



**Haliéus**

Organizzazione di cooperazione  
Internazionale per lo sviluppo

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***Terms of Reference (TOR) for the selection of consultants  
to support the design and implementation of the project  
Monitoring and Quality control Plan and Reports***

In the framework of the ENI-CBC Med funded project  
“Fishery Mediterranean Network (FISH MEDNET)” –ENI CBC MED Grant Contract N°33/1310 of 29/08/2019

## 1. Background

Mediterranean coastal communities are jointly facing the common challenges of unemployment. Fishery sector experienced a reduction of revenues, employment and catches, and a lower attractiveness for youth. Nevertheless, this sector still is at the core of coastal economies, and have demonstrated to have very high potentiality of creating relevant added-value by diversifying and integrating with other sectors, such as developing innovation in fishing tourism, environmental marine services, cultural services on fishery heritage and food-chain innovation. In fact, several pilot initiatives for the fishery diversification, tested in the last years, also thanks to EU Programmes such as ENPI CBC MED, have proven to be successful in terms of increase of income (inclusive growth), job creation and fishery sustainability. Those initiatives have raised the attention of policy makers, development organizations and BDOs. Several Countries have started taking actions for creating an enabling environment in terms of legislations and policies. In spite of that, those pilot initiatives remain at a very local level, managed by Micro-enterprises which are not connected among them. This fragmentation has hampered the investment capacity (on R&D or marketing) and the visibility of those new products and services. FISH MED NET project aims to create Business Alliances between the Mediterranean MSMEs of France, Italy, Tunisia, Lebanon and Palestine active in fishery diversification. The MSMEs will be stimulated to gather into cross-border Business Alliances based on common Business Models, by providing them training, direct professional assistance for the development of new services/products, and tools for improving their marketing (e-platform). Moreover, the project boosts PPPs in the sector by providing tools to PA practitioners. The partnership involves directly the key actors for the scope: competent authorities, fishery organizations and development organizations from 5 Countries and from 3 other Countries as Associates.

### **Who will benefit?**

- 80 young people from at least 30 MSMEs in the small-scale fishing sector
- 30 managers/staff from public institutions
- Operators from the fishing industry
- Coastal communities depending on fishing activities

### **Expected achievements**

- 4 new Mediterranean integrated business models for fisheries diversification developed
- 100 participants in training courses;
- 6 counseling desks activated;
- 60 MSMEs from the sector involved in international fairs and national events;
- 15 round tables fostering dialogue between public administrations and MSMEs;
- 5 sub-grants to support fisheries diversification initiatives carried out by Public-Private Partnerships.

## 2. Objective

The objective of this consultancy is the support to Haliéus NGO - as project partner n.2 (PP2) -to design and implement the project Monitoring and Quality Plan.

The PP2 is in charge of producing one Monitoring and Quality Plan for defining how each Partner should collect quantitative/ qualitative data on the activities realized and, on the impact produced. The Plan includes the formats for collecting the data (surveys, etc.) and the related procedures.

The Plan is shared with Partners for discussion and approval.

The consultant supports PP2 as well in undertaking a permanent monitoring of project activities by collecting data form partners, harmonizing the information, demanding for eventual integrations and final conveying into periodical Reports to be issued at month 13, 25 and 36.

Each Report is discussed at the occasion of the pertaining Project Management Board Meeting (PMBs).

## 3. Description of the work

### *Methodology*

The Contractor will follow the “traditional” monitoring and quality review methodology based on best international standards, which foresees concrete actions to be carried out according to the list below:

- a **period of desk work** when the contracted expert must get acquainted with the documents available on the project selected for the mission;
- **fieldwork and online/phone interviews**, when partners and stakeholders

- cannot be visited (or not visited in the same moment);
- followed by **reporting** (and if needed, further desk work): writing the conclusions/recommendations, and also carry out further online interviews if some points noticed during the field mission need to be further checked with other partners/stakeholders.

Based on the conclusions and recommendations of the contracted expert, the project partner in charge (PP2 – Haliéus) will develop and update a specific Monitoring and Quality Plan to take on board the recommendations raised by the contracted expert as well as the follow-up measures, including carrying out follow-up themselves and related mitigation measures.

### **Preparatory phase and desk work**

The desk phase includes a review of the latest versions of the project proposal, logical framework, budget, other progress reports (if available) and the grant contract.

The contracted expert also needs to have an overview of the programme requirements concerning implementation of the project, thus a review of the project implementation guidelines in force. In case there is a focus on a specific aspect of the project implementation which could have an impact on the efficiency and effectiveness of the monitoring and quality review activity (e.g. communication), the available guidance documents on this issue also need to be considered.

