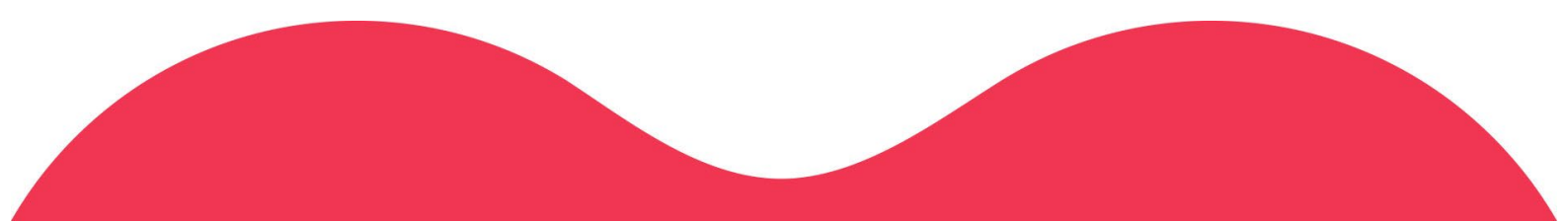


09/11/2023

Call for Consultancy Services

International Cooperation and Global Partnerships



Object of the call:

Philea – Philanthropy Europe Association and its funders’ collaborative on International Cooperation and Global Partnerships are seeking an Associate Consultancy to provide intermediary support to its peer-learning journey on the topic.

Peer-learning journey on “Shaping forward-looking Global Partnerships: International Cooperation through the Looking-Glass”

Philea and its funders’ collaborative on International Cooperation and Global Partnerships are launching a peer-learning journey in 2024. The journey aims to equip foundations investing in the fields of International/Development Cooperation with a safe space to discuss, exchange and learn on the paradigm shifts that are shaping the field; the emerging trends in philanthropic practices; new investment tools and funding approaches; adapted monitoring, evaluation, and learning (MEL) practices. Mostly, participants are eager to engage in frank discussions with peers from Africa on how to co-shape horizontal and reciprocal human-centred partnerships.

What?

The selected Associate Consultancy will be responsible for providing intermediary support throughout the peer-learning journey. This includes, but is not limited to:

- Design a peer-learning programme of online modules driven by members’ needs and leveraging their expertise, partnerships and networks. The programme will build on the conversations and documents developed throughout 2022 and 2023 (members’ profiles, learning needs, etc.). Liaison with members will be done in close collaboration with Philea’s Head of Programmes – Thematic Collaborations.
- Hold an online conversation with Philea’s Affiliated Members with expertise on International Cooperation and draft a proposal for their potential engagement in the programme based on the map of their knowledge and capabilities.
- Develop a fully-fledged agenda for each module, responding to the objectives of the programme. Philea’s secretariat will support in the development of the dedicated webpage with the programme and registration page and will be responsible for the outreach and promotion of the programme towards additional members.
- Identify and engage expert speakers, thought leaders, and practitioners to contribute to the learning sessions.



- Coordinate and facilitate virtual webinars to enable peer-sharing and mutual learning.
- Prepare and disseminate relevant resource materials, case studies, and research insights to the participating foundations.
- Conduct one evaluation and assessment (one online form via Philea's system) after each webinar to measure the impact and effectiveness of the peer-learning journey.

The consultant will be supported by the Philea secretariat in the liaison with the members, as well as on communications and knowledge development activities.

How?

- Design the **blueprint of the format** of the peer-learning, spelling out the **methodology** of the peer-learning in line with its objectives as well as the **format**.
- A **fully-fledged peer-learning programme** of online modules running throughout 2024, to be continued in 2025. Frequency and length will depend on the learning needs expressed during the listening tour.
- **Registrations for the entire programme will be launched at the same time** to promote the unity of the programme as well as to consolidate the community and benchmark the initial interest / experience of the participants.
- After the module, a **follow-up assessment form** will be sent out to participants. It will be analysed systematically and considered to inform the next module.
- **Key learnings (step-by-step "how to")** will be captured in a one-pager/fact sheet based on a similar **template** (developed by the consultant) and graphically laid out with the same **visual identity** (by Philea's service provider).
- Develop a **final report** capturing key findings with compelling visuals to be distributed to participants and interested foundations and philanthropy infrastructure organisations.
- Explore the possibility to create a **light touch mentoring system** that could be then [supported by the TIEPOLO programme](#).

