



Invitation to Consultancy Services: Senior MEAL Consultant

Terms of Reference

1. Introduction

Plan International Sweden is seeking tenders for the procurement of a Senior MEAL Consultant. The selected consultant will engage to:

- Developing and implementing Monitoring, Evaluation, Accountability, and Learning (MEAL) strategies and frameworks for our international programme work.

We plan to sign a contract for a full-time position with a duration of at least 9 months, with the possibility of extension.

Procurement Procedure The procurement is carried out by giving 3-4 selected consultants the opportunity to submit a tender. At least three tenders need to be received for the procurement to be carried out. Evaluation will be based on received tenders, responses to requirements, needs, and prices. It is therefore of utmost importance that tenderers directly submit their most advantageous tender including prices. Plan International Sweden's intention is to choose one (1) consultant, but reserves the right to choose several consultants if the need arises. All tenderers will be kept updated during the process and information about the decision will be sent to all tenderers after the contract has been signed. Shortlisted consultants will be requested to complete a supplier qualification form. Feedback will also be possible at that time. Plan International Sweden intends to sign a contract with the selected consultant before March 31, 2025.

Validity of the Tender The tender must be binding for **two (2) months** from the end of the tender period. No tenderers will be excluded from the procurement before a contract has been established between Plan International Sweden and a consultant.

Submission of Tenders Complete tenders must be received by Plan International Sweden submitted no later than **March 14, 2025, at 12:00 CET**.

Questions and Answers If the request document is perceived as unclear or if any of the stated requirements are unreasonable, abnormally cost-driving, or competition-limiting in any respect, it is important that the responsible contact person is contacted at an early stage, so that misunderstandings can be avoided. Written questions may be sent by email to Director of Program and Influencing, Charity Meijer, charity.meijer@plansverige.org

2. The Organisation

Plan International is a development and humanitarian organisation that works together with children, young people, supporters and partners to strive for a just world where we are all equal. To do this we tackle the root causes of the challenges and inequalities that children and

youth face. We're there for children from birth until adulthood and we enable children to prepare for and respond to crises and adversity. We are present in cities, villages, refugee camps and where major decisions are made. In this way, we create long-term change for individuals as well as entire communities. We are on the ground in disasters, but also work long-term. We work actively to ensure that all countries around the world have the best interests of children and youth at heart. We have been building powerful partnerships for children and youth, especially girls and young women, for over 80 years and are now active in more than 80 countries.

3. About the Role

Location: Stockholm, Sweden, remote location may be considered

Department: Programme & Influencing Department, Policy and Thematic Unit

Reports to: Head of Unit

Contact with Children: None

Timeframe: April to December 2025, with the possibility of extension

4. Scope of Work

Key Responsibilities

- Develop and implement MEAL strategies and frameworks for Plan International Sweden's programme portfolio aligning with Plan International's global MEAL standards and lead efforts to include projects in PMERL (Programme Monitoring, Evaluation, Research and Learning).
- Have a strategic oversight of all MEAL-related work and strategies for an upcoming Sida-funded programme, including preparing for baselines and establishing structures and routines for reporting and learning.
- Actively contribute to proposal development processes, focusing on integrating robust MEAL frameworks, including developing MEAL plans, defining indicators, budgeting for MEAL activities, and ensuring donor compliance.
- Provide technical guidance on MEAL methodologies and tools applicable to various thematic areas and programming interventions.
- Provide coaching and capacity-building support to staff at International Sweden, Country Offices and partners on MEAL practices and connect them with appropriate support from Plan International globally.

5. Required Qualifications

- Advanced degree in political science, peace and conflict studies, law, social science, gender studies, humanities, or other relevant fields.
- A minimum of five years of experience on monitoring and evaluation and other structured learning efforts in international development cooperation including in developing and implementing MEAL strategies, frameworks and systems for large and complex organisations.
- Experience with Plan International's PMERL system an advantage.
- Demonstrated expertise in methodologies such as Logical Framework Approach (LFA), Theory of Change (ToC), Results-Based Management (RBM), Outcome Mapping (OM) and Impact Evaluation.
- Extensive and demonstrated experience in international development cooperation, humanitarian action, rights-based work, gender quality including working internationally and/or in countries across diverse cultures and contexts.

- Proven experience in proposal development for various donors such as Sida, EU, UN, and private foundations.
- Strong analytical abilities and excellent skills in planning, organisation and cooperation.
- Strong results-oriented, problem-solving, and proactive communication skills.
- Excellent written and oral communication skills in English. Proficiency in French and Spanish is an asset.

6. How to Apply

Interested candidates should submit the following as part of their tender:

I. CV and Presentation of Qualifications: Detail relevant experience and qualifications.

II. Proposal: A written offer that clearly responds to the requirements outlined in the tender document under **Scope of Work**. This should include:

- a. A brief description of the methodology and approach to be applied to the consultancy.
- b. A clear specification of the price and what the price covers.
- c. Any additional information that demonstrates the candidate's capability to fulfill the consultancy requirements.

The complete tender must be submitted by email to charity.meijer@plansverige.org no later than 14 March 2025, 12:00 noon CET. Please include "Senior MEAL Consultant" in the subject line.