Extension of Period for Applications until 25 August 2022

Request for Proposals
Monitoring, Evaluation and Learning consultancy (Indonesia)

Summary
The Freedom Fund is a philanthropic initiative designed to bring financial resources and strategic focus to the fight against modern slavery. Its primary objective is to achieve a measurable reduction in modern slavery, by addressing trafficking, exploitation, forced labour, child labour, and debt bondage.

In 2022, the Freedom Fund in partnership with Humanity United established a hotspot program in Indonesia to tackle forced labour in the seafood sector. Our program supports five grassroots organisations working on issues affecting migrant fishers overseas as well as fishers and seafood processing workers within Indonesia. The program has an overall strategy spanning 2022-24, and each partner has their own project and strategy that contributes towards the broader hotspot strategy.

The Indonesia hotspot Implementing partners come together regularly as a Community of Practice (CoP) to discuss current updates and events relevant to the program, programmatic strategy and areas for collective action, as well as any new or current capacity building or research being considered or undertaken.

The Freedom Fund is seeking a consultant to conduct a review of partners’ organisational strategies and approaches to monitoring, evaluation and learning (MEL) and undertake training and capacity building to improve. The consultancy will address the following areas in three phases:

1. Assessing partner strategy, practice and respective alignment with Freedom Fund frameworks and identifying recommendations for improvement;
2. Delivering in-depth assistance through capacity building and training;
3. Providing follow-up support and expertise.

Key Tasks
The Freedom Fund seeks a consultant to provide MEL support to five implementing partner organisations. The contract will require visits to implementing partner offices and project locations, as well as interviews with partner staff, program beneficiaries and other relevant stakeholders.

For each of the five partners, the consultant will be required to:

1. Undertake a review that assesses and makes recommendations for improvement in the following areas:

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1 A written summary of assessment findings and key recommendations for each partner shall be provided to the Freedom Fund.
a) Organisational strategy and vision, including understanding of how to advance strategic aims;
b) Current theory of change employed for the Freedom Fund hotspot program, including whether it is robust and well-understood by relevant staff;
c) Current MEL processes, practices and tools, including degree of alignment with Freedom Fund monitoring and reporting frameworks;
d) Pathways for the Freedom Fund CoP to support continuous MEL improvements among partners.

2. Deliver training and capacity building that implements recommendations from the assessment phase. It is expected that such training will respond to the specific needs of each organisation but may include:
   a) If necessary, working with the organisation to improve their strategy and theory of change under the Freedom Fund project;
   b) Related to a), if necessary, with the organisation review the objectives and outputs under the Freedom Fund project, ensuring outcomes are also captured where possible.
   c) Embedding understanding of the program strategy and related theory of change across all relevant staff;
   d) Generating project planning and MEL processes and tools that:
      • capture program impact effectively, particularly outcome level impact;
      • complement existing Freedom Fund monitoring and reporting frameworks;
      • facilitate effective supervision and quality control of program implementation by senior leadership, and;
      • enable holistic evaluation of organisational performance (rather than project-based).

3. Provide follow up support and expertise, remotely and/or in-person, to each partner as required. It is expected that, for each partner, follow up support will comprise roughly of one day per quarter for two quarters (six months).

Travel Required
The consultant will be required to travel to each partner head offices/locations to meet staff, review processes and documentation in detail and discuss processes with staff. Partners are located in the following areas: Jakarta, Surubaya, Bitung, Tegal.

Timeline, Management and Fee Structure
The project is expected to be completed within a ten-month period, commencing in August 2022. The work will be phased so that the consultant is primarily working with one or several partners in parallel. The following timeline is indicative only, depending on when a consultant is hired:

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Assessment | Assistance | Follow up

The consultant will report to Senior Program Manager, Sarah Mount (based in London, UK), and collaborate closely with the Freedom Fund’s Program Advisor and Program Manager based in Indonesia.
The consultant will be paid a set fee per month, and invoice the Freedom Fund for the prior month’s work. Actual travel costs will be reimbursed after travel.

Consultancy team requirements – qualifications and experience

- Indonesian national/s.
- Extensive experience leading the development of MEL frameworks.
- Substantive experience providing training and capacity building.
- Significant experience working with Indonesian civil society organisations and/or international donors.
- Knowledge or exposure to relevant concepts such as forced labour, human trafficking, labour exploitation, migration, community development, rights-based interventions, etc.
- Knowledge of recruitment processes, terms of employment and working conditions in the fishing and seafood sectors preferred.
- Fluency in Bahasa Indonesia and English.

Submission Process

1. **Deadline:** Proposals should be submitted by **midnight Jakarta time on Thursday 25 August, 2022.** Applicants should be ready to begin undertaking work shortly after the selection process finalises. Please submit all proposal materials to Freedom Fund Program Manager at hasriadi@freedomfund.org. Any queries or informal inquiries are also welcome via email.
2. **Budget:** Budgets will be reviewed with respect to the strength of the proposal in meeting the project objectives in a cost-effective manner. Please note that whilst travel costs should be part of the budget of the applicant, reasonable travel costs will be reimbursed based on actual costs.
3. **Proposal Guidelines:** Proposals in response to this request should be between **2-4 pages in length** and include the following:
   a. A narrative describing the experience and capability of the consultant to conduct the Key Tasks described in this RFP; along with expertise and experience as set out in the section above.
   b. Requested consultancy fee specified as a monthly rate (which will be considered by Freedom Fund and discussed if the application moves forward).
   c. Proposed approach and workplan with draft timeline.
4. **Please submit curriculum vitae as an annex to the proposal.**
5. **Review:** Following submission of the proposal, Freedom Fund will review and may request additional information.