

## TERMS OF REFERENCE

**FOR EXPERT MONITORING AND EVALUATION SERVICES – M&E PLANIFICATION,  
IMPLEMENTATION, COLLECTION AND DATA REPORTING**

**WITHIN IMPLEMENTATION OF THE REHAB AND APPUI PROJECTS – HEALTH PROGRAM**

Title of the mission	FOR EXPERT MONITORING AND EVALUATION SERVICES – M&E PLANIFICATION, IMPLEMENTATION, COLLECTION AND DATA REPORTING
Beneficiary	EXPERTISE FRANCE
Country	Ukraine / Remote
Contract duration	15 months

**Project:** REHAB and APPUI projects, with a transversal support to the Health Programme

**Area:** Healthcare

**Mission location:** Ukraine / Remote

**Duration:** Until 31.12.2026

### Expertise France

Expertise France is the French International Technical Cooperation Agency, with the status of public institution under the joint supervision of the Ministry of Europe and Foreign Affairs and the Ministries of Economics, Finance and Industrial and Digital Sovereignty. It is the second largest technical cooperation agency in Europe. Expertise France designs and implements projects that strengthen public policies over the long term in developing and emerging countries.

As the French public agency for international technical cooperation, Expertise France operates in more than 100 countries, implementing more than 400 projects. The agency works in close collaboration with French public institutions, as well as with the European Union, to respond to the needs of partner countries that wish to improve public policies that tackle these challenges. In Ukraine the agency has been regularly present since 2006 through series of technical assistance projects.

### Expertise France in Ukraine

The MEAE has financed in 2023 Expertise France with an envelope of €14.5 million to position French technical cooperation and respond to Ukraine's short, medium and long-term needs. This facility, entitled **mAIDan** Ukraine, finances and co-finances technical assistance projects to support Ukrainian authorities in preparing for reconstruction and the European accession process.

The ongoing other projects in Ukraine include: the EU-funded Project **Pravo-Justice** which promotes greater rule of law in Ukraine, in line with European standards and comparative practices; **L'Initiative** supports beneficiary countries to design, implement, monitor, and evaluate funding allocated by the Global Fund to Fight HIV, Tuberculosis and Malaria. The Emergency Fund for Ukraine against TB & HIV started in December 2022 with a commitment of €7.2 million; the “**Stiykist**” (resilience) project aims to contribute to social transformation and resilience in Ukraine by strengthening the capacities of national, regional and local institutions in the field of vocational training and social services, with a

particular focus on the social inclusion of the most vulnerable; the **Technical Support of the State Audit Service** project which aims to mobilize French and national technical expertise to help bringing Ukrainian legislation into line with the *acquis communautaire*, particularly in terms of protecting the EU's financial interests and supporting the SAS in its role of inspecting and monitoring the use of reconstruction funds.

### **Expertise France's Health Programme**

As part of France's strategy for reconstruction and aid in Ukraine focusing on the health sector The French Ministry of Europe and Foreign Affairs (MEAE)'s Crisis Center (CDCS) has financed €16 million over 24 months to the **APPUI** Health Project from 2024 to 2025. The project, implemented in partnership with Ministry of Health of Ukraine and other key stakeholders aims to improve Ukrainian populations' access to essential healthcare services in times of crisis. The project focuses on enhancing hospital cooperation between France and Ukraine, mobilizing French expertise, reconstructing and modernizing healthcare infrastructure and donating medical equipment at the request of Ministry of Health of Ukraine.

The **REHAB** project, funded by the French Development Agency (l'AFD) for €5 million over 24 months, from 2025 to 2026 aims overall supporting Ukraine in maintaining and strengthening its healthcare system to address the consequences of the conflict on the physical and mental health of Ukrainians. Activities are designed around enhancing mental health services and infrastructure in the Odesa region; strengthening physical rehabilitation efforts and infrastructure, while also emphasizing broader capacity-building initiatives across Ukraine with national and international partners; and identifying and conducting feasibility studies to prepare for concessional loan opportunities. Other projects under the Health Programme are ongoing development.

