
Call for External Consultant

Digital Systems Expert (Data & Platforms)

Location: Fully remote (with a couple of trips to Brussels if needed, TBC)

Application Deadline: 23 August 2026

Type of Contract: Consultancy Contract

Expected Duration of Assignment: October 2026 – May 2027 (approximately 22 working days), delivered across two phases in line with the project timeline (details below).

1. Background and Context

Established in 1986 and based in Brussels, the [European Food Banks Federation](#) (FEBA) is a European non-profit membership organisation working in collaboration with a network of full and associate food bank members in 28 European countries. The daily activity of FEBA members consists of recovering, collecting, and redistributing food to charities that assist the most deprived in Europe.

In 2019, FEBA launched a project to collect data systematically across its member organisations on an annual basis. The aim is to assess and showcase the economic, environmental, nutritional, and social impact of food banks, in order to better inform funders, partners, and policymakers while reflecting the operational realities of food redistribution. The project currently tracks around 100 indicators, covering areas such as the number of beneficiaries reached and the volumes of food recovered and redistributed.

After six years of data collection, and in light of evolving reporting needs, FEBA is seeking to strengthen its digital and data infrastructure to better support its network of members across Europe.

2. Duties and Responsibilities

Objective

The general objective of this assignment is to support FEBA in replacing its current data collection and analysis platform, ensuring the long-term sustainability, scalability, and effective implementation of its Data4Impact programme across the network. To this end, **FEBA is seeking an external Digital Systems Expert to support the evidence-based selection of the most appropriate platform, contribute to funding applications, and provide technical oversight during the initial implementation of this digital transition.**

More specifically, the external consultant (or firm) will:

Task 1. Review existing assessments and recommend the most suitable platform for FEBA's data collection and analysis needs, building on materials already developed by FEBA. These include previous platform assessments, requirements documentation, stakeholder feedback from FEBA members (including input from an IT expert), recommendations produced by a pro bono consulting team, and insights from FEBA's Data4Impact team. Based on this review, the consultant will conduct an options assessment and recommend a preferred platform and procurement approach. The platform provider will ultimately be selected through a competitive procurement process led by FEBA.

The assessment should consider, at a minimum, functionality, usability, scalability, interoperability, reporting capabilities, GDPR compliance, implementation complexity, vendor sustainability, and total cost of ownership.

Task 2. Support the development of one or more funding applications related to the proposed digital solution. The consultant will provide technical inputs, including system descriptions, implementation approach, budget assumptions, justification of need, and expected impact, while ensuring coherence between the proposed technical solution and funding requirements. Overall proposal drafting and submission will remain FEBA's responsibility.

Task 3. Provide strategic technical oversight and advisory support during the initial implementation phase, including review of implementation plans and deliverables, guidance on data migration, user onboarding, change management, and capacity building for FEBA's Data4Impact team, as well as the identification of risks and mitigation measures. The consultant will not be responsible for project management or implementation delivery by the selected vendor.

Capacity-building activities may include knowledge-transfer sessions, implementation guidance, and review of operational procedures to support FEBA staff in managing the selected solution.

Duration of the Work

The assignment will be delivered in two phases aligned with the project timeline.

Phase 1, covering Tasks 1 and 2, is expected to run from October 2026 to January 2027, with an estimated level of effort of approximately 17 working days. FEBA has already developed substantial background materials, including requirements documentation, stakeholder consultations, previous assessments, and technical recommendations, which are expected to significantly reduce the level of effort required.

Phase 2, covering Task 3, will commence following the selection and contracting of the platform provider, with an estimated level of effort of approximately 5 working days. The timing will depend on the outcome and duration of the procurement process.

