

Request for Proposal (RFP)

TERMS OF REFERENCE

For: Final Project Evaluation - Next Generation Youth Voices Phase II Research

Date: 02/07/2018

1 Introduction and Background to the Project / Programme

1.1 The British Council is managing Next Generation (NextGen) Youth Voices Phase II research, a DFID-funded project whose anticipated outcome is deeper understanding of the Tanzanian youth voices which were raised during phase 1 of the Next Generation report i.e skills, employability, education, violence etc for key national and international policy makers to design strategies for addressing the challenges and supporting young people in Tanzania to realise their potential in contributing to the socio-economic development of the country.

Next Generation Youth Voices is looking for a Monitoring and Evaluation Consultant to work with the Next Generation Youth Voice team on a substantive evaluation of the research which was launched on April 2018 and disseminated in regions across the country.

We anticipate the contracted work to run from 15 July 2018 with a provisional deadline for the completed report work on 05 August 2018.

1.1 Summary Description of the Research Activities:

The research activities have been conducted by the research organization. The aim of the research is to examine in greater depth the key areas of education and employment. It aims to provide a more detailed understanding of young people's perceptions of the opportunities and challenges they face in these areas, and thereby help policy makers to develop youth centred policies that respond to the challenges.

Primary and secondary data have been gathered from 3000 youth between the aged of 15-24 in seven targeted geographical regions across Tanzania.

1.2 Geographic Location

The research will focus mainly in the following regions:

- Coastal: Mtwara, Dar, Zanzibar, Tanga
- Central: Dodoma
- Northern: Arusha
- Lake Zone: Mwanza

Within each region both rural and urban samples have been selected to ensure a more diverse view is captured during group discussions and focus groups. The research report has been public and 1 dissemination event have been held in Dar es Salaam.

1.3 Research Methodologies and Data Collection

- Primary and secondary data have been gathered from 3000 youth between the age of 15 - 24year in seven research regions.
- We have conducted semi-structured interviews with 20 stakeholders in organizations and agencies active in youth activities
- Capturing of the events in fields on the conduct 16 focus groups discussions within each of the 6 target research regions with young people aged between 15 – 24 with a total sample size of 180 youth

1.4 Project Outcomes and Outputs:

The overall aim of the project was to gain deeper understanding of Tanzanian youth voices which were raised during phase 1 of the Next Generation report focusing on the following themes skills, employability, education, violence etc for key national and international policy makers to design strategies for addressing the challenges and supporting young people in Tanzania to realise their potential in contributing to the socio-economic development of the country.

- Two sets of research findings reports' have been published detailing information on how specific challenges are facing youth in Tanzania and suggested solutions to address them.
- Youth led policy dialogue to Disseminate research events among youth, Government and stakeholders to stimulate debate about the key findings and how the research data can be integrated to different programmes.
- Prepared documentaries, posters, social media pages and website at different stages of the research as one of the channels for dissemination to increase awareness among youth, Government officials and international policy makers
- Platform for future research engaging the minister for youth, key policy makers and different stakeholders to incorporate the findings for Phase II in their planning and programme designing.

2. Monitoring and Evaluation (M&E) Contracting requirement

2.1 The appointed M&E supplier will be expected to deliver the provided services at the British Council offices during the working hours from Monday to Friday 7.30am to 3.30pm

2.2 The contract awarded will be for duration of one month with an option for an extension for up to an additional of another month.

3 Tender Validity

3.1 Your tender response must remain open for acceptance by the British Council for a period of 10 days from the Response Deadline. A tender response not valid for this period may be rejected by the British Council.

4 Payment and Invoicing

4.1 The British Council is working under a 30 days payment policy where the M&E consultant will be paid accordingly upon submission of all correct documents and undisputed invoices in accordance with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the services supplied.
- The Council reference number/Purchase Order number
- Submission of the work done (detailed report and all other related materials)

5 Specification and Scope of work

The British Council Tanzania through Next Generation Youth Voices Research project calls for the final independent evaluation of Next Generation Youth Voices research project and operations. The report results from the evaluation will contribute to better informed decision- making, foster an environment of learning by doing and promoting greater accountability for performance.

To reliably and representatively evaluate the impact and extent to which the Next Generation research project has achieved its expected outcomes and outputs.