When performing the monitoring and quality review activity **the contracted expert will have to draft and use specific templates of checklist and report.**

### ***Field work and online/ phone interviews***

The contracted expert will interview not only the members of the partnership implementing the project and project associates as the case may be, but also seek for the opinion of the target group(s) and stakeholders.

Depending on the type of intervention and project timeline the latter could be mentioned as follow:

- **national**: authorities of the participating countries (e.g., those involved into national management and control system for the programme ROM, or line ministries in the case of ROM on LIPs), other key players in the project field of action (e.g., chambers of commerce, tourism agencies), the EU Delegation or other donors as relevant (e.g. to check complementarities/synergies if similar actions are funded);
- **regional**: such as JMC members or regional organizations /authorities overseeing the field of the project;
- **local**: such as district governments in which the projects are implemented;
- **wider stakeholders**: such as end users of the project results.

## **Reporting**

The use of templates for the checklists and reports will ensure that there are consistent outputs produced as a result of the expert's work. It is worth to mention that all templates/check list drafted and used by the contracted expert should grant the possibility to be integrated by the results of the ENI MED programme management information system and result-oriented monitoring mission by the EC (ROM) as well.

The contracted expert will focus on the following five criteria:

<b>Relevance and quality of project design</b>	<p>Relevance is the extent to which the objectives of the project are consistent with the needs of the target groups and the priorities and policies of the partner organizations, as well as their regions and countries.</p> <p>As things change over time, relevance becomes a question of whether the objectives in the intervention logic of the project still appropriate given changed circumstances.</p>
<b>Efficiency</b>	<p>Efficiency considers the relationship between the resources (funds, expertise, time) used by an intervention, and the changes it generates.</p>
<b>Effectiveness</b>	<p>Effectiveness is the extent to which the intervention's outputs, results and objectives are achieved, or are expected to be achieved.</p>
<b>Sustainability</b>	<p>Sustainability is the continuation of benefits from an intervention after major support has been completed, the probability of continued long-term benefits, and the resilience to risk of net benefit flows over time.</p>
<b>Impact</b>	<p>Impact describes how and to which degree the project has contributed to the solution of the problems it aims to tackle and to the achievement of the project overall objective. Actual project impact can only be measured ex-post, as well as any potential long-term effects it might have in a wider context.</p>

In addition to this, the contracted expert can also address other specific issues that are not covered by the above-mentioned criteria, for example, the implementation of communication and visibility actions, identification of good practices under the same priority, etc.

Each criterion is scored on a scale 1-3, these scores are justified and the recommendations on how to improve the performance are provided per criteria.

Moreover, the grading in the checklists and reports shall be based on a “traffic light approach” as follow:

Green (good/very good)	Orange (problems)	Red (serious deficiencies)
<ul style="list-style-type: none"> <li>• The <b>situation is considered satisfactory</b>, but there may be room for improvement. Recommendations are useful, but not vital to the project.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Improvements are necessary</b>: there are issues which need to be addressed, otherwise the global performance of the project may be negatively affected.</li> <li>• Necessary improvements do not however require a major revision of the intervention logic and implementation</li> </ul>	<ul style="list-style-type: none"> <li>• <b>There are serious deficiencies</b> which are so serious that, if not addressed, they may lead to failure of the project</li> <li>• Major adjustments and revision of the intervention logic and/or implementation arrangements are necessary</li> </ul>

Finally, the contracted expert shall grant a precise deadline to deliver his/her reports, as well as conclusions and recommendations.

#### 4. Deliverables and calendar

The Consultant’s team will start the work after the validation of their offer by the contractor.

Deliverable	Deadline
#1. Preparation of the Monitoring & Quality Plan	2 weeks after the notification
#2. Elaboration of the 1 <sup>st</sup> Monitoring and Quality controls & Reports	Before the 30 <sup>th</sup> September 2020 (month 13 <sup>th</sup> of project implementation)
#3. Elaboration of the 2 <sup>nd</sup> Monitoring and Quality controls & Reports	Before the 30 <sup>th</sup> September 2021 (month 25 <sup>th</sup> of project implementation)
#4. Elaboration of the 3 <sup>rd</sup> Monitoring and Quality controls & Reports	Before the 31 <sup>st</sup> July 2020 (month 35 <sup>th</sup> of project implementation)

All the deliverables will have to be presented in English and validated by the Contractor, within 2 weeks after the submission, before moving to the next step of the assignment. Failure in submitting deliverables or not reaching enough quality may result in a reduced budget allocation. In addition, regular calls will be organized with the contractor.

## **5. Means of work and eligible costs**

All the costs should be included in the financial offer as a lump sum (e.g. equipment, consumables, travel).

