DORCAS RELIEF & DEVELOPMENT | LIGHT FOR THE WORLD | EDUKANS

REQUEST FOR PROPOSAL (RFP)

END TERM EVALUTATION OF SKILLS FOR WORK PROJECT

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Last Date for Receipt of Proposals	**Thursday, 15th April, 2020 at 5:00 PM**
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Tender Number	**DSS-SFW-002/2020**
Submission Method	*procurememntcommiteeSS@dorcas.nl*
Tender Opening Venue	Meeting Hall of Dorcas Aid South Sudan Sikkahadid, Wau Western Bahr El Ghazal State, South Sudan

Terms of Reference

Evaluation of the Project

"Access to vocational skills development and income generating opportunities for vulnerable youth through capacity development and direct service provision by CSOs and LAs in Western Bahr el Ghazal and Warrap State."

Project Period: March 2016 to March 2020

Country: South Sudan

Location: Wau & Gogrial West

Dorcas South Sudan

February, 2020

Wau, South Sudan

1. Background

Dorcas South Sudan is a non-governmental relief and development organization of Dutch origin, operational in South Sudan for more than a decade. It is currently undertaking various projects in the sectors of Food Security and Livelihood (FSL), WASH, Nutrition, Vocational Skills, and Relief in Western Bahr el Ghazal and Warrap States. Dorcas also implements projects of different nature partnering with likeminded national organizations primarily focusing on building their institutional capacity. The organization has years of experience in providing vocational trainings at the Vocational Training Centers (VTCs) established in two states to equip youth in various demand driven and market oriented skills.

The work to be evaluated concerns the 4-year project entitled "Access to vocational skills development and income generating opportunities for vulnerable youth through capacity development and direct service provision by CSOs and Local Authorities (LAs) in Western Bahr el Ghazal and Warrap State" which lately coined as "Skills for Work project". It was designed after assessing many challenges that threaten the country's sustainable and peaceful development, including but not limited to on-going internal conflict that caused massive displacement, political instability, overreliance on aid, high levels of poverty, lack of infrastructure and basic services, 80% living in rural areas, and more. The country also suffers from a severe lack of private sector investment. South Sudan faces high rate of youth unemployment. The education sector has already been facing low levels of investment and the ongoing crisis further exacerbates the situation, and the technical and vocational education and training (TVET) sub-sector within education is the lowest funded education sub-sector. Taking these facts into account concert effort was put by Dorcas, Edukans, Light for the World (LFW), TVET provides and other stakeholders to strategically design the project which was funded by European Union. The total amount of budget awarded by EU was 2.5 million Euro.

The official program implementation started on the 1st of March 2016 and will be concluded on the 31st of March 2020 (including a one month no-cost extension period). Dorcas is the lead agency, budget holder, responsible for consortium coordination and programme management. Edukans played a leading role in supporting and improving the quality of skill trainings delivered by TVET providers using relevant models. Light for the World provided technical support on all aspects of disability inclusion in the project.

The **Overall Objective** of the Program was formulated as:

"Contribute to increased employability and income generating opportunities for young women and men in South Sudan through provision of demand driven quality vocational and skills training, and access to productive resources by CSOs and LAs."

The **Specific Objectives** of the proposed intervention have been defined as:

SO1 - Improved capacity of VET providers, CSOs and LAs to provide access to inclusive quality vocational training for vulnerable youth.

SO2 - Increased income generating opportunities for vulnerable youth through business start-up support and establishing labour market relations.

Project Results:

Result 1 - Improved access to VET by vulnerable youth

Result 2 - Improved quality of VET and harmonization of standards across the sector

Result 3 – Improved employment and business opportunities for vulnerable youth

In order to achieve the above specific objectives, the project builds on a strategy that addresses the binding constraints to youth employment on both the supply and the demand side. It intended to do this through a multi-stakeholder approach, involving the active participation of local communities, CSOs and LAs.

Target: the Skills for Work Project primarily focuses on vulnerable young women and men between the ages of 15 - 35 years who are either unemployed or underemployed in the states of Western Bahr el Ghazal and Warrap. Besides, special attention was given to returnees, IDPs, school dropouts, people living with disabilities (PLWDs) and young mothers.

