

Market orientation
IUC nr.: 202310121

**Monitor, Evaluation and Learning Expert (MEL) for
Project Women's Economic Empowerment Kenya**

Organisation: The Netherlands Enterprise Agency - Centre for the Promotion of Imports

The Netherlands Enterprise Agency (in Dutch: RVO) supports private and public organisations with funding, international business partners, knowledge, and regulations. More information about RVO can be found on: www.rvo.nl and <http://english.rvo.nl/>. This specific assignment has been commissioned by CBI, part of RVO.

The Centre for the Promotion of Imports (CBI) is a department of The Netherlands Enterprise Agency and is commissioned by the Ministry of Foreign Affairs of the Netherlands. CBI supports the transition towards inclusive and sustainable economies. We support small and medium-sized enterprises (SMEs) strengthen their economic, social and environmental sustainability.

More information about CBI, how we work and our projects can be found on our website www.cbi.eu.

Purpose of the market orientation

The purpose of the market consultation is to identify interest of Monitor, Evaluation and Learning (MEL) Experts available and able to carry out the project activities throughout the project lifetime. Hence, this market orientation is not a request for proposal. It is not allowed to send a proposal or motivational letter.

Extent and duration

The assignment will take place approximately from **January 2024** up to **November 2026**.

Budget indication

Maximum budget indication is **€100.000** excluding Dutch VAT and including local taxes and travel costs.

Purpose of the project

The CBI Women Economic Empowerment (WEE) Kenya project aims to empower women entrepreneurs and address the challenges faced by women-led small and medium enterprises (SMEs). The project has four main focus areas which include:

1. Inclusivity of women entrepreneurs at grassroots level
2. Facilitating access to finance
3. Fostering access to market regionally and internationally
4. The creation of a functional Women Economic Empowerment Ecosystem with a unified voice to promote exports by women-owned enterprises in Kenya

The focus area for this assignment is related to all of above areas

Objective of the assignment

The MEL expert plays a key role in the **reflexive monitoring** process. We currently foresee the following sub roles:

1. Capturing discussion and additional data collection

Collecting data is essential for effective reflexive monitoring and subsequent reflection and evaluation. The learning facilitator is responsible for gathering data throughout the process, capturing information from discussions, surveys, evaluation forms, documenting learning questions/answers and collecting additional data from implementing partners and other relevant sources as needed. This data will be used to inform and guide the process and to evaluate the program's effectiveness and impact.

2. Facilitator of bi-monthly informal learning sessions

The learning facilitator is tasked with arranging and guiding frequent informal learning sessions for the CBI team in collaboration with the CBI MEL advisor. This role involves discussions with the local team that all information is filled in in the reflexive monitoring sheet and facilitating and enhancing discussions with insights and data. The facilitator is expected to keep the monitoring sheet up to date and to ask challenging questions and push back against the team's assumptions and beliefs in order to foster growth and development.

3. Facilitator and coordinator of yearly reflection session

The learning facilitator is responsible for organizing and leading a yearly (half-) day learning session with relevant stakeholders, including implementing partners. These sessions will focus on translating all lessons learnt into an adjusted workplan and actions. The facilitator is expected to prepare the content in advance. Their role involves coordinating and guiding the discussions to ensure that the sessions are productive and informative and leading towards realistic practice implications.

4. Sharing learnings to a broader public

The learnings that we've gathered during the bi-monthly and yearly learning session can be captured in a report to disseminate to a wider public. This Important to draft a learning and dissemination plan at the start of the assignment and implement this plan during the project lifetime.

Desired profile

To successfully complete the assignment, the desired profile includes:

1. Minimum of 10 years work experience in monitoring, evaluation and learning.
2. Experience with reflective monitoring
3. Excellent communication skills in English and Swahili

Application

Interested companies are invited to send an expression of interest to Ms. Kim Jansen of the Procurement Office by sending an e-mail to kim.jansen@rvo.nl. Please state the name of the contact person of your company and his or her e-mail address. You do not have to send any documents; please only send a short message that you are interested.

As a result of the market consultation, CBI can decide to start a follow-up process. Interested parties can be invited in this process to submit a request for proposal.

In case of a follow-up process, no distinction will be made between parties that have or have not participated in the market orientation.

Deadline

The deadline for responding to this market orientation is set at **15 November 2023**

Yours sincerely,
Kim Jansen

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Procurement Office
Ministry of Economic Affairs and Climate Policy
Netherlands Enterprise Agency