

## REQUEST FOR PROPOSAL

Date: **December 14, 2018**  
Subject: Request for Proposal for End of **Youth for Peacebuilding in Burundi II**  
**Y4PBBII Project Evaluation**  
RFP Number: **1079\_RFP 002\_Evaluation**  
Q&A: **January 7, 2019**  
Offer Deadline: **January 15, 2019 (extended)**

Counterpart International (hereinafter Counterpart) is soliciting proposals from individuals or companies to conduct a final **project evaluation of its Youth for Peacebuilding in Burundi II project** as described in this Request for Proposals (RFP). These services are required under the **Youth for Peacebuilding in Burundi II** under Cooperative Agreement **AID-695-A-17-00001** (hereinafter “the Award”) by the issuing **USAID** (hereinafter **USAID**).

Firms invited by Counterpart (hereinafter “bidders or Offerors”) to submit offers (hereinafter “bids” or “offers”) for the services described in the attached supply schedules are under no obligation to do so. The Bidder shall bear all costs associated with the preparation and submission of the Proposal, Counterpart will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

This Request for Proposal includes the following sections:

- I. Instructions to Bidders
- II. Technical Specifications

All correspondence and/or inquiries regarding this RFP should be requested in accordance with the enclosed Instructions to Bidders (Section I, Clause 10, Clarifications).

The Instructions to Bidders (henceforth ITB) shall not form part of the bid or of the **Fixed Price Award**. They are intended to aid bidders in the preparation of bids. For the purposes of interpretation of these ITB, unless otherwise stated, the number of days stated herein shall be consecutive calendar days.

Submission of bids should be completed in accordance with the enclosed instructions to Bidders (Section I, clause 11, Submission of Bids).

# REQUEST FOR PROPOSAL

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## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Introduction

- 1.1 **Request for Proposal (RFP) No. 1079\_RFP 002\_Evaluation**, dated December 14, 2018: Counterpart, acting on behalf of the **Youth for Peacebuilding in Burundi II project**, is hereby soliciting bids for the supply of comprehensive **project evaluations services** as described in Section II of the ITB.

### 2. Eligible Source Countries for Goods and Services

- 2.1 All goods and services to be supplied under the **fixed price contract** shall have their origin in countries listed under the USAID Geographical Codes 000 and 935 and shall include the following:

**000** - “The United States of America (U.S.) and any State of the United States, the District of Columbia and areas of U.S. associated sovereignty, including commonwealths, territories and possessions.”

**935** – “Any area or country including the cooperating country but excluding the foreign policy restricted countries.”

- 2.2 A bidder will be considered ineligible if it has been suspended, debarred, or ineligible, as Indicated on (1) the “List of Parties Excluded from Federal Nonprocurement Programs” and/or (2) the “Consolidated Lists of Designated Nationals”.

### 3. Preparation of Bids

- 3.1 Bidders are expected to examine the specifications and all instructions contained in this RFP. Failure to do so shall be at the Bidder's risk.
- 3.2 The Bid prepared by the Bidder and all correspondence related to the Bid and exchanged by the Bidder and Counterpart shall be in English.

### 4. Contents of Bid

- 4.1 Submitted bids are required to consist of the following documents:

#### Technical Proposal

1. Organizational background showing evidence of prior performance in conducting **Project Evaluation Services**;
2. Outline of proposed services, solutions, and team;
3. Plan of action and implementation timetable to address the Specific Tasks under Section II
4. CVs of proposed professional staff;
5. Statement of Qualifications, referenced in Clause 7.
6. One sample evaluation report (preferably for USAID-funded projects)

## Price Quote

7. Price Quote – in Microsoft Excel, unlocked, and with formulas intact.

## **5. Format and Signing of Bid**

- 5.1 The Bidder shall prepare one bid in two parts (technical and price quote) with all the required sections of the proposal typed or written in legible ink and shall be signed by a person duly authorized to bind the Bidder.

## **6. Price Quote**

- 6.1 Bidders shall prepare a price quote in a workable Microsoft Excel document (unlocked with intact formulas) specifying the detailed cost breakdown and the total price of the services been offered in response to this RFP. The Bid shall clearly indicate that the prices shall be for the services whose technical specifications are described in Section II – Technical Specifications.
- 6.2 The Bidder shall indicate the unit price in USD for each service, the description, the quantity, and the total cost in USD of the Bid, which will comprise the total price of the Bid. If there is any discrepancy between the unit price and the total amount, the unit price shall be considered as correct and the total amount adjusted accordingly. It shall be assumed that the Bidder is not bidding on any item for which a unit price or total amount is not indicated.