The project targeted to capacitate different vocational training centers that are located in two states including two Dorcas's training centers that provided skills training to youth on different trades.

2. Evaluation Purpose and Objectives

2.1 General Purpose

The purpose of this external and independent final evaluation study is to assess the implementation process and impact orientation, the intervention logic and expected results/indicators of the project, with feedback on the achievements, challenges and best practices to all stakeholders involved. Furthermore, the study also aims to assess learning opportunities regarding the appropriateness of the implementation strategies and advise on future programming to project stakeholders. Most importantly, the evaluation is commissioned as a part of assuring accountability towards the main donor, European Union, and the beneficiaries of the project.

2.2 Objectives of the evaluation

The main objective of the current evaluation is to critically evaluate the relevance, effectiveness, efficiency, sustainability and timeliness of the project implemented during the last four years of project period (FY 2016 - 2020) towards achieving the Overall Objective - **"contribute to increased employability and income generating opportunities for young women and men in South Sudan through provision of demand driven quality vocational and skills training, and access to productive resources by CSOs and LAs."**.

The specific objectives of the evaluation are to investigate the following:

- Whether the project was properly designed to meet the needs of the target community and to achieve impact;
- Whether the project identified was appropriate to the situation;
- Whether the project theory and assumptions have held true;
- Whether the project is working with opportunities and needs in the communities;
- The level of community participation in the project programming;
- Whether the strategies/approach that implementing partners followed in the project areas were appropriate;

- Assess the efficiency of the project in terms of cost;
- Identify and judge unexpected results;
- Assess the adaptability of acquired experiences or approaches to future programming;
- Identify and assess key lessons learned, challenges and draw recommendations.

In line with the above, the evaluation will focus on:

A. Outcome/Impact:

The positive and negative changes produced by the project interventions, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental and other development indicators. The examination should be concerned with both intended and unintended results and must also include the positive and negative impact of external factors.

Standard questions:

A1. What was the cumulative effect of the project in relation to the situation of the beneficiaries in general (including positive, negative, primary and secondary long-term effects produced by the action, directly or indirectly, intended or unintended impacts)?

A2. What visible/evident impacts emerged from the project implementation?

A3. How many people have been affected (disaggregated by sex and types of marginalization such as persons with disabilities)?

B. Relevance:

The extent to which the project activities are suited to the priorities and policies of the target group, recipient and donor.

Standard questions:

B1. To what extent are the objectives of the project still relevant?

B2. Was the project design and implementation appropriate to meet the needs of the target groups?

B3. To what extent was the project design coherent with policies and education sector plans
of the country?

Operational questions:

B4. To what extent have the intervention's Specific Objective and Overall Objective responded to the needs and priorities of the different stakeholders?

B5. How do target youth perceive the relevance of the project and how has the activities implemented improved their lives?

B6. What is the relevance and added value of 'self-employment' that is jointly created by a group of trainees? What is a good group size for these type of 'joint self-employment initiatives'?

B7. What examples can be given of group initiatives where trainees have organized themselves to create 'joint self-employment'? In what sectors and what locations these initiatives have been created? Can these initiatives be considered successful?

B8. How has the collaboration between different stakeholders contributed to appropriate response of specific needs and priorities of the beneficiaries?

B9. To what extent was adaptive programming needed to provide appropriate response to context changes and emerging local needs, and the priorities of beneficiaries?

C. Effectiveness:

A measure of the extent to which an aid activity attains its objectives.

Standard questions:

C1. To what extent were the objectives of the project achieved?

C2. What were the major factors influencing the achievement or non-achievement of the objectives (from the perspective of improving access, quality and equity)?

Operational questions:

C3. To what level have the project results contributed to the Overall Objective?

C4. Were these objectives adjusted during the course of the project? If so, what were the reasons and contribution to the effectiveness of the interventions? What do we learn from these changes?

C5. Was the intervention logic proven to be suitable?

C6. Was the project effective in increasing skills of TVET graduates to improve their living status and responding to their needs?

C7. How many successful 'group business start ups' have been created? What are the key factors of success of these types of initiatives?

