

SOS CHILDREN'S VILLAGES

**REQUEST FOR PROPOSAL (RFP) AND TERMS OF
REFERENCE (ToR) FOR MID-TERM EVALUATION OF
ALTERNATIVE CARE PROGRAMME IN SOMALILAND**

SOMALILAND, HARGEISA LOCATION

AUGUST, 2021

TABLE OF CONTENTS

SOS CHILDREN'S VILLAGES	1
REQUEST FOR PROPOSAL (RFP) AND TERMS OF REFERENCE (ToR) FOR MID-TERM EVALUATION OF ALTERNATIVE CARE PROGRAMME	1
1. Context and rationale	3
1.1 About SOS Children's Villages.....	3
1.2 Description of programme location and context.....	3
1.3 Rationale and overall objective of the Midterm Evaluation.....	3
2. Instruction to bidders	4
2.1 Process of Submission of Bids	4
2.2 Documents to submit	4
2.3 Deadline for submission	4
2.4 Modification and withdrawal of bids.....	4
2.5 Signing of the contract.....	4
2.6 Rights of SOS Children's Villages	4
2.7 Evaluation of proposals	5
3. Terms of Reference	6
3.1 Objectives of the evaluation	6
3.1.1 Overall objective	6
3.1.2 Specific objectives.....	6
3.1.3 Scope	8
3.2 Work plan and expected deliverables	8
3.3 Report criteria	9
3.4 Qualification of the researcher / research team	9
3.5 Logistical arrangements	9
3.6 Timetable	10
3.7 Duration of the contract and terms of payment	10
3.8 Notice of delay	10
3.9 Copyright and other proprietary rights	10
3.10 Termination	10
4. Annex	11
4.1 SOS Children's Villages child protection policy and code of conduct.....	11
4.2 Bid submission / identification form.....	12
4.3 Previous experience form.....	13
4.4 Price schedule form	14
4.5 Technical proposal (guideline).....	15

1. Context and rationale

1.1 About SOS Children's Villages

SOS Children's Villages works for children and young people in 137 countries and territories, working in more than 2000 programme locations worldwide. We work together with a single vision: every child belongs to a family and grows with love, respect and security.

SOS Children's Villages in Somaliland is part of SOS Children's Villages International, the umbrella organization to which all SOS Children's Villages including SOS Children's Villages in Somaliland Association is affiliated. SOS Children's Villages in Somaliland is a Non-Governmental Organization (NGO) that is not for profit, non-sectarian and non-partisan and which has been in existence since 1999.

SOS Children's Villages in Somaliland is committed to the welfare of children who lost parental care or at risk of losing parental care – often ensuring that children grow up in a loving family environment, and to strengthening families and communities as a preventive measure in the fight against child abandonment and social neglect, and upholds child protection policy as part of their commitment to the protection of children and youth from abuse. 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 family separation (family strengthening service, FS). SOS Children's village's 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 was established in Somaliland in 1999 and it started first operations in Sahil region. Currently, SOS Children's Villages in Somaliland implements programs ranging from child care, child protection, youth empowerment and participation, education and emergency interventions. SOS Children's Villages in Somaliland is operational in three regions of Somaliland: Awdal, Marodijeh and Sahil, and it had a good relationship with many stakeholders, including government institutions, local authorities at national, regional and district levels, INGOs, LNGOs and local communities, as well as other CSOs who are in and out of the operational area.

1.2 Description of programme location and context

Somaliland is one of the world's poorest countries, with a high proportion of socially and economically marginalized and excluded communities. The OVCs are among the most vulnerable populations, with the majority of them suffering economically, socially, and mentally.

SOS Children's Villages in Somaliland began establishing an Alternative Care Programme to support children who had lost parental care in order to ensure children grow in a family environment. The Alternative Care program includes three different care models: SOS Family-like Care (FC), Foster Family Care (FFC), and Youth Care (YC). The services provided in this programs intend to empower children and young people in all aspects of their individual development so that they can become self-sufficient and participating members of the society. This procedure begins with a focus on early childhood development and ends with high-quality after-care support. We capitalize on the talents, abilities, and knowledge of each child, adolescent, and family. They are constantly in charge of their own progress and parents play a crucial role in guiding and supporting their children's growth.

1.3 Rationale and overall objective of the Midterm Evaluation

After 13 years of implementation, SOS Children's Villages in Somaliland wants to evaluate the Alternative Care Program in Hargeisa to assess the impact the project has made on the lives of the children, young people, their families and communities as a result of the program interventions.

1. How relevant, effective, efficient, sustainable and participatory are the programme interventions?
2. What impact has the programme made in the lives of the participating children, their families and communities?
3. What lessons can be drawn from the programme that can be taken to further develop the programme?

2. Instruction to bidders

The bidders are welcome to submit their proposal for the mid-term evaluation of Alternative Care Programme in the location of Hargeisa, Somaliland. 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. Financial bid needs to be stated in US Dollars.

