# Invitation to Tender

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| **Tender Name: GIRL – H PROGRAM EVALUATION** | | **Tender No: MCK/NBO/10/2021** |
| Location: (NAIROBI, KENYA) | Correspondence Language(s): ENGLISH | |
| Brief Summary Description of Project:  Mercy Corps seeks the services of an Independent Evaluation Team/Firm to conduct a series of evaluation studies (baseline study, midline assessment, and end of project evaluation) of the Girls Improving Resilience through Livelihood and Health (GIRL-H) program. GIRL-H aims to improve well-being and increase access to education, economic and civic engagement opportunities that contribute to individual resilience, especially among adolescents and young women and men aged 10 to 24 years. The program, which commenced in October 2020, will run through September 2023, will be in Kenya, Uganda (East Africa), and Haiti (Caribbean), targeting 70,000 participants in 8 counties (Kenya 3, Uganda 3, and Haiti 2). The actual beneficiary level implementation will begin after the baseline study.  GIRL-H seeks to transform the future of over 70,000 adolescent girls, young women, and boys who are aged between 10 and 24 years old by fulfilling their potential. The program is to be implemented by Mercy Corps directly in Haiti and through local partner organizations in Kenya and Uganda.  Once engaged, the Evaluation Team/Firm will provide an independent and rigorous evaluation function by designing and implementing an evaluation framework to assess the program comprehensively. In summary, the framework should cover the following components:   1. Baseline Study in the three countries 2. Midline operational assessment (preferably adopting an implementation fidelity approach) 3. End of Project Study including an explanatory qualitative component   Against this background, bidders (evaluation firms) should submit a proposal to evaluate GIRL-H following the guidelines outlined below. The deadline for submitting bids is Thursday 8th of July 2021, the end of business day PST. | | |

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| **Tender Package Available from:**  **(28 / June / 2021)** | **Tender Package Pickup Location:**  **Online- www.mercycorps.org/tenders)** |
| **Deadline for Offer Submission:**  **(8th / July / 2021; 11.59PM EAT)** | **Submit Offers to:**  **(**[**tenders@mercycorps.org**](mailto:tenders@mercycorps.org)  **Clearly state tender number; “ MCK/NBO/10/2021” on the subject line of the email)** |

*Mercy Corps reserves the right to accept or reject any late offers*

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| **Questions and Answers (Q&A)** | |
| If any, Submit Questions in writing to: ke-pr@mercycorps.org) | |
| Last Day for Questions:  1st July 2021; 2.00PM EAT) | Questions will be answered by:  (2nd /July/ 2021; 5PM EAT) |
| Questions will be answered through: (www.mercycorps.org/tenders ) | |

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| **Documentation Checklist** | |
| These documents are contained within this tender package: | * Invitation to Tender * General Conditions for Tender * Criteria and Submittals * Price Offer Sheet * Supplier Information Form * Scope of Work/Technical Specifications/BoQ * Sample Contract |

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# General Conditions for Tender

Mercy Corps invites proposals for the goods, services and/or works described and summarized in these documents, and in accordance with procedures, conditions and contract terms presented herein. Mercy Corps reserves the right to vary the quantity of work/materials specified in the Tender Package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

**2.1 Mercy Corps’ Anti-Bribery and Anti-Corruption Statement**

**Mercy Corps strictly prohibits**:

* *Any form of bribe or kickback in relation to its activities*

This prohibition includes any *request* from any Mercy Corps employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded.  It also applies to any *offer* from any company or individual to provide anything of value to any Mercy Corps employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.

* *Conflicts of interests in the awarding or management of contracts*

If a company is owned by, whether directly or indirectly, in whole or in part, any Mercy Corps employee or any person who is related to a Mercy Corps employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.

* *The sharing or obtaining of confidential information*

Mercy Corps prohibits its employees from sharing, and any offerors from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps’ price estimates, competing offerors or competing for offers, etc.  Any information provided to one offeror must be provided to all other offerors.

* *Collusion between/among offerors*

Mercy Corps requires fair and open competition for this solicitation.  No two (or more) companies submitting proposals can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.

Violations of these prohibitions, along with all evidence of such violations, should be reported to:

[**http://mercycorps.org/integrityhotline**](http://mercycorps.org/integrityhotline)

Mercy Corps will investigate allegations fully and will take appropriate action.  Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with Mercy Corps. Employees participating in such conduct will have his/her employment terminated.

Violations will also be reported to Mercy Corps’ donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract that is funded in part by the donor, whether the contract is with Mercy Corps or any other entity.

**2.2 Tender Basis:**

* All offers shall be made in accordance with these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission in an exception sheet.
* No respondent should add, omit or change any item, term or condition herein.
* If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.
* Each offeror may make one response only.
* Each offer shall be valid for the period of [180 days] from its date of submission.
* All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
* Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.
* Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Mercy Corps in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases Mercy Corps may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by Mercy Corps or its designated representative.
* This Tender does not obligate Mercy Corps to execute a contract nor does it commit Mercy Corps to pay any costs incurred in the preparation and submission of proposals. Furthermore, Mercy Corps reserves the right to reject any and all proposals, if such action is considered to be in the best interest of Mercy Corps.

