Consultancy Title: M&E Training and Data Management/Analysis.
Duty Station: Beirut, Lebanon.
Contract Type: Consultancy.
Starting Date: TBC.
Duration: 6 months.

Expertise France

Expertise France (EF) is a public agency created on 1st January 2015 under the supervision of the French Ministries of Foreign Affairs and Economy and Finance with a strong inter-ministerial vocation. EF offers program engineering and technical assistance by developing and implementing international cooperation actions worldwide. Expertise France is the French public agency for international technical assistance.

EF designs and implements cooperation projects addressing skills transfers between professionals. The agency also develops integrated offers, assembling public and private expertise in order to respond to the partner countries' needs. With a business volume of 148 million Euros, a portfolio of over 500 projects in 100 countries, and 63,000 days of expert missions every year, Expertise France promotes French and European development policy goals.

EF operates in various fields of development and institutional cooperation including safety and security reform, public health, human rights, strengthening of institutions and NGOs and governance. Carrying out large-scale, multi-stakeholder programs, EF can ensure cooperation between individuals, teams and institutions with very different statuses, cultures and specialties. EF has acquired sound experience in administrative and financial management of large-scale international programs. www.expertisefrance.fr.

1- Project Background

The multiple crises that have impacted Lebanon for several years have led to a serious deterioration in the standard of living of the population and increased the risks of economic, social, and political instability in the country. With the start of the Syrian crisis in March 2011, more than one million people had to seek refuge in Lebanon. This influx of refugees has had significant human, social, economic, and political repercussions and has weakened the structures of assistance to fragile populations. The last couple of years have been marked by the collapse of the economy, the October 2019 protests, the COVID-19 pandemic, and the explosion of the Port of Beirut. This accelerated succession of economic and social humanitarian crises has led to a dramatic increase in poverty levels among displaced populations and vulnerable host communities.

In the spring of 2021, the World Bank estimated that the economic and financial crisis hitting Lebanon would be among the ten, and probably the three most serious crises in the world since the middle of the 19th century. The banking sector has ceased lending operations and is no longer attracting deposits, and the Lebanese pound (L.L.) continues to lose value with soaring inflation.

Local NGOs play an essential role in crisis contexts in Lebanon, through their proximity to the most vulnerable populations and their presence in the most affected areas of the country. Their activities contribute to improving access to basic services in a context of saturation of public services. They also play a key role in strengthening social cohesion in the face of the growing risk of communal tensions.

Six years after the signing of the "Grand Bargain" on aid localization, aimed at repositioning local actors at the center of humanitarian action, the role of local NGOs in the aid ecosystem in Lebanon still needs to be strengthened, and strengthening their capacities remains a major lever for the sustainability of crisis response actions in the country. Lebanese NGOs must therefore be supported in strengthening their management capacities, technical skills, and sectoral specialization to assert themselves as effective and relevant actors in the response to current crises.

2- Shabake 2 Project

The Shabake 2 Project was designed in the framework of the localization of aid agenda and the need to strengthen Lebanese NGO capacities so that local recipients can take the lead in responding to crises generally and to the Syrian-refugee crisis in Lebanon specifically. It follows the implementation of the Shabake 1 Project which was implemented from 2019 to 2022.

The Shabake **2** project is part of the Peace and Resilience Fund – Minka Middle East, which aims to contribute to the response to the consequences of the Syrian crisis, and to act on the prevention and management of the protracted crisis in Lebanon. In addition, the intervention with a dynamic Lebanese civil society makes it possible to concretize the interventions under the "localization of aid" within the framework of the "Grand Bargain" of the 2016 World Humanitarian Summit.

The overall objective of the project is to strengthen social cohesion and support peace and stability by accompanying local NGOs in their key crisis management role and providing sustainable support to vulnerable host communities and Syrian refugees.

It aims to strengthen purpose-driven, technically sound, and locally rooted NGOs to support their abilities in weathering the crises as they arise, gaining greater financial autonomy and contributing to Lebanon's recovery. An emergency response component, funded by the Crisis Centre (CDCS) of the French Ministry of Europe and Foreign Affairs (MEAE), is included in the program, which makes it possible to articulate different French emergency and development instruments as part of a comprehensive approach to support Lebanese CSOs.

