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**TERMS OF REFERENCE**

**FOR**

**FINAL EVALUATION OF THE PROGRAMME**

“STRENGTHENING CHILD WELLBEING SYSTEM IN KHOREZM REGION”

FUNDED BY THE MINISTRY OF FOREIGN AND EUROPEAN AFFAIRS OF LUXEMBOURG AND SOS VILLAGES D’ENFANTS MONDE LUXEMBOURG

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**Request for proposal**

This Request for Proposal (RFP) was prepared based on the standard RFP developed by the SOS Children's Villages Federation to conduct a final evaluation of SOS Children’s Villages Programme in Khorezm Region, Uzbekistan.

**Definitions**

|  |  |
| --- | --- |
| *«Customer»* | * SOS Children's Villages d’Enfants Monde Luxembourg.
 |
| *«Consultant»* | * An individual or legal entity providing consulting services (expert and/or assessment team, company).
 |
| *«Proposal»* | * Technical and financial proposals of the «Consultant».
 |
| *«Contract»* | * Business contract between the «Customer» and the «Consultant».
 |
| *«Services»* | * Works performed by «Consultant» in accordance with «Contract».
 |
| *«Tender»* | * A competition among Candidates to select one to provide services in the most rational and efficient way.
 |
| *«Bidder»* | * A person or organization participating in the tender and making a formal offer for the execution of the assignment.
 |
| *«Tender documentation»* | * Documents that described the general terms & conditions of the tender and provided to potential candidates for preparation and submission of the proposals.
 |
| *«Tender commission »* | * An evaluation panel that compares, analyzes, and evaluates the proposals submitted, prepares the longlists of the candidates, and determines the winner of the tender.
 |
| *«Terms of reference»* | * Document describes the subject, objectives, scope, and expected results of the assignment.
 |

# Context and rationale

## About SOS Children’s Villages

SOS Children’s Villages is a global federation of 118 national SOS Children’s Villages associations, working in more than 2000 programme locations worldwide. We work together with a single vision: every child belongs to a family and grows with love, respect, and security.

National Association SOS Children's Villages Uzbekistan (SOS UZ) is a non-governmental social development organization established in 1997 as a member of the SOS Children’s Villages (CV) International Federation that has been active in the field of children's rights and committed to children's needs and concerns. SOS CV Uzbekistan provides long-term, family-like care for children who have lost parental care, as well as works with vulnerable families and communities to help strengthen them and prevent child abandonment.

## Description of programme location and context

SOS Children’s Villages Programme Khorezm (SOS CVP Khorezm) is an integral part of the Association SOS Children’s Villages Uzbekistan, which operates in Urgench city and 3 rural districts of the Khorezm region since 2010. The programme is funded by the SOS Villages d’Enfants Monde Luxembourg (SOS LU) within a five-year Framework Agreement (2017-2021) with the Luxembourg Ministry of Foreign Affairs (MFA LU). The programme focuses on de-institutionalization and development of the childcare system, safeguarding families which are at risk of separation, and providing family-type alternatives for children who lost parental care. The programme cycle has started in 2017 and will end in 2021.

## Rationale and overall objective of the final evaluation

The main purpose of the evaluation is to assess the relevance, coherence, effectiveness, efficiency, impact, and sustainability of the programme and generate lessons learned and recommendations for future projects and programmes and provide information that is credible and useful, enabling the incorporation of lessons learned into the decision-making process of SOS Children's Villages Uzbekistan, its partner organizations, and the Donors.

# Instruction to Bidders

The Bidders are welcome to submit their proposal for conducting a final evaluation of the SOS Children’s Villages programme in the Khorezm region, Uzbekistan. This Bid is open to all national and international suppliers (independent consultants or companies) who are legally constituted and can provide the requested services. The Bidder shall bear all costs of the bid. The costs of a proposal cannot be included as a direct cost of the assignment. The proposal and all supplementary documents have to be submitted in English. The financial proposal is to be stated in euro (EUR).

## Process of Submission of Bids

The Bidder submits for consideration a Bid that consists of a signed technical proposal containing all necessary documents and forms and a financial proposal.

