

REQUEST FOR PROPOSAL

CONSULTANCY SERVICES FOR MEAL ACTIVITIES
Lifesaving SGBV and Health Assistance for Crisis-Affected Populations in
Tigray, Ethiopia

RFP DOCUMENT 344/2026

RFP ISSUE DATE: *JULY 1, 2026*

PROPOSAL SUBMISSION DEADLINE: JULY 08, 2026

CARE ETHIOPIA
LIDETA SUB CITY, BISRATE GEBRIEL AREA
OPPOSITE OF GHANA EMBASSY

CONFIDENTIAL DOCUMENT

PREPARED BY
CARE®



Table of Contents

1.	ABOUT CARE	2
2.	GENERAL CONDITIONS AND CLAUSES	2
2.1.	CARE's GENERAL CONDITIONS	2
2.2.	CONFIDENTIALITY/ NON-DISCLOSURE	3
2.3.	PUBLICITY	3
2.4.	LIABILITY	3
2.5.	FORCE MAJEURE	3
2.6.	ERRORS AND OMISSIONS	4
2.7.	OWNERSHIP OF WORK	4
2.8.	CONFLICT OF INTEREST	4
3.	BIDDER'S DECLARATION	4
4.	CONDITIONS AND GUIDELINES FOR SUBMISSION OF PROPOSAL	5
4.1.	PROPOSAL GUIDELINES	5
4.2.	PROJECT PURPOSE AND DESCRIPTION	6
4.3.	PROJECT OVERVIEW	6
4.4.	PROJECT TIMELINE	6
5.	TOR	9



1. ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. In 2019, CARE worked in 100 countries and reached 70 million people with an incredible range of life-saving programs.

For more information about CARE and our work, visit: <https://www.care.org/our-work/>

2. GENERAL CONDITIONS AND CLAUSES

2.1. CARE's GENERAL CONDITIONS

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a proposal in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFP
- To contact any bidder after proposal submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a proposal in whole or part without justification to the bidder
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of submitted proposal
- To award another type of contract other than that described herein, or to award no contract;
- To enter into a contract or agreement for purchase with parties not responding to this RFP
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the proposal



- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.

Any material statements made orally or in writing in response to this RFP or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

2.2. CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion by the vendor of CARE's business practices could be reason for disqualification. CARE, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFP is confidential and is not to be disclosed or used for any other purpose by the vendor.

2.3. PUBLICITY

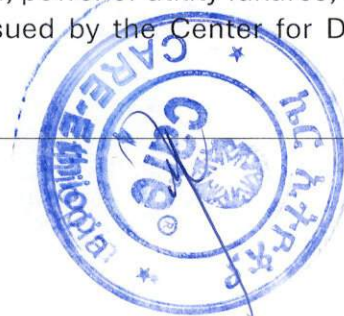
Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

2.4. LIABILITY

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions, and will be liable for any damage caused by its employees, agents or subcontractors.

2.5. FORCE MAJEURE

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease



Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party's reasonable control.

- b. The Party that seeks to invoke this Force Majeure provision (the "Affected Party") shall provide the other Party (the "Unaffected Party") with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.

2.6. ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's proposal and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

2.7. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

2.8. CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP.

3. BIDDER'S DECLARATION

Yes	No	
☐	☐	Ethics: By submitting this Proposal/Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFP; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
☐	☐	I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFP and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.



☐	☐	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Proposal/Quote; or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFP process.
☐	☐	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
☐	☐	Offer Validity Period: I/We confirm that this Proposal/Quote, including the price, remains open for acceptance for the Offer Validity.
☐	☐	I/We understand and recognize that you are not bound to accept any proposal you receive, and we certify that the goods offered in our Quotation are new and unused.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf

Supplier Name:	
Title/Designation:	
Company Name:	
Date:	
Signature	

4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF PROPOSAL

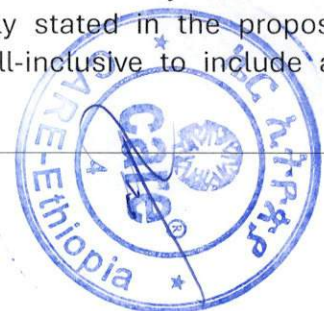
4.1. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process.

