

**Monitoring, Evaluation, Accountability and Learning (MEAL) Consultancy Service – Coordination of FCRM roll out in Georgia Proper with one KfW project component as pilot**

1. **Introduction**

The **Danish Refugee Council** assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfilment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

Since 1998, DRC programmes in Georgia are designed through a “protection lens”, ensuring that all activities integrate protection principles. As such, we will continue to work on expanding our knowledge and ensure durable solutions are provided to IDPs, returnees and host communities, and as well as make IDPs, returnees, host communities and persons in a refugee-like situation aware of and actively claim their rights, through legal assistance and awareness raising.

The main DRC donors in Georgia in 2021 are the KfW, GIZ, UNHCR, UNDP and the European Union while fundraising efforts have been undertaken with other donors which could potentially effect priorities, the scope of work and tasks related to this particular Assignment.

In Georgia, the programmes focus on the following core sectors of intervention in line with DRC mandate to provide durable solutions to displaced populations of concern:

* Shelter and small-scale infrastructure (construction and rehabilitations work)
* Livelihoods (self-reliance, small-business and SME development, work placement etc.)
* Access to education and community services
* Access to rights and basic freedoms/protection (legal aid assistance)
* Protection monitoring and capacity-building of local communities are cross-cutting dimensions of the overall South Caucasus portfolio.
1. **Background**

DRC Georgia is seeking for one International/National experienced Consultant for a short-term assignment on the provision of MEAL-related services. The work can also be performed remotely.

**Subject****:** The subject of the assignment is to provide consultancy services to DRC Georgia in MEAL, specifically to support the roll out and piloting of newly adopted DRC SC FCRM policy in different project targeted locations to diverse target groups, such are IDPs, SMEs, staff, and partners over a short-term period.

**Timeframe**: The duration of the assignment is 4 months from June till October 2021.

**Consultancy fee:** Bidder should provide the fee for the consultancy services over four months in EUR including VAT through the filled and signed RFQ form (attached).

1. **Required Deliverables**
* Support technically and oversee DRC Georgia’s FCRM roll-out and piloting around one component of KfW-funded project (livelihood) by means of coordination and direct interaction with DRC assigned MEAL staff.
* Prepare and coordinate through the MEAL assigned staff the implementation of the overall endorsed action plan for the designated project component, including timelines, assigned staff, etc.
* Overview the translation process and validate the finalized translated documents of FCRM policy and proper annexes in Georgian languages.
* Coordinate and mentor FCRM focal points and relevant DRC field staff to ensure efficient, timely and qualitative data collection on feedback and complaints around the target groups identified within the agreed project component (a mix sample of SMEs as grant recipients and work placement beneficiaries).
* Analyse all collected data by FCRM and field staff for further analysis of the policy in terms of efficiency, effectiveness, impact, and relevance.
* Develop one final report based on collected data and outcomes of piloting exercise.
* Initiate and propose changes and recommendations based on piloting in FCRM Policy and/or respective annexes.
* Coordinate with DRC HQ and share the progress of FCRM Policy piloting
* Provide mentoring and coaching and consultations and other capacity building activities for DRC designated focal points/staffs on FCRM, if required
1. **Required Qualifications and Experience**

The successful consultant should have a minimum of the following qualifications and experience:

* Demonstrated experience in carrying out monitoring, evaluation, accountability and learning activities independently or under minimum supervision
* Demonstrated experience in development of manuals, policy documents, etc.
* Demonstrated analytical and reporting skills
* Experience in mentoring and coaching
* Knowledge and understanding of core humanitarian standards and relevant commitments of humanitarian organizations
* Fluency in Georgian and English, Russian would be advantageous.
1. **Procedure for submission of quotation**

Interested candidates are requested to submit the following documents in response to these terms of reference:

* Curriculum Vitae including at least 2 references.
* Motivation Letter describing their relevant education and working experiences, knowledge and understanding of MEAL activities, core humanitarian standards
* Technical Proposal/methodology including the weekly timetable for suggested activities
* Filled and signed Request for Quotation Form (please see attached)
* Completed and signed DRC supplier profile registration form (please see attached).
* Signed Code of conduct (please see attached).

Deadline: The package must be submitted to the following email address: **rfq.geo.tbs@drc.ngo** by **24:00PM local time, June 8, 2021.** Please indicate the following assignment title in the subject line of the email **“Monitoring, Evaluation, Accountability and Learning Consultancy Service”,** otherwise your application will not be considered.

Applications submitted after the deadline will not be considered for selection.

Additional questions are accepted before **June 3, 2021, 17:00 PM local time** on the following email address: **rfq.geo.tbs@drc.ngo** and will be responded to all applicants on **June 7, 2021.**

**Proposal Evaluation and Selection**

The evaluation is made on a technical and financial basis.

The proposed technical offer by bidders will be evaluated using the following criteria, and points will be allocated on a scale from 1 – 10 for each of the criteria stipulated below, whereas the weighting is as follows:

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| **Relevant Qualifications (60%)** | * Demonstrated experience in leading Monitoring, Evaluation, Accountability and Learning (20%)
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| * Demonstrated experience in mentoring and coaching (20%)
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| * Demonstrated experience in mainstreaming FCRM policy and carrying out relevant capacity building activities (20%)
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| **Proposed services (40%)** | * The proposed methodology is relevant to the DRC requirement (40%)
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| **Total** | **100%** |

All bidders must obtain an **average score of at least five** for the total technical scoring in order to proceed to the financial evaluation. The financial offer will then be weighed against the technical offer.

**Nota Bene:** The total cost of the financial offer should be mentioned in the DRC Bid Form (RFQ). The total price offered should be a lump sum price, including all costs relevant for the assignment.