### **Definition of the needs:**

The M&E consultant(s) is/ are expected to develop the Monitoring and Evaluation plan and baseline based on the projects logframes and descriptions of activities and to provide regular reviews and update reports, ensure a proper follow up and develop M&E supportive tools, support the development of interim reports to the donors, support in the external evaluation process, and assess the achievement of objectives and results, investigate indicators and targets as per the log-frame at the end of the activities.

While the consultancy will be carried out externally to ensure objectivity and impartiality, it relies on the collaboration of staff from the health programme, which are familiar with the programme details and the context in which it is undertaken. This approach aims to ensure that the M&E consultant(s) work(s) in line with quality and standards of Expertise France and can implement the M&E services throughout the programme's timeframe, while respecting the principles of impartiality and independence.

Moreover, the consultant will be required to provide on-going technical support and quality assurance to ensure that M&E activities and reporting is implemented effectively and efficiently and in a harmonious manner, in compliance with Expertise France and the donor's rules and policies.

## **I. Details of the provided services:**

### **1. Development of the Projects' M&E plans**

- Based on the programme’s activities, logical framework and donors’ requirements, assess the needs in monitoring, evaluation and collection of data for reporting and consolidation of reports.
- Baseline: Conduct field assessment and analysis to define targets on identified indicators for the project objectives.
- Develop a solid M&E plan in line with the Expertise France and the donors’ requirements including:
  - Process of data flow, collection and management (means of verification, consolidation, visualization, reporting, quality control, etc.) for the duration of the project.
  - Proposition and justification of tools and software that will be used
  - Ensuring that the monitoring and evaluation plan is in line with Expertise France’s policy in this area, as well as the needs and expectations of the donors involved.
  - Integration of the baseline and endline studies for key indicators. The use of qualitative and/or secondary data where possible is strongly recommended.
  - Create a set of standardized templates that will cover the activities and outcomes of both core and project funded programmes:
    - Templates for initial proposals for implementing partners on-site (both narrative and financial), if needed
    - Reporting templates for interim progress reviews
    - Reporting templates for regular progress reviews (both narrative and financial)
    - Reporting templates for end of project reviews
  - Propose, implement and disseminate a tool for interactive sharing of monitoring and evaluation results (i.e. PowerBI)
  - Provide preliminary training to the identified staff of the programme’s team on the monitoring tools and processes put in place to facilitate their use, if needed

## **2. Support in the implementation of the M&E plan**

- Ensure regular updating of the monitoring system - verification of the data collected, data management and analysis, updating of interactive tools – in close collaboration with the programme’s team and contribute to exercises as required (by-yearly).
- Conduct regular revision of and provide advice on adjusting the programme’s log-frame.
- Coordinate rapid assessments to provide real-time feedback and inform program adjustments, advise the programme’s team of the information to be collected during assessments if delegated.

## **3. Oversee and ensure quality of the final evaluations and provide M&E inputs for other programme’s related reports**

- Provide regular interim reports on M&E data consolidation for the programme team, when requested (expected by-yearly).
- Provide oversight and quality assurance for the programme’s final external evaluations (End of 2026)
- Perform an extensive review of all relevant programme’s documents, including the project proposals, logical framework, progress reports, monitoring data, and any previous evaluation reports.
- Clean, process, and analyze the collected data to identify key findings and insights.
- Draft a comprehensive final report detailing the collected data per project and activities, highlighting both the achievements and areas for improvement.

- Share the draft report with the programme team and other relevant stakeholders to obtain input, comments, and suggestions and incorporate the feedback received to refine and finalize the report.
- Ensure the final report is thorough, well-structured and in accordance with Expertise France guidelines and donors' requirements.
- Prepare a set of slides based on the final report summarizing the key results of the consultancy.

## DURATION OF CONSULTANCY

The duration the consultancy is estimated to be for approximately 15 months starting from October 2025 until 31 December 2026, with 2 periods of increased work (October and November 2025 / November & December 2026) and regular review activities in between. The consultant(s) is(are) expected to work for 90 days per calendar year (maximum of 180 days over the period).

