

VOICE Terms of Reference, Consultancy

VOICE Strategic Plan 2019 – 2023: final evaluation

1. Summary

VOICE (the European network of 80 humanitarian NGOs from 18 European countries) seeks a consultant to carry out a final evaluation of the VOICE Strategic Plan 2019 – 2023.

2. Objective

This final evaluation should analyse the achievements with regards to the plan's four main objectives, suggest lessons to be learned on what went well and what did not work out as expected, and provide recommendations for the design of the new plan.

3. Timing

The consultancy should start asap. The deadline for submission of the final evaluation report will be fixed with the VOICE Secretariat.

4. Audience

The report should be written for VOICE members in the first instance.

5. Tentative budget

The consultant should include his/her day rate and estimated number of hours to complete the consultancy in his/her bid outlining previous relevant experiences.

6. Structure

The consultant is responsible for developing the details of the outline of the final evaluation report in consultation with the VOICE Secretariat. It should include at least:

- Introduction
- Executive Summary including key points drawn from the final evaluation
- Methodology
- Main body of report
- Recommendations for the development of the new strategy

June 2022

7. Consultancy bid

The consultant should:

Send a bid to the VOICE Secretariat, at funding@voiceeu.org, including suggested number of hours and rates; CV; letter stating suitability for this piece of work.

Deadline for the expression of interest: 11 July 2022.

Prior to contract signing, the consultant will be asked to submit a work plan with timeline proposing a method in line with these terms of reference.