To facilitate the submission of proposals, the submission duly stamped and signed can be done electronically in PDF format and sent to info@sos-kd.uz. Electronic submissions preferred.

Postal address: 16 Sh. Rashidov Str., POYTAKHT business center, Tashkent 100029, Uzbekistan.

The titles of submitted documents should clearly state “*Technical proposal for final evaluation of the SOS Children's Villages programme in Khorezm region, Uzbekistan by the consultant/company title*” and “*Financial proposal for final evaluation of the SOS Children's Villages programme in Khorezm region, Uzbekistan by the consultant/company title*”.

Please make sure that the technical and financial proposals are handed in separately (financial proposal to be sealed in a closed envelope or a separate PDF file in case of electronic submission). During the process of evaluation, technical bids will be opened and evaluated first. The financial part of those proposals, which are shortlisted after evaluation of the technical proposal, will be opened in a second step.

## Documents to submit

In accordance with the Terms of Reference, the proposal must contain the following documents and forms:

* Bid submission / identification form.
* Previous experience format.
* Price schedule form (to be sealed in a closed envelope or a separate PDF file).
* Technical proposal.
* CVs of the research team member(s) including current geographical location(s).
* Three references (*at least two of them must be familiar with your work*).
* An example of a recent/relevant evaluation report (*if available for public use*).

## Deadline for submission

The proposal has to be received by the latest on **30th of September 2021** by the end of the day. Proposals received after the deadline will be not be considered.

## Modification and withdrawal of Bids

Proposals may be withdrawn on written request before the closing date of this invitation. Any corrections or changes must be received before the closing date. Changes must be clearly stated in comparison with the original proposal. Failure to do so will be at the Bidder’s own risk and disadvantage.

## Signing of the Contract

SOS Children’s Villages Uzbekistan will inform the successful Bidder electronically and will send the Contract form within 3 weeks after the closure of the Bid submission deadline. The successful Bidder shall sign and date the contract, and return it to SOS Children’s Villages Uzbekistan within seven calendar days of receipt of the Contract. After the Contract is signed by two parties, the successful Bidder shall deliver the services following the schedule outlined in the Bid.

## Rights of SOS Children’s Villages Uzbekistan

SOS Children's Villages of Uzbekistan has the right to:

* contact any or all references supplied by the Bidder(s);
* request additional supporting or supplementary data from the Bidder(s);
* arrange interviews with the Bidder(s);
* reject any or all proposals submitted;
* negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
* contract any number of candidates as required to achieve the overall evaluation objectives.

## Evaluation of the proposals

After the opening, each proposal will be assessed first on its technical quality and compliance and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be considered for approval. The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (ToR). Bidders may additionally be requested to provide additional information (virtual presentation or phone interview) to the SOS Children’s Villages Uzbekistan on the proposed services.

The criteria for selection are:

* *Method*: The proposed method for evaluating the programme is suitable.
* *Experience*: The consultants' experience in evaluations, including technical expertise in the field of child rights and recommendations from organizations for which the consultant(s) has previously worked.
* *Timetable/work plan*: The timetable/work plan is realistic and meets the needs of the programme.
* *Cost*: The cost of the proposal is reasonable and feasible, given the other aspects of the proposal.

# Terms of Reference

## Objectives of the evaluation

### Overall objective

An external evaluator (individual or evaluation team) is required to undertake the evaluation to ensure an independent, objective assessment of the programme’s achievements. The overall objective of the final evaluation is to assess whether implemented activities lead to the achievement of the planned results as well as to the programme objective. As a result of this evaluation, recommendations from the evaluator (individual or evaluation team) are expected to improve the quality of future programmes and projects.