Phase	Expected outputs	Timeline
Development of the Projects' M&E plans	- Baseline indicators' assessment and target definition	Not later than 2 months after contractualization
Development of the Projects' M&E plans	- M&E plan in line with the donors' requirements, including the set of standardized templates	Not later than 3 months after contractualization
Support in the implementation of the M&E plan	- Regular updating of the monitoring system and support to internal review exercises when requested. Detailed calendar to be defined with the consultant(s) - Provision of interim M&E data consolidation reports	On regular basis during the implementation period – No more than 20 days per semester
Oversee and ensure quality of the final report.	- Comprehensive final report detailing the collected data per project and activities - Set of slides summarizing the key results of the consultancy	No later than 15.12.2026

## Practical information

The financial proposal shall include a detailed budget that reflects clearly the costs necessary to implement the proposed contract and must include all taxes (including VAT as applicable. If VAT included, the Contractor must indicate clearly the cost excl. VAT, the amount of VAT, and cost incl. VAT) that are required to provide the services requested. Costs should be represented in EUR or UAH. The anticipated award will be all-inclusive. No profit, fees, taxes, or additional costs can be added after award.

The financial proposition should include the following items, based on the phases indicated for the consultancy (see the attached template):

Development of M&E Plan (incl. templates, data tools)	Lump Sum per Plan
Field trip - Rapid Assessments & Real-time Feedback (International / national - including accommodation, per diem, transportation)	Lump Sum per Assignment

Baseline Assessment & Indicators Target Definition	Per Assignment
Regular Monitoring System Update & Data Verification	Daily Rate
Preparation of Interim M&E Data Consolidation Reports	Per Report
Technical Support for Programme's Internal Reviews	Daily Rate
Oversight & Quality Assurance of Final Evaluation Process	Lump Sum
Comprehensive Final M&E Report (incl. slides)	Lump Sum
Ad-hoc Technical M&E Support upon Request	Daily Rate

This tender is open to both self-entrepreneurs and LLC:

**Profile of the expert(s):**

***Qualifications and experience expected for the consultant / team of consultants:***

- Post-graduate in a field relevant to the assignment: in public administration organization and management, financial and administrative management, information systems, public health, international cooperation or any other relevant spheres.
- (Team leader) At least 7 years' experience in monitoring, information management, data collection and/or evaluation for international projects/donors/organizations, development projects, preferably in the field of humanitarian/social development /education or refugees, aid to displaced persons.
- Other experts involved in the consultancy, if relevant: At least 2 years' experience in monitoring, information management, data collection and/or evaluation for international projects/donors/organizations, development projects, preferably in the field of humanitarian/social development /education or refugees, aid to displaced persons.
- Previous experience on projects in health sector would be an asset.
- Experience in database design and management.
- Experience in designing, facilitating and evaluating training for adults in the field of monitoring and evaluation will be considered favorably

***Professional skills of the expert / team of experts (relevant per position proposed by the candidate in the application):***

- Excellent understanding of results frameworks and indicators as well as international M&E standards and applications.
- Excellent writing, data collection/analysis/visualization skills.
- Skills on knowledge sharing and designing teaching materials are highly desirable.
- Good working knowledge of Ukraine.
- Competent user of Microsoft Office applications and data collection and processing software (Kobo, Survey CTO, Eval&Go, STATA, SPSS, Power BI/Tableau, etc.)
- Excellent coordination and teamwork skills.
- Excellent written and spoken command of English, knowledge of Ukrainian and French language would be an asset.

**SELECTION CRITERIA**

The candidacies will be evaluated based on the following criteria and standards:

- Criterion 1: Technical approach and methodology with the suggested timeframe proposed by the applicant. (Maximum 30 points out of 100 for the proposal as a whole).
- Criterion 2: Financial proposal, including the breakdown of all costs associated with the M&E tasks and the reasonableness of the daily rate in relation to the proposed scope of work. (Maximum 40 points out of 100 for the proposal as a whole).
- Criterion 3: Professional expertise and experience of the applicant and their ability to deliver the required tasks effectively. This includes their experience in M&E processes, capacity and knowledge. (Maximum 30 points out of 100 for the proposal as a whole).

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The proposal with the highest overall score will be selected as the most suitable applicant for the M&E Consultancy.