

Just Rural Transition Initiative

Request for Proposals: Evaluation Consultant

The Just Rural Transition Initiative (JRT) is seeking a consultant to conduct an end-of-project evaluation. The evaluation will serve to assess the impact of JRT's work and produce forward-looking recommendations for the next phase of the Just Rural Transition. The consultant will use JRT's monitoring and evaluation (MEL) framework to assist with assessing the impact of the Initiative.

The purpose of this Request for Proposals (RFP) is to solicit proposals from suppliers with expertise in end-of-project evaluation for global environment and natural resource initiatives. The process will result in the selection of one consultant/firm, who will be invited to enter a contracting phase for a specific and detailed scope of work subject to final fixed pricing. The selected vendor will have professional proficiency and/or fluency in English and will be contracted by Meridian Institute, where the JRT Secretariat is housed.

The period of performance is from 13 February 2023 to 31 May 2023.

Background

About Meridian Institute

Meridian Institute is a mission-driven, non-profit organization that helps our clients and partners develop and implement solutions to complicated, often controversial problems—big and small, global and local—which we have done for over two decades. We do this with an innovative approach that brings together three elements: our deep understanding of the issues at hand as well as the people, politics, and power dynamics that surround them, our dedicated and expert team, and our ability to foster constructive discussions, manage decisions, and support actions that shape the world for the better. We work not only to shape meaningful consensus and action in the near term, but also to build our partners' capacity for cooperation that often continues for years, even decades.

We focus on five key services: collaboration, implementation, strategy, research, and philanthropic support. We bring our skills to bear on a diverse range of issues, including environment & natural resources, climate change, agriculture & food systems, forests, health, oceans & coasts, resilience, science & technology, and water. Across issues, boundaries, and systems, our work is a catalyst for powerful impact.

About the Just Rural Transition Initiative

Launched in 2019 at the United Nations Climate Action Summit, the JRT aims to address one of the critical challenges of this decade: providing nutritious food for a growing global population while protecting the vital natural ecosystems which sustain life.

The JRT catalyses change through three key pathways: building a community of purpose to support just rural transitions, reforming policy to promote public funding for public good, and mobilizing investments to reach rural communities at scale.

We engage leaders at national, regional, and international levels to increase awareness and promote action to ensure that policies, programs, public support, and investments support food producers and rural communities transform food and land use systems to meet climate and sustainable development goals.

We seek to embed a strong narrative of a just rural transition within major global convenings in the climate, biodiversity, agriculture, and nutrition spheres. The JRT Secretariat is housed within Meridian Institute, with its investment partnerships workstream led by the World Business Council for Sustainable Development. Funding support is provided by the UK Foreign Commonwealth and Development Office and ClimateWorks Foundation.

The first phase of the JRT Initiative is ending on 30 April 2023, but it is our intention to develop a new phase of JRT following the close of the first phase. The results of the end-of-project evaluation will be critical in informing strategies and decision-making for the Initiative's next phase.

Scope of Work

Inception phase: By 1 March, the selected consultant will:

1. **Review background on the JRT** – Review information about the JRT, including the Theory of Change, the Monitoring, Evaluation and Learning (MEL) framework, governance documents, website, and other materials provided by the Secretariat to understand the purpose and work of the JRT.
2. **Evaluation and learning approach, instruments, and workplan** – Co-develop with JRT a detailed Scope of Work for the evaluation including additional instruments for evaluating project outcomes, e.g., surveys to JRT stakeholders, questionnaires for project partners, or interviews with JRT Secretariat members and external stakeholders.

By 31 May, the selected consultant will:

3. **Conduct evaluation and submit final report** – The consultant will apply the results of the MEL framework, the learning instruments (e.g., surveys/questionnaires), and other project resources to produce a 10-15 page report summarizing strengths, lessons learned, and opportunities for improvement for the Initiative. The consultant should allow sufficient time for JRT to provide two rounds of review to the evaluation report.

The timelines are indicative and subject to change depending on the start date of the evaluation.

Proposal

The Proposal should be submitted via [this form](#) no later than 12 pm GMT Wednesday, 25 January 2023 and include:

- A description of your qualifications, a summary of your previous experience with conducting end-of-project evaluations for similar projects and clients, and an overview of the team members who would be assigned to the evaluation. Please include the CVs of all team members as an annex.
- A summary of the proposed approach and timeline for completing the scope of work described above.
- A budget narrative, noting the total budget cap of USD \$40,000.

RFP Evaluation Criteria

The proposal will be evaluated based on the following criteria:

- Past relevant experience and track record of success
- Qualifications to meet the project needs and the strength of the proposed approach
- Value for money

Cost of Responding

All costs and expenses incurred by bidders in any way associated with the development, preparation, and submission of their responses to this RFP will be borne exclusively by the bidder.

Liability

This invitation is not an offer by the Meridian Institute, but an invitation for responses. No contractual obligation whatsoever exists from this process unless and until a formal contract is signed and executed by authorized individuals from Meridian Institute and the selected bidder.

Total budget and invoicing

The total budget cap for the period 13 February 2023 to 30 May 2023 is USD \$40,000, including expenses and taxes.

Upon signature of the contract, the selected consultant will invoice Meridian Institute for expenses related to the inception and planning phase.

Subsequently, we request the selected consultant issue a final invoice upon completion of the evaluation, and no later than 15 June 2023, which includes a budget narrative and key activities/deliverables supported during the evaluation.