Terms of Reference (TOR) for Final Evaluation of Family Strengthening Project in Gabiley and Sheikh, Somaliland.

SOS Children's Villages in Somaliland

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1 Context and rationale

1.1 About SOS Children's Villages

SOS Children's Villages is the umbrella organisation for the global federation of 137 national SOS Children's Villages associations, working in more than 2500 Program locations worldwide. We work together with a single vision: every child belongs to a family and grows with love, respect and security. Uniquely, we provide long-term, family-like care for children who have lost parental care (alternative care service), and we work with vulnerable families and communities to help strengthen them and prevent child abandonment (family strengthening service, FS). SOS alternative care is usually organised in the form of a cluster of SOS families, where each SOS parent cares for small group of children.

SOS Children's Villages in 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 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 shares vision with SOS Children's Villages International and beliefs that every child belongs to a family and grows with love, respect and security. To realize this, SOS Children's Villages in Somaliland builds families for children in need, help them shape their own futures and share in the development of their communities.

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.

SOS Children's Villages in Somaliland in 1999, when SOS started its first operations in Sahil region. Currently, SOS Children's Villages in Somaliland implements Projects ranging from child care, child protection, youth empowerment and participation, education and emergency relief interventions. SOS Children's Villages in Somaliland is operational in three regions of Somaliland: Awdal, Maroodijeh and Sahil, and has a relationship with many stakeholders, including government authorities at national, regional and district levels, NGOs, INGOs, local communities, as well as other CSOs who are in and out of the operational area.

1.2 Description of Project location and context

Somaliland is one of the Least Developed Countries (LCD) in the world. Over half of the population lives below the UN poverty line and has one of the highest youth unemployment rates where two out of three young people below the age 35 years are unemployed.

In Somaliland, there are a significant number of socially and economically vulnerable and excluded populations. Among the most disadvantaged groups are the large numbers of OVCs, most of whom are affected economically, socially and psychologically. Generally, children in Somaliland face many challenges including lack of parental care, poverty, lack of clean water, recurrent diseases, and lack of protection including their basic rights to quality education, health, nutrition, participation and proper shelter.

This project aims at improving the socio-economic situation of the vulnerable families living in Gabiley/Hargeisa and Sheikh. The project intervention prioritizes family strengthening as a key intervention to improve childcare and development and protection. Similarly, the project supports the existing community structures to empower them to be able to mobilize sufficient funds to avail needy families' access finances and address key challenges in their respective communities. Capacities of the

existing stakeholders (CBOs, relevant government offices and NGOs) will be systematically developed to enhance their commitment and capabilities to respond to the needs and rights of their community children. To improve the situation of the families, the project builds the capacity of the caregivers to establish and run a sustainable source of income as well as acquire parenting, business and entrepreneurship skills. Similarly, Capacity of SOS staff on child care, child protection, play and recreation will be developed so as to enable them provide better care and protection for the children in SOS.
On the other hand, the project establishes the first emergency home (EH) run by SOS Somaliland where around 80 children who are unaccompanied or separated from their parents and relatives due to conflicts, draughts, natural disasters etc. are planned to get appropriate care during the project life. A family house in SOS CV Hargeisa will be established, equipped and converted to an emergency home. A professional caregiver will be assigned to provide quality care for the children admitted in the home. To enhance the integration and re-unification of children being admitted in the Emergency home, the project will work with the district courts, local councils, community elders and other child focused NGOs to trace children's biological parents and relatives and take them back to their communities. If it is confirmed difficult to find the biological parents of the children, the project team will work with the other stakeholders to identify the most appropriate care option available for every child based on their best interest. Families which are identified eligible for Family Strengthening Projects (FSP) will be included in the Project.