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 hr@sos-somaliland.org

The titles of submitted documents should clearly state “**Technical proposal for mid-term evaluation of Alternative Care Programme in Hargeisa, Somaliland, by the company/consultant title**” and “**Financial Proposal for mid-term evaluation of Alternative Care Programme in Hargeisa, Somaliland by the company/consultant title**”. Please make sure that the technical and financial proposals are sent in a separate PDF file. During the process of evaluation, technical bids will be opened and evaluated first. The financial part of those proposals, which are shortlisted after evaluation of the technical proposal, will be opened in a second step.

2.2 Documents to submit

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

2.3 Deadline for submission

The proposal has to be received by latest on **12 October, 2021** by the end of the day. Proposals received after the deadline will be not be considered.

2.4 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.

2.5 Signing of the contract

SOS Children's Villages in Somaliland 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 Somaliland 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.

2.6 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;
- 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

2.7 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 in Somaliland 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 previous work experience of the consultants in evaluations from organisations for which the consultant(s) has previously worked.

3. Terms of Reference

3.1 Objectives of the evaluation

3.1.1 Overall objective

The overall objective of the midterm-evaluation is to assess the impact of the Alternative Care program (Family like-Care, Family Foster Care and Youth Care) has made on the lives of the children, young people, their families and communities as a result of the program interventions.

3.1.2 Specific objectives

- To assess the relevance and effectiveness of the implemented activities.
- To evaluate the efficiency of the programme in relation to beneficiaries, cost, and timeframe
- To assess the impact the program has made to the lives of the program beneficiaries.
- To analyse the sustainability of the programme.
- To make recommendations for improving future programmes.

At relevance and effectiveness, the evaluation should capture these areas.

- Relevance
 - To what extent is the programme focused on target group – the children who lost parental care?
 - To what extent do the programme responds to the needs and priorities of the programme participants (children, young people, families and their communities) and addressing the real needs of the target group?
 - To what extent do the program activities aligned with to the organizational goals regarding child and young people?
 - To what extent do the alternative care program aligned with UNGAC, GK and National child related policies
- Effectiveness
 - To what extent are the objectives of the programme being attained (or likely to be attained?)
 - To what extent have children received quality care, protection, love and nurture from the program? To what extent has their quality of life improved in relation to the program?
 - What were the effects of the program intervention on the participants (children, young people, families and their communities) lives?
 - To what extent do the program contribute to the physical, emotional, social, and intellectual development of the children and young people?
 - To what extent do the program capacitated the SOS parents/Caregivers in terms of Parental skills, Child Care, Child protection, child development, basic skills (literacy and numeracy classes) and child rights
 - To what extent do the SOS mothers, aunts and program staff are aware and apply the organizational policies and procedures i.e. Child protection policy, code of conduct.
 - To what extent do the program established reliable mechanisms to protect and safeguard children, young people and families? Are there functioning prevention, reporting and responding mechanisms of child safeguarding at program and organizational level?
 - To what extent do the program participant (children and young people) have a positive relationship with their family of origin?
 - To what extent do the program provide skills development to the children and young people to prepare them to independent life?
 - To what extent do the program prepared children to transit to youth program?

Community integrated youth program:

- Assess overall effectiveness of youth integrated program in to the community.
- To what extent do the program brought changes (positive/negative, intended/unintended) to the overall-wellbeing of the young people and their families?
- Asses overall level of social integration of SOS young people in to the community?
- To what extent do the program prepared young people to become semi-independent?
- Assess overall challenges faced by the young people in the community which can prevent to the realization of their overall development?
- How many young people left the program due to self-reliance or are on track?

Regarding integration of SOS families in to the community, the evaluation should check:

- Level of social integration of family/children and their caregivers into community
- Level of access to community services (health, education, psycho-social development etc.)
- level of responsibility and independence/autonomy of family/children and caregivers
- contact to families of origin – in terms of physical proximity and regularity of contact
- Sufficiency of services to the family by SOS.

Participation

- To what extent are stakeholders (participant families including children and young people, partners, local authority) involved in the design, planning and implementation of the programme?
- To what extent do the program capacitated and created for children and young people to participate and freely express their views and opinions.
- To what extent do the program considers children's and young people's views in their decisions? How is this made known to the children and young people?
- To what extent do the program provided children and young people with access to relevant information regarding their involvement.
- To what extent do the program sensitized SOS parents and caregivers on how to work and listen with the children and young people.
- Are children and youth understand their impact in decision-making, and who will make the final decision?
- To what extent does the program cleared staff's role to children's participation?
- Are there available policies guiding child participation at program level? How it is applied?
- Are there barriers prohibiting children and young people to fully participate? What steps were taken to solve these barriers?

• Efficiency

- Is the relation between input of resources and results achieved appropriate and justifiable (cost-benefit ratio)?
- Evaluate the efficiency of the project in relation to beneficiaries, cost and timeframe of the project? What are the annual running costs and the average costs per child per month?
- Have individual resources been used most economically? (e.g. tenders for the purchase of goods)
- Was the program intervention implemented in timely manner?
- Are there any alternatives for reaching the same result with less input?
- Was the intervention implemented in the most efficient way compared to alternatives?

