



SOS Children's Villages International is the umbrella organization for the global federation of SOS Children's Villages. As a non-governmental social development organization, we support children without parental care and families in difficult living conditions through services in family strengthening, alternative care, education, health and emergency relief, and we advocate for the rights of children and young people, in alliance with a great diversity of partners. We work in 136 countries and territories, reaching over one million children, young people, families and caregivers each year.

SOS Children's Villages International is calling for proposals for the following

CONSULTANCY

External evaluation of the Global Programme Expert Group Approach

1. About SOS Children's Villages

SOS Children's Villages, founded in 1949, is the world's largest non-governmental organization focused on supporting children and young people without parental care, or at risk of losing it. SOS Children's Villages is a global federation of 136 national SOS Children's Villages associations, working in more than 2000 programme locations worldwide. We work together with a single vision: every child belongs to a family and grows with love, respect and security.

We support vulnerable families and communities to prevent child-family separation and provide alternative care for children who have lost parental care. Together with partners, donors, communities, children, youth and families, we enable children to grow up with the ties they need to develop and become their strongest selves. We stand up for the rights of every child and advocate for change so that all children can grow up in a supportive environment.

Our work is governed by the United Nations Convention on the Rights of the Child and the United Nations Guidelines on the Alternative Care of Children.

2. Background and Context

In 2020, SOS Children's Villages International launched the **global programme expert group approach**, with the purpose to set up de-centralised, internal expert groups on a number of strategically relevant topics with the purpose to:

- Establish a global overview of internal and external trends and developments on the topic
- Build further expertise together and provide guidance and tools for SOS Children's Villages member associations and International Offices Region
- Inform internal strategic decision-making and policy development
- Contribute to the dissemination of knowledge across the SOS Children's Village Federation

As of 2023 the **following groups are operational**:

- Mental health and psychosocial support
- Early childhood development
- Economic empowerment



- Sexual and reproductive health and rights
- Child care reform

The groups are guided by the following principles:

- Target group relevance and strategic alignment
- Results- and evidence-based approach
- Diversity and inclusive way of working
- Self-steered with federation guidance
- Transparency and accountability
- Involvement of programme participants
- Local contextualisation and partnerships

Global programme expert groups are expected to deliver the following results:

- **Global expert view:** A state-of-the-art global expert overview on the various topics is available. This would primarily include identifying organisational strengths, challenges and gaps with regards to a topic, as well as internal and external trends.
- **Guidance on the topic:**
Expert groups have the explicit mandate to develop and ensure the availability of comprehensive and user-friendly guides, tools, and other resources on the topic, in line with SOS policies. Member associations, International Offices Regions, and other stakeholders can then readily access expertise and guidance on the topic.
- **Funding for the topic:**
Expert groups actively support the acquisition of funds via various income sources, for instance by providing related content input to funding proposals, in particular institutional funding proposals, enabling to implement activities to achieve progress on the topic as per the key result areas.

3. Purpose and objectives for the consultancy

3.1 Purpose

Overall, the purpose of the consultancy is to conduct an external evaluation to **assess in how far the global programme expert group approach has yielded the expected results** and to develop **recommendations on how to improve** the approach for the future.

3.2. Specific objectives

The following specific objectives shall be reached:

- To assess the relevance and effectiveness of the overall programme expert group approach
- To evaluate the efficiency of the expert group approach in relation to deliverables, cost, and timeframe
- To analyse the sustainability of the programme expert groups
- To make recommendations for improving the global programme expert group approach

4. Methodology and Scope

The proposed assignment is of global scope and shall consider the active participation of different key actors across the federation such as expert group members themselves, SOS Children's Villages members associations, the General Secretariat. The specific stakeholders to be consulted will be determined together with SOS Children's Villages.

Given the global scope of the assignment, it is proposed to **develop a gender-sensitive methodology which includes both qualitative and quantitative methods**. The proposed



methodology is the use of interactive and inclusive online digital tools and other strategies for primary data collection and information gathering, including:

- An **online survey**
- 7-10 online **in-depth interviews**
- 3-5 online **focus group discussions** with key informants.
- 1 **in-depth interview with a peer organisation** following a similar approach

In addition, the consultant should carry out a **document review** to complement the primary data collection. The consultant is expected to develop a technically sound methodology in accordance with international standards.