At national level, the project advocates for the rights of the OVCs and the overall wellbeing of the children in the country and is focused to raise awareness of both duty bearers and rights holders to have better understanding on child rights, child protection and the OVC policy of the country. The target group of this project consists of 500 children who lost parental care or at are at risk of losing parental care, at least 100 caregivers, 2 CBO from the targeted communities, 25 SOS staffs and around 20 of other partner organizations/institutions whose capacity will be developed during the project period. The project will also support 80 children who are separated or unaccompanied by their parents/caregivers to have adequate temporary care in SOS Children's Village, Hargeisa.

1.3 Rationale and overall objective of the Final evaluation

The final evaluation of the Family strengthening Project become necessary because the project duration of Three and half ears come to end and the policy of SOS Children's Villages in Somaliland requires final evaluation to be conducted after project closure. In addition to that, the main objective of the final evaluation is to assess the number of beneficiaries reached self-reliance during the implementation of the Project and evaluate the overall impact of the Family Strengthening Project.

2 Instruction to bidders

The bidders are welcome to submit their proposal for a Final evaluation Gabiley/Hargeisa and Sheikh, 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 Dollar (USD).

2.1 Process of Submission of Bids

To facilitate the submission of proposals, the submission can be done electronically in PDF format and sent to SOS HR Department via to hr@sos-somaliland.org.

The titles of submitted documents should clearly state "Terms of Reference (ToR) For Final Evaluation of Family Strengthening Project in Gabiley/Hargeisa and Sheikh, Somaliland." For further information, please contact **monitoring.evaluation@sos-somaliland.org**

2.2 Documents to submit

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

2.3 Deadline for submission

The proposal has to be received by latest on **13th December 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 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 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 on the proposed services.

The criteria for selection are:

- Method: The proposed method for evaluating the Project is suitable
- Timetable/work plan: The timetable/work plan is realistic and meet the needs of the Project
- Cost: The cost of the proposal is reasonable and feasible, given the other aspects of the proposal
- Experience: The training and experience of the consultants in evaluations and recommendations from organisations for which the consultant(s) has previously worked

3 Terms of Reference

These Terms of Reference (TOR) serve as a request for proposals from individual or company consultants who are interested in conducting final evaluation of Family Strengthening Project (FSP) Gabiley/Hargeisa and Sheikh. Details regarding contents of proposals and submission procedures are explained herein.

3.1 Objectives of the evaluation

3.1.1 Overall objective

The overall objective of this evaluation is to determine the impact of the project towards its implementations.

3.1.2 Specific objectives

1. To assess the relevance and effectiveness of the implemented activities.
2. To evaluate the efficiency of the Project in relation to beneficiaries, cost, and timeframe.
3. To analyse the sustainability of the Project.
4. To assess the immediate impact the Project has made in the lives of the participating children within our target group, their families as well as in the community.
5. To assess what level the project has supported unaccompanied/separate children.
6. To examine the commitment and capacity of the Project partners in preventing the children from losing the care of their families.
7. What impact has the Project made in the lives of the participating children within our target group, their families as well as in the community?
8. What lessons can be drawn from the Project that can be taken to further develop the Project?

The Final evaluation should analyse the progress the Project has made against the five criteria set-up for the family strengthening Project *(as per family strengthening manual, working paper, Jan 2007)*:

- Focussed on the right target group, i.e. the children most at risk of losing the care of their family
- Participating children have access to essential services for their healthy development
- Participant families are empowered to build their capacity to protect and care for their children
- Participant communities are empowered to respond effectively to children at risk of losing the care of their families.
- There is a network of partners to prevent children from losing the care of their families

<u>The final evaluation should consider the following OECD/DAC Criteria for evaluation:</u>

- Relevance: Is the Intervention doing the right things?
  - To what extent is the Project focussed on our target group – i.e. the children most at risk of losing the care of their family?
  - To what extent do the Project reached unaccompanied/separated children?
  - To what extent the Project responds to the needs and priorities of the Project participants?
  - To what extent does the Emergency House in Hargeisa was relevant to the local context?
  - To what extent do the Project raised awareness of both duty bearers and rights holders to have better understanding on child rights, child protection and the OVC policy of the country?
- Effectiveness: Is the intervention achieving its objectives?
  - To what extent are the objectives of the Project being attained (or likely to be attained?)
  - To what extent have children remained in their families instead of losing their care? To what extent has their quality of life improved?
  - To what extent do the Project traced/re-integrated unaccompanied/separated children to their family of origin?