**2.3 Supplier Eligibility**

Suppliers may not apply and will be rejected as ineligible if they :

* Are bankrupt or in the process of going bankrupt
* Have been convicted of illegal/corrupt activities, and/or unprofessional conduct
* Have been guilty of grave professional misconduct
* Have not fulfilled obligations related to payment of social security and taxes
* Are guilty of serious misinterpretation in supplying information
* Are in violation of the policies outlined in Mercy Corps Anti Bribery or Anti Corruption Statement
* Supplier (or supplier’s principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by the United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

Additional eligibility criteria, if applicable, are stated in section 3.2 of this tender package.

**2.4 Response Documents**

Offerors can either utilize the response documents contained in this tender package to submit their offer or they can submit an offer in their own format as long as it contains all the required documents and information specified by this tender.

**2.5 Acceptance of Successful Response**

Documentation submitted by offerors will be verified by Mercy Corps. The winning offeror will be required to sign a contract for the stated, agreed-upon amount.

**2.6 Certification Regarding Terrorism**

It is Mercy Corps’ policy to comply with humanitarian principles and the laws and regulations of the United States, the European Union, the United Nations, the United Kingdom, host nations, and other applicable donors concerning transactions with or support to individuals or entities that have engaged in fraud, waste, abuse, human trafficking, corruption, or terrorist activity. These laws and regulations prohibit Mercy Corps from transacting with or providing support to any individuals or entities that are the subject of government sanctions, donor rules, or laws prohibiting transactions or support to such parties.

# Criteria & Submittals

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| **3.1 Contract Terms**  Mercy Corps intends to issue a **[Select: Fixed Price]** contract to one or several company(ies) or organization(s). The successful offeror(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract. The anticipated contract is incorporated in Section 6 herein. By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in Section 6. |
| **3.2 Specific Eligibility Criteria**  Eligibility criteria must be met and the corresponding supporting documents listed below under “Tender Submittals” **must** be submitted with offers. Offerors who do not submit these documents may be **disqualified** from any further technical or financial evaluation.  Eligibility Criteria:   * The offeror must be legally registered * The offeror must be in good standing with its governing tax authority * The offeror must have a locally registered entity to collect data in the respective countries |
| **3.3 Tender Submittals**  Documents and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While the absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to severely and negatively impact the technical evaluation of an offer.  **Documents supporting the Eligibility Criteria:**   * Legal Business Registration (for Firms) * Latest Tax Registration Certificate   **Documents to conduct the Technical Evaluation and additional Due Diligence:**   * Individual/Company Profile detailing the background of firm experience, 2-page max * References from previous work projects (including contact information) * A maximum 5-page document outlining the proposed approach and methodology; Please include detail regarding the statistical analysis software the firm intends to use and the evaluation options presented in the SoW * CVs of proposed staff/team members noting identified roles and team lead (including a clear organogram of the staff structure that will be operational for the program in each country, as noted in section Qualifications within the TOR). * Please also provide information on the number of individuals (staff, enumerators, and field supervisors with proof of competence) designated to evaluate GIRL-H. Staff engaged in the Evaluation for Haiti must be fluent in French and Creole. * Summary budget, as described above in section Budget in PDF * A detailed itemized budget in Excel showing the formulae * Project plan (summary work plan) of activities to be delivered (high level) * An outline of the process the firm intends to use to obtain Institutional Review Board (IRB) approvals of the baseline evaluation design * Summary Quality Control Plan: Bidders must submit a summary or overview quality assurance plan that sets out the systems and processes for quality, assuring the evaluation and research process and deliverables from start to finish of the project. (See Section SOW on Quality Control / Assurance Plan for more information.)   **Price Offer :**  The Price offer is used to determine which offer represents the best value and serves as a basis of negotiation before award of a contract. As a Fixed-Price contract, the price of the contract to be awarded will be an all-inclusive fixed price basis, either in the form of a total fixed price or a per-unit/deliverable fixed price. No profit, fees, taxes, or additional costs can be added after contract signing. Offerors must show unit prices, quantities, and total price, as displayed in the Offer Sheet in Section 4. All items must be clearly labeled and included in the total offered price.  Offerors **must include VAT** and customs duties in their offer. |
| **3.4 Currency**  Offers should be submitted in: **USD**  Payments will be made in: **USD** |

