



IDEAS was inaugurated in September 2002 to meet the need for a global professional association for internationally active development evaluators. IDEAS' mission is to improve and extend the practice of development evaluation by refining knowledge, strengthening capacity, and expanding networks for development evaluation, particularly in developing and transition countries.

IDEAS is a professional association on a voluntary basis, with relatively low membership fees, and consequently it is not a rich organisation. It is a charitable organisation based in England and registered with the Charities Commission of England and Wales.

Further information on IDEAS can be found here <https://ideas-global.org/>

IDEAS SECRETARIAT – CALL FOR EXPRESSION OF INTEREST

The IDEAS Secretariat will be headed by the Coordinator of IDEAS, who will oversee and support the administration and communications work and services provided by the agreement, including work by contractors, other service providers, volunteers / interns / or possible support staff, and will interact closely with IDEAS to ensure the support envisaged.

The coordinator ideally is based in an organisation that can provide institutional support and with understanding and familiarity with the field of evaluation and operating on an international level. Previous experience with similar secretariat support to an international voluntary professional association is required. It might be suitable for a range of possible providers from dedicated association secretariat service providers to interested academic or research institutions or other institutions/individuals involved in the field of evaluation. Requirements for services are reflecting the nature of IDEAS as professional voluntary association on a voluntary basis, with relatively low membership fees.

This is an opportunity for the Coordinator and any associated institution to have pivotal role in supporting international development evaluation of the coming years.

The work of the Secretariat has in the past been carried out by individuals associated with a national professional evaluation society. This has provided a unique opportunity especially for the volunteers, interns and other individuals to strengthen both their hard and soft skills, as well as to gain valuable experience in a global professional association and enlarge their own professional network. The continued ability of the IDEAS and the Secretariat to mobilise and involve volunteers as part of promoting international development evaluation is seen as one of the comparative advantages of IDEAS and expressions that include that would be appreciated.

In the past, the Secretariat service provider has also through separate contracts provided specific conference services to IDEAS biennial conferences and Global Assemblies.

The position as Coordinator of IDEAS will be:

- Accountable to the **IDEAS President and Executive Committee**, comprising the President, Vice-President, Treasurer and Secretary-General.
- Directly interacting with and providing support to the **President** in planning and carrying IDEAS activities.
- Directly interacting with the **Secretary-General** on maintaining the membership database and the communication with members, including the newsletter and social media management as well as the website.
- Directly interacting with the **Treasurer** regarding financial aspects of the administration, including payment of fees and adequate office costs, as well as on other financial aspects such as hiring of services and payment arrangements.
- Interacting as agreed and within the requirement of services with **other members of the Board responsible for areas of work of IDEAS as well as IDEAS members** working on specific activities.
- Directly interacting with **other service providers** in support of the work of IDEAS including the secretariat services and as agreed with the Executive Committee.
- Valid for the period of **July 2023 or as soon as possible thereafter to December 2024 with possibility for a renewal**; in the transition period from June 2023, the handover of the information, access details and guidance will be provided by the current Secretariat (Czech Evaluation Society).
- **Based on agreed terms of reference and expected level of effort for services.** The level of efforts is expected to be equivalent to part-time work over the period, with certain periods of full-time work as per agreed work plan.
- Funded through a **contribution agreed for the services and individuals involved** (voluntary and otherwise) provided by the Secretariat. Providing **additional support** for tasks such as coordinating the preparations and logistical and administrative arrangements for events such as the Biennial Conference and Global Assembly.

Further details for the positions and tasks in the Secretariat are provided in Annex 1 to this agreement, to serve as the basis for the agreed Terms of Reference.

While IDEAS is looking for provision of the core services, a modular approach can be used where more comprehensive service arrangements that for instance includes all web-site hosting, full financial services and conference services are can be considered.

REQUEST FOR EXPRESSIONS OF INTEREST

The applications for the Coordinator (Secretariat) IDEAS must be submitted by e-mail to president@ideas-global.org, with copy to treasurer@ideas-global.org by 7 July 2023. Subject line of e-mail should state "Expression of Interest Coordinator". Any enquiries can also be made to these e-mails.

