

Procurement Request and Terms of Reference – Consulting Services

(Simplified Tendering)

“Result Based Management, Monitoring Based Results and Theory of Change Consultancy”

Duration of the Consultancy: 3 months

1. Introduction

1.1 Introduction

Diakonia is an international Faith Based development organization rooted in two churches in Sweden, the Swedish Alliance Mission and the Uniting Church in Sweden. The organization currently works through local offices in 24 countries in Africa, Latin America, Middle East and Asia by supporting local partners. Diakonia’s vision is a Just, Equal and Sustainable world. Our mission and goal are to change unfair political, economic, social and cultural structures that cause poverty, oppression, inequality and violence.

The basis for all our work is the will of people to change and improve the world. Our efforts are aimed at people whose lives are compromised by poverty, oppression and/or violence in various ways. Our strategy for change is to raise the awareness of individuals of their rights and empower vulnerable groups in society to come together and organize themselves to work for sustainable change. As a result, Diakonia organizes its strategies into the levels of knowledge/awareness, organizing, action and influence. Diakonia wants to give a voice to the poor and seeks to empower the rights holders to be the agents of change and owners of the process of demanding their rights.

We work in strong partnership with local organizations, based on common values, open dialogue and trust. With few exceptions, Diakonia does not implement projects but strengthens and empowers civil-society organizations to change their own reality. The concept of “good donor ship” is key to our work, characterized by partners’ ownership, support to partners’ own agendas and strategies and long-term predictable funding.

In each country the partners form a country program. Diakonia promotes cross fertilizations, encourages synergy and coordination within the partner group in a country program. In each country we identify central obstacles and problems within our thematic areas, as well as forces for change in civil society. We search to find our specific niches, and with whom to build strategic alliances for greater impact.

Diakonia focuses on 6 thematic/intervention areas namely Human Rights, Democracy, Gender Equality, Social & Economic Justice, Conflict and Justice and Emergency Response and Disaster Resilience.

1.2 Program Background

Diakonia regional MENA office covers Lebanon, the Occupied Palestinian Territory (OPT), Egypt.

In Egypt, Diakonia prioritizes support to reform and democratization processes, where women, people with disabilities and children at risk are in focus for the work of the partner organizations seeks to achieve lasting improvement in people's lives, the organization supports work carried out on different levels of the Egyptian society by local civil society organizations. With the aim of promoting human rights, democracy and gender equality.

In Occupied Palestine territory, Diakonia works towards promoting peace and security, increasing respect for human rights, building local democracy, and eradicating the multidimensional aspects of poverty. Through the partnerships with around 40 Palestinian organizations that together cover five thematic areas: Democracy, human rights, social and economic justice, gender equality and conflict and justice.

In Lebanon, Diakonia's work aims to ensure that the rights of people living in poverty and vulnerability are respected through improved accountability, democratic culture, and gender justice. Where Diakonia seeks to increase accountability of public institutions in their fulfilment of obligations towards the most vulnerable rights holders, to improve Gender Justice through coordinated advocacy efforts of civil society organizations, and to strengthen and support civil society organizations in their mobilization and advocacy work towards sustainable and systematic change.

The Lebanese partner portfolio includes a combination of field experience and strong networking and advocacy capacity. With a strong thematic focus on Palestinian refugee rights, socio-economic rights, prisoners' rights, rights of worker and employees, rights of people with disabilities, and women's rights.

In order to advance the adoption of results-based management, monitoring-based results among operation civil society organizations operating in the MENA region, as well as building their capacity to be able to develop their own Theory of Change. Diakonia is recruiting a consultancy service to conduct a capacity-building workshop for Diakonia partners in the MENA region. The workshop venue will be decided later.

1.3 Purpose of the Assignment

The purpose of this assignment is to improve the capacity of partner Civil Society Organizations (CSOs) in the MENA region. The consultant will provide training and support to these organizations, enabling them to develop a robust Theory of Change and to adopt Results-Based Management (RBM) and Monitoring-Based Results (MBR) frameworks. By strengthening these capabilities, the assignment aims to ensure that partner CSOs can effectively plan, implement, monitor, and evaluate their programs to achieve sustainable development outcomes.

1.4 Scope of the Assignment

In order to successfully complete this assignment, the awarded consultant/s must:

- Review relevant documents, including the Global Strategy, Country Strategies, and existing frameworks used by the partner CSOs.
- Assess the current capacities and needs of the partner CSOs regarding Theory of Change, RBM, and MBR.
- Create comprehensive training modules on Theory of Change, RBM, and MBR tailored to the MENA region context.
- Focus on all RBM tools (problem analysis, results chain, log frame, etc) with a special focus on Risk analysis and risk mitigation.
- Ensure training materials are adaptable to various levels of knowledge and capacity among partner CSOs.
- Organize and facilitate a workshop to build the capacity of partner CSOs.
- Use interactive and participatory methods to engage participants and enhance their understanding and skills.
- Provide follow-up support and mentorship to partner CSOs as they implement the Theory of Change and RBM/MBR frameworks in their projects.
- Create practical tools and templates that partner CSOs can use to develop their Theory of Change and implement RBM and MBR in their work.
- Ensure these tools are user-friendly and relevant to the local context.
- Compile a detailed final report summarizing the activities undertaken, the outcomes achieved, and recommendations for further capacity building.

2. Terms of Reference

2.1 Deliverables

- A five-day workshop in late September, upon Diakonia MENA program approval of the training materials and program.
- Review and finalize 10/12 project and theory of change documents, which will be developed by Diakonia partners as a practical model to apply what they learned from the workshop.
- Provide final assignment comprehensive report including recommendations and future plan of the data, and synthesizing findings and recommendations across.

