

Terms of Reference

Assignment: The MEAL consultant will have the responsibility to oversee the MEAL function for the JPPII project component. The MEAL consultant will work closely with WHH MEAL staff, and the Partner designated personnel to fully set up their M&E system in respect of both the donor and Partner's internal requirements. Additionally, the consultant will provide training to the MEAL personnel assigned by the partner in response to any identified gaps, specific requests, or needs.

Starting date: September 2024

Duration of appointment: 3 months (5 days/month)

Duty Stations: Beirut

1. Introduction

Deutsche Welthungerhilfe e. V. is one of the largest non-governmental organizations in Germany operating in the humanitarian assistance and development fields. It was established in 1962, as the German section of the "Freedom from Hunger Campaign", one of the world's first initiatives aimed at the eradication of hunger. Welthungerhilfe's work is still dedicated to the following vision: All people have a right to a self-determined life in dignity and justice, free from hunger and poverty. By 2018, Welthungerhilfe and its partner organizations ran 404 international projects in 37 countries with an overall financing volume of EUR 184 million, comprised of private donations, public national and international funds.

Welthungerhilfe (WHH) is coordinating the four-year Project, funded by the German Ministry for Development and Economic Cooperation (BMZ). The purpose of the Program is to improve the social and economic resilience of vulnerable host and refugee communities in Lebanon.

2. Overall objective of the assignment:

Welthungerhilfe is the lead organization for this project, which is being implemented in collaboration with four partners in the Baalback-Hermel and North governorates. The type of MEAL activities, tasks, and responsibilities required of the partners includes:

- Capacity building of the Partner's designated personnel on the internal meal system (training and learning by doing / mentoring)
- Supporting small-scale adjustments to Partner's MEAL System to align with donor's requirements where necessary Verification that the implementation strategies and activities are aligned with project proposal, log Frame and target groups;
- Verification and assisting the program in data collection tools which align with the indicators, and log Frame of the project;
- Ensuring clear beneficiary registration and verification are in place;
- Verify the Partner's data management system using appropriate tools and relying on Partner's existing system;
- Conducting routine and timely process and performance monitoring;

The consultant is expected to perform the following core responsibilities:

- **Support the adaptation of** a ME framework that satisfy the ME framework requirements, definition and method of calculation. The tools should be user friendly monitoring System (Monitoring tools, Frequency of Data collection, Frequency of Monitoring Activities and reporting)
- **Review** the current scoring matrix used by the Partner, document the process for each activity/target group selection.
- **Review** on-site visit reports and ensure alignment with donor's requirements.
- **Ensure** accurate tracking of direct beneficiaries enrolled
- **Support** in projecting and calculating indirect beneficiaries reached.
- Ensure the tools are culturally appropriate and tailored to the project's context and target population.
- **Develop the** baseline-endline reports.
- **Facilitation** of a documentation of Lessons Learned, to compile them in the mid and end of project within WHH lessons learned workshops, in line with donor's requirement and signed contract amendment
- Facilitation of any additional tools
- If needed: moderation of discussion between the consortium partners. Support WHH MEAL team in applying the needed tools and introducing them to the implementing partner.
- Documentation of agreements

3. Location and Duration of the consultancy

The MEAL consultant will collaborate with the WHH MEAL team both remotely and in the office and will visit partners to work with their MEAL staff. This part-time consultancy is expected to be 5 working days per month, with some months requiring no days. The consultancy will be for 3 months.

4. Finances

Consultancy fee includes all costs related to the work. Other allowances are not paid. Full insurance coverage including emergency medical treatment is the responsibility of the consultant.

It is proposed to keep a certain flexibility in the time planning due to several factors like domestic travel, which are difficult to estimate.

The consultant will only invoice the real number of days which s/he needed to complete all tasks.

Payment is done after the submission of (1) the tools/ reports/ final report, (2) a timesheet that is outlining in bullet-points what was done on the related days of the mission, and (3) an invoice.

5. Products and Deliverables:

Products expected:

- A tailored plan for M&E activities based on the logframe
- Provide MEAL documentations in systematic way.

- produce MEAL monthly report

Deliverables:

I. At the beginning of the mission:

- Inception report after a kickoff meeting to visualize the methodology, deliverables, and work plan

II. At the end of the mission:

- Report
- Documentation of
 - a. the facilitated baseline and endline methodology and plan
 - b. the aligned MEAL System with donor requirements
 - c. List of tools to be used during the project implementation
 - d. Full beneficiary data set aligned with minimum requirements of reporting to donor.

6. Requirements

- Extensive MEAL experience 3 years and above with international NGOs.
- Extensive experience in development and agriculture projects.
- Experience in digital data collection tools (Commcare, Kobo, excel, OneDrive).
- Skills in data analysis and data visualization.
- English Language is required (speaking, reading, writing).

7. Documents to be Submitted:

You are kindly requested to provide us with an official technical and financial proposal as follow:

Technical Proposal:

- **03. A3- Annex I Supplier Declaration (to be filled, signed and stamped)**, if stamp is not available Consultant / Trainer Signature is enough.
- **04. A4 - Annex II Terms and Conditions for International Procurement of Goods and Services(to be filled, signed and stamped)**, if stamp is not available Consultant / Trainer Signature is enough.
- Consultant Resume and Cover Letter
- Copy of Consultant ID or Passport
- Company / establishment Registration Certificate (if any)
- MOF Registration (if any)
- VAT Registration (if any)

Financial Proposal:

- Financial offer (financial breakdown for the consultancies / services will be provided)

- **02. A2 RFQ Form** - put your Grand total for the financial offer (to be filled, signed and stamped), if stamp is not available Consultant / Trainer Signature is enough.

Please also make sure to provide Minimum information on your quotation:

- Name, address, phone and contact person
- Total price including 11% VAT (in case you are registered in VAT)
- Validity of the quotation (Minimum 1 month)
- Please consider specifying transfer fees in your RFQ (10 USD and not considered for VAT).
- In Annex I Supplier Declaration, please insure providing too your bank details using the table below since the payment will be done via bank transfer, you can fill the below table and skip the blank in the Declaration form.

| | |
|------------------------|--|
| Bank name: | |
| Branch Name | |
| Bank Address: | |
| Account number: | |
| Account Holder: | |
| IBAN: | |
| SWIFT CODE | |

Payment will be done as following:

- Cash payment for total invoice amount below 250 USD
- Wire transfer for total invoice amount above 250 USD (Fresh Dollar account) within 15 - 20 days.

8. Submission Deadline:

- Applications should be sent to procurement.lebanon@welthungerhilfe.de before Wednesday, August 28, 2024, at 16:00 (Beirut Time)
- If you need further information or clarification, contact procurement.lebanon@welthungerhilfe.de