Date: June 24, 2020
Proposals due by: July 8, 2020

Subject: Request for Proposal for MEAL Expert Consultancy

SEED Foundation seeks a Monitoring, Evaluation, Accountability and Learning (MEAL) expert to support in the development of a MEAL Policy. The MEAL Policy aims at supporting SEED’s goal of delivering high quality services while at the same time improving programming and compliance with international standards and donor requirements. The MEAL Policy should clearly outline the role of the MEAL Unit in monitoring the attainment of SEED’s objectives, program outputs and high quality service delivery, clarifying the critical role played by the MEAL Unit in each stage of the program cycle. The process of policy development should include the identification of gaps and areas for improvement from the existing system and reporting tools, the development of training materials about the policy, the facilitation of such training for SEED’s staff and the development of checklists and other tools to facilitate the implementation and integrate the MEAL the policy with SEED’s existing systems.

TERMS AND CONDITIONS

- The consultancy will be managed by SEED Foundation Technical Unit in Erbil, KRI. The consultant’s presence is required to work very closely with the MEAL Unit
- The consultant will be required to utilize his/her own technology equipment and maintain workable Skype, ZOOM and email accounts for communication
- All materials produced by the consultant during the period of this consultancy will belong to SEED
- The consultant must sign SEED’s Code of Conduct, and abide by all provisions of these policies for the duration of the consultancy period
- The consultant might be required to travel to Dohuk and areas of program implementation.
- Travel expenses (tickets, living allowance and local transport) shall be covered by SEED according to SEED’s travel policy
TIME TABLE

<table>
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<tr>
<th>Event</th>
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<tr>
<td>Distribution of RFP</td>
<td>June 24, 2020</td>
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<tr>
<td>Proposal submission</td>
<td>July 8, 2020</td>
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<tr>
<td>Final selection</td>
<td>July 20, 2020</td>
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<tr>
<td>Implementation</td>
<td>August 1, 2020</td>
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DURATION OF THE WORK

In accordance with the requirements above, the consultant is expected to commit to the assignment in August 2020, including remote work and time in the Kurdistan Region, as requested by SEED (if airports are open). The consultant must complete the work within the agreed timeframe.

QUALIFICATIONS

The expert should have a Master's Degree in development studies, social sciences, international relations or other fields related to the scope of the assignment; At least Five years of relevant experience related to Monitoring, Evaluation, Accountability and Learning; Excellent English, report writing, presentation and communication skills; Arabic and/or Kurdish language skills would be an asset; Experience in the MENA region is highly preferred.

Your proposal will be evaluated based on the following criteria:

- Quality of technical proposal that summarizes understanding, methodology and tools to be used and work-plan with a clear timeline
- Financial proposal in USD including the requested Daily Rate fees
- Relevance and length of professional experience
- Relevance of educational background
- Excellent English, Arabic and/or Kurdish language skills would be an asset
- Report writing, presentation and communication skills
- Experience in the MENA region is highly preferred.

www.seedkurdistan.org
PROPOSAL SUBMISSION

Proposals should be submitted by e-mail to SEED Procurement and Logistics Department through the email procurement@seedkurdistan.org by the date stated above. This RFP in no way obligates SEED Foundation to award a contract, nor does it commit SEED Foundation to pay any costs incurred in the preparation and submission of proposal.
STATEMENT OF WORK
MEAL Expert Consultant

BACKGROUND
SEED Foundation is a locally registered NGO in Kurdistan Region of Iraq. SEED is a development organization, created to promote social, educational, and economic development. SEED’s mission is to protect, empower, and support the recovery of survivors of violence and others at risk.

SEED’s program areas are:

- SEED delivers high quality comprehensive mental health and case management services, and PSS activities.
- SEED strengthens the capacity of MHPSS service providers through education, training, and supervision programs.
- SEED works with others to strengthen policy, institutional, legal, and regulatory responses, and to advocate for societal change that protects and empowers all people, including those that are most vulnerable.
- SEED works to combat human trafficking through supporting the protection, empowerment, and recovery of survivors and working with partners to increase protections and reduce the risk of trafficking.

SCOPE OF WORK
To achieve the above objectives, the selected expert will work under the guidance of the Technical Unit. Activities will include:

- Under the guidance of the Technical Unit Director and with the support of the MEAL Manager, develop a comprehensive Monitoring, Evaluation, Accountability and Learning (MEAL) Policy for SEED Foundation
- Revise, harmonize and include sections written by SEED staff in the proposed policy and provide feedback to SEED staff in regards to those sessions
- Incorporation of SEED’s review on the first draft and adjusts in the policy, as requested by SEED
- Development of 2 training materials on the Policy. A in depth training for the technical and management staff and a general session for all staff. Training materials must include
DELIVERABLES
The Expert is expected to provide timely deliverables, including the following:

- The Monitoring, Evaluation, Accountability and Learning Policy
- Development of 2 training materials on the Policy. A in depth training for the technical staff and a general session for all staff. Training materials must include a PowerPoint presentation with notes, handouts, templates and forms
- Development of tools to facilitate the policy implementation and integration within SEED’s existing systems
- Facilitation of 2 trainings and two sessions for SEED staff, in Erbil and Dohuk

RESPONSIBILITIES OF SEED

SEED Foundation commits to provide the consultant with the following:

- Provide working space for the consultant during their time in Kurdistan Region
- Provide necessary information regarding services available in Kurdistan Region
- Organize meeting, training and workshop events
- Provide transportation and accommodation for the consultant within Kurdistan Region

REPORTING

The consultant will report to the Technical Unit Director, on all matters as pertains to the consultancy and will work closely with SEED’s MEAL Manager.

APPLICATION PROCESS

Candidates must provide the following documents:

- Technical proposal that summarizes understanding, methodology and tools to be used and work-plan with a clear timeline
- Resume and Cover letter - indicating previous experiences relevant to this assignment
- Contact details (email, skype contact, telephone number and current location of the candidate)
- Financial proposal in USD including the requested Daily Rate fees, travel costs and DSA, when applicable
- Three (3) professional references, one of each from a previous direct supervisor
- A technical report or consultancy report sample written by you in English