Oxfam Germany is an independent development and aid organization that works to achieve a just world without poverty. Oxfam delivers humanitarian relief in crises, strengthens local groups committed to social justice, exposes the underlying structures of poverty, and campaigns for political and business decision-makers to act responsibly. Oxfam is an international confederation of 19 organizations networking together in more than 90 countries, as part of a global movement for change, to build a future free from the injustice of poverty. Jointly, we can draw upon 70 years of experience in humanitarian and development work. You can find more information about us and our work here: www.oxfam.de

Call for Tenders for a Monitoring and Evaluation consultancy

#GoEATHical: EC DEAR Project 2020 – 2023

#GoEATHical is seeking a Monitoring and Evaluation consultant (s) to assist with an EC DEAR project’s monitoring framework and to carry out evaluation (s) to assess the effectiveness of the project. Deadline for receipt of applications is 17 May 2020.

TERMS OF REFERENCE

I. Background and Context

The project aims at increasing the commitment by European young adults (ages 20-35) 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 European young adults 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 16 partners in 12 European and 2 non-European countries. The project also provides financial support to 13 third-parties in various European countries to widen the reach of the project. The project will last 3.5 years until the end of August 2023.

Under the common roof of #GoEATHical, activities will take place in 18 European member states and involve CSOs, youth organizations and consumer groups. In addition, the project will involve two Southern co-applicants who will contribute their expertise on specific supply chains and will give voice to those who are final beneficiaries of the project.

Consortium members share the responsibility of implementing the project in their country specific contexts. In all countries, co-applicants will make use of partnerships with relevant
stakeholders. With its long standing experience in DEAR projects and its extend networks, the consortium is well prepared to have a broad outreach and to mobilize EU youth, journalists, as well as celebrities and influencers.

II. Purpose

The purpose of this consultancy is to establish an appropriate monitoring framework for the project and carry out evaluations to assess the effectiveness of the project. Specifically, the purpose will be:

- To review the project outcomes and associated indicators
- To establish a monitoring framework and tools
- To provide an assessment of the extent to which the desired impact and outcomes of the project has been achieved
- To report on the project’s success to the European Commission as the main institutional funder
- To give recommendations for the project partners how to build on the results achieved through the project

III. Methodology

The evaluator is invited to propose methodology in the proposal. The evaluation report is expected to follow OECD/DAC criteria.

IV. Tasks and Deliverables

The evaluator is expected to perform the following tasks:

- Familiarize with project application and logframe and propose a suitable monitoring framework including monitoring tools
- Assist in reviewing project outcomes where relevant for the M&E framework
- Participate in annual partner meetings (max. 4) and other relevant meetings where necessary
- Provide capacity building on M&E to all project partners (for example through introducing the main principles of MEL at the first partner meeting)
- Provide guidance to the project coordinator on M&E tools
- Carry out a mid-term review 15-18 months after project start
- Carry out a final evaluation

Main deliverables
- Monitoring framework and tools
- Mid-term review report
- Final Evaluation report

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 lays with Oxfam Deutschland, based in Berlin, Germany and 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 consultants. Applicants must have at a minimum the following qualifications:

- Experience in establishing monitoring frameworks for international CSO projects;
- Experience in conducting evaluations to a high standard;
- Demonstrated experience in the non-profit sector;
- Demonstrated experience of evaluation involving qualitative data and ‘soft’ outcomes;
- Demonstrated experience of projects that are funded by the European Union and/or large projects defined here as projects with budgets over 5 Million Euros;
- An understanding of the nature and capacity of development work in particular in relation to awareness raising and advocacy projects on development issues;
- Excellent written and verbal communication skills in English language

VII. Application process

Application process:
Applications are to be sent no later than 17 May to rbuchholz@oxfam.de. Applications will be reviewed, and the candidates shortlisted by an evaluation committee set up for the selection. A few suitable candidates will be interviewed prior to final decision.

How to apply
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:

a. **Monitoring framework:** Describe a possible monitoring approach and tools appropriate for the project.
b. **Evaluation methodology:** Describe your overall approach and evaluation methodology.
c. **Relevant experience:** Provide details of projects of similar scope, complexity and nature you have worked on previously.
d. **Specific expertise:** Describe your level of knowledge and expertise of development cooperation projects or/and EU-funded projects
e. **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.
f. **Timeline:** Include a detailed timeline of key activities.
g. **Two references** (including telephone numbers) and web links to previous work (if available).

Please note that there is an option to tender only for part of this consultancy which will involve creating the monitoring framework and tools as well as a mid-term review but will exclude the final evaluation as well as any further monitoring tasks post the mid-term review. In this case, please provide all of the above in addition to

h. An explanation how the first two deliverables can be adopted in a final evaluation.
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 his/her proposed daily rate, including all costs. Value for money will be considered in tender evaluation.

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

German law will be applied to both the tender process and the awarded consultancy contract.

 VIII. Timeframe

The proposed timeframe for the evaluation is the following:

Call for tenders issued: 1 May
Deadline for receipt of applications: 17 May
Review for applicants: 17 – 25 May
Commencement of work: End May
End of Project: 31 August 2023

 IX. Contact details and further information

Project documentation and further information can be requested by sending an email to

Rebecca Varghese Buchholz,
International Coordinator EC DEAR #GoEATHical, Oxfam Germany:

Rebecca Varghese Buchholz
Oxfam Deutschland e.V.
Am Köllnischen Park 1
10719 Berlin
rbuchholz@oxfam.de

Oxfam is committed to promoting gender equality, women’s rights as well as equal opportunities and diversity within our organisation. We always align our actions with Oxfam’s three global values Empowerment, Accountability and Inclusiveness. You can find more information on our values here.

Oxfam is also committed to protecting and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct.