External consultancy **Library of mission MEAL and Program Data Management best practices documents** **Terms of Reference**	
Country / Region	Headquarters
Start date	1st of December 2026
Funding:	
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1.INTRODUCTION

1.1. PRESENTATION OF PREMIERE URGENCE INTERNATIONALE

Première Urgence Internationale is a non-governmental organisation dedicated to international solidarity – non-profit and with no political or religious affiliation. Its teams is mobilized, by carrying out humanitarian and development work across the globe, without discrimination, to support of civilian who are at risk, marginalised or excluded due to the effects of armed conflict, natural disasters or economic collapse resulting from political upheaval or the consequences of environmental and climate degradation.

The Association runs around 200 projects a year, including in the fields of Health, Nutrition, Mental Health and Psychosocial Support, Food Security and Livelihoods, Protection, Water, Hygiene and Sanitation. PUI supports nearly 7 million people in around 24 countries across Africa, Asia, the Middle East, Eastern Europe and Latin America.

1.2. GENERAL CONTEXT OF THE CONSULTANCY

As a humanitarian organization implementing numerous projects in various contexts and across several sectors, PUI needs to foster its capitalization to improve Institutional Knowledge Building (IKB).

Since 2022, the PUI MEAL and Program Data Unit launched a capitalization cycle with all MEAL Cos to build on mission best practices documents to later develop a library of documents available for practitioners in the field.

2. OBJECTIVES OF MEAL AND PROGRAM DATA MANAGEMENT CAPITALIZATION CONSULTANCY

2.1. GENERAL OBJECTIVE

Provide a one-month support on sorting out mission MEAL and Program Data Management best practices documents to feed the upcoming PUI MEAL and Program Data Management library.

2.2. SPECIFIC OBJECTIVES

1. Propose a folder tree organization in English for the PUI library of MEAL best practices documents;
2. Pick up the best MEAL tools/SOPs for each type of documents among the mission MEAL best practices documents in English capitalized since 2022 and apply personal data protection filter to all selected documents;
3. Pick up the best XLS forms from the centralized Kobo plan library for the different typologies of data collection;
4. Complement the library with some missing documents from capitalization (lessons learnt workshop, examples of specific M&E surveys, specific evaluations) conducting some consultations with all MEAL Cos and HQ Program officers;
5. Make several propositions of catchy names for this library;
6. If time, propose a list of target MEAL-Program Data Management empty tools/templates and SOPs to design at PUI global level for the upcoming associated MEAL and Program Data toolbox;

3. METHODOLOGY

The consultant will need to base his/her selection on the existing raw documentation capitalized since 2022 and make the folder tree and the selection coherent with PUI background and culture in terms of MEAL and Program Data Management.

4. ORGANISATION OF THE CONSULTANCY

4.1. COLLABORATION WITH PUI MEMBERS

Firstly, the consultant will be required to collaborate regularly and closely with Deputy Head of Technical Department (STC) for the MEAL and Program Data Management

Branch as well as the other technical focal in each mission (mainly MEAL Co). Furthermore, the consultant will meet with some program officers at headquarters.

4.2. LOGISTICAL, SECURITY AND ADMINISTRATIVE ARRANGEMENTS

- PUI will be able to provide a professional email address for the duration of the consultancy and the raw data on a PUI computer
- There is no need for the consultant to come to headquarters for this consultancy, he/she can work remotely

4.3. MONITORING ARRANGEMENTS

The consultant's work and progress will be monitored through:

- Induction and recommendations to develop the consultancy action plan
- Weekly meetings with the Deputy Head of Technical Department for the MEAL and Program Data Management Branch at HQ.

4.4. DURATION OF THE CONSULTANCY

The consultancy is expected to start in December for a duration of 1 month.

5. EXPECTED DELIVERABLES

Deliverable 1 – Folder tree in English for the library

Deliverable 2 – Proposed names for the library

Deliverable 3 – Selection of best practices documents in the proposed folder tree (and sub folders with "documents not selected") including XLS forms

Deliverable 4 – If time, list of target MEAL-Program Data Management empty tools/templates and SOPs to design at PUI global level

6. BUDGET

The budget must be provided by the consultant as part of the financial proposal. The consultant must submit a budget covering a period of 1 month (fees/hourly rates…).

7. APPLICATION

Interested parties must submit in English:

✓ A 1 pager narrative to explain your understanding of the consultancy objectives and deliverables

- ✓ A short action plan to carry out the work
- ✓ A financial proposal
- ✓ An up-to-date CV
    - Proven expertise in MEAL and Program Data Management within the humanitarian sector (≥5 years).
    - Proven experience in MEAL and Program Data Management strategy and tools/SOPs design
    - Experience of working with international NGOs – with PUI being clearly an asset
    - Fluency in English (spoken and written)
- ✓ References

Selection criteria :

- Overall quality of the 1 pager and action plan
- Past experiences and references
- Proposed budget

Comparative advantage:

- Experience with PUI as a MEAL Co

Candidates must send all documentation in electronic format to llogre@premiere-urgence.org and ahoguet@première-urgence.org with the subject : CONSULTANCYMEAL

The deadline for applications is **20th November 2026**.