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| **3.5 Tender Evaluation (Trade-Off Selection Method)**  Based on the above submittals, a Mercy Corps Tender Committee will conduct a tender evaluation process. Mercy Corps reserves the right to accept or reject any or all proposals, and to accept the offer(s) deemed to be in the best interest of Mercy Corps. MC will not be responsible for or pay for any expenses or losses which may be incurred by any Offeror in the preparation of their tender.  Evaluations will be conducted as described in the following subsections: |
| **3.5.1 Scoring Evaluation**  ***Trade-Off Method***  Mercy Corps Tender Committee will conduct a technical evaluation which will grade technical criteria on a weighted basis (each criteria is given a percentage, all together equaling 100%). The offeror’s proposals should consist of all required technical submittals so a Mercy Corps committee can thoroughly evaluate the technical criteria listed herein and assign points based on the strength of a technical submission.  Award criteria shall be based on the proposal’s overall **“value for money”** (quality, cost, delivery time, etc.) while taking into consideration donor and internal requirements and regulations. Each individual criteria has been assigned a weighting prior to the release of this tender based on its importance to Mercy Corps in this process.  Offeror(s) with the best score will be accepted as the winning offeror(s), assuming the price is deemed fair and reasonable and subject to the additional due diligence in sections below  When performing the Scoring Evaluation, the Mercy Corps tender committee will assign points for each criterion based on the following scale:   |  |  | | --- | --- | | **Point** | **Rationale** | | 0 | Not acceptable; has not met any part of the specified criteria | | 1-4 | Has met only some minimum requirements and may not be acceptable | | 5 | Acceptable | | 6-9 | Acceptable; has met all requirements and exceeds some | | 10 | Acceptable; has exceeded all requirements |  |  |  |  |  | | --- | --- | --- | --- | | **Evaluation Criteria** | **Weight**  **(%)** | **Possible Points**  **(1 to 10)** | **Weighted Score** | | **(A)** | **(B)** | **(A\*B)** | | Technical proposal, including methodology and its responsiveness to the SOW, outlined (Based on: Proposed methodology, IRB process outline, quality control plan summary) | 40% | 10 | 40 | | Technical expertise and experience of assessment team (Based on: proposed team CVs, proposed organogram, Corporate Capabilities document) | 20% | 10 | 20 | | Project timeline and work plan (Based on: Project Plan) | 10% | 10 | 10 | | Quality assurance plan (Based on: summary quality control plan) | 10% | 10 | 10 | | Price/cost (Based on: summary budget) | 20% | 10 | 20 | | **TOTAL POSSIBLE SCORE:** | **100%** | **50** | **100** | |
| **3.5.2 Additional Due Diligence**  Upon completion of both the technical and financial evaluations, Mercy Corps may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that Mercy Corps engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):   * Reference Checks |

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# Offer Form

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| **Offerors must submit their own independent offer including at least (but not limited to):**   * All documents requested in the “Eligibility Criteria” section of this Tender Package * All documents requested in the “Tender Submittals” section of this Tender Package * All information listed in the “Documents Comprising the Proposal” section below   **All offers must be duly signed (including position and the full name of the signer) and stamped, with the date of completion.** |

***Documents Comprising the Proposal***

The following information must be included in the offer of any potential offeror:

* **Detailed proposal** including the following information:
* A detailed specification of the offered goods, services, and/or works (Proposal)
* Individual/Company Profile detailing the background of firm experience, 2-page max
* References from previous work projects (including contact information)
* A maximum 5-page document outlining the proposed approach and methodology; Please include detail regarding the statistical analysis software the firm intends to use and the evaluation options presented in the SoW
* CVs of proposed staff/team members noting identified roles and team lead (including a clear organogram of the staff structure that will be operational for the program in each country, as noted in section Qualifications within the TOR).
* Please also provide information on the number of individuals (staff, enumerators, and field supervisors with proof of competence) designated to evaluate GIRL-H. Staff engaged in the Evaluation for Haiti must be fluent in French and Creole.
* Summary budget, as described above in section Budget in PDF
* A detailed itemized budget in Excel showing the formulae
* Project plan (summary work plan) of activities to be delivered (high level)
* An outline of the process the firm intends to use to obtain Institutional Review Board (IRB) approvals of the baseline evaluation design
* Summary Quality Control Plan: Bidders must submit a summary or overview quality assurance plan that sets out the systems and processes for quality, assuring the evaluation and research process and deliverables from start to finish of the project. (See Section SOW on Quality Control / Assurance Plan for more information.)
* Price validity date (for this purpose and as stated on the advertisement, the quote given shall remain unchanged for 180 working days)
* A Price Offer detailing the unit price only, using the **Price Offer Sheet** template provided in sections below
* Completed and signed Mercy Corps **Supplier Information Form** (template provided in sections below)
* Other important documents offeror feels need to be attached to support their proposal

The original proposal shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. Financial offer pages of the proposal shall be initialed by the person or persons signing the proposal and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the proposal.

# 5. Scope of Work/Technical Specifications

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**Call for Tenders (GIRL-H Evaluation Team/Firm)**

**1. Project background**

Mercy Corps seeks the services of an Independent Evaluation Team/Firm to conduct a series of evaluation studies (baseline study, midline assessment, and end of project evaluation) of the Girls Improving Resilience through Livelihood and Health (GIRL-H) program. GIRL-H aims to improve well-being and increase access to education, economic and civic engagement opportunities that contribute to individual resilience, especially among adolescents and young women and men aged 10 to 24 years. The program, which commenced in October 2020, will run through September 2023, will be in Kenya, Uganda (East Africa), and Haiti (Caribbean), targeting 70,000 participants in 8 counties (Kenya 3, Uganda 3, and Haiti 2). The actual beneficiary level implementation will begin after the baseline study.

