

## **Terms of Reference**

### **M&E training**

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**Project:** WYDE Civic Engagement

**1. Purpose:** Elbarlament is recruiting a company, a consultant, or a team of consultants for an online Monitoring and Evaluation (M&E) training workshop and provision of complementary support for the training participants with refining project intervention logics (hereafter: the service provider).

The service provider will sign a service contract with elbarlament e.V., intended to take effect in November 2023.

**2. Background:** Elbarlament (“parliament” in arabic) is a peacebuilding and democracy support organisation, with a special focus on empowering women and youth. We implement democracy support and peacebuilding projects in four thematic fields: Arts & Culture; Civic Education; Environment & Climate Change; Women, Peace and Security. We support parliaments, governments, civil society actors and international institutions, implementing projects and delivering consulting services in German, English, French and Arabic. Our international and multilingual team is based in Berlin, Cologne and Erbil (Iraq).

Elbarlament is currently implementing activities in the framework of the project WYDE Civic Engagement. The project, which is financed by the European Union, aims to improve the enfranchisement, empowerment, and inclusion of youth in all levels of democratic participation at the national, regional, and global scales.

**3. Objectives and expected results:** The service provider will have the following tasks:

- Designing and delivering an online training to roughly 30 staff and/or members of 18 youth organisations / youth CSOs on M&E,
- Supporting staff from 18 youth CSOs with designing coherent and realistic project intervention logics and SMART indicators.

The training and complementary support must be offered/provided in English and French, since half of the participants come from English and the other half from French speaking countries. It must be organised between 27 November and 15 December 2023. The service provider should outline in their technical offer how they intend to deliver the training and the support for the CSO staff/members (e.g., in one longer online workshop or in several short workshops).

The maximum total number of working days for this assignment is six days.

**4. Remuneration:** The remuneration for this assignment is to be based on a working day rate (including all applicable taxes). The service provider is required to provide time sheets at the end of the assignment.

**5. Qualifications:** The service provider will possess the following qualifications to receive the maximum score for their CV(s), which is/are to be included in their technical offer:

- A master degree or a comparable degree in a relevant field (social sciences, M&E, project management, etc.) ,
- Fluent in English and French,
- At least ten years of working experience,
- At least four yours of working experience in the field of M&E
- At least four years of experience with teaching or training young people.

**6. Application and selection:** Candidates are invited to submit the application documents detailed below. Incomplete applications will not be considered.

- A technical offer consisting of a short over letter describing the overall interest in the position and outlining how the service provider intends to fulfil the assignment (on max. one page), and a CV/ CVs
- A financial offer that states the professional daily fee rate and the total amount requested for delivering the services described in these ToR, all taxes included.

**7. Evaluation criteria:** The application packages will be assessed by elbarlament e.V. against the criteria listed in Annex I. Candidates scoring at least 75/100 with regard to the evaluation grid below (Annex I) for their technical offer will have their financial offer considered. Elbarlament reserves the right to enter a negotiation with the candidates on the financial offer proposed by them, before finalising the evaluation process. The technical offer will be weighted at 70%, the financial offer will be weighted at 30%.

**8. Deadline and selection modalities:** Interested candidates are invited to submit the application documents by 17 November at 12.00 CET by sending an email to [recruitment@elbarlament.org](mailto:recruitment@elbarlament.org), copying [bloching@elbarlament.org](mailto:bloching@elbarlament.org).

#### ANNEX I - Evaluation grid

Criteria	Score
Relevant master or comparable degree	10
Fluent in English and French	20
Number of years of work experience	10
Knowledge/previous experience in M&E	40

Experience with teaching and/or training young people	20
<b>Overall total score</b>	<b>100</b>