Expected Outputs and Deliverables

The consultant (or firm) is expected to achieve and deliver the following outputs:

Phase 1 Deliverables

1. Deliver a Platform Recommendation Report, identifying and recommending the most suitable platform for FEBA's data collection and analysis needs, based on existing assessments and stakeholder input. (Due date: 13 November 2026, TBC)
2. Develop a full Tender Package, including a Request for Proposal (RFP), evaluation criteria and scoring grid, and process timeline. (Due date: 27 November 2026, TBC)
3. Provide Technical Inputs to Funding Application(s), including a description of the proposed system, justification of need, budget inputs, and implementation approach. (Due date: 18 December 2026, TBC)
4. Deliver a Tender Evaluation Support Note, including a technical assessment of proposals and recommendations. The consultant will provide a technical assessment of proposals against predefined evaluation criteria and may recommend scoring considerations. Final scoring and award decisions will remain the responsibility of FEBA. (Due date: 29 January 2027, TBC)

Phase 2 Deliverables

5. Deliver an Initial Implementation Roadmap, covering implementation phasing, pilot approach, data migration, user onboarding (FEBA team and members), and change management approach, accompanied by a Risk and Mitigation Note. (Due date: Within 20 working days following contract signature between FEBA and the selected platform provider, TBC)
6. Provide Technical Advisory Support during the initial implementation phase, supporting FEBA in monitoring delivery against agreed specifications and participating in key meetings as needed. (Due date: Throughout the initial implementation period, concluding no later than three months after implementation commencement, TBC)
7. Provide cost estimates for the full implementation of the selected platform.

Duty Station

The consultant (or firm) will work remotely, with occasional travel to Brussels if necessary (TBC).

Any travel required by FEBA will be agreed in advance. Travel costs will be reimbursed separately.

Reporting and Governance

The consultant (or firm) will report to the FEBA Senior Programme Manager and work in collaboration with FEBA's Data4Impact and Fundraising teams. Regular check-ins will be scheduled to ensure alignment and timely delivery.

3. Required Skills and Experience

The consultant (or firm) should possess the following expertise and qualifications:

- Proven experience in IT systems design, selection, and implementation
- Strong expertise in data platforms, analytics, or MIS systems
- Strong expertise in translating organisational reporting needs into clear functional and technical requirements
- Experience in data migration, dashboard/reporting architecture and integration/connectivity between systems
- Experience in procurement and tendering processes
- Ability to design user-centric systems with high adoption rates
- Strong understanding of GDPR and EU data governance
- Experience supporting funding proposals or donor-facing technical inputs is an asset
- Experience in multi-country or federated environments is highly desirable
- Ability to work independently

Education

Master's degree in Computer Science, Information Systems, Data Science, Statistics or another quantitative, analytical, or technology-related field. A bachelor's degree combined with substantial relevant professional experience will also be considered.

Language Requirements

- English

Schedule of Payments

Payments will be made in two instalments upon receipt of invoices, following FEBA's written acceptance of the relevant phase deliverables.

Phase 1 (Tasks 1 and 2): upon completion of Phase 1 deliverables

Phase 2 (Task 3): upon completion of Phase 2 deliverables

Deliverables will be considered accepted following review and written approval by FEBA's designated project lead within an agreed review period.

Application Procedure

Interested and qualified candidates should submit the following documents:

- **CV**, highlighting relevant experience, past similar assignments, and references.
- **Technical proposal** (maximum 2 pages), outlining the candidate's proposed approach to the assignment, including how they would structure the work across the three tasks, key methodological choices, and any relevant assumptions. The proposed methodology may include a limited number of validation interviews or workshops with FEBA staff and selected member organisations.
- **Financial proposal**, including a breakdown of costs and estimated number of working days per task, justified by the proposed methodology.

Applicants must disclose any current or recent commercial relationships with software vendors that could create a real or perceived conflict of interest in relation to this assignment.

The consultant will be required to maintain confidentiality regarding FEBA data, member information, procurement documentation, and any information accessed during the assignment.

All deliverables, reports, analyses, templates, and materials produced under this assignment shall become the property of FEBA.

Applications will be assessed based on:

- Relevant experience and expertise;
- Quality and feasibility of the proposed methodology;
- Experience with comparable assignments;
- Cost-effectiveness and value for money.

Please send your application - with the subject line 'External Consultant - Digital Systems Expert' - to Agata D'Addato, FEBA Senior Programme Manager (a.daddato@eurofoodbank.org) by 23 August 2026, 23:59 CEST.