C8. Was the inclusion of cross-cutting issues (e.g. gender, disability) contributed to reaching the formulated objectives?

C9. What opportunities for collaboration have been utilized and how have these contributed to increased effectiveness?

C10. How effectively have the lessons learned during the project been utilized in improving
the project effectiveness?

D. Efficiency:

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Measures the outputs - qualitative and quantitative - in relation to the inputs. It is an economic term that signifies that the aid uses the least costly resources possible in order to achieve the desired results. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted.

Standard questions:

D1. Were activities cost-efficient? Were the human, physical and financial resources been properly used to realize the activities and outputs?

D2. Were objectives achieved on time?

D3. Was the project implemented in the most efficient way compared to alternatives?

Operational questions:

D4. Was the project approach, considered to have been cost-efficient, while not compromising quality?

D5. Was there any attempt made in terms of collaboration during program design? If so, what were the contributions on efficiency of the project?

D6. Was there any change made to the program design during the implementation period based on the reality on the ground? What were the outcomes of these choices for effective and efficient program implementation?

E. Sustainability:

It is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Projects need to be environmentally as well as financially sustainable.

Standard questions:

E1. To what extent will the benefits of the project continue after donor funding ceases?

E2. What were the major factors that influenced the sustainability or unsustainability of the project?

Operational questions:

E3. How has the resilience capacity of the target groups built? How has the target group "graduated" in their path to self-reliance? How is the ability of beneficiaries to absorb shocks at crisis time?

E4. Are 'joint businesses' by small groups of trainees less or more promising in their sustainability than 'individual business' that have been created by single trainees?

E5. How has the project worked with partners to increase their capacity in a sustainable way?

E6. What are the risks facing sustainability of project Outputs and Outcomes?

E7. Assess to what extent the project increased the capacity of TVET providers to operate without external support after the project ends, and, if successful, in what way?

F. Replicability:

Standard questions:

F1. Which specific approaches and strategies are possible or important for up scaling it or replicating it to other similar projects?

Operational questions:

F2. To what extent is it possible to upscale/replicate the project in other areas in the country to increase impact?

G. Partnerships:

Operational questions:

G1. Assess the added value of co-applicants to the project.

G2. Assess the added value of external partners to the project.

H. Accessibility:

Operational questions:

H1. To what, extent have the project beneficiaries been reached and what mechanisms were in place to improve coverage?

H2. What major activities were performed to increase TVET access to people with various impairments?

3. Evaluation Methodology

This will require a robust application of qualitative (focus group discussion, case stories, key informant interviews, observation) and quantitative (structured questionnaires, surveys, etc.) methods that would be used at the various points in the exercise to meet the stated objectives.

The evaluation approach should provide adequate room for consultation and involvement of relevant stakeholders at local government levels, co-implementers, TVET providers and project field office. In addition, the evaluation should explore critical reflections by target group at the grassroots level.

The consultant will decide and prepare the methodology of data collection, sources of relevant data, procedures and steps to be followed depending up on the length of time he/she would devote for the evaluation activity at field and office level.

Apart from the specific approach, procedures and methodologies that is expected to be designed by the evaluator, the following evaluation methodology can be used as part of it to gain a deeper understanding of the outcomes of the project, including:

- **Desk review** of background documents or secondary information (project document, project monitoring data, annual reports, assessment and review documents etc).
- **End-term evaluation survey** with TVET graduates/beneficiaries in project implementation sites
- **Key informant interviews** (Dorcas project staff members, key staff of co-implementing organization (LFW and Edukans), TVET providers, and representatives from the line ministries) to gather substantial evidence on the effectiveness, efficiency, relevance and timeliness of the project activities implementation and delivery.
- **Focus group discussions** (e.g. with stakeholders, community members, TVET graduates and Community, and CBO leaders). The FGD will serve as input for the narrative evidence.
- **A learning event** to disseminate lessons learned through a presentation and a workshop facilitated by the consultant

The consultant is expected to coordinate planning, data collector training, tool testing, data collection and analysis. The methodology to be proposed by the consultant in the technical proposal will be reviewed by Dorcas and Co-implementers who will approve it before commencement of the assignment.