All vendors must provide their proposal via hand delivery with sealed envelope to CARE Ethiopia Head Office no later than July 08,2026 at 2:00PM (8:00 local time). Any proposals received after this date and time will not be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Technical and **Financial** Proposal should be submitted in two separate envelopes subscribed "Technical Proposal" and "Financial Proposal" respectively.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any



outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFP. Only such corrections or addenda as are issued in writing by CARE to all RFP participants shall be official. CARE will not be responsible for verbal instructions.

4.2. PROJECT PURPOSE AND DESCRIPTION

CARE is issuing this RFP (Request for Proposal) soliciting qualified bidders to submit proposals intended for the Consultancy Services for MEAL Activities in Lifesaving SGBV and Health Assistance for Crisis-Affected Populations in Tigray, Ethiopia. This RFP is an invitation to bid, not an offer of contract. Bidders must submit a response that complies with the minimum requirements contained herein.

4.3. PROJECT OVERVIEW

CARE is seeking a provider to submit proposals intended for the service provider for Consultancy Services for MEAL Activities in Lifesaving SGBV and Health Assistance for Crisis-Affected Populations in Tigray, Ethiopia.

Requirement & Specs	Qty.	Unit of Measurement	Required Delivery Lead Time	Delivery Address	Contract Period
Consultancy Services for MEAL Activities in Lifesaving SGBV and Health Assistance for Crisis-Affected Populations in Tigray, Ethiopia	1	work	As per the attached TOR	As per the attached TOR	As per the attached TOR

4.4. PROJECT TIMELINE

All bidders are advised to strictly follow the timeline below as noted.

Any technical questions arising during the preparation of your response to this RFP should be submitted in writing via email to head of supply chains active email address tadese.alemayehu@care.org no later than July 06, 2026.

Schedule of Activities/ To-do	Date of the Activity/ Deadline of Submission	Responsible	Remarks
RFP Issued	July 01, 2026	CARE	
Supplier to notify CARE of intention to participate in bidding	July 06, 2026	Supplier	Deadlines must be strictly observed.
Deadline for submission of clarification questions to CARE	July 06, 2026	Supplier	Deadlines must be strictly observed.
CARE to answer all clarifications	July 07, 2026	CARE	
Supplier's Deadline of Submission of Proposal	July 08, 2026	Supplier	Deadlines must be strictly observed.
Evaluation of Proposal	TBA	CARE	
Vendor presentation (if required)	TBA	Supplier	
Finalists selected	TBA	CARE	Upon notification, the contract negotiation with the winning bidder will begin immediately.

4.5. EVALUATION CRITERIA

CARE will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

ESSENTIAL CRITERIA

- Renewed Business license (2018Ec.)
- Business registration
- VAT Certificate if applicable
- TIN Certificate




TECHNICAL EVALUATION 80%

Only bidders who fulfil the essential criteria will be considered for technical evaluation. The specific evaluation criterias are listed below, and a detailed description is provided in the Terms of Reference (TOR)

- Understanding of the TOR: Clarity and depth of understanding of the assignment, objectives, and scope
- Quality of Proposed Methodology: Appropriateness, rigor, and feasibility of the proposed activity plans, evaluation design, data collection methods, and analysis plan
- Relevant Experience: Demonstrated experience of the consultant/firm in conducting similar MEAL activities particularly in Tigray
- Presence in Tigray
- Team Composition: Qualifications, expertise, and experience of the team, including clear roles and responsibilities

FINANCIAL EVALUATION 20%

Only bidders whose technical proposals score 60 marks out of the total technical weight of 80 Marks will be considered for the financial evaluation.

This shall constitute an evaluation on the overall responsiveness/reasonableness/completeness of cost breakdown.

Terms Of Reference (TOR)

1. Background

CARE Ethiopia is implementing an 18-month Global Affairs Canada (GAC)-funded humanitarian project aimed at improving access to gender-responsive Sexual and Gender-Based Violence (SGBV) protection services and health/Sexual and Reproductive Health and Rights (SRHR) services for crisis-affected populations in Tigray, specifically in Eastern and Southern zones including Irob, Gulumekada, Raya Azebo, and Raya Chercher. The project targets vulnerable groups—particularly women, girls, and marginalized populations—through a multi-sectoral approach integrating protection, health, and WASH interventions.