The Objectives to which this evaluation will contribute are as follows:

* **Objective 1:** Examine the overall programme design, and assess the effectiveness, efficiency, relevance, coherence, the perspective of the impact of the programme. As well as assess how the programme has followed rights’-based and gender-sensitive approaches.
* **Objective 2:** Assess whether the collaboration between SOS Children’s Villages programme in the Khorezm region (SOS CVP Khorezm) and its state and civil society partners at the community and regional levels has added value to the intervention with positive effects on beneficiaries. What has contributed to this added value addition, and what has not? As well as collect and document beneficiaries, communities, and stakeholders' attitudes and feedback about services, interventions, and SOS CVP Khorezm as a whole.
* **Objective 3:** Assess if the programme falls into the DAC 150 CRS 15160 “Human Rights” code.
* **Objective 4:** Identify and assess key lessons learned and challenges and make recommendations for improving future interventions.

Key persons to be targeted during the evaluation:

* Families and children participating in the programme as direct beneficiaries.
* Families who are not participating but might be affected by the programme intervention/indirect beneficiaries (e.g. from the neighborhood).
* Partners; community councils, local authorities, government institutions, NGOs, etc.
* Programme team.
* Programme management at the national level.

Key users of evaluations results:

* Programme level: programme team and implementing partners.
* Management level: National Director (ND), Head of the National Programme Development Department (NPDD), National Programme Advisors (NPAs), etc.
* Regional level: SOS International Office Region (IOR).
* Global level: SOS international (IO) and SOS-Children’s Villages worldwide.
* Donors: SOS LU and MFA LU.

### Specific objectives

The final evaluation should provide answers to the following specific questions:

**Objective 1**

|  |  |
| --- | --- |
| **Evaluation issue** | **Key guiding questions** |
| **Relevance**  | * To what extent, the design and intervention of the programme respond to the needs and priorities of the programme participants?
* To what extent is the project focused on the intended target group?
* To what extend women/men and girls/boys' needs and priorities were considered during the programme's design?
* How do programme participants perceive the relevance of the programme?
 |
| **Coherence**  | * To what extent was the programme intervention coherent with Government policies and programs of other partners operating within the same context?
* Are the programme’s activities consistent with one another?
* To what extent was the intervention design and implementation overall in line with the core tenets of a human rights-based approach, including gender equality?
 |
| **Effectiveness** | * To what extent has the overall objective as per the programme results framework been reached?
* To what extent have the programme activities contributed to the achievement of the programme outputs and outcomes?
* Were the short-term and long-term results of the programme benefit both women/girls and men/boys equitably?
* To what extent have programme strategies, methodologies, tools, and processes contributed to the achievement of the planned results so far (e.g. results-based management approach, case management methodology, etc.)?
* What were the major factors or reasons for the under/over performance achievement?
 |
| **Efficiency** | * Was the programme implemented in the most efficient way?
* Were the programme activities cost-efficient?
* Are there feasible options for cost reduction and cost-saving while realizing the same level of results and quality?
* Were the programme objectives achieved on time?
 |
| **Impact** | * What socio-economic changes have taken place among the programme beneficiaries and communities as a result of the programme implementation, including both intended and unintended effects?
* Were there positive/negative intended and unintended effects changes induced by the programme for women/men and girls/boys?
* How have the activities implemented within the programme improved the lives of the beneficiaries? Are there any stories of change?
 |
| **Rights-based approaches**  | * To what extent have best interests of child participants been taken into account during decision-making processes?
* To what extent have children participated in decision making process?
* Do the local authorities, family and communities understand their role and responsibilities in terms of fulfilment of child rights?
* Have they initiated any responses to ensuring basic rights of children to quality care and protection?
 |
| **Gender-sensitive programming** | * Is the programme responsive to gender needs, social and cultural values, conditions, and practices?
* Has a gender-sensitive approach been taken within planning, monitoring, and evaluation?
* Have the programmes addressed any gender-related issues that place children at risk of losing the care of their family and children without parental care?
* Does the programme staff have the relevant capacity to integrate Gender and Development (GAD) in their respective functions and is it prepared to promote gender equality?
* Has the project helped develop the capacity of partners/beneficiaries to implement gender-sensitive interventions?
 |

**Objective 2**

* To what extent are local authorities and other key stakeholders are involved and provide support to the programme, and how has this contributed to the increased effectiveness of the programme intervention?
* What joint activities have been undertaken by SOS CVP Khorezm and its partners, both at a community and regional level since the start of the programme? Which of those joined activities have been the most effective according to SOS CVP Khorezm and its programme partners?
* How did the different actors learn from those experiences?
* To what extent are the activities of the programme complementing the work of other stakeholders?

