhia, Mykolaiv and Kherson Regions"**, which is being implemented within the framework of the multi-donor project **"Enhancing the Capacity of Communities in Southern and Eastern Ukraine through Local Initiatives (EMPOWER)**", funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and co-financed by the Directorate-General for European Civil Defense and Humanitarian Aid and implemented by Deutsche Gesellschaft für Internationale (Zusammenarbeit (GIZ) GmbH.

The project aims to strengthen the organizational capacity of CSOs working in the field of emergency response, with vulnerable populations, IDPs through mentoring and networking for sustainable and effective work.

**Vacant position:** Project Monitoring and Evaluation Specialist (hereinafter referred to as the Specialist)

**Service delivery format**: online.

**Start of service provision:** December 2024.

**Geography of project participants:** Zaporizhzhia, Mykolaiv, Kherson and Dnipro regions.

**Number of service providers:** 1 winner will be selected under this tender.

**Estimated involvement of the Specialist:** from the date of signing the contract until July 30, 2025. Partial involvement to perform the agreed tasks.

1. **Terms of reference for the provision of services:**

| **Tasks and responsibilities of the engaged Specialist** | **Result.** | **Period of service provision** |
| --- | --- | --- |
| Develop and maintain monitoring tools to meet project needs | MEAL plan was created according to the Foundation's standards, and appropriate tools were developed (questionnaires, questionnaires in KOBO Collect) | from the beginning of the contract until July 2025 |
| Work with project documentation and project coordination in terms of monitoring and evaluation, interaction with donor representatives on monitoring and evaluation issues | Measures prescribed in the MEAL plan are implemented on time | from the beginning of the contract until July 2025 |
| Ensure proper collection, tracking and management of secondary data | Data collection was completed within the agreed time frame | from the beginning of the contract until July 2025 |
| Manage and supervise teams of field data collectors (if necessary) | Data collectors were briefed, data collection was completed within the agreed time frame | from the beginning of the contract until July 2025 |
| Assists in building organizational capacity to improve monitoring and evaluation standards and policies; promotes and informs colleagues of best practices | The lessons learned during the monitoring period were recorded and communicated to the team  | from the beginning of the contract until July 2025 |
| Preparation of recommendations on the development of monitoring and evaluation plans for the project's participating NGOs, upon request. | Recommendations were prepared for the project's participating CSOs that requested consultations. An online webinar/meeting for clarification was held.  | from the beginning of the contract until July 2025 |
| A final report on the results of the work done will be prepared, which will include recommendations for the implementation of the educational component of the Capacity Building Program for Local Organizations. The report should also contain references to all products and materials created under the project.  | Final report prepared | July 2025 |

**Expected specialist involvement: 80 eight-hour workdays.**

**2. Reporting**

The specialist submits timesheets, a narrative report for each of the tasks, samples of the developed materials that became the basis for payment for the services rendered, tables, registers, and other products. All materials developed as part of the project are stored on the corporate disk.

The reports and all supporting materials produced by the Specialist within the framework of the project are transferred to the Foundation without copyright encumbrances.

The report is submitted on a monthly basis or upon the provision of services.

**3. Terms of cooperation**

A tenderer is an individual entrepreneur who submits a tender offer. Contractor in the context of this tender is a person who will directly provide services in accordance with the terms of the tender documentation and the concluded contract.

All payments are made exclusively in the national currency of Ukraine (hryvnia) by bank transfer to the current account of an individual entrepreneur or a legal entity - a service provider within 7 business days from the date of approval of the timesheet and provision of the invoice.

The Fund shall have the right to accept or reject any proposal or cancel the tender at any time prior to the conclusion of the contract with the supplier and shall not be liable for the same.

At any time, but no later than two (2) days before the deadline for submission of bids, the Tenderer may contact the Fund for clarifications or clarifications regarding the subject of procurement by sending a letter of request to the following email address: tender@r2p.org.ua.

ATTENTION! The Client reserves the right to change the scope of services! The scope of services is determined jointly with the project manager of the Right to Protection CF and is recorded in time sheets. The preliminary expected scope of services is set out in clause 1 of this tender announcement.

Taxes, duties or payments to the Government of Ukraine, the Government of the Federal Republic of Germany and/or the Governments of any other countries shall be paid by the Consultant in accordance with the amount received.