All data, qualitative and quantitative, collected through the research must be disaggregated by sex, age and disability status as a minimum, as well as any other key determinants of marginalization identified by the population data. Importantly, we are also looking for how the emerging quantitative and qualitative data is analyzed together to generate a multi-dimensional picture of the situation, and suggestions for the on-going triangulation and analysis of multiple data sources over the course of the project to examine changes.

4. Expected tasks and Time scale

Tasks and Activities	Estimated Workload (WD)
Phase I: Development of tools	
1. Prepare and submit inception report which includes details of the methodologies, work plan and schedule both for the quantitative and qualitative components of the survey for review and feedback by Dorcas.	3
2. Prepare data collection tools for review and feedback	
Phase 2: Data Collection	
3. Carry out a comprehensive desk-top review of available literature	10
4. Undertake in-depth interviews with relevant participants and experts in order to gain valuable and relevant information;	
5. Conduct survey with graduates	
Phase 3: Data Analysis	
6. Collect, triangulate and summaries the primary and secondary data for quantitative and qualitative study	4
7. Prepare and present initial findings	
Phase 4: Reporting	
8. Prepare draft evaluation report for review	3
9. Final report	
Total	20 days

5. Timeframe

The end-term evaluation study has to be carried out between out in the coming six months based on the development of Global Pandemic COVID19 which necessitated to put travel restrictions all over the world. The identified firm will be notified the specific period of the evaluation exercise. Time frame of all field level activities and final reporting schedules shall be reliant on the development of Global Pandemic COVID19.

The consultant will propose an outline timeframe and indicative budget (in USD) in response to this TOR.

6. Terms of Payment

Payments to the consultant will be effected in three phases. Of the total cost of the assignment, 30% will be remitted by Dorcas to the consultant as first installment upon submission of satisfactory inception report. The next 30% of the installment will be effected upon submission of draft evaluation report. The remaining 40% of the consultancy fees shall be remitted only after completion of the assignment and approval of the final evaluation report.

7. Roles and Responsibilities

7.1 Role and Responsibilities of the Consultant or firm

The consultant will coordinate the evaluation and carry out activities as to the required standard. Accordingly, s/he would coordinate field level data gathering, processing and writing up of the Final Evaluation document. S/he is also responsible for the day-to-day management of activities. In general, the major responsibilities of the consultant include the following:

- Prepare and submit final inception report which includes details of the methodologies, work plan and schedule both for the quantitative and qualitative components of the survey for review and feedback by Dorcas;
- Prepare data collection tools for review, feedback;
- Conduct a detailed evaluation assessing all the relevant components of the proposed project;
- Review existing documents including project proposal and other relevant documents necessary for evaluation exercises;
- Develop the evaluation timeline/schedule and select interview and focus group discussion participants;
- Conduct interviews with relevant project participants to gain valuable and relevant information;
- Conduct interview with key informants that involved in course of the project implementation.
- Analyze, triangulate and summaries the primary and secondary data for quantitative and qualitative study;
- Based on the evaluation information - make a critical analysis of the proposed project monitoring indicators;
- Conduct briefing and de-briefing at Dorcas country office;
- Prepare and submit draft evaluation report for review and feedback;
- Submit final evaluation report in hard and electronic copies;

- Liaise with Dorcas staff throughout the process, providing weekly updates and seeking their input and advice where necessary.
- Sign the Dorcas's code of conduct and abide by the terms and conditions thereof.

7.2 Role and Responsibilities of Dorcas

- Review of the data collection and analysis tools prepared by the consultant and approve;
- Liaison with the stakeholders for their participation at level that is pertinent to the work;
- Review and comment on deliverables and approve;
- Arrange appointment with the informant groups, including the government offices , other partners, and community;
- Provide all the necessary information or documents as demanded by the consultants that related with the work;
- Arrangement (doesn't cover costs) of accommodation and vehicles for the field work;
- Brief the all stakeholders on the objective and purpose of the baseline and secure the corresponding permission where relevant;
- Provide guidance throughout all phases of execution, facilitation of the fieldwork.