## **6. Eligibility**

Applicants must fulfill the following requirements:

- Be an individual consultant, firm or association. Note: This ToR is not a subvention but a provision of services.
- Be able to comply with national fiscal context and rules for receipt of international funds.
- Have a bank account whose holder name must be the same as the applicant.
- Partnership and subcontracting are allowed, provided that the legal applicant entity has a substantial role in implementing the assignment. The applicant will be the only legal entity with which the contract relation will be established.

The main expert proposed should:

- have an academic background in business administration, corporate sustainability, or similar.
- Be fluent communication in English and excellent writings skills.
- Have Proven and extensive experience in Project/Programme monitoring and quality evaluation.

## **7. How to apply and selection process**

Candidates should submit the following documents:

- Technical and financial offer (maximum 5 pages, see form as Annex): the Consultant should develop a proposal of on the content suggested in section: "description of work", elaborating it further. An implementation calendar should be delivered, including the coordination and the support to Haliéus Ong – PP2 as partner in charge of project monitoring and quality evaluation tasks.
- Financial offer: the consultant(s) should state the personnel dedication expressed in days (1 day = 8 working hours) as well as a lump sum for other costs related to the implementation of work.
- Profile and project references (maximum 2 pages): the consultant(s) should submit a brief explanation of the candidate (CVs shall be included as annex) and project references on the topic.
- Bank form filled in, signed and stamped by the bank (see form as Annex).

Offers must be sent by e-mail only to Gabriele Verginelli, [g.verginelli@halieus.it](mailto:g.verginelli@halieus.it), and Francesca Ottolenghi, [ottolenghi@halieus.it](mailto:ottolenghi@halieus.it) with the subject "Fishery Mediterranean Network (FISH MED NET) – Grant Contract N°33/1310: Project Monitoring and Quality Plan "before **23<sup>rd</sup> February 2020** at 6.00pm (Rome time).

The header of the **technical and financial offers** must clearly note the candidate data (Name, address, country, telephone, email and fiscal identity number or other official number) and those of the Contractor: "Haliéus Ong - Via G.A. Guattani 9, 00161, Rome, Italy - C.F. 97368860587".

**The maximum amount per offer is 12.000 euro (all taxes included).**

All candidates will be notified the reception of the offers.

Offers will be assessed according to the following criteria and scores:

Points	Criteria
Maximum points 70	Quality of the technical offer to meet the work objectives
Maximum points 30	Financial offer

The Contractor may contact candidates to convene an interview to facilitate the evaluation.

If you have questions concerning these ToR, please contact: [g.verginelli@halieus.it](mailto:g.verginelli@halieus.it).

### **Selection and payments**

The winning candidate will be notified by email and post on the selection of the offer. From that moment on work can start according to the project calendar.

Payments will be done as it follows:

- Signature of the tender contract: 20% all taxes included;
- Delivery and acceptance of the 1<sup>st</sup> Report: 30%
- Delivery and acceptance of the 2<sup>nd</sup> Report: 25%
- Delivery and acceptance of the 3<sup>rd</sup> Report: 25%

Payments will be made within 30 days after reception and validation of invoices or equivalent fiscal documents as sent by the contracted candidate. The Contractor is not responsible for banking costs that might be applied by the consultant(s) bank, neither for changes in currency exchange as the case may be.





# Annex Offer template and bank form

***Selection of consultants  
to support the design and implementation of the project  
Monitoring and Quality control Plan and Reports***

In the framework of the ENI-CBC Med funded project  
"Fishery Mediterranean Network (FISH MEDNET)" –ENI CBC MED Grant Contract N°33/1310 of 29/08/2019

**From:**  
**Name: XXXXXX**  
**Address: XXXXXXXXXXXXX**  
**Country: XXXXXXXXX**  
**Phone:**  
**VAT nº or Tax ID: xxxxxx**

**To:**  
**Haliéus**  
**Via G.A. Guattani 9,**  
**00161 Rome,**  
**Italy**

**1) Tasks description**

- a. **Description of methodology to elaborate the Project Monitoring and Quality Plan.**
- b. **Potential stakeholders to be consulted.**

**2) Implementation schedule**

**3) Financial offer**

## Request of payment (Bank details)

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### CREDITOR DETAILS

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TAX ID

NAME

STREET

POSTAL CODE

CITY

COUNTRY

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### PAYMENT DETAILS

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NAME OF BANK

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SWIFT CODE

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ADDRESS OF BANK

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POSTAL CODE

CITY

COUNTRY

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Hereby I declare that I'm the holder of the account  
above stated.

With the agreement of the Bank

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CITY AND DATE

SIGNATURE/ STAMP

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SIGNATURE/ STAMP

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