Project sub-objectives:
- o **Sub-objective 1 (SO1):** to enable NGOs to be trusted partners in the implementation of vulnerabilities-reduction projects and thematic actions.
- o **Sub-objective 2 (SO2):** To support local NGOs in their efforts to efficiently respond to the emergency situations and ongoing crises in Lebanon.
- o **Sub-objective 3 (SO3):** To enhance technical and organizational capacities of partner NGOs for an improved localization of aid for the benefit of vulnerable populations.

3- Consultancy Description and Scope of Work

Expertise France is seeking the services of an M&E and Data Management/Analysis expert to support three of its partners operating in Lebanon: MADA (Akkar – North), RMF (Akkar - North), and ShareQ (Beirut – Mount Lebanon). Under this Description and Scope of Work you will find three sub-sections laying out the process for each of the three partners.

MADA

Expertise France seeks a consultant to train Mada. Mada operates in North Lebanon and Akkar, with the aim of reinforcing the relationship between communities and the natural environment through programming across four main pillars: Food and Agriculture; Women and Youth Mobilization; Environmental Protection; and The Platform – a space that offers tailored and flexible support to grassroot groups and civil society initiatives across all disciplines The consultant will cover M&E fundamentals (1) performance monitoring, (2) Data Analysis, and finally, (3) coming up with lessons learned.

Key Tasks and Deliverables

The consultant, an expert in M&E, especially within the Lebanese humanitarian sector, with proven experience working with LNGOs, will work with Mada on the following:
  o **Phase 1:** Meeting with Expertise France and Mada to agree on a timeline and priorities.
  o **Phase 2:** Collect data and information on Mada's M&E processes and department through the implementation of brainstorm sessions with Mada's Executive Director and MEAL Manager.
  o **Phase 3:**
    • Prepare an M&E training covering (1) performance monitoring, (2) data analysis, and finally, (3) coming up with lessons learned.
    • Organize the Training session with the concerned staff during a 1-2 days workshop.
  o **Phase 4:** Prepare a Final Consultancy Report laying out the whole process and which includes all information (such as deliverables, MoMs, timesheets, attendance sheets, etc.).

Roles and Responsibilities

The Consultant
  o Closely coordinate with Expertise France regarding the activities to be implemented.
  o Ensure regular communication with both Mada and Expertise France throughout the process.
  o Collect data and information through the organization of brainstorm sessions and interviews with various key individuals working at Mada.
  o Organize a workshop with Mada staff to define key communication strategic objectives.
  o Draft a Communication Strategy which will include (1) defined goals/objectives, (2) brand culture, (3) a SWOT analysis, (4) target audience, (5) key messages, (6) tools to be used, (7) a calendar, and more.
  o Prepare and conduct the M&E training for the Mada team.
  o Prepare a final project report laying out all the process (from meetings, activities, and deliverables).

Timeline

Phases	Deliverables	Week
Phase 1: **Inception**	Introduction meeting with Expertise France and Mada.	Week nº 1-2
	Agree on the final workplan and approach.	
	Produce a workplan including all the activities and timeline.	
Phase 2: **Assessment**	Assess Mada's M&E processes.	Week nº 3-6
	Assess Mada's past M&E activities and products.	
Phase 3: **Training**	Prepare the M&E training and material.	Week nº 7-8
	Conduct the M&E training for the concerned staff.	
Phase 4: **Reporting**	Produce a final consultancy report.	Week nº 9-10
	Include training and workshop attendance sheets.	
	Include workshop materials (presentations, minutes, used literature, etc.).	

RMF

Expertise France is seeking the services of a Data Management expert to build the capacities of one of its local partners: the René Moawad Foundation (RMF).

RMF aims at promoting social, economic, and rural development in Lebanon. Focusing on Education, Healthcare, Agriculture, and Economic Development. It operates in several regions across the country and mainly focuses on the North and Akkar. Providing support to the most vulnerable, the organization is looking to build a data management system in addition to finding systematic ways to integrate the data collected by the M&E team to feed into long term lessons learned and programmatic change.

