

**Trainer to support capacity sharing activities in the field of Monitoring,  
evolution, evaluation and learning**

**STATEMENT OF WORK (SOW)**

**BACKGROUND**

Diakonie Katastrophenhilfe (DKH) is a German non-government organization that renders humanitarian aid in 37 countries across the world. DKH supports people who are affected by natural disasters, war and displacement and who are not able to cope on their own in the emergency situation they find themselves in. The work is guided by the Humanitarian Principles and the Core Humanitarian Standards (CHS). DKH focuses on locally-led responses by working through a global network of partner organizations. Fostering localized humanitarian action and an equal partnership approach lies at the very core of our work.

The primary goal of this activity is to enhance the Monitoring, Evaluation, Accountability and Learning (MEAL) capacity of humanitarian NGOs – DKH partners, enabling them to effectively plan, implement, and assess their programs to achieve better outcomes for affected populations.

**The objectives of the activity are the following:**

1. To provide partners with a comprehensive understanding of the fundamental principles and practices of MEAL.
2. To equip partners with advanced MEAL methodologies and tools tailored for the humanitarian context.
3. To foster the ability of partners to apply participatory and adaptive approaches in MEAL processes.
4. To support partner organizations in integrating MEAL best practices into their program cycles for improved accountability and learning.

**ESTIMATED SCOPE OF WORK**

**The trainer-expert will be responsible for the following tasks:**

1. **Preparatory Stage (February 2025):**
  - Conduct a needs assessment to tailor the training content to the specific requirements of partner organizations.
  - Develop detailed programs for the following online training sessions:
    - **Training 1: Basics of MEAL.**

- **2-days** training for Ukrainian partners. The training is scheduled for March 27-28, 2025.
- **1-day** training for partners in neighboring countries. The training is scheduled for March 31, 2025.
- **Training 2: Advanced MEAL**
  - **2-days** training for Ukrainian partners. The training is scheduled for May 19-20, 2025.
  - **1-day** training for partners in neighboring countries. The training is scheduled for May 26, 2025.
- Prepare training materials, including presentations, case studies, and practical exercises.
- 2. Training Delivery (March-May, 2025):**
  - Conduct four interactive, online training sessions with the following focus areas:
    - **Training 1: Basics of MEAL**
      - Introduction to MEAL: key concepts and definitions.
      - Steps in the MEAL cycle: planning, data collection, analysis, and reporting.
      - Tools and techniques for basic MEAL.
      - MEAL in humanitarian context.
      - Development of basic project MEAL plan.
    - **Training 2: Advanced MEAL**
      - Advanced MEAL frameworks and methodologies.
      - Indicators and data quality management.
      - Participatory approaches in MEAL.
      - Incorporating lessons learned and adaptive management.
      - Developing comprehensive evaluation reports.
  - Ensure an engaging and participatory format through discussions, group work, and real-world case studies.
- 3. Post-Training support Stage (May-June, 2025):**
  - Provide a comprehensive report summarizing the training sessions, including feedback from participants and recommendations for further capacity development.
  - Share all training materials and resources with DKH for future use by partner organizations.
  - Offer individual consultations on MEAL challenges faced by partners (3 consultations per partner, 6 partners in total).

## THE SELECTION PROCESS

### Knowledge and experience:

- At least 5 years of experience in MEAL, preferably in the humanitarian sector.

- Proven track record of designing and delivering training sessions on MEAL for NGOs in humanitarian sector.
- In-depth knowledge of international MEAL standards and frameworks (e.g., OECD-DAC criteria, Sphere Standards).
- Strong facilitation and communication skills.
- Ability to deliver content in an engaging and accessible manner, suitable for diverse audiences.

**To apply please send:**

- CV (ENG or UKR)
- Plan of work (detailed proposal – describing your approach and training plans);
- Contacts of minimum three references;
- Price proposal in national currency (based on the milestones and number of hours), all taxes and fees must be included in the price. The Budget form is attached.
- Share the application to mail: [maryna.vorzheva@diakonie-katastrophenhilfe.de](mailto:maryna.vorzheva@diakonie-katastrophenhilfe.de)  
**till the 21<sup>st</sup> of February 2025 till 18.00**

Contact: Maryna Vorzheva, sell +38 0503583523

**ACCOUNTABILITY TO BENEFICIARIES**

DKH team members are expected to support all efforts for increased accountability towards the beneficiaries while actively engaging communities as equal partners in the design, monitoring, and evaluation of projects.

**PRICE PROPOSAL (EXAMPLE) – PREPARATION STAGE**

| No | Activity on preparation stage  | Quantity of hours | Price per hour, EUR | Total, EUR |
|----|--|-------------------|---------------------|------------|
| 1  | Preparation of Basics MEAL 2-days training for Ukrainian partners              |                   |                     |            |
| 2  | Preparation of Basics MEAL 1-day training for partners neighboring countries   |                   |                     |            |
| 3  | Preparation of Advanced MEAL 2-days training for Ukrainian partners            |                   |                     |            |
| 4  | Preparation of Advanced MEAL 1-day training for partners neighboring countries |                   |                     |            |

**PRICE PROPOSAL (EXAMPLE) – TRAINING DELIVERY ONLINE**

| <b>Nº</b> | <b>Training delivery</b>                            | <b>Terms</b>  | <b>Price, EUR</b> |
|-----------|---|---------------|-------------------|
| 1         | Basics on MEAL for Ukrainian partners               | 2 days online |                   |
| 2         | Basics of MEAL for partners neighboring countries   | 1 day online  |                   |
| 3         | Advanced of MEAL for Ukrainian partners             | 2 days online |                   |
| 4         | Advanced of MEAL for partners neighboring countries | 1 day online  |                   |

**PRICE PROPOSAL (EXAMPLE) – POST TRAINING SUPPORT**

| <b>Nº</b> | <b>Post training activity</b>   | <b>Format</b>                            | <b>Price, EUR</b> |
|-----------|---|--|-------------------|
| 1         | Report summary incl. feedback and recommendation  | written                                  |                   |
| 2         | Training materials and recourses  | written                                  |                   |
| 3         | Individual consultations<br><br>3 consultations per partner X 6 partners<br>= 18 consultations in total | Online<br><br>1 hour = 1<br>consultation |                   |