2.2 Qualification of the Consultant and Team Composition

The Consultant should have the following qualifications:

1. Advanced understanding of international development cooperation, particularly preconditions for civil society development.
2. Advanced degree in social sciences, development, sociology, business administration or other relevant/related fields.

3. A proven track record of conducting beneficiary capacity building of a similar nature.
4. A minimum of ten years of professional expertise in international development cooperation, with a focus on capacity building, gender equality, women's rights, and advocacy.
5. Demonstrated experience in developing and implementing Theories of Change, Results-Based Management (RBM), and Monitoring-Based Results (MBR) frameworks.
6. Proven track record of conducting capacity-building initiatives for Civil Society Organizations (CSOs), especially in the MENA region.
7. The consultant shall be a fluent Arabic speaker and have extensive experience in the MENA region context.
8. Team members proposed to be involved in this consultancy should have relevant experience for the consultancy assignment.
9. Extensive experience working with donors.
10. Demonstrated analytical and excellent report-writing skills in the English language.
11. Excellent communication and presentation skills.

2.3 Time Schedule

Trainers / Consultants are expected to be available from 1 September 2024 till 30 November 2024. Kindly note that these are projected dates and are subject to rescheduling based on specific dates for each training.

	Tasks	Maximum Level of effort/ numbers of days
1	Desk review	One day
2	Training and Material Preparation	One day
3	Workshop Implementation in late September	Five days
4	Reviewing the project and theory of change documents developed by the partners	Ten days
5	Final Report	One day
	Total	Eighteen days

The numbers of days here are estimated numbers

2.4 Terms of Payment

Payment will be made and received in USD via bank transfer.

2.5 Contract Type

Consultancy Contract

3. Content of Tender

- Letter explaining similar experience
- A description of the approach, methodology and modalities for implementing the assignment, with gender mainstreaming, following the Terms of Reference.
- Action plan to meet the deliverables
- Cost Proposal with breakdown of cost. All costs shall include VAT. Technical and Financial proposals should be sent **in 2 separate files/attachments**
- CV of consultant.
- Signed Diakonia Code of Conduct for Suppliers (Appendix 2)
- Signed "Eligibility Confirmation" (Appendix 3)

4 Tender Submission

4.1 Tender Delivery

Any questions about this RFP or application method must be e-mailed by 10 August 2024, to the email addresses samar.faysal@diakonia.se and eliana.aoun@diakonia.se, must be in English, and must reference the subject heading. **Please, DO NOT use these emails to submit your application.**

4.2 Submission Deadline

The applications shall be sent by e-mail to OPS.LebanonCo@diakonia.se no later than 20 August 2024, 4:00 PM (Egypt/Lebanon Local Time). **Kindly note that we are only considering and accepting applications via this email. Any applications using other emails/channels will not be considered.**

Applications and interviews may start before the end of the application period and therefore reviewed on a rolling basis.

National & International service providers are welcome to apply. Tenders that are submitted after the deadline will not be considered.

Selected service provider(s) will be notified within two weeks after closing date.

4.3 Tender Validity

Your tender shall be valid for 90 days after the submission deadline. This needs to be expressed in the tender.

5. Procurement Method and Selection Procedure

5.1 Procurement Method

Diakonia applies a simplified procurement method for this procurement.

5.2 Selection Procedure

Only complete tenders that were submitted on time and that fulfil the requirements in terms of the technical specifications and deliveries will be evaluated.

The contract will be awarded to the economically most advantageous tender, determined by the best price-quality ratio (quality and cost-based selection, QCBS).

The examination of submitted tenders will be carried out based on the technical and price criteria stated below, where the technical evaluation will have a weight of 60% and the financial evaluation a weight of 40%. The tenderer with the highest total points, will be awarded the contract.

The technical evaluation criteria for this procurement are:

Technical Criteria	Max. points
1) Experience and expertise of proposed consultant(s) including previous experience and the team expertise	60
2) Suitability of approach and methodology	20
3) Adequacy of time-plan	20
Total max points	100

The technical evaluation will be based on the following rating scale, whereby the percentage rate is multiplied with the maximum points for each criterion.

Rating scale	Rate	Definition
Poor	0%	Not sufficient
Not entirely satisfactory	40%	Sufficient in some respects but not as a whole
Satisfactory	60%	Sufficient but lacks substantial advantages or has uneven quality
Good	80%	Adequate and well suited to the purpose
Very Good	100%	Gives added value and shows high quality on the whole

The tender must achieve a minimum of 60 points as a condition for further financial evaluation of the price.

The calculation of the total points for each tender is made according to the formula below, where the tender with the highest technical points will be recalculated to 100 technical points and the tender with the lowest price will get 100 financial points. The technical points are thereafter multiplied with the technical weight and the financial points are multiplied with the financial weight. The sum of the weighted technical and financial points = total points.

$\text{Total points} = \frac{\text{Proposal under consideration}}{\text{Highest points}} \times 100 \times \text{technical weight} + \frac{\text{Lowest price}}{\text{Proposal under consideration}} \times 100 \times \text{financial weight}$

6. TENDER INFORMATION

Appeal

Decisions taken as part of Diakonia's procurements are not possible to appeal against and Diakonia is not obliged to disclose the procurement documentation after completion of a procurement.

List of Appendices:

Appendix 1: Terms of Reference

Appendix 2: Diakonia's Code of Conduct for suppliers (To be signed and submitted together with Tender)

Appendix 3: Confirmation of Eligibility (To be signed and submitted together with Tender)

Important: Diakonia has ZERO tolerance to breaches related to Safeguarding, fraud and corruption.