**Norwegian Refugee Council Nigeria**

RFT 306207/

78/NRC-NG/CLT/2022

**Call for Roster**

Evaluation and ResearchConsultants

1. **Background**

Nigeria’s northeast region is currently plagued by major humanitarian crises. Since 2009, violent attacks on civilians by Armed Opposition groups (AOG) have left at least two million people displaced within the country. The country’s North eastern Borno and Adamawa States are experiencing a triple crisis: many have fled their homes to Borno’s capital Maiduguri and other urban areas where the government army is present and provides some security. However, the influx has led to great pressure on already scarce resources. Most internally displaced persons in Borno or Adamawa States come from rural areas, where farming is the main source of livelihood, and have trouble earning a living in the cities. Displaced women and children are at the highest risk of abuse during these conflicts. Persistent similar issues exist in Plateau State (Jos).

NRC Nigeria assists the most vulnerable in Adamawa, Borno and Plateau States by providing Water, Sanitation and Hygiene (WASH), Shelter, Camp Management, Information Counselling and Legal Assistance, Livelihood and Food Security and Education to displaced persons. In addition, it supports coordination through RRM, WASH and Protection sectors.

The Country Office is seeking evaluation and research consultants with an interest in our thematic areas including- Camp Management, Information, Counselling and Legal Assistance (ICLA), Education, Livelihoods and Food Security (LFS), Protection, Shelter, WaSH in order to expand its pool of evaluation and research professionals. Successful applicants will remain in the roster for up to three (3 years), and can be considered for individual consultancy contracts as evaluators/researchers or senior ones.

The support envisaged spans short-term clearly delineated consultancy assignments to more complex longer-term assignment involving design, review, evaluation, meta-evaluation and research.

1. **Objective**

In order to streamline recruitment processes for evaluations and research, NRC Nigeria Country Office is establishing a roster of evaluation and research experts.

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| 1. **Duties and Responsibilities**

Evaluation and research experts will conduct evaluations and researches under the supervision of the country M&E Unit (steering committee members in some cases) who will make approvals of consultancies deliverables. They shall apply professional evaluation and research standards. This may involve providing input to all phases of an evaluation/research processes, including the design, identification, collection and systematic analysis of numerical and narrative data/information, and report writing. Assignment-specific tasks and responsibilities will be specified in the terms of reference that are made available to members of the roster. Tasks and deliverables may slightly change depending on the assignment and on the specific requirements of each evaluation and research. |
| The evaluation and research team members will be responsible for supporting all evaluation and research phases and tasks. The assignment may not be sub-contracted/outsourced to another party. The above tasks are the sole responsibility of the consultants hired by NRC.1. **Evaluation and research management**

All evaluation processes at NRC establish mechanisms to ensure high quality evaluation processes and products as outlined in the NRC Evaluation Handbook. This applies to research as well ensuring that all research deliverables are of quality. All products are subject to quality assurance review by a peer reviewer and evaluation/research steering committees.    |
| 1. **Contracting arrangements**

Successful candidates will be included in a vetted roster of experts for the maximum period of 3 years. Membership beyond the 3-year period must be renewed through a new application process.  Entry into the expert roster system does not necessarily mean that contract with NRC is guaranteed. Where a request for services arises, NRC shall directly contact minimum 3 consultants with the most appropriate experience from the roster and proceed with an interview based on the specific terms of reference.A specific terms of reference outlining outputs for each assignment shall be provided and a Special Service Agreement (SSA) will be issued. Conditions of a particular assignment may be negotiable.The pool of experts will contain different levels of consultants aligned with the required expertise and complexity of the assignment.

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|  **Level** | **Cumulative Relevant Experience** |
| Mid-Level Experts  | Between 5-10 years  |
| Senior-Level Expert  | More than 10 years  |

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1. **Necessary Qualifications**
* Second-level university degree in social sciences, economics, public policy, law, evaluation, management or other related field(s) from an accredited university;
* A relevant experience in evaluation work and/or research methods (Quantitative, Qualitative, Mixed Methods, Arts-Based, Community-Based Participatory)
* Familiarity with the West Africa Region especially work in areas of relevance for NRC Nigeria;
* Experience in qualitative and/or quantitative analysis;
* Experience in constructing surveys and analysing survey data;
* Computer proficiency skills and ability to use relevant software, ideally including but not limited to survey software, statistical software (e.g., Nvivo, STATA, SPSS, SAS, and R), Microsoft Office suite and advanced Microsoft Excel skills;
* Excellent report-writing skills and the ability to convey complex information in a logical, clear and concise manner as demonstrated by previous evaluation/research reports;
* Professional fluency in the English language;
* Understanding of data sampling techniques, impact assessment;
* Flexibility, and appreciation of the need to observe confidentiality, including complying with NRC procedures;
* Presence in Nigeria and/or flexibility to do so.

1. **Duration and Remuneration:**

Membership in the roster is valid for a maximum period of 3 years. Remuneration will be based on established NRC rates, depending on the nature of required services (e.g., amount of work to be performed and the level of expertise required) and the qualifications of the evaluation/research consultant.

1. **How to apply**

Applicants must send the following mandatory documents.

* The most updated CV, emphasising the evaluation and/or research work (**maximum of three pages**). A CV of more than 3 pages would not be considered;
* An introductory letter that addresses the selection criteria listed above. Consultants should aim to write one short paragraph for each of the selection criteria. Each paragraph should describe how their skills, knowledge and experience fit each criteria. (**Maximum of two pages**);
* Your daily fee;
* Extract of publications in peer reviewed outlets (if applicable);
* One example of previous work related to Evaluation (if applying for evaluations) or research in English.

Shortlisted applicants will be invited for an interview.

Only those applicants who are selected to participate in the subsequent stages of the recruitment will be contacted.

NRC is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all religious, ethnic and social backgrounds to apply.

Interested bidders should visit the CMT website; <https://eu.eu-supply.com/login.asp?B=NRC> in order to register or apply for this call for roster.

1. **Evaluation of applicants**

Consultants will be evaluated using a technically compliant profile based on a point system method with a minimum threshold taking into consideration the criteria of qualifications. Membership will be awarded to the individual consultants whose profiles have been evaluated and determined as:

* Responsive/compliant/acceptable