5. Expected deliverables

Deliverable	Date
Inception report outlining the evaluation approach	20 October 2023
Survey and qualitative consultations completed	20 November 2023
Draft report available	15 December 2023
Final report incl. accompanying set of power point slides available	20 January 2024
Presentation of evaluation results and recommendations in an internal webinar	15 February 2024

6. Ethical and other key considerations

AOS Children's Villages International has a Child and Youth Safeguarding Policy and Code of Conduct that consultants will be expected **to comply with and will be required to sign a statement of commitment to the policy and Code of Conduct**. The Child and Youth Safeguarding Policy is binding for all member associations as well as the General Secretariat (GSC). The Policy is applied across the whole organisation at all levels and in all types of programmes. All employees and associates including consultants of SOS Children's Villages are obligated to report any child safeguarding concerns, suspicions or allegations of any child abuse. Types of child abuse are described in the SOS Children's Villages Child and Youth Safeguarding Policy, along with the mandatory reporting steps to be taken by the consultant if a case of abuse is suspected. Child safeguarding concerns should be reported here. The successful bidder is required to act in accordance with SOS Children's Villages policies and guidelines.

7. Language

The primary language of the consultancy is English, and all documents must be delivered in English. However, the consultancy should consider that consultations will have to take place in French and Spanish.

8. Profile of the consultant

Education:

- A university degree (ideally a Master's degree) in social sciences, development studies, statistics or a related field.

Experience:

- Proven competence (record of previous experience) in conducting evaluations of global approaches/initiatives for large international organisations.
- Proven competence (record of previous experience) in applying and combining quantitative and qualitative methods.



- Proven experience in drafting highly structured, concise and results-focused evaluation reports including precise recommendations.
- Experience in working in complex, multi-layered organisational structures.
- Strong skills in coordinating multiple stakeholders and respectfully working in diverse and cross-cultural settings.
- Strong and demonstrable analytical and conceptual skills.
- Ability to transfer complex concepts and ideas into simple, practical language.

Languages:

The language of the consultancy work is English, but multilingual proficiency particularly in Spanish and French are highly desirable.

9. Instructions for tenders

9.1 General

Bidders are welcome to compete for the consultancy.

This tender is open to all national and international providers (independent consultants or researchers, universities or research/consulting companies) that are legally constituted and can provide the requested services. The bidders will bear all the costs of the offer; the costs of the offer cannot be included as a direct cost of the assignment.

Language

The proposal and all supporting documents must be submitted **in English**.

Currency

The financial offer must be expressed **in Euros**.

9.2 Proposal submission process

Proposals should be sent to:

To facilitate the submission of proposals, the duly stamped and signed submission can be made electronically in PDF format and sent to **Martin Abfalterer**, Team Leader Strategic Programme Development, International Office, SOS Children's Villages International (martin.abfalterer@sos-kd.org) by **20 September, midnight CET**.

The titles of the documents submitted must clearly indicate:

- **Technical proposal:** Technical Proposal for the Evaluation of the Global Programme Expert Group Approach of SOS Children's Villages International
- **Financial proposal:** Financial Proposal for the Evaluation of the Global Programme Expert Group Approach of SOS Children's Villages International

Documents to present

- Technical proposal
- Financial proposal
- Curriculum vitae
- 2 references
- 1-2 examples of a recent/relevant evaluation (if available for public use)

Modification and withdrawal of offers



Proposals may be withdrawn upon written request prior to the closing date of this invitation. Any corrections or changes must be received before the closing date. Changes must be clearly indicated in comparison to the original proposal. Otherwise, it will be at the risk and expense of the offeror.

Contract signing

SOS Children's Villages International will electronically notify the successful bidder and submit the contract form within 10 days of the close of the bid submission period. The successful bidder will sign and date the contract and return it to SOS Children's Villages within two calendar days of receipt of the contract. After both parties sign the contract, the winning bidder must deliver the services according to the delivery schedule described in the offer.

Rights of SOS Children's Villages:

- Contact any or all references provided by bidders;
- Request additional complementary or supporting data (from the bidder(s));
- Arrange interviews with bidders;
- Reject any or all proposals submitted;
- Accept any proposal in whole or in part;
- Negotiate with the highest rated/ranked service providers, i.e. those providing the best value proposition(s) overall;

9.3 Evaluation of proposals

After the opening, each proposal will be evaluated first in its technical quality and compliance and later in its price. The proposal with the best overall value, made up of technical merit and price, will be considered for approval.