Travel/accommodation expenses are reimbursed on the basis of duly executed and approved by the project manager supporting documents. Per diems are not paid.

The participant must not be on the sanctions lists of Ukraine, the EU, the USA, Canada, Japan, and the UK.

The participant must not be in the process of terminating the sole proprietorship.

The Tenderer may not be a registered sole proprietor at the time of submission of the application, but guarantees to register within 3 days from the date of announcement of the tender winner.

1. **Requirements for submission of proposals**

The proposal must be written in **Ukrainian**.

Please provide the following package of documents, which will include::

1. Contact information of the artist;
2. CV with a detailed description of relevant experience for the last 3 years. Please describe in detail the projects in which you have provided monitoring and evaluation services. What tools were used, what was evaluated, what reports were prepared, etc..;
3. Letters of recommendation, letters of gratitude from CSOs, businesses, or government agencies that relate to the objectives of the project.
4. **Summarizing the results of the competition**

Evaluation of tender proposals will consist of 70% technical proposal evaluation and 30% price proposal evaluation.

| **SCALE OF EVALUATION OF TECHNICAL REQUIREMENTS**  |
| --- |
|  | Compliance with technical requirements | EVALUATION METHODOLOGY | Maximum number of points on request |
| 1 | The contractor must have a higher education.Under the best and acceptable scenario, the Contractor is expected to have at least a bachelor's degree in sociology, management, non-profit organization management, public administration, pedagogy, law or other humanities, finance, economics.  | 9 points: Doctor of Science (Dr.hab), PhD in sociology, management, non-profit organization management, public administration, pedagogy, law or other humanities, finance, economics. 2 points: Master's Degree, Specialist in the above areas. 1 point: Bachelor's degree in the above areas. 0 points: Absence of higher education OR information on education or copies of diplomas are not provided OR the Contractor's education is completely irrelevant to the Customer's requirements. |  9 |
| 2 | The Bidder shall provide a detailed resume of the Contractor. The content of the resume is evaluated, indicating the experience, skills, availability of developed methodological materials and achievements in the field of project implementation | 18 points: Demonstration of comprehensive information in the key areas and objectives of the project, including a detailed description of the authority, skills, achievements, organized and conducted monitoring and evaluation activities. The resume is up-to-date and contains information on the specialist's activities for at least the last 3 years. 2 points: Demonstration of generalized information in key areas and tasks of the project. Work experience, key areas of performance are indicated without additional details on skills, achievements or best practices. The resume is up-to-date and contains information about the specialist's activities for at least the last 3 years. 1 point: The resume is provided with no relevant experience for the last 3 years in the areas and tasks of the project, but reflects the existing previous experience of the contractor in performing similar tasks. 0 points: No resume or experience is not relevant to the scope and objectives of the project. | 18 |
| 4 | The participant took part in an interview (interview) | 18 points: the participant joined the meeting on time, is familiar with the subject of the tender announcement, clearly answers questions about experience of working with CSOs, experience in monitoring and evaluation of projects and preparation of reports. The participant has public communication skills, speech without parasitic words, offensive statements, etc.10 points - the participant joined the meeting, superficially familiarized with the subject of the tender announcement, answers to questions are generalized without providing specific and clear answers. The participant does not have public communication skills, the speech is full of parasitic words, offensive statements, obscene jokes, etc.0 points - the participant did not join the meeting, or does not have information about the subject of the tender announcement, or cannot answer questions on the topic. | 18 |
| 5 | Participant has experience in the public sector as a specialist in project monitoring and evaluation | 3 points - the participant has more than 3 years of experience in the public sector as a project monitoring and evaluation specialist. 2 points - the participant has more than 2 years of experience in the public sector as a project monitoring and evaluation specialist.0 points - the participant did not work in/ with a CSO and did not hold the above positions. |  15 |
| 6 | The participant has experience in developing project evaluation methodologies and monitoring, as well as preparing evaluation reports. | 5 points - the participant has experience in developing project evaluation methodologies and monitoring, preparing evaluation reports 2 points - the participant has experience with monitoring tools, but does not have experience in developing an assessment methodology and generating a report. 0 points - the participant has no experience in developing methodological materials on the topic. | 10 |