GIRL-H seeks to transform the future of over 70,000 adolescent girls, young women, and boys who are aged between 10 and 24 years old by fulfilling their potential. The program is to be implemented by Mercy Corps directly in Haiti and through local partner organizations in Kenya and Uganda.

Once engaged, the Evaluation Team/Firm will provide an independent and rigorous evaluation function by designing and implementing an evaluation framework to assess the program comprehensively. In summary, the framework should cover the following components:

1. Baseline Study in the three countries
2. Midline operational assessment (preferably adopting an implementation fidelity approach)
3. End of Project Study including an explanatory qualitative component

Against this background, bidders (evaluation firms) should submit a proposal to evaluate GIRL-H following the guidelines outlined below. The deadline for submitting bids is Thursday 8th of July 2021, the end of business day PST.

**1.1 Recipient of the Service**

The recipient of the service is Mercy Corps.

**2. Deliverables**

**2.1 Program deliverables:** The main anticipated evaluation deliverables for this program are as follows:

1. **Inception report:** The design of the evaluation studies (including gender and market opportunity analysis), sample size estimation, sampling strategy, associated planning, logistics, quality assurance, child protection measures, and risk management information. This inception report should meet the requirements for ethical approval.
2. **Detailed budget** (see section 2.3 Budget, below for more detail)
3. **Data and information systems capable of handling large datasets for M&E purposes:** The contracted firm will work with Mercy Corps to design and decide upon technology and methods for this work.
4. **Detailed work plan and milestones:** provide a detailed work plan incorporating all relevant tasks and milestones from start to finish of the baseline evaluation study.
5. **Data Collection Tools:** Detailed data collection tools to cover all the components of the assignment
6. **Data Management Plan:** A data management plan and recommendations on how data will be physically and electronically stored and disposed of to maintain the privacy and confidentiality of all program participants. The plan should also provide safeguards for the integrity, reliability, and cross-checking of all data. The GIRL-H Director of Research and Evidence has the right to request and review the data collected from the field and report on approaches to maintain data integrity.
7. **Quality Control / Assurance plan:** Firms will be expected to co-create, along with Mercy Corps staff, Quality control approaches, and processes for all stages of the evaluation process, including anticipated challenges and a detailed mitigation plan. Please see section 3.10, Data Quality Assurance, for more detail.
8. **Risk Management Plan:** Connected to the deliverable above, firms will be expected to create a Risk Management Plan detailing all reasonable measures that will be taken to mitigate any potential risk to delivering the required outputs for this Evaluation (see section 3.9.1 Risk Management Plan below).
9. **Research Ethics Plan:** Considerations from the above Quality Control Plan and Risk Management Plan and other considerations (noted in section 3.8.2 Research Ethics Plan) will be consolidated into an overarching Research Ethics Plan. This may also include details regarding the firm's child protection plan (or that may be a separate item if the firm already has a plan or policy in place).
10. **Attendance** at all Evaluation Steering Group Committee meetings
11. **Institutional Review Board (IRB) approvals of the evaluation design**
12. **Baseline study report:** A detailed baseline report setting the base for answering the evaluation questions and indicating the baseline values for continuous program assessment. (in word and PPT).
13. **Midline assessment report:** A detailed midline assessment report covering all aspects of the implementation assessment and status of various indicators (in word and PPT)
14. **End of project evaluation report:** A comprehensive end-of-project evaluation report that looks at the impact assessment of the GIRL-H program and the explanatory component. This report should also answer the endline status of various indicators (in word and PPT).
15. **All raw data:** The Evaluation Team/Firm will provide a fully 'cleaned-up quantitative dataset in SPSS file format accompanied by the code used to carry out analysis and a variable codebook. The Evaluation team/firm should also provide transcripts from all the qualitative interviews and their coding in NVivo. This data should also be sex, age (and possibly disability, please see section 3.6 Overall Study Design below) disaggregated.

**Note: all deliverables must be in English languages.**

**2.2 Additional requirements**

The Evaluation Team/Firm will identify an Evaluation Team Leader for communication and reporting purposes. At the inception meeting, the Evaluation Team Leader will submit all staff involved in the Evaluation. This list includes their contact information and possibly the regions they will be covering.

The Evaluation Team/Firm will be expected to report to the Evaluation Steering Group and attend all meetings agreed with Mercy Corps' GIRL-H Program Director. In addition, the team will be required to submit to the Director of Research bi-weekly progress reports (by email) during the study periods summarizing activities/tasks completed to date (percentage achievement), time spent, etc.

**2.3 Budget**

As part of the bidding package, firms should submit an overview budget reflecting anticipated overall costs, with costs broken down into high-level categories (such as anticipated LOE, additional costs, etc.). If possible, bidding firms may provide additional detail (as noted below) in the original bid, though this will not be required. This bid should be in USD and should reflect anticipated costs for conducting the studies noted in the scope. This high-level budget should be no more than two pages and may be submitted separately from the cost sections noted in the Concept Note template. Bidders should also propose a payment schedule based on the milestones measured as successful delivery of each deliverable.