Key Tasks and Deliverables

The consultant, an expert in Data Management, especially within the Lebanese humanitarian sector, with proven experience working with LNGOs, will work with RMF on the following:
- **Phase 1:** Meeting with Expertise France and RMF to agree on a timeline and priorities.
- **Phase 2:** Organize a training for the M&E team regarding (1) analyzing collected data, (2) using this data to come up with lessons learned, and (3) how to use this data to feed into long term programming.
- **Phase 3:** Build an internal database to store data and information from project reports, logframes, research deliverables, and more) to be accessible for all departments.
- **Phase 4:** Prepare a Final Consultancy Report laying out the whole process and which includes all information (such as deliverables, MoMs, timesheets, attendance sheets, etc.).

Roles and Responsibilities

The Consultant

- o Closely coordinate with Expertise France regarding the activities to be implemented.
- o Ensure regular communication with both RMF and Expertise France throughout the capacity strengthening process.
- o Prepare pre- and post-tests to be delivered and provided to the individual(s) to be trained.
- o Validate with Expertise France the training material prior the capacity building process.
- o Assess RMF's M&E data gathering, storing, and reporting process.
- o Organize a training for the M&E team regarding (1) analyzing collected data, (2) using this data to come up with lessons learned, and (3) how to use this data to feed into long term programming.
- o Assess RMF's data management process through meeting the concerned staff and departments (senior management, project managers, HR, and database).
- o Create an online structure (software, website, or online drive) which will be used by RMF to store all their data in a systematic and organized manner, to be easily accessible for all their staff.
- o Prepare a final consultancy report which will include (1) the training content, (2) the sessions' progress, (3) the tests' results (analytical results, in addition to a comparison of the trainees' improvements), and finally (4) the attendance sheets and agenda.

Timeline

Phases	Deliverables	Week
Phase 1: Inception	Meet with Expertise France and RMF.	Week nº 1-2
	Agree on the final workplan and approach.	
	Produce a workplan including all the activities and timeline.	
Phase 2: M&E Training	Prepare a training on M&E which will include but not limited to: (1) analyzing collected data, (2) using this data to come up with lessons learned, and (3) how to use this data to feed into long term programming.	Week nº 3-4
	Deliver the training to the concerned RMF staff.	
Phase 3: Develop the Database	Assess RMF's Database through checking internal documentation and process.	Week nº 5-8
	Interview key RMF staff to understand knowledge management and exchange within the organization.	
	Build an internal database to store data and information from project reports, logframes, research deliverables, and more) to be accessible for all departments.	
Phase 4: Reporting	Produce a final consultancy report.	Week nº 9-10
	Include training and workshop attendance sheets.	
	Include workshop materials (presentations, minutes, used literature, etc.).	

ShareQ

Expertise France is seeking the services of an expert to support its partner, ShareQ, an NGO focusing on supporting people with disabilities and young women and men, through Livelihoods' programs (vocational trainings, soft skills trainings, and networking) and support them in finding jobs in the Lebanese market.

Through this consultancy, the recruited expert will support ShareQ in their ongoing development of a program on Data Analytics which will be used to provide trainings to people with disabilities.

Key Tasks and Deliverables

The consultant, an expert in Data Analytics and AI, with proven experience working on capacity building and training development, will work with ShareQ on the following:
o **Phase 1:** Meeting with Expertise France and ShareQ to agree on a timeline and priorities.
o **Phase 2:**
  - Meet with ShareQ managers and staff in charge of the training program for people with disabilities.
  - Assess ShareQ's Data Analytics training materials and development progress.
o **Phase 3:** Developing new modules on the Data Analytics training which are R for Database Analytics and Crafting Stories: from data to Dashboards.
o **Phase 4:** Prepare a Final Consultancy Report laying out the whole process and which includes all information (such as deliverables, MoMs, timesheets, attendance sheets, etc.).

Roles and Responsibilities

The Consultant
o Closely coordinate with Expertise France regarding the activities to be implemented.
o Ensure regular communication with both ShareQ and Expertise France throughout the capacity strengthening process.
o Collect data and information through interviews with various key individuals working at ShareQ.
o Assess ShareQ's Data Analytics training materials, identify gaps, and develop the training material alongside the ShareQ team.
o Prepare a final project report laying out all the process (from meetings, activities, and deliverables).