8. Requirements

The successful research partner will have a solid track record on the criteria below, with examples of evidence for each. The consultant must have:

1. At least a Master's degree in Education, Development Studies or related fields or firms with an education expert as part of the consultancy team;
2. Thematic expertise in education with at least 5 years' experience in the area of TVET, employment and income generation;
3. Geographic expertise with significant experience in South Sudan or East Africa;
4. Experience with quantitative and qualitative methods and statistical data analysis, particularly experience with programme monitoring and evaluation systems, including those using participatory approaches;
5. Experience of evaluating TVET projects;
6. Evidence of use of ethical considerations and methodological measures for conducting research and a commitment to ethical working practices;
7. Experience meeting the demands of large institutional donor-funded programmes and coordinating evaluation activities with multiple stakeholders;
8. Proven analytic and report-writing skills, and summary presentation abilities;
9. Understanding of TVET policy, standards and protocols;
10. Ability to deal with hardship and remote area field work;
11. Reputable experience and highly developed self-management, and communication skills;
12. Experience of working in insecure environments and managing security risks.

9. Application Process

Dorcas invites applications from eligible and qualified individuals or organizations to undertake the work specified in these terms of reference (ToR). Interested parties should submit to Dorcas the following:

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- ✓ A technical proposal responding to the ToR, with specific focus on addressing the scope of work, timeline, approaches and methodology;
- ✓ An initial work plan based on methodology outlined, and confirming availability of the applicant;
- ✓ Company or organization profile (where applicable) and CVs of consultant(s) who will deliver the work;
- ✓ A minimum of 3 references (organization or individual consultant as appropriate);
- ✓ At least two samples of evaluation reports produced by Consultant / Company within the last 3 years. Applicants who do not submit sample reports will not be considered;
- ✓ Financial proposal or budget breakdown based on expected daily rates and initial work plan. It should mainly include expected fees, costs of return flights, visas, meals and life insurance. Dorcas will cover the in-country accommodation and all operation and field logistics costs.

Applications via email clearly marked **"Tender No. # DSS-SFW-002/2020- *Proposals to conduct Final Evaluation Study of S4W*"** in the subject line should be submitted to the email addresses below until 10th April, 2020 15:00 hrs. Please also make sure to proper name the attachments, including the content of the attachment and the name of the evaluator/organization (Bidders should provide technical and financial proposal in two separate folders clearly marked "Technical Proposal" and "Financial Proposal". Applications need to be submitted via procurementcommitteeSS@dorcas.nl. Applications received via other means or through other channels will not be taken into consideration.

The Technical Proposal MUST be prepared in line with outline provided in Annex 1 while the financial proposal shall conform to the template provided in Annex 2. Team composition should be submitted in line with Annex 3.

NOTE: *The continuation of the consultancy is dependent on a satisfactorily inception report. If the inception report is not accepted despite revisions, Dorcas is only liable for paying the installment intended to be paid after the submission of a satisfactory inception report. Further installments intended to be paid at later stages will not be paid in this case.*

ANNEX 1: RESPONSE PROPOSAL FORMAT

SN	Contents	Number of pages (Maximum)
1	**Introduction:** description of the firm, the firm's qualifications and legal or statutory compliance	2 page
2	**Back ground:** Understanding of the project, context and requirements for services, Key questions	3 pages
3	**Proposed methodology -** Indicate methods to be used for each indicator and highlight any areas where indicators may need adjustment. The targeted respondents should be indicated for each indicator. Proposed detailed questions should be indicated. Detailed sampling procedure needs to be indicated.	8 pages
4	**Firms experience** in undertaking assignments of similar nature and experience from the geographical area for other major clients (Table with: Name of organization, name of assignment, duration of assignment (Dates), reference person contacts	3 pages
5	**Proposed team** composition (As per annex 3)	2 page
6	**Work plan** (Gantt chart of activity and week of implementation)-	1 page

ANNEX 2: BUDGET TEMPLATE

Financial proposal or budget breakdown shall be based on expected daily rates and initial work plan. It should mainly include expected fees, costs of return flights, visas, meals and life insurance. (Dorcas will arrange in country logistical arrangements, cost should be covered by the consultant)

Item	Unit	# of Units	Unit Cost	Total Cost In USD
Consultancy Fee (For the whole Survey Period)	**Per day**			
Office Expenses (Printing, Photocopy, Binding, Communication Cost etc.)				
Enumerators (Data Collectors, Supervisors) and so on ...				
Grand Total				

