



**Humanitarian
Leadership
Academy**



We're stronger together

REQUEST FOR PROPOSAL: Engine 2 MEAL Framework

Section 1: Introduction

1.1 About the Humanitarian Leadership Academy

We are the Humanitarian Leadership Academy (HLA). We strengthen people's skills and capabilities through learning, helping people in the humanitarian sector and beyond to prepare for and respond to crises.

We provide everything from recognised capacity strengthening support to self-guided e-learning, in-person support in response to emergency situations, virtual reality and simulations (face to face and online). The evidence we gather through research and data and our contextual expertise informs the work we do. And we have a full suite of skills in-house to continually improve our offer and provide holistic expertise to our partners.

But it's not really about us. We help organisations in the humanitarian sector and beyond to amplify their reach, share their knowledge and build their networks. Our combined impact - collectively developing people's skills to respond to crises - is infinitely stronger through working together.

Section 2: Requirements

2.1 Background

After one year of war, the situation for children in Ukraine is worsening by the day, further exacerbating their needs of humanitarian aid and protection. The impact of the last year is compounded by the fact that many of the children in the east have already lived through nine years of conflict.

More than 17.4 million people have fled the violence in Ukraine to other countries since 24 February 2022. There are currently 6.3 million internally displaced people in Ukraine, 7.9 million refugees from Ukraine in Europe, with 40 per cent estimated to be children, and 4.9 million people have been registered for Temporary Protection or national protection schemes.

Engine 2 is our DEC funded regional response to the crisis in Ukraine that aims to bolster collaborative efforts between members and catalyse innovative approaches to sustainably ‘transform’ aid delivery. These can involve the development and testing of innovative products or services, with a focus on approaches that can be scaled to improve the quality and effectiveness of aid delivery.

Led by the Humanitarian Leadership Academy, and delivered by Save the Children, the Innovation Bubble, the Alameda Institute and external partner ACAPS, Engine 2 will support individuals, organisations, and systems to respond more effectively to the escalation of conflict in Ukraine.

Through ‘research, knowledge creation, and evidence’ and ‘investing into individuals and organisations’, Engine 2 aims to strengthen capacity, conduct research, and facilitate innovation. The Engine 2 programming is being delivered in Ukraine, Poland, Romania, Moldova and Lithuania.

2.2 Statement of Requirements / Objectives

The Engine 2 programme is a multi-project initiative that aims to deliver transformative impact and champion localisation in the Ukraine Regional Response. Many of the capacity strengthening initiatives (including training, coaching or mentoring programmes) are already underpinned by a MEAL Framework speaking to the HLA’s Theory of Change. However, there is a number of new initiatives including social enterprise mentoring, capacity strengthening fund and learning and advocacy events that are considered to be new concepts. All those selected initiatives need to speak to one over-compassing MEAL Framework that will allow us to monitor outputs and medium as well as longer term outcomes. They will also require appropriate tools. This evidence will allow us to demonstrate if our programmes have achieved the desired outcomes with individuals and organisations participating in our programming and contributed to wider changes that may have positive impact on the way humanitarian system operates.

It is important that the designed framework speaks to the HLA’s Theory of Change as well as the evaluation framework designed by the DEC that understands the value add

of the Engine 2 as aiming to be: innovative, transformative and contributing to sustainability with a key focus on localisation, collaboration and shifting power.

The deliverables:

A MEAL Framework that incorporates the following initiatives:

- Capacity Strengthening learning initiatives including training and workshops delivered to participants face to face (monitoring tools already developed)
- Coaching and mentoring initiatives delivered across the Ukraine Regional Response (monitoring tools already developed)
- Digital learning delivered through our platform Kaya and Response Learning Hub
- Capacity Strengthening Fund providing direct funding to local organisations
- Research Fund providing direct funding to local researchers
- Learning, advocacy and other events
- Partnerships within Engine 2
- Social Enterprise programme that includes grants and mentoring (developed)
- Monitoring tools corresponding to the highlighted initiatives that will allow for aggregation of data across similar programmes/projects
- The narrative on how the designed framework allows for providing evidence on the transformational aspects of the Engine 2 programming (and accommodates for innovation)

2.3 Consultant Specification

Essential criteria:

- Practical and theoretical experience and knowledge of developing similar frameworks and MEAL approaches.
- Understanding of qualitative and quantitative data collection methods.
- Knowledgeable about humanitarian issues and have experience working in the humanitarian, learning and/or international development sector.

- A demonstrated high level of professionalism and an ability to work independently and in high pressure situations given tight deadlines.
- Strong analytical skills.
- Strong interpersonal and communication skills, including the ability to write concisely, using simple, not jargon-based language.