Timeline

Phases	Deliverables	Week
Phase 1: Inception	Meet with Expertise France and ShareQ.	Week nº 1-2
	Agree on the final workplan and approach.	
	Produce a workplan including all the activities and timeline.	
Phase 2: Assessment	Meet with ShareQ managers and staff in charge of the training program for people with disabilities.	Week nº 3-4
	Assess ShareQ's Data Analytics training materials and development progress.	

Phase 3: Develop the Data Analytics Material	Developping new modules on the Data Analytics training which are R for Database Analytics and Crafting Stories: from data to Dashboards	Week nº 5-8
	Finalize the development of the Data Analytics training curriculum.	
	Produce a final consultancy report.	
Phase 4: Reporting	Produce a final consultancy report.	Week nº 9-10
	Include training and workshop attendance sheets.	
	Include workshop materials (presentations, minutes, used literature, etc.).	

Expertise France

Expertise France will contract the consultant and through the project management team will oversee:
- o Developing and finalizing the terms of reference and contract.
- o Reviewing and approving all expected deliverables with the consultant.
- o Supporting the consultant in connecting and meeting with ShareQ as relevant.
- o Overall monitoring of the assignment activities and the delivery of milestones.

Qualifications

- o Degree in Business Administration, Computer Science, Data Management, Statistics, or any other related major.
- o Minimum of 5 years of experience in Data Management and being involved in M&E processes.
- o Minimum of 7 years of proven experience working with LNGOs in the humanitarian sector.
- o Great knowledge of M&E mechanisms, Data Management, and NGO Management/Processes.
- o Strong local knowledge and comprehensive understanding around capacity building programs and experience in delivering soft skills training.
- o Professional working knowledge of Arabic and English is compulsory.
- o Extensive experience in delivering the requirements mentioned.
- o Ability to communicate, negotiate and adapt to work requirements.

4- Applications

Applications are to be sent to the following email address: lebanon.procurement@expertisefrance.fr under the title: **M&E and Data Management/Analysis.**

For Companies

- o Annex I – complete Legal entity form including MOF registration and VAT number.
- o Annex II – complete financial identification form.
- o Annex III – Methodology and chronogram (covering all tasks listed in the tender).
- o Detailed CVs for all experts involved.
- o Financial Offer (detailing the daily rate).
- o Workplan (estimated time for delivering the consultancy).
- o A portfolio of similar experiences.

For Individuals (freelance consultants)
- o Annex II – Complete financial identification form.
- o Annex III – Methodology and chronogram (covering all tasks listed in the tender).
- o Detailed CV.
- o Financial Offer (detailing the daily rate).
- o Workplan (estimated time for delivering the consultancy).
- o MOF registration number.
- o A portfolio of similar experiences.

The deadline for application is August 31, 2024.

5- Bids Comparison

The selection of the consultant(s) is based on the proposal's economic viability (***Criterion 1 – Price of the Services***), the soundness of the workplan (***Criterion 2 – Technical Offer***) and deliverables and the consultant's portfolio (***Criterion 3 – Experience***).

Bids will be assessed separately in accordance with the following criteria by awarding a score up to the maximum number of points per criterion as set out below:

Sub-criteria for assessing the technical quality	Points
Proven professional experience related to M&E with Local or International NGOs, international organizations or agencies, or state institutions.	15
Proven professional experience related to Data Management with Local or International NGOs, international organizations or agencies, or state institutions.	15
Proven professional experience in preparing, facilitating, and delivering trainings related to M&E and Data Management.	10
Methodology presented and timeframe for completing the mentioned assignment.	15
Portfolio of similar experiences.	10
TOTAL	65

The remaining 35 points are attributed to the financial offer.

6- Payment Conditions

The payments will be divided upon completion of the required tasks.

- o **20% upon contract signature**.
- o **20% upon finalization of all activities with NGO 1.**
- o **20% upon finalization of all activities with NGO 2.**
- o **20% upon finalization of all activities with NGO 3.**
- o **20% upon completion of the consultancy and submission of a Final Report and all the deliverables and annexes.**