The project is guided by a comprehensive Monitoring, Evaluation, Accountability, and Learning (MEAL) framework aligned with GAC's Results-Based Management (RBM) requirements. Key MEAL activities include baseline and endline assessments, post-distribution monitoring (PDM), tracer studies, and structured learning processes such as review meetings and pause-and-reflect sessions. The MEAL system utilizes mixed-method approaches, combining quantitative and qualitative data collection, participatory monitoring, and real-time feedback mechanisms to support adaptive programming and ensure accountability to affected populations.

However, the evolving security situation and access constraints in Tigray continue to limit the ability of head office (HO)-based technical teams to travel to project locations. These constraints pose challenges to conducting field-intensive MEAL activities that require close engagement with communities, service providers, and stakeholders.

To address these challenges and ensure timely, high-quality implementation of critical MEAL and learning components, CARE will engage a qualified **locally based service provider in Tigray**. This localized approach enables continuity of essential activities such as the endline assessment, MEAL capacity strengthening, tracer study, and learning agenda execution, while ensuring contextual relevance, improved access, and adherence to ethical and quality standards in data collection and facilitation processes.

2. Purpose of the Assignment

The purpose of this consultancy is to provide **technical leadership and field-level implementation support** for key Monitoring, Evaluation, Accountability, and Learning (MEAL) activities that require sustained presence and contextual access within Tigray. The service provider will coordinate with CARE MEAL staff in Tigray to ensure that critical evaluation, capacity strengthening, and learning processes are conducted in a timely, high-quality, and ethically sound manner despite access constraints.

The consultancy specifically aims to support the implementation of **endline assessment, MEAL capacity strengthening, tracer study, and structured learning agenda activities**, contributing to robust evidence generation, program quality improvement, and adaptive management. Through this assignment, the service provider will help ensure that project results are systematically measured, analyzed, and translated into actionable insights to improve program effectiveness and accountability.



This assignment is fully aligned with CARE's MEAL system and **GAC Results-Based Management (RBM) framework**, which emphasizes outcome-level measurement, evidence-based decision-making, and continuous learning. The service provider will contribute to tracking progress against the Performance Measurement Framework (PMF), strengthening data quality, and supporting participatory and gender-responsive monitoring approaches, including feedback loops and learning processes that inform program adaptation.

3. Scope of Work

The service provider will be responsible for coordinating with CARE MEAL staff to implement a set of interrelated MEAL and learning activities that are critical for evidence generation, capacity strengthening, and adaptive management in the final phase of the project. The scope of work is structured into four main components:

3.1 Endline Assessment

The service provider will lead the implementation of the project endline assessment in alignment with the approved methodology and GAC RBM requirements. This includes finalizing data collection tools (in coordination with CARE), training enumerators, and conducting field data collection using appropriate participatory and mixed-methods approaches in all four project woredas. The service provider will ensure data quality through supervision, spot checks, and adherence to ethical and safeguarding standards. Responsibilities also include quantitative and qualitative data analysis, triangulation with baseline and routine MEAL data, and preparation of a comprehensive endline report that clearly presents findings, outcome-level achievements, and contextual interpretation. The service provider will also develop a presentation of findings and contribute to the validation of findings with key stakeholders – especially those in Tigray – to ensure credibility and accuracy.

3.2 Tracer Study

The service provider will design and implement a tracer study to assess the retention and application of knowledge and skills gained through project-supported trainings. The tracer study will follow a structured approach building on pre- and post-training assessments and will be conducted approximately 4–6 months after training delivery to measure sustained impact.

Using a mixed-methods approach, the service provider will collect both quantitative and qualitative data to examine knowledge retention, practical application in service delivery, and contextual barriers affecting performance. The study will include sampling of trained individuals, development of tracer tools, enumerator training, data collection, and analysis.

The final output will include a tracer study report presenting comparative analysis (pre-, post-, and tracer results), key findings on capacity outcomes, and actionable recommendations to strengthen future capacity-building efforts and program implementation. Pre-existing CARE tracer studies will be provided to guide the consultant in their work.