As noted above in the list of deliverables, firms will be expected to provide a detailed budget as one of the initial deliverables. The total detailed budget for this Evaluation should be in dollars (USD) and should reflect proposed costs incurred in conducting the studies across the three countries. The budget should include all unit costs covering the bidders' staff remuneration costs, travel, research costs, and any other costs associated with the completion of the evaluations (including the cost of hiring and training enumerators for data collection, etc.). Bidders are required to organize and fund their duty of care arrangements as needed. Bidders are required to provide a detailed budget that reflects total costs in the form of a price schedule that, as a minimum, should include:

● Sub-total of fees for the delivery of any task or deliverable

● Detailed Level of Effort per activity (e.g., study design, questionnaire development, etc.) for each team member proposed in the assignment.

● Expenses and overheads broke down by the program cost categories; 1) fees/salaries, 2) travel and accommodation, 3) training costs, 4) supplies, 5) equipment, 6) communication costs, 7) other direct costs, 8) overhead and 9) by countries.

● Evaluators should present study costs by type of study, i.e., baseline, midline, endline, and separated for qualitative and quantitative by country.

● Total costs before and after any taxes that are applicable

**3. Technical Application**

The proposed Evaluation Team/Firm should include the technical expertise and practical experience required to deliver the scope of work and evaluation outcomes, in particular, with regards to:

Evaluation design: Design and plan the evaluation approaches and research methodologies, including quantitative and qualitative research methods – the team should include skills and expertise required to design, plan and conduct impact evaluation with a counterfactual;

The relevant subject matter, knowledge, and experience: Knowledge and experience required (e.g., education sector, adolescent girls, gender, sexual reproductive health, and private sector education) to ensure that the evaluation design and research methods are as relevant and meaningful as possible given the aims and objectives of the program and the context in which it is delivered.

**3.1 Evaluation criteria and weighting**

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| **S/no** | **Thematic areas** | **Weighting** |
| 1 | Technical proposal, including methodology and its responsiveness to the SOW, outlined (Based on: Proposed methodology, IRB process outline, quality control plan summary) | 40% |
| 2 | Technical expertise and experience of assessment team (Based on: proposed team CVs, proposed organogram, Corporate Capabilities document) | 20% |
| 3 | Project timeline and work plan (Based on: Project Plan) | 10% |
| 4 | Quality assurance plan (Based on: summary quality control plan) | 10% |
| 5 | Price/cost (Based on: summary budget) | 20% |
|  | **Total** | 100% |

**3.2 Documents Comprising the Proposal:**

* A 3-page document outlining the proposed approach and methodology; Please include detail regarding the statistical analysis software the firm intends to use.
* Overview document / Corporate Capabilities summary detailing the background of firm experience (2-page document)
* CVs of proposed staff/team members noting identified roles and team lead (including a clear organogram of the staff structure that will be operational for the program in each country, as noted in section 5.1 Qualifications below). Please also provide information on the number of individuals (staff, enumerators, and field supervisors with proof of competence) designated to evaluate GIRL-H. Staff engaged in the Evaluation for Haiti must be fluent in French and Creole.
* Summary budget, as described above in section 2.3 Budget
* Project plan (summary work plan) of activities to be delivered (high level)
* An outline of the process the firm intends to use to obtain Institutional Review Board (IRB) approvals of the baseline evaluation design
* Summary Quality Control Plan: Bidders must submit a summary or overview quality assurance plan that sets out the systems and processes for quality, assuring the evaluation and research process and deliverables from start to finish of the project. (See Section 3.10.1 Quality Control / Assurance Plan for more information.)

**4. Submissions**

All proposals, high-level work plans covering the inception and final reports, summary budget, and supporting documents should be submitted via the MER-MSA firm portals no later than close of business PST on **Thursday, 8th of July 2021.**

Mercy Corps will not consider any submissions after the deadline.

**GIRL-H Evaluation Team/Firm - Terms of Reference (ToR)**

**1. Background to the GIRL-H Program**

**1.1 Project Background:**

Mercy Corps' Girls Improving Resilience through Livestock and Health (GIRL-H) program funded through an anonymous donor will run through September 2023.

The program will help girls transition through crucial education, training, and employment stages to contribute to their individual and household resilience.

GIRL-H seeks to transform the future of over 70,000 adolescents and young girls and boys aged between 10 and 19 years old. The program is to be implemented by national partners in Kenya and Uganda and direct implementation in Haiti.

**2. The rationale for the Evaluation**

The overall aim of the study findings from the Evaluation will primarily be used:

● by the project management team, project partners and stakeholders to inform design and delivery of the project;

● by the project management team to leverage additional resources from existing and new partners and stakeholders to scale up and sustain the activities/benefits delivered by the project;

● by the project management team to support the ongoing development and implementation of the project's sustainability and succession strategies;

● by partners, stakeholders, and the Government to learn lessons from the project to replicate what works elsewhere and take up approaches and activities that have proven to work to scale up the project.