Who?

This activity targets all foundation members of Philea working in international development cooperation.



When?

The peer-learning programme should start in January 2024. Frequency and length will depend on the learning needs expressed during the listening tour.

Responsibilities and deliverables

The consultancy will be responsible for undertaking the following activities and producing the corresponding deliverables.

Responsibilities	Deliverables
Further the map of the learning needs and expertise sharing (including experts, tools, programmes, etc.)	Learning needs matrix, i.e. an overview of what each foundation can showcase/learn.
Prepare the blueprint for the peer-learning journey	Blueprint of the format for the online modules, i.e. methodology, guidelines, template for the online module as well as post-module grasping of learnings, visual identity aligned with Philea's communication guidelines.
Build consensus of the core group of funders on the approach to and programme of the peer-learning journey.	One informative online session to potential module-leaders to finetune the blueprint and the peer-learning journey.
Publish the programme and ensure registrations.	Fully-fledged peer-learning programme, ready to be published, together with registration form for Cvent software.
Facilitate the peer-learning journey	Prepare, organise, and facilitate the peer-learning journey.
Draft key findings of the single modules	One-pager with the key findings of each session in the factsheet template included in the blueprint.
Develop a knowledge product	Final deliverable as a collection of the single knowledge products in a creative format, in close collaboration with other service providers and Philea Communications team



Set-up the buddy system (maybe)	Link to TIEPOLO programme.
Benchmark and assess the peer-learning journey	Prepare benchmark survey, post-module survey and ex-post evaluation survey and analyse the results.

The list of deliverables can be adapted / integrated based on the expertise and characteristics of the consultant.

Eligibility and Qualifications:

We are looking for a thought partner.

The ideal Associate Consultancy should possess the following qualifications:

- Proven experience in organising and facilitating peer-learning initiatives, preferably within the philanthropic or nonprofit sector.
- Strong expertise in International Development Cooperation and related fields. Knowledge and experience of locally-led development in Africa is a plus.
- Demonstrated track record of adult education methods (i.e. webinars, podcasts, short case studies, quizzes, games etc).
- Experience in creating concise, visual and smart documents out of conferences/trainings/etc.
- Strong network and connections with prominent experts, academics, and practitioners in the field of gender equality.
- Excellent communication and facilitation skills to engage diverse audiences effectively.
- Experience in conducting evaluations and impact assessments to measure the effectiveness of capacity-building programmes.
- Familiarity with the European philanthropic landscape and its challenges related to gender equality.

Timeline:

The peer-learning journey is expected to span throughout 2024, with the possibility of extension throughout 2025. The selected Associate Consultancy is expected to commence work in December 2023.



How to Apply:

Interested and qualified consultancy firms or individuals are invited to submit their proposals via email to ilaria.dauria@philea.eu by 10 December

The proposal should include:

- Consultant/company profile
- Demonstrated previous experience in similar assignments
- Description of the methodology
- Financial proposal, as a lump sum (in EUR) including expert fee and all costs related to the performance of the task assigned. A breakdown in sub-categories of the lump sum is required.

Selection Process:

Proposals will be evaluated based on the qualifications and expertise of the consultancy, proposed methodology, budget considerations, and alignment with the peer-learning journey's objectives. Shortlisted candidates may be invited for an interview to further discuss their proposals.

Note:

Philea – Philanthropy Europe Association reserves the right to modify or cancel this request for proposals at any time without incurring any liabilities.

For inquiries or additional information, please contact ilaria.dauria@philea.eu