The consultant will:

- Determine to what extent the project outcomes and outputs have been achieved. This should include the research methodology used and the findings report produced, what lessons have been learned
- Determine the projects impact on 1 regional dissemination findings event Dar es Salaam aimed at stimulating debate and interventions on how the findings can be implemented by different stakeholders.
- Assess the effect of the research project to the targeted young people (those in school and out of school, Married and unmarried, employed and unemployed) in the regions where research has been conducted, and determine which research age group and region has benefited the most.

- Assess to what extent the research project has created awareness to the national and international policymakers and whether these have contributed to changes in youth policies
- Assess and identify the top three (themes) priorities and challenges that emerged from the research findings reports and dissemination on youth voices
- Different voices were raised during the research report, what lessons can be learned from the report in terms of listening to the least raised voices from the report and where can efforts be put on in terms of future research emerging themes
- Provide actionable, specific and practical strategic recommendations on how Next Generation Youth Voice in Tanzania and its Taskforce members can use the learning from phase II of the research to strengthen future research.

5.6 Methodology

The evaluation will involve both qualitative and quantitative assessment methods and reviewing all the projects documents to ascertain that all the contractual areas are evaluated as well as other relevant literature and reports.

In addition, we require a participatory methodology whereby the work engages all key stakeholders including beneficiaries, young people themselves, taskforce members and Government. The consultant will:

- Develop the evaluation work plan (inception report) tools, methodology and schedule of field activities; this will be approved by the Next Generation research team and act as an agreement between parties on how the evaluation is to be carried out. The inception report should include:
 - Overview of the project
 - Expectation of the evaluation
 - Evaluation methodology
 - Evaluation matrix with questions
 - Information collection, analysis and reporting
 - Work scheduling

5.7 Deliverables

Expected outputs:

- Work plan for the evaluation included in inception report
- Evaluation tools
- Final evaluation report addressing all objectives, evaluation questions and including clear recommendations, this should contain an executive summary, process, findings and recommendations. Annexes can be outside this page limit with technical details, list of informants and work schedule.

- The report should include an executive summary and the analysis of achievements should be supported with relevant data with information on how this has been sourced. Recommendations should also include details as to how they might be implemented. The final impact evaluation report should be in English.

The report must include:

1. Title Page
2. Table of Contents / Figures and Tables
3. Abbreviations / acronyms page
4. Executive summary
5. Background and a short introduction to the evaluation
6. The evaluation methodology
7. Evaluation Findings & Lessons learnt
8. Conclusions and Summary of Recommendations

5.8 Timeframes and Fees

No:	Activity	Time frame
1	Revised documents develop and refine tools logistics and report framework. Field activities schedule completed	4
2	Interview for data collection with stakeholders and NextGen research team	5
3	Report preparation and presentation of the report to British Council Tanzania NextGen team and the Taskforce members for internal review with power point presentation.	1
4	Lesson sharing documents preparation and printing of the report including	4
5	Lesson on dissemination events planning and implementation, finalisation and report submission of final payment	5
	Total number of Days	20

The whole project evaluation process will take maximum **20** days that includes: preparation, field work with partners and stakeholders, and report writing.

Document Review: The consultant is expected to review all possible sources of information including:

- Quarterly Reports for the last years with donor feedback
- Project Proposal, Grant start-up form

- Sources of existing information

Supervision and Reporting: The consultant shall be responsible to keep British Council abreast of progress. The consultant will be supervised jointly by Research Director and Research manager

Weekly monitoring and review meetings will be conducted to examine progress and respond to any challenges.

Funding and Payment:

The consultant will be paid by British Council as follows:

- 50% of the total contract value after submission of the inception report and monitoring and evaluation activities materials to British Council Tanzania
- Remaining balance of 50% upon successful completion of M&E activities and submission of final report and all other materials and once all agreed deliverables of the expected outputs.

6 Mandatory Requirements / Constraints

As part of your tender response, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the British Council's specification forming part of this RFP. A failure to comply with one or more mandatory requirements or constraints shall entitle the British Council to reject a tender response in full.

7 Qualification Requirements

Applicants should possess the following qualifications and experience

- At least 5 years' experience in evaluating donor funded projects and carrying out impact evaluations, demonstrate relevant academic and practical experience in qualitative and quantitative research methodology, evaluation design and implementation.
- Good understanding of Tanzania youth policy and the legal environment
- Good research, monitoring and evaluation skills including participatory methodologies
- Highly driven, dependable and results oriented

Child Protection: British Council 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. The consultant will also undergo complete reference and/or police checks in advance of appointment.