- To what extend do the Project supported (shelter, protection, Nutrition and education) unaccompanied/separated children within the project intervention?
- To what extent have families successfully left the Project since the beginning, i.e. became self-reliant? How many children and families have been reached over the whole Project period?
- To what extent do the project advocates for the rights of the OVCs and the overall wellbeing of the children in the country?

- Efficiency: How well are resources being used?
  - Is the relation between input of resources and results achieved appropriate and justifiable (cost-benefit ratio)? 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)
  - To what extent does the Emergency House in Hargeisa was efficient?
  - Are there any alternatives for reaching the same result with less input?
- Sustainability: Will the benefits last?
  - To what extent can activities, results and effects be expected to continue after SOS involvement has ended?
  - Is there progress towards SOS withdrawing from its direct involvement and handing over the full responsibility to run the Project to an implementation partner?
  - Has the capacity of the implementation partner been developed? If so, in what areas and how?
- Participation:
  - To what extent are stakeholders (participant families (including children), partners, local authority) involved in the design, planning and implementation of the Project?
  - To what extent is the Project designed to develop the necessary local institutional (governmental and/or non-governmental) capacity to respond to the problem?

3.1.3 3.1.3 Desired Results

The desired results of the evaluation are:

- To document the impact of the project with special emphasis on the impact the project has had on women and children.
- To provide commentary on the overall project design, the intervention logic and an analysis of the strategy and methodology used in Family Strengthening Project.
- To critically examine the log frame and verifiable indicators found in the original proposal and provide post-project figures along with a narrative explaining the reasons for under/over performance achievement.
- To draw conclusions, make recommendations and state lessons learnt for future strategy and improvements in implementation of the project.
- To provide commentary on the current political, social and cultural factors impacting the implementation of the project.
- To document the communities' attitude towards the project

3.1.4 Scope and Key Areas

The final evaluation will cover the intervention zone of the FSP Gabiley/Hargeisa and Sheikh. Besides, the evaluation intended to assess the following areas of the Project:

A. Target group

- How the target group has been defined?
- How participant families are identified, verified and selected (criteria and process)

B. Educational support

- Number of children supported to access formal basic (primary and secondary) education as well as informal education – if possible in proportion *(number should be proportionate to the total of those who have been identified as needing such support)*
- Type and appropriateness of educational support provided to children by the Project directly or through referral; identify the impact and there is something to be added, reduced or removed.
- How is the track record concerning children's attendance, as well as staying enrolled in the educational system
- Level of educational performance of children against their past performance and against national standards/averages (explain the parameters used for evaluating this)
- Level of satisfaction of caregivers and children regarding this support

C. Psychosocial support

- Number of children and caregivers being supported to access counselling services – if possible in proportion *(number should be proportionate to the total of those who have been identified as needing such support)*
- Type and appropriateness of psycho-social support provided to children and/or care givers by the Project directly or through referral; identify the impact and if there is something to be added, reduced or removed.
- How children and caregivers have been effectively supported to address relevant issues
- Participation of children in seminars/workshops on life skills (if possible provide their number and frequency and type of participation)
- How the Project staff /SOS village and other external specialists view children's psychological development – (if possible provide number of children who have improved in their psychosocial development after the intervention)
- Frequency of family home visits by the Project staff and support provided to the families during visits.
- Participation of caregivers in community life
- Level of satisfaction of children and caregivers regarding this support

D. Living conditions

- Number of families had improved their shelter and any other items related to the child's living conditions on their own?
- Type and appropriateness of support provided by the Project directly or through referral (e.g. shelter); identify the impact and if there is something to be added, reduced or removed.
- How safe families' living conditions are, and how they feel about it?
- Are living conditions adequate relative to acceptable local standards? (Relates to such things as number of rooms, especially sleeping rooms; size of house; sanitation; source of light and heat; water supply, etc.)
- Level of satisfaction of caregivers and children regarding this support?