## **7. Statement of Qualifications**

- 7.1 The Bidder shall include in its bid evidence in support of its technical qualifications and ability to perform the **Project Evaluation** if its bid is accepted. This shall consist of: references to successful prior projects of a similar nature are of key importance. These references should include contact names, e-mail addresses, and telephone numbers of persons who can be contacted regarding the Bidder's prior performance.

## **8. Bid Validity Period**

- 8.1 Bids shall remain valid until **March 15, 2019** which is sixty (60) days after the offer deadline. A bid valid for a shorter period shall be rejected as non-responsive.

## **9. Deadline and Late Bids**

- 9.1 It is the Bidder's sole responsibility to ensure that bids are received by Counterpart on or before the Offer Deadline of **January 15, 2019**.
- 9.2 A Bid received after the deadline for submission of bids shall be rejected. Bidders will be held responsible for ensuring that their bids are received in accordance with the

instructions stated herein and a late bid will not be considered even though it became late as a result of circumstances beyond the Bidder's control. A late bid will be considered only if the sole cause of its becoming a late bid was attributable to Counterpart, its employees or agents.

#### **10. Clarification of Bidding Documents**

All questions pertaining to this RFP must be submitted by **January 7, 2019**. Questions may be submitted, in written form, to: [burundi.y4pbb@counterpart.org](mailto:burundi.y4pbb@counterpart.org) . Questions will be answered within three (3) business days via email. Questions and answers will be posted publicly.

#### **11. Submission of Bids**

- 11.1 Only electronic submissions will be accepted. All bids with technical and price schedule must be received by **January 15, 2019** by [burundi.y4pbb@counterpart.org](mailto:burundi.y4pbb@counterpart.org) and will be reviewed on a rolling basis.
- 11.2 Ensuring successful transmission and receipt of the bids is the responsibility of the Bidder. It is recommended that no e-mail exceed the size of 10 MB, inclusive of attachments.

#### **12. Amendment of Bidding Documents**

- 12.1 Counterpart may at its discretion, for any reason, whether at its own initiative or in response to a clarification by a Bidder, modify bidding documents by amendment. All prospective Bidders that have received bidding documents will be notified of the amendment by e-mail and such amendments will be binding on them.

#### **13. Modification of Bids**

- 13.1 Any Bidder has the right to withdraw, modify, or correct its bid after it has been delivered to Counterpart, provided the request for such a withdrawal, modification, or correction together with full details of such modification or correction is received by Counterpart at the submission contact point given above before the time set for opening bids. Counterpart may ask any Bidder for a clarification of its bid; nevertheless, no Bidder will be permitted to alter its Bid Price or make any other material modification after the deadline unless the RFP has been amended or the deadline extended. Clarifications which do not change the Bid Price or other material aspects of the bid may be accepted.

#### **14. Criteria for Award and Evaluation**

- 14.1 The Bid shall be awarded to the Bidder whose bid offers the best price taking into consideration that the bid offers the technical specifications and requirements indicated in Section II of the bidding documents. Evaluation of the proposals will be based on the following parameters set forth in Section II, technical specifications

**15. Counterpart's Right to Accept Any Bid and to Reject Any or All Bids**

- 15.1 Counterpart will reject any bid that is nonresponsive. Further, Counterpart reserves the right to waive any minor informalities in the bids received if it appears in Counterpart's best interests to do so, to reject the bid of any bidder if, in Counterpart's judgment, the bidder is not fully qualified to provide the services as specified in the fixed price contract or to reject all bids.

**16. Notification of Award**

- 16.1 Before the expiration of the period of bid validity, Counterpart will notify the successful Bidder in writing that its bid has been accepted.
- 16.2 Upon the successful Bidder acknowledging receipt of the Notification of Award, Counterpart will promptly notify each unsuccessful Bidder, the name of the successful Bidder and that their bids were rejected. If after notification of award, a Bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to Counterpart in writing.

