

SPECIFIC AND TECHNICAL CONDITIONS FOR

A MEAL consultant for monitoring, evaluation and learning activities in Bolivia and Paraguay for the ECO project

(File 52/2021)

I. OBJECT

The present document (the "Pliego") is to contract a Monitoring, Evaluation and Learning (MEL) company/individual to provide appropriate monitoring activities for the ECO project in all project locations in both Bolivia and Paraguay.

All the technical specifications contained in this document are considered to be part of the minimum requirements and do not exclude any other needs for compliance with the purpose of the service contracted.

II. CONTENT OF THE WORK

ECO is a project funded by Unitaïd whose objective is to strengthen the National Health Systems in Bolivia and Paraguay in the fight against the COVID-19 pandemic, and prepare them for new epidemic threats. Through the generation of evidence on the best strategies for the implementation of the diagnosis and treatment of COVID-19, in addition to activities aimed at expanding the coverage of these services and supporting the proven strategies to be generalized throughout the national territory and have access to sufficient resources in the long term, ECO will contribute to improving equity in access to services for COVID-19 in these two countries, also benefiting the rest of the region when the knowledge generated is extrapolated to other contexts.

Scope of work

ISGlobal – Barcelona Institute for Global Health is a research centre in international health whose ultimate goal is to help close the gaps in health disparities between and within different regions of the world. For this, we leverage on knowledge generation (research), transmission (training), and application (policy and global development).

ISGlobal is looking for a MEAL (Monitoring, Evaluation, Accountability and Learning) consultant, to be a substantial part of the ECO team in Bolivia and Paraguay, in charge of collecting and analysing data for the project.

This position will contribute to the fulfilment of the project objectives by being responsible for the development of monitoring and evaluation activities of the project's performance, ensuring the quality of the data collected and the use of these for the continuous improvement of the project.

Additionally, the MEAL consultant will ensure that the organization's activities respond to the needs of the beneficiary communities, and that the data collected and analysed is used to inform project decisions.

To ensure these activities, the MEAL consultant will participate in the development of data collection and analysis technologies, including quantitative and qualitative tools, that facilitate the reading of the data received and its adaptability throughout the project.

More specifically, the MEAL consultant should:

- Support the Field Coordinator and the Project Manager in the development of a MEAL plan for the project, based on the project activities and the logical framework indicators
- Design and develop, in coordination with the Field Coordinator and the Project Manager, data collection tools
- Implement collection tools and/or support the program team in the implementation of these tools
- Support the monitoring and evaluation of the quality of activities to identify areas for improvement
- Contribute to periodic reports with the results of monitoring the progress of the project
- Participate in project meetings as needed
- Support other delegated M&E functions

III. PERSON RESPONSIBLE FOR THE CONTRACT (If Applicable)

From ISGlobal, the Field Coordinator and the Project Manager will be responsible for relations with the MEAL consultant, and will coordinate with the staff of the entity and channel communications between the two parties.

IV. MANAGEMENT OF WORK AND QUALITY CONTROL

ISGlobal and the MEAL consultant will establish by common agreement a calendar of communications that will consist of bi-weekly or monthly progress calls. Regardless of these scheduled calls, the MEAL consultant and the project management team may meet at any time if any of the two parties considers it appropriate, depending on the progress of the work hired. At the same time, the MEAL consultant will be able to participate in regular follow up project meetings, when required. At any meeting the responsible person may choose to bring additional participants from ISGlobal if considered convenient.

Monthly reports will be provided by the consultant.

V. REQUIRED QUALIFICATIONS

- Experience in monitoring and evaluation in development or social impact projects
- Analytical capacity to process project data and report on them
- Excel proficiency in data monitoring and analysis
- Knowledge and regular usage of data collection tools and data management systems (Kobo, PowerBI...)
- Familiarity with accountability to affected populations and participatory monitoring strategies
- Excellent organizational, planning and information management skills
- Focus on problem solving
- Ability to communicate and interact competently and professionally at all levels within a diverse environment
- Ability to work effectively both as a member of a team and independently
- Work experience in international environments (desirable)
- Interest in public health in developing countries (desirable)
- Good command of English (desirable)
- Availability to travel regularly to the project implementation sites in each country, including remote points, in rural areas

Compensation for this position will be based on the applicant's experience and work plan.

VI. ESSENTIAL CONTRACTUAL OBLIGATIONS

The following will be considered as essential obligations of the successful bidder:

- Ensure that all MEAL activities are implemented according to project objectives and timelines
- Work with Field Coordinator and Project Manager to ensure definition of objectives and setting of priorities
- Monitoring the activities throughout the duration of the project in both locations
- Writing monitoring reports
- Supporting sites in collecting accurate data
- Having an efficient working relationship with the sites' team

VII. CONTRACT PERIOD

The duration of the contract will be from 1st November 2021 to 31st August 2022, or until end of project extension, if available.

VIII. BUDGET, PRICE AND ESTIMATED VALUE OF THE CONTRACT

The contract budget amounts to the maximum amount of

USD 93.600.00 excluding tax

The award amount will not exceed this budget in any case. The price of the contract, consequently, will be that to which it rises plus the corresponding Value Added Tax, in the case of non-exempt bidders, which must be included in the separate item.

IX. ADVERTISING

The present contract will be published by announcement in the Contracting Profile of the entity on the website: www.isglobal.org

X. PLACE AND DATE OF SUBMISSION OF PROPOSALS

The economic proposals must be submitted by email to the address licitaciones@isglobal.org

The deadline for submitting proposals will end on 31st October 2021.

XI. LEGAL SYSTEM OF THE CONTRACT

The contract is considered a private contract and is subject to private law, ruling by this Schedule, by the contract and documentation attached, and in everything not provided by the applicable civil and commercial legislation.

XII. EXPENDIENT OF RECRUITMENT, AWARD PROCEDURE OF THE CONTRACT AND DOCUMENTATION TO BE PROVIDED TENDERS

The contracting of the reference services will be awarded by the procedure envisaged in Section IX of the Internal Contracting Instructions of the entity. From the day of publication of the tender notice, interested companies can obtain the necessary documentation to prepare their proposals through the contractor's profile on the website www.isglobal.org.

XIII. PAYMENT METHOD

Payments will be quarterly and always under invoice and 30 days invoice date by bank transfer.

Type of payment	Amount	Date of payment
Start of the project	20%	November 2021
1 st quarter	20%	February 2022
2 nd quarter	20%	May 2022
3 rd quarter	20%	August 2022
Completion of work	20%	October 2022

Barcelona, October 21st, 2021