8 Recruitment and Appointment

- The selected candidate will be contracted for the duration of the work and will commence shortly after recruitment. A service contract will be signed between consultant and British Council Tanzania.

- Applications must include detailed curriculum vitae with three references (two professional and one personal), along with a three (3) page proposal outlining how they intend to accomplish this task.
- Please provide your professional fee expectation per day while other terms to be discussed in person. Applications should be sent to: info@britishcouncil.or.tz
- N.B the deadline for applications is 15 J, 2016, only shortlisted candidates will be contacted

9 Timescales

Subject to any changes notified to potential suppliers by the British Council in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

Activity	Date / time
RFP Issued to bidding suppliers	3 July 2018
Deadline for clarification questions (Clarification Deadline)	06 July 2018
British Council to respond to clarification questions	09 July 2018
Deadline for submission of RFP responses by potential suppliers (Response Deadline)	10 July 2018
Final Decision	14 July 2018
Contract concluded with winning supplier	15 July 2018

10 Instructions for Responding

10.1 The documents that must be submitted to form your tender response are listed at Part 1 (Submission Checklist) of Annex 1 (Supplier Response) to this RFP. All documents required as part of your tender response should be submitted to info@britishcouncil.or.tz by the Response Deadline, as set out in the Timescales section of this RFP.

10.2 The following requirements should be complied with when submitting your response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may be rejected by the British Council.
- Do not submit any additional supporting documentation with your RFP response except where specifically requested to do so as part of this RFP. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
- All attachments/supporting documentation should be provided separately to your main tender response and clearly labelled to make it clear as to which part of your tender response it relates.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.

- Unless otherwise stated as part of this RFP or its Annexes, all tender responses should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as ‘or equivalent’ you must demonstrate such equivalence as part of your tender response.
- Any deliberate alteration of a British Council requirement as part of your tender response will invalidate your tender response to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

13 Clarification Requests

13.1 All clarification requests should be submitted to info@britishcouncil.or.tz by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests received after the Clarification Deadline.

13.2 Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.

13.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

13.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response or other information they may have provided. Should you not provide supplementary information or clarifications to the British Council by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this Procurement Process.

14 Evaluation Criteria

14.1 You will have your tender response evaluated as set out below:

Stage 1: Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tenders responses correctly completed with all relevant information being provided will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated.

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Stage 2: The completed Qualification Questionnaire (*if used*) will then be reviewed to confirm that the potential supplier meets all of the qualification criteria set out in the questionnaire. Potential suppliers that meet the qualification criteria will proceed to Stage 3. Potential suppliers that do not meet the qualification criteria set out in the Qualification Questionnaire (*if used*) may be excluded from the Procurement Process at this point. Where a potential supplier is excluded at this point, its tender response will be rejected in full and not evaluated further and the supplier will automatically be disqualified from this Procurement Process.

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Stage 3: If a bidder succeeds in passing Stages 1 and 2 of the evaluation, then it will have its detailed tender response to the British Council’s requirements evaluated in accordance with the evaluation methodology set out below. Information provided as part of Qualification Questionnaire (*if used*) responses may also be verified as part of this stage.

14.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantageous tender using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Quality	30%
Methodology and Approach	50%
Commercial	20%

14.3 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 3 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than commercial using the following scoring model:

Points	Interpretation
10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.

7	Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested.
5	Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

14.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the British Council as part of the pricing approach. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full tender response at this point. The British Council may also reject any tender response where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the relevant processes set out under the EU procurement rules. A maximum offer score of 10 will be awarded to the tender response offering the lowest “Overall Price”. Other tender responses will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

14.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

14.6 The winning tender response – The winning tender response shall be the tender response scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information or references relating to any Qualification Question responses) obtained by the Authority relating to any self-certification or other requirements referred to in the Qualification Questionnaire (*if used*). If any verification evidence requested from a supplier, or a relevant third party as may be referred to by the supplier in the Qualification Questionnaire (*if used*) as a party prepared to provide such information, is not provided in accordance with any timescales specified by the British Council and/or any evidence reviewed by the British Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the British Council may reject that tender response in full and disqualify the potential winning supplier from the Procurement Process at that point.