Request for Proposals

International Center for Not-for-Profit Law Monitoring and Evaluation for Marginalized Populations

DATES:
RFP released May 1, 2020
Proposals due June 2, 2020

RESPOND TO:
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Project Overview
The International Center for Not-for-Profit Law (ICNL) is seeking a qualified consultant on monitoring and evaluation (M&E) for marginalized populations (including but not limited to women, LGBTI individuals, persons with disabilities, ethnic and linguistic minorities, migrants, youth, and indigenous groups) to assist ICNL assess its existing framework and methodology for conducting M&E for marginalized populations, recommend improvements, and provide relevant training for staff.

Background and Organization Overview
ICNL is an international nonprofit organization that works in more than 100 countries to improve the legal environment for civil society, philanthropy, and public participation. ICNL is headquartered in Washington, D.C., and works through local partnerships with civil society organizations and other stakeholders around the world. ICNL has an
international staff, Board, and Advisory Council as well as a worldwide partner network of human rights activists, legal experts, academics, and government officials. ICNL’s capacity-building assistance to local partners includes training, consultations, research, and subgrants.

ICNL is expanding and strengthening its M&E framework and methodology. In particular, ICNL seeks to a) understand to what extent its current M&E framework and methodology are sensitive to the needs of and adequately assess the impact of ICNL’s work on marginalized populations; b) identify techniques for improving its M&E related to marginalized populations; c) integrate these techniques into its current M&E processes; and d) educate staff on how to ensure that M&E is sensitive to the needs of and adequately captures the participation of marginalized populations.

**Scope of Work**

The Consultant will work with ICNL to conduct a review of current capacity and processes for M&E related to marginalized populations, develop new policies and practices, and help implement recommendations. Key tasks are:

- Conduct an overall assessment of ICNL’s current M&E framework and methodology from the perspective of marginalized populations and identify areas for improvement;
- Develop a set of recommendations for ways to integrate the needs of marginalized populations into ICNL’s M&E of its programs, as well as how to ensure that the impact of its programs on marginalized groups is captured in M&E; and
- Provide training to ICNL staff on the recommendations and techniques for implementing them.

**Qualifications and Evaluation Criteria**

ICNL will assess and evaluate proposals based on the following:

a. Knowledge of and experience with M&E as it relates to marginalized populations;

b. Experience conducting and advising on M&E of rule of law and civil society-focused programming in at least two geographic regions;

c. Experience assessing organizations’ M&E capacity and needs;

d. Experience developing M&E systems for rights-based international nonprofit organizations;

e. Experience providing training on M&E for rule of law and civil society-focused organizations;
f. Experience working in politically sensitive and fragile environments;
g. Understanding of the sensitivities involved in the work of a global nonprofit organization; and
h. Effective communication through writing and presentation, including experience conducting staff trainings.

Proposal Requirements
In order to be considered for selection, proposals should include:

1. A Curriculum Vitae or resume;
2. A cover letter or cover page summarizing key points of the proposal;
3. A description of the Consultant’s understanding of the project and the proposed scope of work. Discuss the methodologies used and/or approaches taken to complete the project. Indicate any features, skills, and/or services which distinguish your work and make you the better choice for ICNL.
4. A statement of why the Consultant believes they are qualified to provide the services described in this Request for Proposals. Provide a summary of your qualifications, including background and experience. Please indicate your experience in undertaking similar projects. Experience with similarly situated international nonprofit organizations and field experience are strongly preferred.
5. A list of at least three (3) references with name of organization, job title, addresses and phone numbers. References should be for organizations for which the consultant has provided services in the last five years.
6. A project schedule, including interim milestones, deliverables, required meetings with ICNL, and any other tasks required for the successful completion of project.
7. Price schedule with a clear presentation of fee structures and how resources will be allocated for this project (e.g., number and type of personnel allocated by hours; or if fixed fee, specific deliverables included in the fee; etc.). Include proposed payment schedule.

Proposal Timeline
Proposals should be submitted via email to Rebecca Vernon, Legal Advisor at ICNL at rvernon@icnl.org by June 2, 2020. Applications may be considered on a rolling basis. Any questions regarding the RFP may be directed by email towards Rebecca as well.