The technical application must include (in one compiled document):

- The name of the bidder(s), seat, address and other contact details, including e-mail and phone number of the Coordinator (team leader); and bank details (bank address, account number, currency)
- Statement of intent detailing an overall understanding of the assignment and the reasons for the interest in serving on IDEAS Administration
- Proof of legal authorization / status / registration details / business license, company profile (where applicable); website links shall be included; for individual, information on residential status and professional or organisational affiliation to be provided with explanation on how to provide the equivalent of legal authorization
- A description of the office structure and facilities including IT equipment; an overview of the proposed Secretariat team, including the curriculum vitae, and references of key person(s) (or of the organisation), relevant for the Secretariat tasks in Annex 1
- A table/profile of previous similar assignments, which adheres to the qualifications, experiences, skills and demonstrates expertise in delivering the tasks for this assignment according to Annex 1
- A table of the overall approach to each performance area outlined in Annex 1 including expected level of effort in hours and assigned individual(s)
- Documentation for required insurances to perform the work, including professional liability insurance if appropriate; or explanation how to provide the equivalent of this
- A signed declaration of availability of all suggested individuals for this assignment, including confirmation of availability for handover of the Secretariat tasks in July and August 2023

A separate financial offer for the period of July 2023 (or as soon thereafter) – December 2024 must include:

- Responsible persons for key tasks and their estimated number of days and unit costs per day or per month, ideally linked to specific key performance areas in Annex I
- Proposed budget for Secretariat services per key performance area, including
 - Cost per month total net (without VAT) and cost per month total including VAT, if applicable
 - Cost for 18 months (or proposed period covered) total net (without VAT) and cost total including VAT, if applicable
- Expected contractual arrangements and payment terms
- Arrangements for ensuring continuation of services

The IDEAS is looking for proposals between 12,000 – 20,000 USD per year, corresponding to documented and justified equivalent of 50-60 % of full time, depending on the modular approach and the extent of services provided within the parameters in Annex 1.

EXPECTED QUALIFICATIONS

The following qualifications and experiences are expected from the Coordinator and any associated organisational support (expression of interest to document how the items below are covered):

At least three Years of Office Management / Membership / Association Management Skills and Experiences:

- Experience in office / association managing in general
- Experience in membership management handling registration, membership application procedures, etc.
- Experience in accounting, handling business bank accounts, preparing financial overviews
- Excellent skills and experience knowledge management (electronic filing, archiving, administration in general and handling shared office cloud solutions)
- Experience in organizing elections via electronic means, Board meetings, etc.

At least three Years of IT and Communication Skills and Experiences:

- Experience in providing technical and maintenance support for a membership management system/database
- Experience in providing technical support and maintaining websites with WordPress (current set up but other arrangements can be considered)
- Experience with the following IT / communication software / tools: MS Office, Cloud storage solutions, Skype, Zoom, Mailchimp, SurveyMonkey, YouTube, SoundCloud, RSS feeds, Twitter, Facebook and LinkedIn
- Experience in setting up on-line webinars or conferences administratively and logistically

Other required Skills and Experiences:

- Very good spoken and written English; other language skills welcome such as French and Spanish
- Very good communication, facilitation, and writing/presentation skills with appropriate analytical skills
- Able to work independently, but also in different teams, dealing with various working approaches and different international cultures
- Able to respond quickly, deal with numerous requests simultaneously and able to connect different activities, tasks, and initiatives
- Experience with operating at the international level including within international professional networks or similar

Other Skills and Experiences (desirable/asset):

- Experience in organizing large events (in-person and/or virtual)
- Experience or familiarity with the field of evaluation or similar field
- Access to legal advice and support

Other desirable elements

- Familiarity with operation of UK charities and UK banking, ideally from being domiciled in the UK