ANNEX 3: PROPOSED TEAM COMPOSITION TEMPLATE

Name of Team Member	Highest Level of Qualification	General Years of Experience related to the task at Hand	Number of days to be engaged	Roles under this assignments

ANNEX 4: TENDER EVALUATION CRITERIA

The four stage evaluation procedures will be used to evaluate all proposals from bidders. The total number of points which each bidder may obtain for its proposal is:

1. Mandatory Requirements:	(Yes/No)
2. Technical Proposal:	60 Marks
3. Financial Proposal:	40 Marks

1. Mandatory Requirements

The proposal shall be evaluated on the basis of its adherence to the following compulsory requirements.

SN	Document /Requirements	Yes/No
1	Certificate of incorporation/Registration (For firms)	
2	Valid Tax Compliance Certificate (Tax Clearance Certificate)	
3	Valid Operational License	
4	Company Profile	
	Proceed to the next sage (Yes/No)	

2. Evaluation of the Technical Proposal

The Technical Proposal shall be evaluated on the basis of its responsiveness to the ToR. Specifically, the following criteria shall apply:

SURVEY CRITERA	Maximum Points	Bidders Score	Remarks
1) Introduction: • Description of the Firm and the Firm's Qualifications	5		
2) Background: • Understanding of the project. context and requirement for services	10		
3) Proposed Methodology: • The proposed methodology MUST provide an indication of its effectiveness and added value in the proposed assignments.	20		
Firms Experience: • Firms experience in undertaking assignments of similar nature and experience from related geographical area for other major clients; • Summary and supporting information on overall years of experience, and related technical and geographic coverage experience. • The successful research partner will have a solid track record on the criteria below, with examples of evidence for each. The consultant	10		

must have: ✓ At least a Master's degree in Education, Development Studies or related fields or firms with an education expert as part of the consultancy team; ✓ Thematic expertise in education with at least 5 years' experience in the area of TVET, employment and income generation; ✓ Experience with quantitative and qualitative methods and statistical data analysis, particularly experience with programme monitoring and evaluation systems, including those using participatory approaches; ✓ Experience of evaluating TVET projects; Evidence of use of ethical considerations and methodological measures for conducting research and a commitment to ethical working practices; ✓ Experience meeting the demands of large institutional donor-funded programmes and coordinating evaluation activities with multiple stakeholders; ✓ Proven analytic and report-writing skills, and summary presentation abilities; ✓ Understanding of TVET policy, standards and protocols; ✓ Ability to deal with hardship and remote area field work; ✓ Reputable experience and highly developed self-management, and communication skills; ✓ Experience of working in insecure environments and managing security risks.			
4) Proposed Team Composition: • Tabulate the team composition to include the general qualifications, suitability for the specific task to be assigned and overall years of relevant experience to the proposed assignment.	10		

GENERAL INSTRCUTIONS

Please read carefully the method of tender submission and comply accordingly.

1. DORCAS AID INTERNATIONAL-SOUTH SUDAN (DAI-SS) reserves the right to accept or to reject any bid, and to annul the bidding process and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to any Bidder or any obligation to inform the Bidder of the grounds for its action.

2. **Cost of bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Organization will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3. **Clarification of Bidding Document**

All correspondence related to the contract shall be made in English. Any clarification sought by the bidder in respect of the consultancy shall be addressed at least **five (5) days** before the deadline for submission of bids, in writing to the assigned administrative personnel.

The queries and replies thereto shall then be circulated to all other prospective bidders (without divulging the name of the bidder raising the queries) in the form of an addendum, which shall be acknowledged in writing by the prospective bidders.

Enquiries for clarifications should be sent by e-mail to ***procurementcommitteeSS@dorcas.nl***

4. **Amendment of Bidding Document**

At any time prior to the deadline for submission of bids, DAI-SS, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

All prospective Bidders that have received the bidding documents will be notified of the amendment in writing, and it will be binding on them. It is therefore important that bidders give the correct details in the format provided at the time of collecting/receiving the bid document.