2.3 Timescales

This contract will last approximately 2 months with all deliverables completed by 12th May 2023. *N.B. this end date is subject to change and will be determined by the availability of successful candidate.*

2.4 Contract

The HLA is committed to ensuring our resources are used as efficiently as possible, so that we can focus them on achieving maximum impact for children and that our arrangements with third party suppliers represent value for money. We expect this approach to be demonstrated from any contractor it does business with.

Section 3: Bidder's Proposal

3.1 Service Delivery

Please detail your proposed approach to meeting the “Statement of Requirements / Objectives” and “Consultant Specification”. In your response, please ensure that you include the following information:

- Relevant experience and examples of similar work completed
- Planning approach
- Proposed methodology
- Project management technique

3.2 Commercials

3.2.1 Please provide your proposed cost in the table below.

Work stage	Hourly and/or daily*	Proposed number of hours/days	Total cost
<i>(Add stages as appropriate)</i>			

* minimum of 7 hours per day

3.2.2 Other costs

If there are any further costs or expenses that you propose charging, please detail these below together with an explanation.

Cost description	Value	Reason

3.3 General Due Diligence

3.3.1 Please provide the following information

1 Basic Details of Your Organisation (for individual consultants, please complete items relevant to your individual consultancy)	
1.1	Name of the organisation submitting the tender:
1.2	Address: Post Code:
1.3	Telephone number:
1.4	E-mail address:

1.5	Website:		
1.6	Company Registration number: Company DnB number:		
1.7	VAT Registration number:		
1.8	Is your organisation: (Please tick one)	i) a public limited company?	
		ii) a limited company?	
		iii) a partnership	
		iv) a sole trader	
		v) other (please specify)	
1.9	Name of (ultimate) parent company (if this applies):		
1.10	Companies House Registration number of parent company (if this applies):		
1.11	Insurance type:	Do you have this cover?	Value insured up to:
	Public liability	Y/N	
	Employer's liability	Y/N	
	Professional indemnity	Y/N	
1.12	Please declare any personal connections between you/your staff and staff or trustees of the Save the Children Fund or the Humanitarian Leadership Academy that may pose a conflict of interest.		

1.13	Please declare any contracts or connections with organisations at potential conflict of interest with the Save the Children Fund or the Humanitarian Leadership Academy.
1.14	Please declare any legal actions against you which are pending or underway.
1.15	Please advise whether you have any links with the tobacco, pornography, arms or carbon intensive fossil fuels (thermal coal, oil shale and tar sands) industries.
1.16	Please provide details of three reference clients for which you have provided services similar to our requirements. References will only be taken up for the successful bidder.

3.3.2 The HLA’s due diligence procedures include organisational checks, and anti-terrorism vetting.

Section 4: Instructions for bidding

4.1 Timetable and General Bidding Information

4.1.1 This Request for Proposal does not constitute an offer and the HLA does not bind itself to accept any proposal. The HLA reserves the right to accept a proposal in part, rather than in full.

4.1.2 Bidders are requested to submit their responses to the HLA’s key contact in this process:

Fiona Tan, Programme Officer, email: f.tan@savethechildren.org.uk

Please submit your proposal along with your CV by no later than Sunday 19th March, 11:59 pm GMT. **NB: The HLA will be reviewing applications in real time as they are submitted, and we strongly recommend that prospective suppliers share their responses ASAP.**

Responses will be assessed based on demonstrated ability of a prospective organisation's ability to meet the "Statement of Requirements / Objectives" and "Consultant Specification", and incorporating a value for money approach. The HLA aim to award the contract by 27th March.

4.2 Confidentiality

4.2.1 Documentation in relation to this Request for Proposal and any proposals received by the HLA in response to it shall be treated as private and confidential save where the disclosure is required by law.

4.2.2 Suppliers shall not:

Release any information relating to the Request for Proposal and the proposal that they intend to make; other than with professional advisers who need to be consulted with regards to the preparation of the proposal;

Canvass directly or indirectly with any other bidder concerning the award of the contract or directly or indirectly obtain, or attempt to obtain information;

Canvass directly or indirectly with a member of SCUK or any other campaign coalition partners' staff or their trustees concerning the award of the contract or directly or indirectly obtain or attempt to obtain information from said individuals.

4.2.3 If a supplier does not observe paragraphs 4.2.1 and 4.2.2 above, SCUK will reject their proposal and may decide not to invite the agency to bid for future work.

4.3 Contract Award/Acceptance of Proposal

4.3.1 At the conclusion of the evaluation process and subject to the provisos contained in these instructions, the HLA will decide to which supplier the contract will be awarded and the successful supplier will be expected to enter into a formal agreement.

4.3.2 The formal contract agreement will be in a form prepared by the HLA.