ANNEX 1 – DESCRIPTIONS OF TASKS – TO BE BASIS FOR AGREED TERMS OF REFERENCE

Key Performance Area	Objective	Responsibilities and tasks
CORE SECRETARIAT TASKS		
#1 General Secretariat	<i>To provide IDEAS with the capacity to serve members and support communication to the evaluation community</i>	<ul style="list-style-type: none"> ▪ Provide a physical postal box or address to which documents and physical correspondence as well as packages can be sent ▪ Provide a central communication point with telephone and e-mail access for IDEAS members and for the global evaluation community (with response time of maximum 24 hours within working days)
#2 Financial accounting		<ul style="list-style-type: none"> ▪ Maintain internal account IDEAS, covering Secretariat, membership, events and activities operations, for financial report in line with statutory and legal requirements of IDEAS as a UK registered charity ▪ Handle payment related issues such as invoices and receipts for members, partners and service providers, providing support to the Treasurer (ideally through full payment services based on Treasurer approval) ▪ Preparing regular internal financial reports for the Treasurer, enabling IDEAS to meet its statutory and legal requirements as a UK registered charity
#3 Membership administration	<i>To manage the IDEAS' membership, including both sustaining existing members/partners and engaging new members/partners.</i>	<ul style="list-style-type: none"> ▪ In collaboration with the Board, develop and implement a strategy to engage new members/partners and sustain existing members and partners ▪ Maintain the database of IDEAS' members/partners, which include timely backups and integrity of the database ▪ Ensure the online database is correct to allow members access to their records ▪ Ensure that changes made by members are registered in the master database timely ▪ Communicate with members on their registration, renewal, correct information in the database ▪ Send reminders to members with expiring memberships to renew their membership ▪ Provide the Board with overviews of memberships per region and countries and develops future uses of membership data, while ensuring privacy as well as institutional partners ▪ Provide timely replies to queries and remain reachable through electronic communication ▪ Maintain the database of IDEAS' partnerships, which include timely backups and integrity of the database
#4 Newsletter	<i>To ensure outreach, external communication and provision of services</i>	<ul style="list-style-type: none"> ▪ Issue a bimonthly newsletter to all IDEAS members as approved by the President and Executive Board ▪ Promote IDEAS and enhance its visibility and ultimately encouraging to recruit new members and sustain existing members
#5 Website and social media	<i>To ensure outreach and external communication and provision of services through website, social media and any other channels</i>	<ul style="list-style-type: none"> ▪ Manage the IDEAS' website and updating it with IDEAS Board and members' inputs regularly to ensure IDEAS is properly represented on the internet and the information provided is up to date and useful; ideally with hosting and technical management by Secretariat ▪ Keeping information and documentation on the website up to date, including a roster of events, membership opportunities, blogs, notifications and so on ▪ Support to the Board for maintaining a library of relevant resources for members

		<ul style="list-style-type: none"> ▪ Manage services provided to members, such as job opportunities, publications, letters of support and so on; ensures feedback on services provided ▪ Manage, support and promoting the use of social media (Twitter, Facebook, LinkedIn, YouTube, etc.) to enhance the visibility of IDEAS ▪ Contribute to outreach of IDEAS through folders, blogs, webinars and other means; plans and manages events that promote IDEAS and recruit members
#6 Board Meetings and Elections	<i>To provide support to the Board and the Election Committee</i>	<ul style="list-style-type: none"> ▪ Support the President and Secretary-General in preparing and holding Board meetings and other key meetings as agreed, including preparing meetings and carry out follow-up action ▪ Contributes to planning for Board meetings by ensuring data availability through “Doodle” or other calendar planning software ▪ Manage communication software during Board meetings ▪ Provide an input on administrative, communication and media issues in Board meetings, when requested; ▪ Prepare proposals for consideration by the Board on management, outreach and communication issues, as well as logistical issues ▪ Support the Election Committee in preparing, managing and implementation of elections for the IDEAS’ Board and additional referenda on specific issues, through dedicated election software (either through Surveymonkey.com or other, similar software)
#7 Support to IDEAS’ events	<i>To provide support to IDEAS’ events</i>	<p>As agreed, provide the following services:</p> <ul style="list-style-type: none"> ▪ Developing a scenario for future events; ensuring that tasks are well described and timed and responsibility can be assigned ▪ Where needed develop a website or have this developed to ensure internet presence of the event ▪ Contributing to the financial planning of events ▪ Ensuring registration for events and that fees can be paid timely through the website ▪ Provide logistical, administrative and communication support to and, where needed, at the event ▪ Contribute to the reporting on the event by making available data ▪ Prepare and print certificates where needed
OTHER TASK CURRENTLY PART OF SECRETARIAT SUPPORT (To Be Confirmed)		
#8 Support to Administration of Partnerships	<i>To provide the administrative support required from IDEAS when engaging in partnerships</i>	<ul style="list-style-type: none"> ▪ Provide input to concept notes and agreements for partnership ▪ Manage agreements and contractual aspects as agreed ▪ Support within agreed parameters the implementation of activities of the partnership ▪ Provide input to reporting on partnerships
#9 Strategic initiatives of IDEAS to enhance its work and support	<i>To provide IDEAS Board and others with support on the implementation of specific strategic initiatives</i>	<ul style="list-style-type: none"> ▪ Provide input to concept notes and agreements for these initiatives ▪ Manage agreements and contractual aspects as agreed ▪ Support within agreed parameters the implementation of activities of the strategic initiatives ▪ Provide input to reporting on strategic initiatives
#10 Administration of the Award for Transformative Evaluation	<i>To provide Secretariat services for the Steering Committee and manage the tasks requested</i>	<p>The support to “Evaluation for Transformational Change Award” includes, among others, the following services:</p> <ul style="list-style-type: none"> ▪ Preparation and management of the meetings of the Steering Committee, including agenda and reporting ▪ Coordination of the Judging Panel ▪ Finalization of the Award documents and dissemination plan

		<ul style="list-style-type: none">▪ Arranging translations and other external assistance▪ Website management and other promotion of the Award
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