E. Promotion of child rights/parenting skills

- Number of children and caregivers taking part in education workshops in child development and child rights
- Type and appropriateness of activities provided to children and/or caregivers by the Project directly or through referral; identify the impact and if there is something to be added, reduced or removed.
- To what extent children, caregivers and communities have knowledge on children's rights
- Any example where children have started to exercise their rights

- If caregivers have improved their parental skills (provide specific information on the parameters used for improved parental skills)
- Any changes or improvements in parent and child relationship and child care practices (if possible provide number of cases known).

F. Economic support

- Type and appropriateness of economic support provided by the Project directly or through referral (e.g. skills training, income generation activities, Loan repayment; referral to employment service); identify the impact and if there is something to be added, reduced or removed.
- The extent to which this support has changed the lives of families; caregivers have jobs or other income generation activities providing "stable" and "sufficient" income
- How many caregivers and youths provided to vocational skills trainings? How many improved their skills and certified and how many of them found jobs? And how did this help the income of the families?
- Role of economic support in reducing dependency, stress and building confidence; Appropriateness of the economic support responding to the needs and expectations of participants
- If loans are provided, how much and at what rate, and to what extent repayment system is working

G. Family Development Planning

- Number of families who have a family development plan *(in proportion to the total number of participating families)* and how frequently updated?
- Level of participation of caregivers and children in the family development planning?
- To what extent families take responsibility (ownership) in realising the goals set in FDP
- What constraints they encounter to take such responsibility. If they solved, what mechanism did they use?
- Level of satisfaction of caregivers and children regarding the FDP process

H. Community based structures

- Type of community based structures and activities the Project collaborates with
- Type and number of community structures and activities established with the support of the Project to support families to prevent child abandonment
- Kind and number of community based structures or activities which existed (e.g. family committees, community groups, self-help groups, volunteer groups), but have been strengthened by the Project (specify the type of capacity building work carried out)
- Type and number of community based implementation partners, and what interventions they carry out.
- Is the capacity of community structures build in a way that leads to sustainability? Is it foreseeable that families will be supported by community structures without SOS involvement?
- Satisfaction level by the families of the services provided to them by community based structures

I. Other partners

- Type and number of other local implementation partners (e.g. local government, local NGOs, international NGOs)
- Is the capacity of the implementation partner strengthened in a way that is sustainable? Is it foreseeable that families will be supported by partners also without SOS involvement?
- Type of partnerships with other service providers with whom the Project collaborates; type of services they each provide
- Kind and number of local organisations that have their capacity strengthened through the Project; in what way

- The trend in number of families supported by other service providers collaborating with the Project (number in the increase or decrease)
- Satisfaction level by the participants/clients of the quality of services provided

J. Management / administration systems

- How well the Project is structured and staff is supervised?
- To what extent the Project is supported by an appropriate management, monitoring and evaluation system? Is this system geared towards sustainability (with takeover of implementation partner in mind)?

K. Human resources

- Adequate human resources in Project? If not, where/how?
- Relationship between staff members and team work
- Relationship between staff and implementation partner (including volunteers)
- Training of staff and volunteers
- Any training needs?
- Clear division of roles and responsibilities between the staff and between SOS and its partners

3.2 Methodology

The External Final Evaluation should be based on a participatory approach involving and engaging a wide and diverse range of stakeholders. The participatory approach is very useful in engaging stakeholders and gaining their insights, experiences with the Projects and the benefits accrued to them as a result of the Projects. The evaluation implies inclusion of various care givers and children who benefit from the project, as well as the 'duty bearers' or those responsible and accountable for providing services. This is necessary to assess whether benefits and contributions are fairly distributed by the interventions being evaluated.

In general the final evaluation methodology is concentrated on the objective fixation, description and explanation of changes that have happened in participating family's lives due to their participation in the project.