**Objective 3**

* To what extend the programme intervention falls into and corresponds to the DAC 150 CRS 15160 “Human Rights” code:
* Measures to support specialized official human rights institutions and mechanisms at universal, regional, national and local levels in their statutory roles to promote and protect civil and political, economic, social and cultural rights as defined in international conventions and covenants; translation of international human rights commitments into national legislation; reporting and follow-up; human rights dialogue.
* Human rights defenders and human rights NGOs; human rights advocacy, activism, mobilization; awareness raising and public human rights education.
* Human rights programming targeting specific groups, e.g. children, persons with disabilities, migrants, ethnic, religious, linguistic and sexual minorities, indigenous people and those suffering from caste discrimination, victims of trafficking, victims of torture.

**Objective 4**

* What are **the key lessons learned** within the programme implementation? What are the key challenges? What are the recommendations?
* What are **the perspectives for sustainability** in terms of individual, social, and financial aspects:
* Would the changes caused by the intervention continue beyond the programme?
* What mechanisms have SOS CVP Khorezm and its partners put in place to sustain the key programme outputs and outcomes? What motivations /mechanisms exist for partners to continue playing these roles?
* Has the capacity of SOS CVP Khorezm been developed? If so, in what areas and how?
* How has the programme worked so far with local partners to increase their capacity sustainably? What could be improved?
* What are the risks facing the sustainability of programme Outputs and Outcomes?
* What key factors will require attention to improve the prospects of sustainability of the programme?

### Scope

An external evaluator (individual or evaluation team) will conduct field evaluation in programme locations: **Urgench city and 3 rural districts of the Khorezm region (Shavat, Qushqupir, and Gurlen)**. The evaluation will evaluate the following services in the programme: Alternative care (SOS family care), and Family strengthening and prevention services provided by SOS CVP Khorezm.

## Methodology and expected deliverables

The evaluation will be carried out in 3 stages:

*Stage 1: Prepare*

* Undertake all required preparations for the field evaluation: propose detailed methodology, conduct desk research, identify key informants, plan data collection process, organization & logistics, and prepare field visit schedule.
* Submit and secure approval for the refined evaluation design and methodology in an inception report: (i) proposed methodological set-up, (ii) locally adapted and proposed data collection tools. Preparation of checklists, participant lists and other management/organizational information for data collection.

*Stage 2: Conduct*

* Facilitate learning during the data collection exercise.
* Collection of data as per the agreed methodology and tools.
* Analysis of the data.

*Stage 3: Submit findings*

* Preparation of a draft report in English.
* Presentation of the findings to SOS UZ, SOS LU and IOR.
* After having received feedback from the various stakeholders – finalize the report and submit it in English and Russian.

Deliverables:

* Refinement of evaluation study design and methodology in an inception report
* First draft of the final report in English.
* Presentation of preliminary results to SOS UZ, SOS LU and IOR.
* Final report in English and Russian.

## Report criteria

The evaluation will result in the final evaluation report of the SOS CVP Khorezm in English and Russian with a maximum length of 50pages including an executive summary. All confidential information should be kept in a separate annex to protect participants. The final report should be provided electronically and in hard copy.

The report format below must be strictly adhered to:

|  |
| --- |
| COVER PAGE* Title of evaluation report
* Country, programme, date of evaluation
* Name of consultant

TABLE OF CONTENTSACRONYMS EXECUTIVE SUMMARY *(maximum 2 pages; cross-reference pages or paragraphs in the main body)** Evaluated action
* Purpose and methodology (incl. limitations and challenges)
* Main conclusions, recommendations, and lessons learned

ANALYSIS OF THE FINDINGS ACCORDING TO THE EVALUATION CRITERIACONCLUSIONS AND RECOMMENDATIONSLESSONS LEARNED ANNEXES* Terms of Reference
* List of persons interviewed and sites visited
* Map of areas covered by the programme
 |

## Qualification of the researcher / research team

The researcher / team of researchers must have:

* Higher degree in Public Policy, International Development, Development, Economics/Planning, Public Administration, and Management and in any other or related field.
* At least 5 years of experience in monitoring and evaluation of the projects/programmes.
* Good understanding of development work, child rights and issues affecting vulnerable children.
* Very good oral and written communication skills in Russian and English.
* Working experience in Central Asia.
* Experience in organizing research processes with/for SOS Children’s Villages is an asset.