**3. Overall Evaluation Approach**

The overall evaluation approach requires the Evaluation Team/Firm to design, plan and conduct a comprehensive evaluation design and additional exploratory and explanatory research at baseline, midline, and endline. The Mercy Corps team will support the co-creation of these pieces. The Evaluation Team/Firm will need to consider the following:

* The program's evaluation objectives and evaluation questions;
* The complexity and clarity of the program's log frame, design, evaluation questions and the measurability of the intended outcomes and the effect this has on its long-term Evaluation;
* Availability and quality of existing evidence and data sources; and
* Availability of opportunities for adolescents and young people
* Program evolution and design modification (tactical, strategic, and conceptual modifications)

**3.1 Evaluation Objective**

GIRL-H shall conduct a mixed-method, gender-sensitive evaluation that includes persons with disabilities and marginalized targeted by the program.

**3.2 Evaluation Questions**

The Evaluation Team/Firm will be required to develop an evaluation approach that answers the following overarching questions:

1. How effective are adolescents' and young people's life skills and financial literacy in improving their individual and household resilience?
2. What is the effectiveness and impact of specific components of the safe space sessions in delivering individual and household resilience?
   1. What are the critical contents of the sessions that affect life skills and financial literacy?
   2. What modules (and models) in the curriculum are essential to increase participant's efficacy and empowerment?
   3. How do the differences in number and mode of session attendance affect the participants' life skills and financial literacy skills?
   4. How practical are the various technological innovations in enhancing life skills and eventually resilience?
3. Which transition pathways are most accessible, and which ones are most effective in improving the participants' well-being?
4. Which individual (participants') and household characteristics are associated with higher levels of resilience among the beneficiaries?
5. What are the protective factors and capacities within an enabling environment that contribute to girls' resilience?
6. Which points of the various value chains are most available and viable economic opportunities for adolescent and young people – aged 10-14, 15-19, and 20-24 years?
7. What are the levers that allow girls to have access and control over economic opportunities?
8. How effective was the health component in complimenting the overall participant's resilience? [Kenya Only]

***NB: Not all questions require a quantitative approach towards data collection, analysis, and reporting. Bidders are encouraged to recommend alternative methods for most of the questions.***

**3.3 Program Evaluation Strategy**

The Evaluation Team/Firm, in partnership with the GIRL-H program team, will revise and finalize an evaluation and associated studies approach. These approaches should complement the program's implementation approach using a representative population household survey and other sampling approaches to answer the identified research questions.

**3.4 Project Sampling Framework**

The Evaluation Team/Firm, working with the project implementation team, will be required to review and finalize the sampling frameworks for both qualitative and quantitative samples.

These should be of sufficient size and representativeness to allow:

● reasonable levels of certainty that the findings are representative for the target population;

● reasonable ability to generalize the market opportunities are representative for different groups – boys and girls, country.

The Evaluation Team/Firm will be required to manage and work within a sampling framework that allows individual-level (girl and boy level) and household level measurements.

**3.5 Monitoring Strategy**

The Evaluation Team/Firm will be required to support the Program Management Team to design, establish and implement a comprehensive monitoring strategy for the evaluation series, including a data collection strategy to support the Evaluation.

**3.6 Overall Study Design**

The Evaluation Team/Firm will develop an appropriate design that addresses the age and gender sensitivity of the target population. GIRL-H, however, recommends the following

● For the Evaluation, the Evaluation Team/Firm should propose all the following options:

○ Option 1:

■ In all three countries, an impact evaluation with counterfactual for the baseline and endline with additional qualitative exploratory research at baseline and a qualitative explanatory approach at the endline.

○ Option 2

■ In Kenya & Uganda only, an impact evaluation with counterfactual for the baseline and endline with additional qualitative exploratory research at baseline and a qualitative explanatory approach at the endline.

■ In Haiti, an outcome evaluation for the baseline and endline with additional qualitative exploratory research at baseline and a qualitative explanatory approach at the endline.

○ Option 3:

■ In Kenya only, an impact evaluation for the baseline and endline with additional qualitative exploratory research at baseline and a qualitative explanatory approach at the endline.

■ In Uganda and Haiti, an outcome evaluation for the baseline and endline with additional qualitative exploratory research at baseline and a qualitative explanatory approach at the endline.

● An implementation fidelity operational assessment approach and a cross-sectional prevalence study for the status of the indicators during the midline assessment. (The midline assessment **should not have a counterfactual**, regardless of the options above, but should be comparable to the baseline and endline)

● Each study should be statistically representative at the country level and allow for disaggregation by gender.

The Evaluation should identify or recommend an approach to determine the number of beneficiaries with disabilities and the type and severity of their disability, following any globally accepted approach.

