



FRAMEWORK SERVICE CONTRACT

CALL FOR EXPRESSION OF INTEREST TO CREATE A SHORT LIST OF MONITORING AND EVALUATION SPECIALISTS

ARTICLE 1 – GENERAL DESCRIPTION

CIHEAM - Mediterranean Agronomic Institute of Bari (hereafter referred to as “CIHEAM Bari” or “Contracting Authority”), within the framework of various initiatives financed by the European Union and by International Cooperation Agencies, invites experts to apply for short-term consultancy positions. A consultant is recognised as an authority or specialist in a specific field and is temporarily engaged by the Contracting Authority to provide advisory or consultative services. The role of a consultant is results-oriented and typically involves tasks such as analysing problems, preparing documents, and writing reports on topics related to his/her area of expertise (as per CIHEAM *Staff Regulation and Statute of Consultants, Experts and Auxiliary staff*).

ARTICLE 2 – PURPOSES

CIHEAM Bari intends to select candidates and establish a *MONITORING AND EVALUATION Roster of experts* to support the design, implementation, monitoring and evaluation of projects and initiatives, in line with CIHEAM Bari's technical approach, financial requirements, and rules, as well as the guidelines set by the Program or the Donor's procedures.

Under the overall supervision of the CIHEAM Bari Line Manager, the expert will assist CIHEAM Bari Monitoring and Evaluation (M&E) Office in the design and management of regular monitoring and evaluation activities and in the delivery of quality monitoring and evaluation products to serve operational and strategic decision-making, adaptive management, reflexive assessment, and institutional learning.

The expert may be required to carry out the following activities:

- a) support the examination of specific projects'/initiatives' intervention logic and logical framework and, in line with the Result-Based-Management approach, contribute improving the measurability of adopted indicators and the reliability of proposed verification sources;
- b) support project design, in line with the Result-Based-Management approach, by suggesting relevant indicators and sources of verification;

- c) support the design and management of the M&E Framework and Plan of specific projects/initiatives, in line with CIHEAM Bari's M&E procedures;
- d) contribute to the development of qualitative and quantitative methods and tools for specific M&E tasks;
- e) collaborate in training of M&E local enumerators and, if required, in M&E field data collection in the framework of specific projects/initiatives;
- f) support the analysis of qualitative and quantitative data collected in the framework of specific M&E activities and initiatives;
- g) support M&E data organization, management and visualization in the framework of specific M&E activities and initiatives;
- h) support the drafting and review of monitoring reports in line with donors' and CIHEAM Bari's M&E procedures;
- i) support the drafting and reviewing of Terms of References for M&E field officers, M&E specialists, data managers and external evaluators;
- j) support the reviewing of external evaluators' methodological proposals, inception and final evaluation reports;
- k) support the reviewing of external evaluations' dissemination products in collaboration with CIHEAM Bari Communication Office;
- l) contribute to identifying and capitalizing on lessons learnt and good practices of CIHEAM Bari M&E activities;
- m) support CIHEAM Bari M&E Office regular internal reporting and self-assessment activities.

Inclusion in the roster constitutes a pre-qualification of experts and does not entail the award of any assignment or contract. Specific assignments shall be awarded, according to CIHEAM Bari's operational needs, through subsequent selection procedures among experts included in the roster, in accordance with Article 9 and, where applicable, with the rules and procedures of the relevant Donor.

CIHEAM Bari may select external evaluators for development initiatives implemented by the Organisation outside the present framework contract, launching dedicated vacancies associated to specific projects.

ARTICLE 3 – LOGISTICS AND TIMING

3.1 Location and Duty Station of the Expert

- Contracting Authority Premises: CIHEAM BARI, Via Ceglie, 9, 70010 Valenzano (BA), Italy
- Home-Based Work: Upon prior approval from the CIHEAM Bari Line Manager
- Field missions: Short-term and long-term assignments, if required

3.2 Tentative start date, Application Period, and Eligibility of the Framework Service Contract:

Opening date: 01/10/2026

Expected Number of Working Days: Determined by the needs of the Contracting Authority and/or deadline for submitting project proposals.

Closing date: 30/09/2030

The eligibility period for this framework service contract is four (4) years. However, for operational needs related to international cooperation programmes, CIHEAM Bari reserves the right to amend, update, suspend or relaunch the framework Contract before the expiry of such period, where justified by operational needs or applicable Donor requirements.

ARTICLE 4 – ELIGIBILITY AND INTEGRITY REQUIREMENTS

4.1 Experts engaged through this Call may be of any nationality.

4.2 Applicants will be excluded from participation in this Call if:

- a) They are, to the best of their knowledge, subject to criminal proceedings or have been convicted of serious professional misconduct, or offences of receiving stolen goods, money laundering, fraudulent insolvency, fraudulent bankruptcy, usury, robbery, crimes against the person committed with violence, extortion,
- b) They are subject to any prevention or security measures outlined in anti-mafia legislation.

To verify compliance with these requirements, eligible applicants may be asked to sign a declaration in lieu of affidavit, in accordance with current legislation, certifying that they are not in any of the situations listed above.