To allow prospective Bidders reasonable time to take any amendments into account in preparing their bids, DAI-SS may at its sole discretion extend the deadline for the submission of bids based on the nature of the amendments.

5. **Deadline for Submission of Bids**

Bids should reach ***procurementcommitteeSS@dorcas.nl*** on or before 15th of April 2020 at 15:00 hrs. afternoon. Bids received after the above-specified date and time shall not be considered. Any bid received by DAI-SS after this deadline will be rejected.

*Bidders should provide a technical and financial proposal in two separate folders clearly Marked **"Technical Proposal"** and **"Financial Proposal"** both of which should then be sent to*

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Date: 01 / 04 / 2020

• The proposed team should balance effectively with the necessary skills and competencies required to undertake the proposed assignment. • Lead Consultant qualification -should be as per the ToR, • Provide CVs for key consulting team including Statistician/Data Analyst,			
5) **Work Plan:** • A detailed logical, weekly work plan for the assignment MUST be provided.	5		
Total Score out of 60	**60**		

The firm or team of consultants that attains scores of **40 out of 60** and above in the technical evaluation will be invited to proceed to further review.

3. Evaluation of the Financial Proposal

The Financial Proposal shall be prepared in accordance to **Annex 2**. The maximum number of points for the Financial Proposal shall be weighted at **40 Points**. (The Maximum number of points will be allocated to the lowest Financial Proposal. All other Financial Proposal will receive points in inverse proportion according to the below formula).

Points of the Financial Proposal being evaluated =

$$\frac{\textbf{(Maximum number of points for the financial proposal)} \times \textbf{(Lowest Price)}}{\textbf{(Price of Proposal being evaluated)}}$$

A total score obtained including Technical, Oral and Financial proposal is calculated for each proposal. The bid obtaining the overall highest score is the winning bid.

procurementcommitteeSS@dorcas.nl *with the subject reading* **"Tender No. # DSS-SFW-002/2020- *Proposals to conduct Final Evaluation Study of S4W"***

6. Cost Structure and non-escalation

The bidder shall, in their offer (Financial Proposal), detail the proposed costs as per the template provided above. No price escalation under this contract shall be allowed. DAI-SS shall not compensate any bidder for costs incurred in the preparation and submission of this RFP, and in any subsequent pre-contract process.

7. Taxes and Incidental Costs

The prices and rates in the financial offer will be deemed to be inclusive of all taxes and any other incidental costs.

8. Responsiveness of Proposals

The responsiveness of the proposals to the requirements of this RFP will be critically reviewed. A responsive proposal is deemed to contain all documents or information specifically called for in this RFP document. A bid determined not responsive will be rejected by the organization and may not subsequently be made responsive by the Bidder by correction of the non-conforming item(s).

9. Currency for Pricing of Tender

All bids in response to this RFP should be expressed in United States dollars (USD). Expressions in other currencies shall not be permitted.

10. Correction of Errors.

Bids determined to be substantially responsive will be checked by DAI-SS for any arithmetical errors. Errors will be corrected by DAI-SS as below:

a. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern, and
b. Where there is a discrepancy between the unit rate and the line total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
c. Where there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.

The price amount stated in the Bid will be adjusted by DAI-SS in accordance with the above procedure for the correction of errors. If the bidder does not accept the corrected amount of bid, her/his bid will be rejected.

11. Evaluation and Comparison of Bids

Technical proposals will be evaluated prior to the evaluation of the financial bids. Financial bids of firms whose technical proposals are found to be non-qualifying in whatever respect may be returned unopened.

12. Confidentiality

The Bidder shall treat the existence and contents of this RFP, and all information made available in relation to this RFP, as confidential and shall only use the same for the purpose for which it was provided.

The Bidder shall not publish or disclose the same or any particulars thereof to any third party without the written permission of DAI-SS, unless it is to Bidder's Contractors for assistance in preparation of this Tender. In any case, the same confidentiality must be entered into between Bidder and his Contractors.

13. Corrupt or Fraudulent Practices

DAI-SS requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

DAI-SS will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating. Please report any malpractices to a.kroese@south-sudan.dorcas.org.

For any information please call using lines indicated here below:

Tel: +211-916-995-143
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