Technical Proposal Evaluation

The technical proposal is evaluated based on its responsiveness to the evaluation criteria below. The number of points that can be obtained is 70.

Criterion	Points
Overall quality and relevance of the proposal	20
Proven competence (record of previous experience) in conducting evaluations of global approaches for large international organisations, incl. combining quantitative and qualitative evaluation methods	15
Report writing skills (highly structured, simple and concise language)	15
Working in complex international organizational structures, coordinating multiple stakeholders and respectfully working in diverse and cross-cultural settings.	10
Language skills (in addition to English)	10

Financial Proposal Evaluation

The financial proposals will only be evaluated if the technical proposal has attained a score of 50 or above.

The final evaluation process is based on a 70:30 weighting, with 30 points being allocated to the financial component. The maximum points of 30 will be assigned to the lowest-priced proposal that is opened and compared among those above the threshold of points in the evaluation of the



technical proposal. All other price proposals will receive points in inverse proportion to the lowest price.

10 Technical Administration, Contract Duration and Payment Terms

10.1 Financing and payment:

Payment will be made only after SOS Children's Villages accepts the work performed in accordance with the deliverables described above. Financial proposals must include proposed installment payments. Payment will be made by bank transfer in the billing currency and is due 30 days after receipt of invoice and acceptance of work.

SOS Children's Villages will pay the consultant as follows:

- 25% on the presentation and approval of the Inception Report
- 50% upon completion of the draft evaluation report
- 25% on the successful completion of all deliverables

Duration of the contract: the contract is effective from the moment it is signed until the acceptance of the work by the responsible team.

10.2 Delay Notice

Will the successful bidder encounter a delay in performance of the contract that may be excusable in unavoidable circumstances; the contractor shall notify SOS Children's Villages in writing of the causes of such delays within one (1) week from the start of the delay.

After receiving the notice of delay from the Contractor, SOS Children's Villages will review the facts and the extent of the delay, and will extend the execution time when, in its judgment, the facts justify such an extension.

10.3 Copyright and Other Proprietary Rights

SOS Children's Villages shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, copyrights and trademarks, in respect of products, processes, inventions, ideas, know-how or documents and other materials that the Contractor has developed for SOS Children's Villages and which have a direct relationship with, or are produced, prepared or collected as a consequence of, or during the course of the performance of the assignment. The consultant acknowledges and agrees that such products, documents and other materials constitute commissioned work for SOS Children's Villages.

All materials: plans, reports, estimates, recommendations, documents and all other data compiled or received by the consultant shall be the property of SOS Children's Villages and shall be treated confidentially and released only to SOS Children's Villages authorised officials upon completion of the work. The external consultant is obliged to provide all raw data collected during the assessment to SOS Children's Villages.

10.4 Termination

SOS Children's Villages reserves the right to terminate the contract without cause at any time with forty-five (45) days' notice in writing to the consultant, in which case SOS Children's Villages will reimburse the consultant for all reasonable costs incurred prior to receipt of notice of termination.

SOS Children's Villages reserves the right to terminate the contract without any financial obligation in case the consultant fails to fulfill its obligations without prior notice in the following cases:

- agreed time



- removal or replacement of key personnel without obtaining the written consent of SOS Children's Villages
- the deliverables do not meet the requirements of the ToR

11. Policy and Code of Conduct of SOS Children's Villages International for the Protection of Children

SOS Children's Villages International has a Child Protection Policy and Code of Conduct which all consultants are expected to abide by and sign a statement of commitment to the policy and Code of Conduct. The Child Protection Policy is binding on all member associations as well as the General Secretariat (GSC). The Policy applies throughout the organisation at all levels and in all types of programmes. All SOS Children's Villages employees and associates, including consultants, are required to report any concerns, suspicions, or reports of child abuse on child protection. The types of child abuse are outlined in the SOS Children's Villages Child Protection Policy, together with the mandatory reporting steps the consultant must take if abuse is suspected. Concerns about child protection should be reported here. The successful bidder must act in accordance with SOS Children's Villages policies and guidelines.

How to apply

To apply for this consultancy, please submit the application to Mr. [Martin](#) Abfalterer (martin.abfalterer@sos-kd.org) latest **by 25 September 2023**, midnight CEST.