ARTICLE 5 – MINIMUM QUALIFICATION REQUIREMENTS

- a) University degree or equivalent Certificate of Higher Education or a Diploma of Higher Education (level 5/6 of the European Qualification Framework E.Q.F) in Economics, Statistics, Development Studies, Agricultural Economics, Social Sciences. Other degrees at the same level may be considered if supported by relevant sector- specific experience;
- b) At least 2 years of post-graduate work experience in monitoring and evaluation of international development initiatives in geographical areas of intervention of CIHEAM Bari (<https://www.iamb.ciheam.org/>);
- c) At least 2 years of post-graduate work experience in quantitative, qualitative and participatory research methods and tools;
- d) At least 2 years of post-graduate work experience with international organisations and/or governmental aid agencies and/or NGOs, specifically in Monitoring & Evaluation;
- e) Proficiency in written and spoken English (C1 Level - Common European Framework of Reference);
- f) Proficiency in Microsoft Office applications;
- g) Proven experience in digital data management;
- h) Proven experience in project management activities.

The experience requirements referred to under points (b), (c) and (d) may be fulfilled concurrently, provided that the relevant professional experience demonstrably covers each of the required areas.

ARTICLE 6 - PREFERRED QUALIFICATIONS

- a) Advanced academic qualifications such as post-graduate diplomas (e.g., master's degree, PhD or other higher education certifications) in fields relevant to Monitoring & Evaluation in international development cooperation, beyond the minimum requirements specified in Article 5,
- b) Previous experience in project identification, formulation, implementation and monitoring & evaluation, and application of the RBM approach, particularly with the Italian Cooperation, the EU and/or EU-funded projects, including familiarity with relevant procedures and donor requirements.
- c) Proficiency in written and spoken Italian (C1 level - Common European Framework of Reference.
- d) Proficiency in French (C1 Level - Common European Framework of Reference).

ARTICLE 7 – SUBMISSION PROCEDURE

7.1 Applicants are required to express their interest by providing the following documents. No additional materials are required at this stage:

- a) A dated and signed Curriculum Vitae in English (Europass format is recommended), including authorization to process personal data.

- b) A scanned copy of a valid PASSPORT.
- c) A completed and signed Annex A form, detailing information about the collection, storage, and processing of personal data.

7.2 Documents listed in Section 7.1. must be submitted in non-editable PDF format. Submissions should be sent via email to: cv@bari.ciheam.org The subject line of the submission email must include the following reference: “CALL FOR MONITORING AND EVALUATION SPECIALISTS.”

7.3 Applications may be submitted from 1 October 2026 until 30 September 2030. Applications will be periodically assessed by CIHEAM Bari according to operational needs..

7.4 All interested applicants must register or ensure they are also registered with a personal profile on the CIHEAM Bari Roster of Experts platform (<https://cviamb.iamb.it>). Applicants should select the “curriculum type” field (reference: CALL FOR INTEREST) and specify the “title” field (reference: CALL FOR MONITORING AND EVALUATION SPECIALISTS).

7.5 The Contracting Authority shall not be held responsible for any applications that are incorrect, inaccurate, incomplete, damaged, lost, delayed, misdirected, or intercepted. This includes applications that are incorrectly submitted or received, unreadable, or otherwise compromised. Furthermore, CIHEAM Bari is not liable for any applications that are not received for any reason, delays in electronic or other communications, or technical issues related to the submission or uploading of applications.

ARTICLE 8 – RULES FOR REGISTRATION IN THE LIST

8.1 The Contracting Authority will evaluate applicants based on the following criteria:

- a) Eligibility as specified in Article 4.
- b) Qualification requirements outlined in Articles 5 and 6.

8.2 Applicants deemed eligible under Article 4 and meeting all the minimum qualification requirements set out in Article 5 will be added to the LIST OF EXPERTS in alphabetical order. The preferred qualifications set out in Article 6 may be taken into account for the purposes of selecting experts for specific assignments. The list does not constitute a ranking, nor does inclusion imply any entitlement to a specific contract assignment.

ARTICLE 9 – SELECTION PROCEDURE

Eligible applicants who meet the minimum qualification requirements may be invited to submit a bid. The Contracting Authority will evaluate at least three selected profiles, which may also be interviewed and included in a reserve list. Following the evaluation, a candidate will be appointed, and an award letter will be issued to the selected applicant.

ARTICLE 10 - PERSONAL DATA

Personal data submitted in connection with this Call shall be processed by CIHEAM Bari exclusively for purposes related to the management of the Call, the establishment and management of the Roster and any subsequent selection procedures, in accordance with the principles of lawfulness, fairness, confidentiality and CIHEAM's applicable data protection framework. Applicants should note that on 5 July 2019, CIHEAM adopted the “Security of the Information and Personal Data Protection Policy”, which adheres to the same principles stated in the EU Regulation 679/2016 – General Data Protection Regulation and subsequent amendments and additions.

ARTICLE 11 – FINAL PROVISIONS

CIHEAM Bari reserves the right to revoke this Call at its discretion for any reason, including but not limited to a lack of adequately qualified candidates, insufficient financial resources, or any other valid justification.

ARTICLE 12 – LIST OF ANNEXES:

- a) Information regarding the collection, storage and processing of personal data.
- b) Procedure for the definition of specific contracts.