At impact level, the evaluation should capture these areas:

- What has happened/changed (positive and negative, intended and unintended) as a result of the program intervention?
- What difference has the program made to the beneficiaries, families and communities at large?
- Did the intervention contributed to the long-term intended results?
- Is there any specific part of the intervention which achieve a greater impact than others?
- What were the overall lessons that can be drawn from alternative care program

Regarding sustainability, the evaluation should capture the following areas

- To what extent do the program interventions prepared young people and their families to become self-reliant?
- To what extent is the programme designed to develop the necessary local institutions (governmental and/or non-governmental) capacity to respond to the needs of the children, young people and families?
- To what extent do the program intervened policy level decisions to enhance overall wellbeing of the target group?
- To what extent did the intervention implementation consider sustainability such as capacity building of national stakeholders

3.1.3 Scope

The evaluation will evaluate the following services in the programme:

Alternative Care Programme of SOS Children's Villages in Somaliland consists three main units which needs to be evaluated:

1. **SOS Family-like Care (FC):** can be defined as an alternative care setting, which is specifically created for the purpose of providing alternative care for children who lost parental care and need a long-term family environment, where one or two care professional(s) take on a consistent parental role, offering care in a largely autonomous small group resembling a family environment as much as possible, and where specific support is available when needed.
2. **Foster Family Care (FFC):** SOS Children's Villages believes that addressing the children's needs within their own community is rational and will contribute to the overall direction of SOS CV International. Addressing orphan and abandoned children through other forms of family based care has become important for two reasons The primary reason is to help the children get their right to survival and development and the second is to reach more target children in contextually relevant interventions.
3. **Youth Care (YC):** The overall objective of the youth care program is enable SOS Young people (aged 14+) to develop skills and attitudes that will help them comfortably transit into Semi-independent life through integration with their family of origin and their communities. The specific objectives of the program is to create an environment where the youth continue living in a family environment while SOS provides them appropriate support towards self-reliance.

3.2 Work plan and expected deliverables

The evaluation will be carried out in 3 stages. All steps that lead to deliverables are marked in bold.

Stage 1: Prepare

Undertake all required preparations for the field evaluation: propose detailed methodology, conduct desk research, identify key informants, 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 learning during the data collection exercise.

- Collection of data as per the agreed methodology and tools.
- Analysis of the data.

Stage 3: Submit findings

- Preparation of a draft report in English
- Presentation of the findings to the programme staff / national office staff
- 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 in English
3. Presentation of preliminary results to SOS Children's Villages in Somaliland(face-to-face)
4. Final report

3.3 Report criteria

The evaluation will result in the concise programme evaluation report, in English with a maximum length of 20 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
- 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 3.1.2)
 - 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

3.4 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 Midterm Evaluations
- b) a good understanding of development work in Somaliland
- c) a good understanding of child rights and issues affecting vulnerable children and their families
- d) good facilitation, organizational and interpersonal skills
- e) proven experience in participatory processes and data collection methods (including age appropriate data collection methods)
- f) strong analytical and conceptual skills
- g) excellent written communication skills

3.5 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.

3.6 Timetable

The evaluation will be conducted in **October – November** and final report will be prepared over a period of **6 weeks**. The final report should be submitted by **26 October 2021**.

Activities	Dates	Time frame	Location
Prepare evaluation and submit suggested data collection methods and interview partners to the contracting body (inception report)	16 – 22 Oct	6 days	Hargeisa
Conduct desk research (general)	23-25 Oct	3 days	Hargeisa
Conduct data collection (interviews)	26 Oct – 12 Nov 2021	18 days	Hargeisa
Analyse data	13- 17 Nov	5 days	Hargeisa
Prepare draft report	22 Nov	5 days	Hargeisa
Incorporate feedback and prepare final report and presentation	28 Nov	6 days	Hargeisa

3.7 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:

The amount is payable **30%** immediately after signing agreement/contract and **70%** upon the successful completion of the assignment and production of relevant documents and reports.

Duration of contract: the contract is effective from the moment it was signed until the acceptance of work by the international project team.

3.8 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.

3.9 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.

3.10 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

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).



4.2 Bid submission / identification form

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

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

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

Offering service for: [insert organization and name].

Company/Institution Name/Individual's Name _____

2. Address, Country: _____

3. Telephone: _____ Fax _____ Website _____

4. Date of establishment (for companies): _____

5. Name of Legal Representative (if applicable): _____

6. Contact Person: _____ Email: _____

7. Type of Company: Ltd. Other _____

8. Number of Staff: _____

9. Subsidiaries in the region:

Indicate name of subsidiaries and address

a) _____

b) _____

c) _____

Validity of Offer: valid until: _____

Date

Signature and stamp

4.3 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)

4.4 Price schedule form

The financial proposal needs to include all taxes.

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

This proposal should be authorized, signed and stamped

(Name of Organisation)

Name of representative

Address:

Telephone/Fax/Email:

4.5 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 Midterm evaluations
- CVs for key staff