*NB: When budgeting, bidders should clearly distinguish costs related to each of the above components*

**3.7 Evaluation and Associated Research Framework**

The GIRL-H program uses a Theory of Change approach to the implementation of the program. Thus, the evaluation team should examine the program's theory of change and intervention logic to understand and confirm the processes measured through quantitative research.

**3.8 Ethical Protocols**

**3.8.1 Child Protection**

The evaluation approach must consider the safety of participants and especially children at all stages of the Evaluation. Therefore, the successful Evaluation Team/Firm will need to demonstrate how they have considered the protection of children through the different assessment stages, including recruitment and training of research staff, data collection, data analysis, and report writing. This may be included in the Research Ethics Plan below and require evidence of the firm's child protection policy/plan.

**3.8.2 Research Ethics Plan**

The successful firm will be required to set out its approach to ensuring complete compliance with good international practice regarding research ethics and protocols, particularly regarding safeguarding children, vulnerable groups (including people with disabilities), and those in fragile and conflict-affected states. This will be outlined in a Research Ethics plan (noted in the deliverable list above). This plan will be connected to the Quality Control Plan and the Risk Management Plan noted above. It will also include ethical approval steps and other considerations such as the below:

3.8.2.1 Administrative, technical and physical safeguards to protect the confidentiality of those participating in research;

3.8.2.2 Physical safeguards for those conducting research;

3.8.2.3 Data protection and secure maintenance procedures for personal information;

3.8.2.4 Parental consent concerning data collection from children or collation of data about children;

3.8.2.5 Age- and ability-appropriate assent processes based on reasonable assumptions about comprehension for the ages of children and the disabilities they intend to involve in the research;

3.8.2.6 Age-appropriate participation of children, including in the development of data collection tools

3.8.2.7 The Evaluation Team/Firm will need to seek Institutional Review Board (IRB) approvals of the baseline evaluation design. **Bidders are required to stipulate this process in their bids.**

**3.9 Risk and Risk Management**

**3.9.1 Risk Management Plan**

The winning firm must take all reasonable measures to mitigate any potential risk to delivering the required outputs for this Evaluation. Therefore, the winning firm will be expected to produce a comprehensive risk management plan covering:

3.9.1.1 The assumptions underpinning the successful completion of the proposals submitted and the anticipated challenges;

3.9.1.2 Estimates of the level of risk for each risk identified;

3.9.1.3 Proposed contingency plans that the bidder will put in place to mitigate against any occurrence of each risk identified;

3.9.1.4 Specific child protection risks and mitigating strategies, including reference to the child protection policy and procedures that will be in place;

3.9.1.5 Health and safety issues that may require significant duty of care precautions.

**3.10 Data Quality Assurance**

**3.10.1 Quality Control / Assurance Plan**

Bidders must submit a summary or overview quality assurance plan that sets out the systems and processes for quality, assuring the evaluation and research process and deliverables from start to finish of the project. In addition, a detailed quality control plan will be an anticipated deliverable of this work, building on the summary plan and adding additional detail to the summary plan submitted (and connected to the Risk Management Plan deliverable outlined above). This summary plan should include an overview of the proposed approaches to:

3.10.1.1 Piloting of all research activities;

3.10.1.2 Training of enumerators and researchers conducting the mixed-methods primary research, including training in research ethics;

3.10.1.3 Logistical and management planning;

3.10.1.4 Fieldwork protocols and data verification, including back-checking and quality control by supervisors; and

3.10.1.5 Data cleaning and editing before any analysis

**4 Existing Information Sources**

The successful bidder would be required to review the following documentation specific to GIRL-H:

● Program's Theory of Change

● Program's MEL framework.

**5 Professional Skills and Qualifications**

**5.1 Qualifications**

Bidders must identify and provide CVs for key staff proposed in the Evaluation Team/Firm, clearly stating their roles and responsibilities for this Evaluation. Submit a clear organogram of the staff structure that will be operational for the program in each country. All staff should have the requisite experience in research, fieldwork, and report writing (Bidders should include evidence in the application). Bidding firms should provide information on the number of individuals (staff, enumerators, and field supervisors with proof of competence) designated to evaluate GIRL-H.

Additionally (as noted in Documents Comprising the proposal above), bidders should give examples of projects with CommCare or Electronic based data collection and management solutions.

The proposed Evaluation Team/Firm should include the technical expertise and practical experience required to deliver on the scope of work and evaluation outputs, in particular, with regards to:

5.1.1 Evaluation design: The team should include the skills and expertise required to design, plan, and conduct a mixed-methods impact evaluation with a counterfactual. Previous experience with similar impact evaluations is preferred. Firms and individuals proposed should have experience in the provision of similar evaluation services and the design and implementation of similar evaluation activities (experience in East Africa and the Caribbean preferred)

5.1.2 Skills in quantitative and qualitative data collection and analysis, triangulation of findings from multiple sources, and potential handling contradictions between data sets

5.1.3 Relevant subject matter knowledge and experience: Knowledge and experience required on researching with children, disability and gender, market assessment to ensure that the evaluation design and research methods are as relevant and meaningful as possible given the aims and objectives of the project and the context of delivery;

5.1.4 Evaluation management: manage a large-scale and complex evaluation and research process from conducting and reporting a baseline assessment report; ability to meet all evaluation requirements during short time windows; **experience working with an Evaluation Steering Committee is desired**

5.1.5 Primary research: gender-sensitive design, management and implementation of primary quantitative and qualitative research in 3 countries, some of which may have potentially challenging project environments;

5.1.6 Country experience: The Evaluation Team/Firm must have the appropriate knowledge/experience of East Africa and the Caribbean. The team should also have reasonable language proficiency to research the different geographical areas (staff engaged in the Evaluation for Haiti must be fluent in French and Creole).