3.3 Learning Agenda Execution

The service provider will support the implementation of the project Learning Agenda by facilitating selected learning assessment activities and contributing to structured reflection and sensemaking

processes. This includes supporting activities such as joint field learning reviews, focused outcome reflection studies, and end-phase pause-and-reflect workshops.

The service provider will utilize pre-existing methodology and data collection tools to help operationalize priority learning questions by collecting targeted qualitative insights, synthesizing available MEAL data, and facilitating participatory discussions with program and MEAL teams. Emphasis will be placed on triangulating multiple data sources and generating practical, use-oriented learning that informs decision-making and endline interpretation.

Outputs under this component will include short learning reports or briefs, facilitation of reflection sessions, and contributions to consolidated learning products that capture key lessons, validate assumptions, and support final reporting to CARE and GAC.

4. Key Tasks and Responsibilities

The service provider will undertake the following detailed tasks under each component of the scope of work, ensuring high-quality implementation of MEAL and learning activities:

4.1 Endline Assessment

- Review project documents, including the MEAL plan, PMF, baseline report, and indicator tracking tables
- Finalize endline methodology, sampling strategy, and data collection tools in coordination with CARE
- Recruit and train enumerators on tools, data collection methods, ethics, and safeguarding
- Lead and supervise field data collection (quantitative and qualitative), including spot-checks and quality assurance, in Tigray
- Ensure adherence to ethical standards, including informed consent and confidentiality
- Clean, process, and analyze endline data (quantitative and qualitative)
- Triangulate findings with baseline data, routine monitoring, and other MEAL sources
- Draft and finalize the endline report, including findings, outcome-level analysis, lessons learned, and recommendations
- Develop a summary presentation of evaluation findings and facilitate a validation session with CARE and relevant stakeholders

4.2 Tracer Study

- Review training records, pre- and post-test data, and participant lists
- Design tracer study methodology, sampling strategy, and data collection tools
- Train enumerators on tracer survey tools, ethical considerations, and data collection procedures



- Conduct tracer data collection
- Analyze data by comparing pre-training, post-training, and tracer results to assess knowledge retention and application
- Identify key factors influencing the application of skills and barriers faced by trainees
- Produce a tracer study report including findings, lessons learned, and actionable recommendations for improving capacity-building approaches or replicating successful practices

4.3 Learning Agenda Execution

- Review the project Learning Agenda, priority learning questions, and existing MEAL data sources
- Work with MEAL team to refine data collection tools for learning assessment activities
- Support implementation of selected learning assessment activities (e.g., joint field learning review, outcome reflection study)
- Conduct targeted qualitative data collection (FGDs, KIIs, observation) aligned with priority learning questions
- Facilitate structured reflection sessions with program and MEAL teams
- Synthesize findings from multiple sources (monitoring data, PDMs, tracer study, feedback mechanisms) to support triangulation
- Development of learning briefs, reflection notes, and synthesis documents
- Support facilitation of end-phase sensemaking / pause-and-reflect workshops in Tigray

5. Deliverables

The service provider is expected to produce the following key deliverables during the assignment:

- **Endline Assessment**
inception report and tools; raw data + leaned and coded data; endline report; findings presentation.
- **Tracer Study Report**
A structured report presenting methodology, comparative analysis (pre-, post-, and tracer results), findings on knowledge retention and application, and actionable recommendations.
inception report and tools; raw data + leaned and coded data; summary report.
- **Learning Outputs and Workshop Documentation**
Including learning briefs, reflection notes, and a consolidated summary of findings from learning activities, as well as documentation and outputs from the end-phase sensemaking workshop.
coding guide; all raw notes; coded notes; summary of findings; workshop notes and summary report.



6. Duration and Level of Effort (LoE)

The consultancy will be implemented over a **three-month period**, from **1 July to 30 September**, aligned with the final phase of project implementation and endline timelines.

The level of effort will be **full engagement throughout the assignment period**, with tasks implemented in a **flexible and overlapping manner**, rather than in discrete phases. The service provider is expected to **simultaneously plan, coordinate, and implement multiple MEAL and learning activities**, ensuring timely delivery of outputs within the overall timeframe.