In case of a team of evaluators, roles and responsibilities should be distributed among team members in accordance with their competence and level of expertise and meet the requirements of this Terms of Reference (TOR). A leader of evaluation team would be responsible for:

* Quality and timely fulfillment of the ToR with expected results of the evaluation.
* Overall evaluation design of the process.
* Elaborated evaluation plan indicating each step of the process.
* Effective distribution of the responsibilities among evaluation team members.
* Quality and timely implementation of the evaluation plan.
* Effective and quality data collection.
* Data compilation and analyzing aimed at reaching goal of the evaluation.
* Preparation and submission of high quality and consistent evaluation report in due course.

External evaluator(s) should not be biased and have any reason for conflict of interests. The evaluator(s) must respect participating communities’ culture, social norms, values, and behavior; maintain appropriate relationships with participants to this evaluation, and keep private information about beneficiaries, acquired during the evaluation, strictly confidential.

## Logistical arrangements

The logistics cost includes the travel expenses (airfare, ground transportation, and accommodation) to be included in the financial part of the proposal (evaluation budget).

The contact person for the logistical and other support issues will be Ms. Irina Sergeyeva, National Programme Development Advisor (SOS UZ) – Irina.Sergeyeva@sos-kd.uz.

The national and programme level staff will be available to help in the organization of the interviews with the programme beneficiaries, implementing partners, community duty bearers, SOS respective staff members, and regional authorities if required.

## Timetable

The evaluation will be conducted during **February-March 2022** and the final report prepared over a period of 3 weeks after the evaluation. The final report should be submitted by **1st of April 2022** at the latest. The main evaluation activities should be carried out in accordance with the work plan below[[1]](#footnote-2):

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Dates** | **Time frame** | **Location** |
| Submit the inception report explaining the methodology, developed evaluation tools, work plan, and timetable for the evaluation. | 1-10 Feb. | within 10 days |  |
| Conduct the desk research (general). | 11-20 Feb. | within 10 days |  |
| Conduct data collection (interviews, etc.) and analysis. | 21 Feb.-2 Mar. | within 10 days | Khorezm region |
| Prepare draft evaluation report and present key findings. | 3-13 Mar. | within 10 days |  |
| Incorporate feedback.  | 14- 23 Mar. | within 10 days |  |
| Finalize and submit final evaluation report. | **1 Apr.** | Within 7 days |  |

## Management of the evaluation

Management involvement in the process is defined by the scope of responsibilities in the organization. During the evaluation the responsibilities will be distributed as follow:

|  |  |  |
| --- | --- | --- |
| **#** | **Title/position**  | **Responsibilities** |
| 1 | SOS LU | * Approve the TOR for evaluation.
* Sign the contract with the evaluators.
* Approve the final evaluation report.
* Approve the payments, based on the contract terms.
 |
| 2 | SOS UZ | * Prepare the TOR.
* Approve the evaluation action plan.
* Approve the volume of work for the evaluators.
* Organize meetings with the evaluators and NO staff.
* Discuss the action plans and evaluation process with the evaluators.
* Forward the list of the programme, national and continental documents, guidelines, etc. to the evaluators.
* Discuss methodology and set of tools with the evaluators and with the ND/NPDD.
* Accept the inception report.
* Agree on the programme location visit list and ensure the organization of the meetings in the location as per the approved visit plan.
* Provide feedback to the draft and final evaluation report.
* Accept the final evaluation report.
* Monitor the whole process of evaluation.
 |
| 3 | SOS CVP Khorezm | * Organize meetings with all relevant people as per approved visit plan (SOS + external).
* Provide all relevant programme documents and information (reports, statistics, etc.).
* Provide feedback to the draft and final evaluation report.
* Support the whole process of evaluation.
 |

## Notice of delay

Shall the successful Bidder encounter delay in the performance of the contract which may be excusable under unavoidable circumstances; the contractor shall notify SOS LU and SOS UZ in writing about the causes of any such delays within one (1) week from the beginning of the delay.