5.1.7 Information and data management: capacity to design and manage sex and disability disaggregated data and information systems capable of handling large datasets for MEL purposes; experience in managing data (storage, disposal, data privacy, and protection, etc.); **experience using CommCare or Electronic based data collection and management solutions**. Additionally, bidders should ideally possess experience in using effective data collection and storage technology with a robust backup system to prevent data loss. The successful Evaluation Team/Firm shall work with Mercy Corps to design and manage data and information systems capable of handling large datasets for M&E purposes.

5.1.8 Statistical analysis: a range of statistical modeling and analysis of impact data; highly proficient user(s) of SPSS (or any relevant data analytics and visualization packages); and qualitative data analysis techniques, including the use of software, e.g., NVivo or equivalent where needed. Bidders must mention the statistical software they intend to use.

5.1.9 Safety considerations: Ensuring the whole evaluation process adheres to best practices for research with children, including implementing child protection policy and procedures to ensure the safety of participants. **Note that all bidders should show that they have a child protection policy to safeguard children that the research team would contact through the research activities.**

5.1.10 Reporting Management: The selected bidder shall work with Mercy Corps to review various data collection tools.

**6 Overview of the project's implementation timeframe**

Bidders may propose alternate dates for the completion of items/deliverables listed. During the Evaluation of all bids, preference will be given to firms whose timelines align better with the desired/preferred dates below, but alternative timelines will be considered.

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| --- | --- |
| **Expected GIRL-H Evaluation Timeframe and Sequencing Program Milestones/Outputs** | **Estimated Deadline** |
| Invitation to tender sent out | 26th of June 2021 |
| Deadline for receipt of tenders | 8th of July 2021 |
| Evaluation of tenders and shortlisting complete | 12th of July 2021 |
| Evaluation Firm Appointed | 14th of July 2021 |
| **Inception Phase** |  |
| Onboarding/Inception meeting held | 15th of July 2021 |
| Draft Inception Report & Data Collection Tools created | 25th of July 2021 |
| Review of inception & data tools by Mercy Corps completed | 28th of July 2021 |
| Final Inception and data collection tools submitted | 1st of August 2021 |
| **Implementation Phase** |  |
| Baseline |  |
| Questionnaire Scripting Developed, Reviewed & Completed | 6th of August 2021 |
| Training of enumerators completed by | 13th of August 2021 |
| Selection of control sites (GIRL-H) | 27th of June 2021 |
| Fieldwork and data collection (conducted by) | 31st of August 2021 |
| Final data cleaning and analysis completed by | 8th of September 2021 |
| **Topline report highlighting baseline values of various indicators** | **10th of September 2021** |
| The first draft of the detailed report shared with Mercy Corps | 17th of September 2021 |
| Review of detailed report and feedback by Mercy Corps | 24th of September 2021 |
| Revision of detailed report and submission by the firm | 30th of September 2021 |
| Report presentation to project team by evaluation firm | 2nd of October 2021 |
| **Midline Assessment** | **June to August 2022** |
| **Endline Evaluation** | **June to August 2023** |

**8. Evaluation Governance Arrangements**

**a. Program Evaluation Steering Group**

The evaluation process will be guided by a dedicated Evaluation Steering Group from the start to finish of the baseline assessment. The Evaluation Steering Group will play a critical role in the coordination between the independent Evaluation Team/Firm and the Program Team and the process of implementation. The Group will:

i. Regularly assess and assure the quality of the design, research, and deliverables;

ii. Provide a source of validation for the findings emerging from the Evaluation; and

The Evaluation Steering Group will meet regularly (timetable to be confirmed), particularly at stages in the evaluation process when deliverables are produced, including (at the very minimum):

i. Submission of an Inception Report;

ii. Submission of a Baseline Study Report

iii. Submission of the midline assessment report

iv. Submission of the end of project evaluation report

The steering group will include:

i. Program Director GIRL-H

ii. Director of Research and Evidence - Mercy Corps GIRL-H

iii. Regional MEL Advisor Africa Mercy Corps

iv. MEL representative from HQ

v. Representative from Haiti

vi. Representative from Uganda

vii. Representative from Kenya

viii. Program Director or Manager of the evaluation firm

# 6. Sample Contract

This is the anticipated contract. However, if required, additional terms and conditions may be added by Mercy Corps in the final contract.

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# 7. Attachments to the Tender Package

Price offer sheet



Supplier information form



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