Rather than operating through pre-defined task blocks, the service provider will adopt a **rolling workplan approach**, where preparatory work for upcoming activities (e.g., tool design, coordination, logistics) is carried out in parallel with ongoing implementation (e.g., data collection, training, learning facilitation).

The service provider is expected to demonstrate **high levels of autonomy and accountability**, taking full responsibility for planning, organizing, and executing all activities under this assignment in close consultation and coordination with CARE. CARE provide access support for participants and project locations.

7. Duty Station

The service provider will be **based in Tigray Region**, with a strong emphasis on **field-based engagement across project implementation areas**, including but not limited to Irob, Gulumekada, Raya Azebo, and Raya Chercher. The consultant also need to be in the CARE office at least once a week (if they aren't actively doing data collection).

The role requires **regular and proactive travel within target woredas**, to lead data collection, facilitate trainings, and implement learning activities. The service provider will be responsible for **planning and coordinating field movements**, in collaboration with CARE field teams, to ensure efficient and safe implementation.

The service provider is expected to maintain a **consistent field presence**, ensuring close engagement with communities, service providers, and project staff throughout the assignment period.

8. Reporting and Supervision

The service provider will report directly to the Humanitarian response manager in Tigray and will work in close coordination with the broader project team, including program managers and sector leads and particularly MEAL Manager at HO.

While technical guidance and oversight will be provided by CARE, the service provider will be expected to operate with a **high degree of independence**, taking primary responsibility for the **end-to-end delivery of all assigned components**, including planning, coordination, implementation, and follow-up.

This includes responsibility for:

- Organizing field activities and logistics in coordination with CARE teams
- Managing data collection processes and enumerator teams (where applicable)



- Ensuring timely execution of all components (endline, training, tracer study, learning activities)
- Coordinating necessary operational and administrative aspects related to implementation
- Conduct context-specific safety, security, and operational risk assessments before activities and implement appropriate mitigation measures throughout the assignment

For technically sensitive components (e.g., methodology design, tool validation, analysis frameworks), the service provider will **closely collaborate with CARE MEAL and technical teams** to ensure alignment with internal standards and donor requirements. However, the service provider will remain **fully responsible for execution and delivery**. CARE has approval on all deliverables the consultant produces and that they need to share and have methodologies and tools approved by CARE before they go ahead.

The service provider will provide **regular progress updates** and participate in coordination meetings, ensuring continuous alignment with both field teams and head office (HO). All major deliverables will be submitted to CARE for technical review and feedback prior to finalization.

9. Required Qualifications and Experience

The assignment is intended for a **qualified consulting firm, research institution, or service provider** with demonstrated capacity to deliver end-to-end MEAL, evaluation, and learning services in humanitarian contexts.

The firm must demonstrate the availability of a gender balanced **multidisciplinary team** with complementary expertise and the operational capacity to independently manage and deliver all components of the assignment.

Organizational Capacity

The firm should demonstrate:

- Proven experience delivering **similar large-scale MEAL and evaluation assignments in insecure contexts**, including endline assessments, learning studies, and capacity-building initiatives
- Capacity to **manage field-based data collection operations in Tigray**, including recruitment and supervision of enumerators, logistics, and quality assurance systems
- Ability to handle **operational and administrative aspects in Tigray**, including financial management of field activities, logistics coordination, and adherence to timelines
- Strong internal systems for **quality assurance, data management, and ethical compliance**
- Experience working with **INGOs and donor-funded programs**, preferably with GAC or similar institutional donors

Technical Expertise

The firm's proposed team should collectively demonstrate strong expertise in:

- **Endline evaluations**, including methodology design, mixed-method data collection, analysis, and reporting
- **Monitoring, Evaluation, Accountability, and Learning (MEAL)** systems in humanitarian or nexus settings
- **Results-Based Management (RBM)** and outcome-level performance measurement
- Design and facilitation of **MEAL and capacity-building trainings**
- Implementation of **applied research and learning activities**, including learning agendas, outcome reflection studies, and qualitative assessments
- Conducting **tracer studies or similar approaches** to assess training impact and knowledge application

The team should demonstrate the ability to translate data into **high-quality analytical and learning products** that inform program decision-making.