After receipt of the Contractor's notice of delay, SOS LU and SOS UZ shall analyze the facts and extent of the delay, and extend the time for performance when in its judgment the facts justify such an extension.

# Annex

## SOS Children’s Villages child protection policy and code of conduct

## SOS Children’s Villages International has a child protection policy and code of conduct that all consultants will be expected to comply with and will be required to sign a statement of commitment to the policy. This will happen upon signing of the contract, together with an orientation of consultants on internal child safeguarding processes and data protection regulations.

## Before the actual start of data collection, the successful Bidder is requested to obtain written consent from all participants of the evaluation process and/or their official guardians/representatives (when applicable) if any direct contact with programme participants and/or any sensitive data is planned.

## In addition to the above mentioned, the [Guidance for Ethical Research Involving Children](https://childethics.com/ethical%20guidance/) (Florence: UNICEF Office of Research - Innocenti) needs to be considered.

## Bid submission / identification form

This Bid submission form must be completed, signed and returned to SOS Children’s Villages. Bids have to reflect the instructions described in the Request for Proposal and Terms of Reference.

Any requests for information regarding this Request for Proposal shall be send to [insert name and email address].

The Undersigned, having read the complete Request for Proposals including all attachments, hereby offers to supply the services specified in the schedule at the price indicated in the Price Schedule Form, in accordance with the Terms of Reference included in this document.

Offering service for: [insert organization and name].

Company/Institution Name/Individual’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Address, Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Date of establishment (for companies): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Name of Legal Representative (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Type of Company: Ltd. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Number of Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Subsidiaries in the region:

Indicate name of subsidiaries and address

a)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Validity of Offer: valid until:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Signature and stamp

## Previous experience form

|  |  |  |  |
| --- | --- | --- | --- |
| **Description****(services and products provided to the clients relevant to the current RFP)** | **Client** | **Contact person/phone, e-mail address** | **Date of assignment****(from/to)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Organization)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Representative)

Date

Signature and stamp

## Price schedule form

The financial proposal needs to include all taxes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Staff involved (indicate profile)** | **Number of people**  | **Number of days** | **Daily rate** | **Total price per row** | **% of total price** |
|  |  | **A** | **B** | **C** | **D=AxBxC** | **E=D/F** |
| 1 | Preparation of data collection |  |  |  |  |  |  |
| 2 | Data collection (including travel expenses) |  |  |  |  |  |  |
| 3 | First draft of the final report |  |  |  |  |  |  |
| 4 | Final report |  |  |  |  |  |  |
|  | Total Price (F) |  |  |  |  |  | 100% |

This proposal should be authorized, signed and stamped

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Organization)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Representative)

Address:

Telephone/Fax/Email:

Date

Signature and stamp

## Technical proposal (guideline)

|  |  |
| --- | --- |
| Name of Organization/Firm/Independent Consultant |  |
| Name of contact person for this proposal (for Organization/Firm) |  |
| Address: |  |
| Phone/Fax: |  |
| E-mail: |  |

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

**1. Quality and Relevance of Technical Proposal**

* Describe all actions related to defining data collection methodology and conducting the evaluation.
* Realistic work plan with timelines in accordance with TOR.
* Detailed quality assurance process for data collection and analysis.

**2. Qualification and expertise of Organization/Firm or Independent Consultant(s) submitting proposal**

* Reputation of Organization/Firm and staff and individual consultant/s (competence and reliability) in carrying out evaluations.
* Relevance of:
* Specialized knowledge.
* Proven expertise in carrying out formative evaluations.
* CVs for key staff.
1. The time table can be adapted depending on consultant(s) availability. [↑](#footnote-ref-2)