The evaluation approach should also be result oriented and to provide evidence of both quantitative and qualitative achievements and the outputs and outcomes obtained by the Projects (or not). Both primary and secondary data should be used in the evaluation, and collected from a wide and diverse range of primary and secondary sources. Secondary information should be collected from documents provided to the evaluator. Primary information should be collected from the stakeholders of the Projects through on site direct observations, questionnaires, semi structured interviews, and focus group discussions. The evaluation should use participatory methodologies to involve Project participants (families currently on the Project) and wherever possible children should be involved in the design and implementation of the evaluation.

3.3 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 Project staff / national office staff /
- After having received feedback from the various stakeholders – finalise the report and submit it in English [and other language if needed].

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 Somaliland (face-to-face)
4. Final report

3.4 Report criteria

The evaluation will result in the concise Family Strengthening final evaluation report, in English with a maximum length of 25 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, Project, 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 2.3)
  - For each key conclusion, there should be a corresponding recommendation that is realistic, pragmatic, and operational
- Annexes
  - Terms of Reference
  - List of persons interviewed and sites visited
  - Map of areas covered by the Project

3.5 Qualification of the researcher / research team

The researcher / team of researchers must have:

a) proven competency (record of previous experiences) in project/ Project evaluations, including Final 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

3.6 Logistical arrangements

When at the field, transport will be organised by the SOS Somaliland for the Lead Consultants. The costs of this shall not be included in to the price proposal. SOS staff will be available to organize the interviews and community meetings.

3.7 Timetable

The Final evaluation will be conducted in 15 December, 2021 and final report will be prepared over a period of 4 weeks after the evaluation. The final report should be submitted by 15th January, 2022.

Activities	Dates	Time frame	Location
Prepare evaluation and submit suggested data collection methods and interview partners to the contracting body (inception report)		4 days	Hargeisa
Conduct desk research (general)		4 days	Gabiley/Sheikh
Conduct data collection (interviews etc.)		7 days	Gabiley/Sheikh
Analyze data		4 days	Gabiley/Sheikh
Prepare draft report		4 days	Gabiley/Sheikh
Incorporate feedback and prepare final report and presentation		3 days	Gabiley/Sheikh

Commented [A1]: Sometime allocated for Hargeisa

3.8 Duration of the contract and terms of payment

Payment will be made only upon SOS Children's Villages Somaliland acceptance of the work performed in accordance with the above described deliverables. The consultant will be paid by SOS Children's Villages Somaliland as follows: 40% upon signing of contract and 60% on completion of final report and acceptance of SOS Children's Villages.

3.9 Notice of delay

Shall the successful bidder encounter delay in the performance of the contract which may be excusable under unavoidable circumstances; the contractor shall notify SOS Children's Villages in writing about the causes of any such delays within one (1) week from the beginning of the delay. After receipt of the Contractor's notice of delay, SOS Children's Villages shall analyse the facts and extent of delay, and extend time for performance when in its judgment the facts justify such an extension.

3.10 Copyright and other proprietary rights

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

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

3.11 Termination

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

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

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

Annex

3.12 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 Project 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).

3.13 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.

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:

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

3.14 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)

3.15 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=AxB xC	E=D/F
1	Preparation of data collection						
2	Data collection						

4	First draft of the final report						
5	Final report						
	Total Price (F)						100%

Accommodation and local transportation of the consultant/s to be covered by SOS Somaliland and not to be included into price proposal.

Commented [A2]: I think the accommodation should include the quoted prices instead of separately paid

This proposal should be authorized, signed and stamped

_____
(Name of Organisation)

Name of representative

Address:

Telephone/Fax/Email:

3.16 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 final evaluation.
- Realistic work plan with time lines in accordance with ToR
- Detailed quality assurance process for data collection and analysis

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

- Reputation of firm/organisation and staff and individual consultant/s (competence and reliability) in carrying out evaluations
- Relevance of:
  - Specialized knowledge
  - Proven expertise in carrying out formative evaluations
- CVs for key staff