Context and Field Experience

The firm should have strong contextual experience, including:

- Demonstrated experience working in **humanitarian or post-conflict environments**, with an understanding of access, security, and operational constraints
- Experience with **multi-sectoral programs**, particularly in SGBV/protection, health/SRHR, WASH, and cash-based programming
- Familiarity with **gender-sensitive and survivor-centered approaches**, especially in SGBV-related programming
- Proven ability to deploy and manage teams in **field-based and access-constrained settings**

Team Composition

The firm should propose a **competent gender-balanced and diverse team** that may include, but is not limited to:

- A **Team Lead / MEAL Specialist** responsible for overall coordination, technical oversight, and quality assurance
- Field coordinators and/or enumerators to support data collection
- Technical experts (as needed) in areas such as SGBV, health/SRHR, WASH, and data analysis

The Team Lead will serve as the primary focal point for CARE and will ensure coordination, timely delivery, and overall quality of outputs. 10. Ethical Considerations and Standards

All activities conducted under this assignment must adhere to **CARE's ethical principles, safeguarding policies, and humanitarian standards**, particularly given the sensitive nature of SGBV and SRHR programming.

The service provider will be responsible for ensuring that all processes are conducted in a manner that prioritizes the safety, dignity, and rights of participants.

- **Do No Harm:**

All data collection, data management and learning activities must be designed and implemented in a way that minimizes risks to participants and avoids unintended negative consequences. The firm must ensure conflict-sensitive approaches and avoid exposing participants to physical, psychological, emotional or other harm, stigma, or distress.

- **Data Protection and Confidentiality:**

The firm must ensure that all data collected is handled with strict confidentiality. Personal and sensitive information must be anonymized, securely stored, and accessed only by authorized personnel. Data collection processes must include clear informed consent procedures and comply with CARE's data protection standards.

- **SGBV-Sensitive and Survivor-Centered Approaches:**

All activities must apply **survivor-centered principles**, ensuring respect, safety, confidentiality, and non-discrimination. Given the likelihood of interacting with GBV survivors and receiving disclosure of GBV cases during assessments, all data collection personnel should be trained on GBV risk mitigation (at minimum on guiding ethical principles, psychological first aid and how to safely do referrals).

The firm will be accountable for ensuring that all team members, including enumerators, are properly trained on **ethical data collection, safeguarding, and SGBV-sensitive approaches** prior to field deployment.

11. Operational and Security Considerations

The service provider is expected to operate in a complex and evolving humanitarian context and must demonstrate strong capacity to manage operational and security-related challenges.

- **Adherence to CARE Security Protocols:**

All activities must be conducted in line with CARE Ethiopia's security policies and procedures. The firm must coordinate closely with CARE field teams regarding movement planning, access constraints, and security updates.

- **Remote Coordination with Head Office:**

Given potential access limitations, the firm must be able to effectively coordinate with CARE's Head Office (HO) teams remotely. This includes regular communication, virtual meetings, and timely sharing of updates and deliverables.



- **Flexibility and Adaptive Planning:**

The firm must adopt an **adaptive and flexible approach** to implementation, adjusting methodologies, timelines, and data collection modalities as needed in response to security, access, or operational constraints. This may include shifting between in-person and remote data collection approaches where necessary.

The firm will be responsible for ensuring **continuity of implementation**, even under constrained conditions, while maintaining quality and ethical standards.

12. Application Requirements

Interested firms are required to submit a comprehensive application package demonstrating their technical and operational capacity to deliver the assignment.

- **Technical Proposal:**

A detailed proposal outlining the firm's understanding of the assignment, proposed approach and methodology for the listed components, team composition with roles and responsibilities, and an implementation plan, including how overlapping and parallel activities will be managed. Not exceeding 20 pages.

- **Financial Proposal:**

A detailed budget covering all costs associated with the assignment, including professional fees, field operations, logistics, data collection, and any other related expenses. The proposal should clearly reflect that the firm is responsible for managing all operational and financial aspects of implementation.

- **Company Profile and Team CVs:**

A profile of the firm highlighting relevant experience, along with CVs of key personnel proposed for the assignment. Examples of similar past work (e.g., evaluation reports, learning studies) should be included where available.

