



Emergency Nutrition Network

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Request for Quotations (RFQ) External Evaluator/s

1.0 ABOUT EMERGENCY NUTRITION NETWORK (ENN)

ENN is a well-established and highly respected UK-based, registered charity (established in 1996) working to reduce undernutrition globally. ENN's vision is that every individual caught up in a nutritional emergency, or suffering from malnutrition anywhere in the world, gets the most effective help possible. ENN undertakes knowledge management, research and advocacy to support national governments, civil society, UN, donor and academic organisations. Through these collaborations we support agencies to implement evidence-based nutrition programming, predominantly in low- and middle-income countries and in fragile and conflict affected states.

ENN is a project-based charity and NGO. Its portfolio includes projects specialising in Infant Feeding in Emergencies, Wasting and Stunting, Adolescent Nutrition and MAMI, as well as our highly regarded International Publications, online question and answer forum and media hub for blogs, podcasts and videos. ENN is also now actively engaged in the global nutrition and development community support for the COVID-19 response. For more information about ENN see our website: www.ennonline.net

ENN is governed by a Board of Trustees and has its head office in Oxfordshire, UK. We have a Technical Team and an Operations Team with a total of 16 employees. In addition, we contract numerous consultants (30-40) to assist us in delivering our work. ENN is financially supported by bilateral donors, international non-governmental organisations and United Nations agencies. ENN's work over the past 5 years (2016-2020) has been guided by a strategy and theory of change. Measurement of activities and outputs has been determined through an established results framework.

2.0 RFQ DETAILS

The purpose of this RFQ is to select an evaluation partner with knowledge of the UN landscape/nutrition. We ideally require someone that is an experienced evaluator who is competent with a variety of methodologies. We welcome proposals from individuals or teams, who are able to work collaboratively with internal resources to partner with us and who are comfortable and experienced in interviewing UN and other nutrition stakeholders (e.g. foundations, INGOs etc).

2.1 OVERALL AIM

Measurement of historic impact is required in order to satisfy current and future funders and to inform the future direction of ENN. This project will be both retrospective and prospective; evaluating ENN's impact, relevance and effectiveness over the previous five years (2016-2020), benchmarking this progress against prior agreed outcomes and suggesting areas and activities where ENN should focus efforts in the future. An ENN Evaluation Report will be developed to summarise all information gathered during the evaluation, based on both internal and external sources of data and with the involvement of ENN stakeholders, systems and partners in the review. This evaluation will be used to inform the next ENN five-year strategy (2021-26).

3.0 OBJECTIVES

The External Evaluator (EE) will respond to the following evaluation objectives in relation to ENN's 2015-2020 strategic plan:

1. According to ENN's Theory of Change, assess how effective ENN has been in achieving the intended outcomes
2. Drawing on interviews and focus group discussions, assess the impact ENN has achieved in relation to each of the following aspects of work: Policy; Programmes; Network; and Organisation (inc. operational eco-system)

4.0 REPORTING

The EE will report to the Operations & Finance Director (OFD) and the Evaluation Coordinator (EC). The EE, EC and OFD will maintain contact, virtual and in person as required, to maintain project tracking to the timeline.

5.0 METHODOLOGY

The EE will be expected to develop a set of methodologies and timeframe to respond to the Evaluation’s objectives. Along with the information provided by the EC as outlined above (e.g. rapid review of global nutrition sector), the EE will conduct the following activities to complete their brief:

- *Interviews* with ENN stakeholders at global, regional and country and sub-national levels (approximately x20 in total - list of external stakeholders to be provided by ENN)
 - These will be divided into two series of interviews:
 - a draft questionnaire will be provided by the EC for contributions by the EE
 - interviews will be virtual and 45-60 minutes maximum each
 - all interviews are expected to be conducted in English
- *Focus group discussions* with key stakeholders (x2/3 virtual meetings; list of contacts to be provided by EC/)
- Using qualitative research methods, present findings of all interviews in a report for review
- Final review and co-sign of final report

6.0 DELIVERABLES

- Interim feedback to be supplied to the OFD and EC on a regular basis.
- Any further research that is required will be determined by the EC
- The EE will present a written final report of interview findings (approx 10-15 pages long) to the OFD and EC.
- Contribute to final ENN Evaluation Report as co-author, along with EC

7.0 INFORMATION TO SUBMIT

7.1 SUPPLIER CONTACT INFORMATION

Completed Supplier’s Registration Form	See Annex
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7.2 QUOTATION INFORMATION

Document	Form / Info to include
Client base overview	Provide list of previous clients including any registered charity
Contact details of two Referees	Type of contract, period of performance, company name, contact name, telephone number, e-mail
Previous Experience	Describe your expertise and experience related to evaluating strategic plans and carrying out evaluations in the charitable sector
Quotation for Evaluation	Detailed pricing including breakdown of fees for services and any anticipated expenses
Methodology	Details of how the evaluation will be conducted
Timeline	Proposed timeline for Evaluation activities in line with the activities detailed in 5.0 and timeframe 8.0
Proposed payment schedule	
Hourly cost for any additional work	

8.0 TIMING

The work is expected to be completed within **4-6 weeks** of appointment.

9.0 CONTACT DETAILS & SUBMISSIONS

All communication regarding this RFQ shall be directed via email to Laura Delfino, Administrative Officer, Emergency Nutrition Network (ENN) office@enonline.net.

Questions regarding the RFQ may be raised until 12th August 2020.

Electronic copies of the quotations in response to this request are to be submitted until **21 August 2020** to the email address office@enonline.net. Quotations received after this date will not be considered.

All quotations submitted to ENN become the property of ENN. Proprietary or Confidential information should be clearly identified and marked "Confidential". Any material marked "confidential" will be held in confidence by ENN. Quotations will be evaluated based on information contained in the submission.

ENN will not make any payments for the submission of quotations.

ENN reserves the full right to select the quotation it sees as the best fit for the required work. Feedback on unsuccessful quotations will be available to organisations upon request until 15th September 2020.

ENN INDIVIDUAL SUPPLIER REGISTRATION FORM

Supplier Name:		
Services Offered:		
Email:		
Phone:		
Skype:		
Correspondence address:		
Please indicate your business status:	Sole trader	
	Ltd Company	
	Other - please specify	
Registered company name and number (if applicable)		
Registered Company Address (If different to correspondence)		
Bank account Do you have a UK bank account (yes/no)? If not which country?		
Proof of Identity * Please provide a copy of your passport or other proof of ID <i>*documentation will be kept in accordance with GDPR regulations</i>		
CV/ Qualifications Please provide a copy of your CV or qualifications relevant to the service offered.		
Training: Please confirm details of any safeguarding or safety and security training; including dates and provide copies of certificates.		
Disclosure and Barring Service (DBS) Do you have a current DBS certificate (or local equivalent for non-UK nationals) which is transferable? If yes, please provide details.		
Insurance Please confirm what level of cover you hold for the following:	Professional Indemnity	
	Personal Liability	
	Travel	
Conflicts of Interest: Please confirm any potential conflicts, such as associations with ENN employees or trustees; or work paid /unpaid or association which may conflict with aims, mission and strategic objectives of ENN or any political donations.		
Self Employed status: Do you provide services to other charities or businesses? If yes, please give examples.		
Will you provide all the equipment and materials you need to perform the services offered?		

Signed..... **Date**.....
Name: