

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S  
VILLAGES

## REQUEST FOR PROPOSAL

<b>NAME OF SOS MEMBER ASSOCIATION:</b>	SOS CHILDREN'S VILLAGES IN THE GAMBIA
<b>PROGRAMME LOCATION:</b>	BASSE
<b>PROGRAMME UNIT/PROJECT NAME:</b>	SUSTAINABLE NUTRITION IMPROVEMENT PROJECT (SNIP) FUNDED BY EUROPEAN UNION
<b>DATE:</b>	<b>16<sup>TH</sup> NOVEMBER 2022</b>

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S  
VILLAGES

## TABLE OF CONTENTS

<b>REQUEST FOR PROPOSAL</b> .....	<b>1</b>
<b>1 Context and rationale</b> .....	<b>3</b>
1.1 About SOS Children's Villages.....	3
1.2 Description of programme location and context .....	4
1.3 Rationale and overall objective of the Endline evaluation .....	5
<b>2 Instruction to bidders</b> .....	<b>5</b>
2.1 Process of Submission of Bids.....	6
2.2 Documents to submit .....	6
2.3 Deadline for submission.....	6
2.4 Modification and withdrawal of bids.....	6
2.5 Signing of the contract.....	6
2.6 Rights of SOS Children's Villages .....	6
2.7 Evaluation of proposals.....	7
<b>3 Terms of Reference</b> .....	<b>8</b>
3.1 Objectives of the evaluation .....	8
3.1.1 Overall objective.....	8
3.1.2 Specific objectives .....	8
3.1.3 Scope.....	9
3.2 Work plan and expected deliverables .....	10
3.3 Report criteria .....	11
3.4 Qualification of the researcher / research team .....	12
3.5 Logistical arrangements .....	12
3.6 Timetable.....	12
3.7 Duration of the contract and terms of payment.....	13
3.8 Notice of delay.....	13
3.9 Copyright and other proprietary rights.....	14
3.10 Termination .....	14
<b>4 Annex</b> .....	<b>15</b>
4.1 SOS Children's Villages child protection policy and code of conduct .....	15
4.2 Bid submission / identification form .....	Error! Bookmark not defined.
4.3 Previous experience form.....	16
4.4 Price schedule form .....	17
4.5 Technical proposal (guideline).....	18

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S  
VILLAGES

## 1 Context and rationale

### 1.1 About SOS Children's Villages

SOS Children's Villages is a global federation of 118 national SOS Children's Villages associations, operating in 136 countries and territories 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.

Uniquely, we provide long-term, family-like care for children who have lost parental care (alternative care service), and we work with vulnerable families and communities to help strengthen them and prevent child abandonment (family strengthening service, FS). SOS alternative care is usually organised in the form of a cluster of SOS families, where each SOS parent cares for small group of children.

SOS Children's Villages in The Gambia is a non-governmental social development organisation that has been active in the field of children's rights and committed to children's needs and concerns since 1982, with similar spirit and commitments towards caring for children and hence called the National Association (NA). In The Gambia, the NA operates in two Programme Locations; Bakoteh and Basse. A total of 216 participants are currently enrolled in the Child and Youth Alternative Care (CYC) Programmes in both locations. There are 25 children and 67 young people in the Basse Location and 72 children and 52 youth in the Bakoteh location.

SOS CV in The Gambia complements government efforts by ensuring children are supported and provided with the right services to combat the effects of child abuse, harmful traditional practices, exploitation and deprivation. As the country is characterized by a relatively youthful population with about 40% being under the age of 14 years old, the programmes and projects of the organization are crucial in addressing the high rate of poverty with its negative consequences.

The NA implements family-like care, youth care, family strengthening, education, vocational training, youth employability, medical and community outreach programmes in both rural and urban CV Locations. In total, there are 15 projects currently being implemented in the NA; for **Care**: 2 Children's Villages (CVs) and 2 Youth Facilities (YF); for **Education, there is both** formal and non-formal education including 2 Kindergartens, 2 Lower Basic Schools (LBS), 1 Upper Basic School (UBS), 1 High School, and 1 Vocational Training Centre; for **Health**: 1 Mother & Child Clinic in Bakoteh providing preventative & curative health and psycho-social support; for **Youth Employability**: One Youth Empowerment Project in **LRR & CRR** providing **600 youth** with technical, social, entrepreneurship, life skills, digital

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S  
VILLAGES

learning, career counselling, job search, mentorship, internships & linking them to financial resources for start-up capital. This project is funded by the Finnish Ministry of Foreign Affairs. Another project called **Youth Training and Employability Project (YTEP) in URR** targets **1,000 youths** in Catering & Hotel Management, Sewing & Design, Literacy and Craftwork, Social Work, Computer and Mobile repairs and is being funded by PD foundation and SOS United Kingdom. For **Community Outreach Programmes: Nutrition and FS:** The latest project is the Sustainable Waste Management project funded by the German Federal Ministry (BMZ)- and Hermann Gmeiner Fund Deutschland which aims to reduce child rights violations around the Bakoteh Dumpsite through sustainable waste management.

SOS Children's Villages in The Gambia works within the framework of the global 2030 Strategy, Strategic Priority Areas and Care Promise. At the national level, the NA ensures alignment with the National Development Plan priorities, Child Protection System, Social Protection Strategy and other relevant strategies and policies of The Gambia Government.

## 1.2 Description of Programme Location Context & Project

Since its establishment in 2007, Basse Children's Villages Programme Location is the only trusted partner of the Department of Social Welfare (DSW) operating in the region and offering comprehensive child and youth care to vulnerable children and young people through long term family-based care, family strengthening program and providing educational and vocational training opportunities. The location covers both Upper River Region and the Central River Region.

Basse Programme Location was created with a Children's Village (Alternative Care) and later on with Family Strengthening Programme and most recently a vocational training project was created. Placement in the care options provided by the location has not been adequately addressed due to low recharge from the communities surrounding Basse and presence of wrong placements.

In the past seven years since the last Child Rights Situation Analysis (CRSA), the organization noticed the need to better understand the needs of children in Upper River Region (URR), Central River Region (CRR), Lower River Region (LRR) and Upper parts of North Bank Region (NBR). SOS CV is not only interested in knowing the needs of the children but also has interest in forming synergies with communities and stakeholders in URR, CRR, LRR and NBR to better provide care and protection services to children.

In the Location (Basse), there are five (5) Programme Unit types (Alternative Care (AC), Family Strengthening (FC), Education (EDU), and Institutional Partnership Development (IPD)

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S  
VILLAGES

Projects. The location cuts across growth centres (Basse, Bansang, Brikamaba, Janjangbureh, Soma and Farafenni) and rural communities.

SOS CV believes that adequate livelihood and food security is an important part of ensuring a family's capacity to care for their children. Within the scope of its recently concluded **Sustainable Nutrition Improvement Project**, SOS CV addressed the root causes of child malnutrition by building the capacity of community actors and caregivers to ensure good nutrition practices, livelihood, food security, and social protection at the household and community level. By doing so, the project reduced the likelihood of families seeking alternative solutions like family separation and illegal migration to Europe, directly supporting the mandate of SOS CV and the global objective of the European Commission (EC) call for proposals (CfP), specifically **to facilitate access to diversified and quality nutritious, traditional foods in vulnerable rural households.**

## 1.3 Rationale and overall objective of the Endline evaluation

An evaluation is a deep, systematic, and objective analysis of the design, performance, or results of a programme. It is conducted at the end of a project intervention to assess the outcomes of a programme, to inform strategic decision-making and generate recommendations to be harnessed in subsequent planning processes and/or by similar programmes. Therefore, an evaluation of the Sustainable Nutrition Improvement Project (SNIP) project has become essential as the project has been running for 4 years and has phased out in October 2022. The main objectives will be to:

- Determine the relevance of the SNIP intervention model over time and how it has resulted in positive/negative outcomes for the project;
- Measure the performance of the project against its key indicators;
- Appreciate the effectiveness, efficiency and sustainability of the induced changes;
- Capitalize on learned lessons, good practices and success stories;
- Recommend substantial improvements in subsequent project/programme planning, intervention and close-out for sustainability.

## 2 Instruction to bidders

The bidders are welcome to submit their proposal for the **Endline Evaluation of SNIP** in the SOS Children's Villages in the Gambia Basse Location. 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; 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 language. Financial bid needs to be stated in Gambian Dalasi.

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S  
VILLAGES

## 2.1 Process of Submission of Bids

To facilitate the submission of proposals, the submission duly stamped and signed can be done electronically in PDF format and sent to [job.apply@sosgambia.org](mailto:job.apply@sosgambia.org). Electronic submissions are preferred.

The titles of submitted documents should clearly state "Technical & Financial proposal for Sustainable Nutrition Improvement Project SNIP Endline Evaluation in the Gambia Basse program location" by the company/consultant. Documents to submit:

- Bid submission / identification form
- Previous experience format
- Price schedule form
- 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)

## 2.2 Deadline for submission

The proposal has to be received by latest on **24<sup>th</sup> November 2022**, by end of day. Proposals received after the deadline will be not be considered.

## 2.3 Modification and withdrawal of bids

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

## 2.4 Signing of the contract

SOS Children's Villages will inform the successful bidder electronically and will send the contract form within 3 weeks after closure of the bid submission deadline. The successful bidder shall sign and date the contract, and return it to SOS Children's Villages in The Gambia within seven calendar days of receipt of the contract. After the contract is signed by two parties, the successful bidder shall deliver the services in accordance with the delivery schedule outlined in the bid.

## 2.5 Rights of SOS Children's Villages

- 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;
- accept any proposals in whole or in part;

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S  
VILLAGES

- 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

## 2.6 Evaluation of 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 SOS Children's Villages on the proposed services.

The criteria for selection are:

*Method:* The proposed method for evaluating the programme is suitable

*Timetable/work plan:* The timetable/work plan is realistic and meet the needs of the programme

*Cost:* The cost of the proposal is reasonable and feasible, given the other aspects of the proposal

*Experience:* The training and experience of the consultants in evaluations and recommendations from organisations for which the consultant(s) has previously worked

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S  
VILLAGES

## 3 Terms of Reference

### 3.1 Project Overview

The Sustainable Nutrition Improvement Project (SNIP) is a four year (2018-2022) project that ended in October 2022 having made contribution to the improvement of nutrition for children at risk of losing parental care using sustainable livelihood and food security interventions at the community and household level in 4 rural communities in URR. By extension 10 rural communities in Jimara District. The project had two specific objectives: SO1 improved and diversified agricultural production, and SO2 improved approaches to community and household food and nutrition security. The link between the SOSCV mandate and the livelihood and food security objectives of the project was the focus on addressing the root causes of malnutrition in order to strengthen the resilience of households and communities to adequately care for their children and reduce the risk of family separation. As part of the project, SOSCV has developed an improved methodology to identify children at risk of losing parental care that incorporate nutrition and food security data, and that can be used by community and school actors to identify the most vulnerable children and ensure timely interventions that build household resilience and reduce the risk of family separation.

The project has various partners from different sectors including The Government of The Gambia that provides support as Multi-Disciplinary Facilitation Teams (MDFTs) and Technical Advisory Committee (TAC) at the regional and national level. These structures have been participating directly or indirectly in the implementation of the project activities. Thus, the need for a participatory assessment is encouraged that will involve relevant stakeholders and project participants. Findings and lessons learnt shall be shared with the stakeholders for subsequent initiatives.

### 3.2 Objectives of the evaluation

#### 3.2.1 Overall objective

The overall objective of the evaluation is to assess the impact of the Sustainable Nutrition Improvement Project (SNIP) in the lives of the participants and their environment. The quality of the project design and implementation will also be assessed.

#### 3.2.2 Specific objectives

In terms of specific objectives, the evaluation aims:

- To assess the level of achievement of planned results;
- To update the indicator tracking table;
- To evaluate the relevance, effectiveness, efficiency, sustainability and consistency of approach;



# Request for proposal and ToR for Endline Evaluation



**SOS CHILDREN'S VILLAGES**

- To identify and share key learned lessons, good practices and success stories;
- To present feasible recommendations for subsequent project implementation and in regard with the study findings;
- To present a comprehensive report that ease sharing of findings with stakeholders.

### 3.2.3 Scope

The evaluation will evaluate the following services in the programme:

The Consultant shall verify, analyse and assess in detail the issues referring to the five evaluation criteria of the Organization for Economic Co-operation and Development (OECD) evaluation process (relevance, effectiveness, efficiency, sustainability and impact).

EVALUATION CRITERIA	DESCRIPTIONS
<b>Relevance</b>	Relevance refers to the design of the programme and appropriateness of the actions and capacity building (including the input of the technical assistance) for the beneficiaries.
<b>Efficiency</b>	Efficiency refers to whether the same goal could have been achieved through other means at the same cost or at a lower cost • Were the different activities proposed under the programme the best to achieve the stated objectives? • How did coordination, consultation and participation arrangements work within the programme and between the latter and stakeholders such as the Ministries, civil society, other institutions and development partners.
<b>Effectiveness</b>	This is the analysis of whether the set objectives have been achieved as intended by the stakeholders. • Were the intervention points correctly selected to meet the set objectives? • Were the set objectives realistic and implementable? • Were these objectives adapted, where necessary, during the course of the programme implementation? • What was the extent to which beneficiaries actually benefit from the programme?
<b>Impact</b>	This criterion examines the extent to which the benefits received by the intended beneficiaries brought about change in their performance. • What is the contribution of the programme to the overall objective? • What impact has the implementation of the programme brought about in terms of strengthening of institutional and human resources capacity of the beneficiaries? • What is the level of achievement of results within the set time frame? • Were there unanticipated results (positive/negative) yielded by the programme and what were the consequences on the achievement of the purpose? • Are there data available to measure this impact? • Did indicators to measure impact exist, and if so, were they appropriate?

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S  
VILLAGES

<b>Overall quality &amp; sustainability</b>	This criterion refers to the ability and capacity of beneficiaries to implement the outcome of an activity once the core support is stopped and verifies whether the design and orientation of programme activities are based on the principle of building sustained capacities in beneficiaries. The analysis should focus on: <ul style="list-style-type: none"> <li>• Ownership of the objectives and achievements.</li> <li>• To what extent have the programme improved the institutional capacity of the local authorities (financial and administrative).</li> </ul>
<b>Coherence/ Complementarity</b>	This criterion may have several dimensions: 1) Coherence within the Country's development programme 2) Coherence/complementarity with the country's policies and with other donors' interventions 3) Coherence/complementarity with the other Community policies.
<b>Community Value Added</b>	The extent to which the project/programme adds benefits to what would have resulted from project's interventions in the same context.

The Consultant is also requested to verify, analyze and assess, where relevant, the integration and impact of cross cutting issue in the project in the following project components; ***Community and School Horticultural Production, Family Strengthening Program, Home School Feeding Program, Community Savings and Credit Scheme.***

The review should focus on the project implementation period of August 2019 to October 2022.

The assessment targets 4 communities in Jimara Constituency (Kosemarr, Bakadaji, Tabajang and Fatako) for the **Community Horticultural Production** and 3 communities (Kosemarr, Tabajang and Fatako) for the **School Horticultural Production**.

The **Family Strengthening** targets Kosemarr, Fatako and Tabajang whereas the Community Savings and Credit Scheme targets Kosemarr, Fatako, Tabajang, Dembanding, Sareh Kokeh, Mamasutu Sareh Jajeh, Sareh Sambel and Kosemarr Dembel Jawo.

### 3.3 Work plan 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

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S  
VILLAGES

- Define samplings, plan data collection process, organisation & logistics, and prepare field visit schedule.
- Submit and secure approval for the refined evaluation design and methodology in an inception report: document (i) proposed methodological set-up, (ii) locally adapted and proposed data collection tools. Preparation of checklists, participant lists and other management/organisational information for data collection.

## Stage 2: Conduct

- Facilitate and supervise data collection exercise.
- Collection of quality data as per the agreed methodology and tools.
- Data treatment and analysis

## Stage 3: Submit findings

- Preparation of a draft report in English
- Presentation of the findings to the programme staff / national office staff / international team (face-to-face).
- After having received feedback from the various stakeholders – finalise the report and submit it in English.

Deliverables:

1. Refinement of evaluation study design and methodology in an inception report
2. First draft of the final report
3. Presentation of preliminary results to SOS Children's Villages in The Gambia and International (face-to-face)
4. Final report including all requirements indicated as specific results for the study.

**NOTE: All reports should be presented in English language**

## 3.4 Report criteria

The evaluation will result in the concise SNIP evaluation report, in English with a maximum length of 25-30 pages 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

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S VILLAGES

- 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
- Main body
  - The structure of the main body is determined by the desired results (See 2.3)
  - For each key conclusion, there should be a corresponding recommendation that is realistic, pragmatic, and operational
- Annexes
  - Terms of Reference
  - List of persons interviewed and sites visited
  - Map of areas covered by the programme

### 3.5 Qualification of the researcher / research team

The researcher / team of researchers must have:

- a) proven competency (record of previous experiences) in project/programme evaluations, including End line project evaluations
- b) a good understanding of development work in in the Gambia
- c) Master's Degree or equivalent in Development studies, Project Management, Monitoring and Evaluation (M&E) and/or Research Studies relevant to the assignment
- d) At least ten (10) years' experience in field work
- e) a good understanding of child rights, nutrition, agricultural practices and issues affecting vulnerable children and their families
- f) good facilitation, organizational and interpersonal skills
- g) proven experience in participatory processes and data collection methods (including age appropriate data collection methods)
- h) strong analytical and conceptual skills
- i) excellent written communication skills

### 3.6 Logistical arrangements

National or location level staff (SOS) will be available to help organizing the interviews including contacting SOS, announcement and local preparation of evaluation, linking to community duty bearers and national authorities if required.

### 3.7 Timetable

The evaluation will be conducted and final report prepared over a period of **35 days**. The final report should be submitted by **9th January 2023**.

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S VILLAGES

Activities	Dates	Time frame
Prepare and submit suggested data collection methods and interview partners to the contracting body (inception report)	2 -9 Dec 2022	One week
Conduct data collection (interviews etc.)	9-16 Dec	Two weeks
Analyze data	16-30 Jan	Two weeks
Prepare and submit draft report	30 Dec 2022	
Incorporate feedback and prepare final report and presentation	9 Jan 2023	

### 3.8 Duration of the contract and terms of payment

Payment will be made only upon SOS Children's Villages acceptance of the work performed in accordance with the above described deliverables. Financial proposals should include proposed stage payments. Payment will be effected by bank transfer in the currency of billing and is due 30 days after receipt of invoice and acceptance of work.

Funding and Payment: The consultant will be paid by SOS Children's Villages as follows:

25% upon submission and approval of inception report

25% upon completion and submission of the draft report

50% upon submission and approval of final report

Duration of contract: the contract is effective from the moment it is signed until the acceptance of work by SOS Children's Villages in The Gambia.

### 3.9 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 Children's Villages 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 Children's Villages shall analyse the facts and extent of delay, and extend time for performance when in its judgment the facts justify such an extension.

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S  
VILLAGES

## 3.10 Copyright and other proprietary rights

SOS Children's Villages shall be entitled to all intellectual property and other proprietary rights including, but not limited to, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for SOS Children's Villages under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for SOS Children's Villages.

All materials: plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of SOS Children's Villages and shall be treated as confidential, and shall be delivered only to SOS Children's Villages authorized officials on completion of work under the Contract. The external consultant is obliged to hand over all raw data collected during the assessment to SOS Children's Villages.

## 3.11 Termination

SOS Children's Villages reserves the right to terminate without cause this Contract at any time upon forty-five (45) days prior written notice to the Contractor, in which case SOS Children's Villages shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

SOS Children's Villages reserves the right to terminate the contract without any financial obligations in case if the contractor is not meeting its obligations without any prior notice:

- agreed time schedule
- withdrawal or replacement of key personal without obtaining written consent from SOS Children's Villages
- the deliverables do not comply with requirements of ToR

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S  
VILLAGES

## 4 Annex

### 4.1 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 contract, together with an orientation of consultants on internal child safeguarding processes and data protection regulations.

Before the actual start of data collection, a police check is to be provided, in case any direct contact with programme participants and/or any sensitive data is planned.

In addition to the above mentioned, the following key areas for ethical consideration need to be taken into account: <http://childethics.com/ethical%20guidance/>

Graham, A., Powell, M., Taylor, N., Anderson, D. & Fitzgerald, R. (2013). Ethical Research Involving Children. Florence: UNICEF Office of Research - Innocenti.

The successful bidder is requested to obtain written consent from all participants of the evaluation process and/or their official guardians/representatives (when applicable).

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S  
VILLAGES

## 4.2 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)



# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S VILLAGES

## 4.3 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	$D=A \times B \times C$	$E=D/F$
1	Preparation of data collection						
2	Data collection						
4	First draft of the final report						
5	Final report						
	Total Price (F)						100%

**Accommodation and local transportation** to be covered by Member Association, not to be included into price proposal.

This proposal should be authorized, signed and stamped

\_\_\_\_\_  
(Name of Organisation)

Name of representative

Address:

Telephone/Fax/Email:

# Request for proposal and ToR for Endline Evaluation



SOS CHILDREN'S  
VILLAGES

## 4.4 Technical proposal (guideline)

Name of Organisation/Firm/Independent Consultant	
Name of contact person for this proposal (for organisation/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 baseline study
- Realistic work plan with time lines in accordance with ToR
- Detailed quality assurance process for data collection and analysis

### 2. Qualification and expertise of or organisation/team of consultants/consultant submitting proposal

- Reputation of firm/organisation 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