## SECTION II – TECHNICAL SPECIFICATIONS

### 1. General Background

#### *Introduction*

Building on successes and investments from the Youth for Peacebuilding in Burundi (Y4PBB) program, in place since 2014, USAID awarded a follow on Cooperative Agreement to Counterpart International on August 2017 to continue implementation of a second phase Youth for Peacebuilding in Burundi (Y4PBB) II . The overall goal of Y4PBBII is to improve the livelihood and peacebuilding skills of youth, and their enabling environment, thereby reducing the risk of youth becoming involved in conflict and contributing to peace and stability in Burundi. The 18-month program objectives are to:

- (1) build the capacity of local Civil Society Organizations (CSOs) to empower and support youth-led, positive civic engagement;
- (2) enhance economic incentives for youth to participate constructively in society; and
- (3) support youth Y4PBBII youth-led peacebuilding and violence-prevention activities.

Y4PBBII is implemented in partnership with three local CSO partners *Jumelage Jeunesse Burundi (JJB)*, *Parole et Action pour le Reveil des Consciences et l'Evolution des Mentalites (PARCEM)*, and the *Centre d'Encadrement et de Développement des Anciens Combattants (CEDAC)*.

#### *Development Hypothesis and Theory of Change:*

The Y4PBB II Theory of Change proposes (see Annex 1): if positive alternative livelihood opportunities and peacebuilding skills are improved for youth, and the enabling environment for economic opportunities and participation in governance is also improved to better include youth, then youth, especially those in high-risk areas, will be less likely to become involved in violent conflict, and can better contribute to peace and stability in Burundi.

#### *Geographic Focus and Target Beneficiaries*

The area of intervention includes twelve selected rural communes in the provinces of Kayanza, Ngozi, Gitega, Karuzi, Ruyigi, Rutana, and Bujumbura Mairie. The program activities target youth between the ages of 18 and 35 years old who belong to marginalized groups and are at high-risk of becoming involved in violent conflicts.

### 2. Period of Performance

The anticipated period of performance will be between the time of award and February 29, 2019. We anticipate the level of effort will be between 20 and 25 days in the cost range of \$25,000 - \$30,000.

### 3. Objective of the Assignment

The purpose of this evaluation is to assess performance including programmatic achievements and draw lessons learned about project's likelihood of achieving long-term positive change in the prevention of violence among youth in Burundi to inform potential future programs.

### 4. Evaluation Questions

The evaluation questions and sub-questions presented below address the key issues of implementation effectiveness, impact, and sustainability, and lessons and best practices to inform the design of future programming. While evaluating these issues, differential impacts based on gender and influence of locality (e.g. political affiliation) should be noted.

### **A. Achievement of intended results**

#### **What has been achieved? What conditions / factors have led to success or hindered success?**

Evaluate performance with respect to the Y4PBBII objectives, result areas, and the program's learning questions (see below):

- (1) Were Y4PBBII activities effective in lowering the risk of youth participation in violence? Which interventions were most effective in contributing to improved economic condition of the youth we worked with?
- (2) To what extent have Y4PBB II activities led to greater youth engagement in civic and peace-building processes, inclusive livelihood opportunities, and civic leadership skill development in communes of intervention?
  - a. **Which activities are most effective** (compared to others) at reducing the risks that cause youth to participate in violence?
  - b. **How have Y4PBBII activities mitigated the risk factors** associated with youth participation in violence?
  - c. **What factors or conditions enable** these activities to succeed / work?
  - d. **What factors or conditions limit the effectiveness** of these activities?
  - e. **What didn't work or what can be improved** about the activities that were less effective?
- (3) To what extent did Y4PBBII contribute to increasing sustainable institutional and technical capacity of target local CSOs? In what areas do they still need support?
- (4) What adaptations are needed to improve methods or approaches in future programming?

### **B. What is working and being learned?**

**Y4PBBII** activities focus on prevention (e.g. preventing youth from being manipulated during vulnerable social and political moments). The evaluation should focus on surfacing and synthesizing learning from implementers, beneficiaries, and stakeholders on the following questions:

- (1) What evidence is there that improving access to economic resources for youth contributes to prevention of or reduction in the levels of violence youth experience in Y4PBBII area of intervention? And specifically, which types of violence are most impacted?
- (2) What motivates youth to participate in activities/events focused on civic action (dialogues, advocacy etc.)?
  - a) How actively do they participate?
  - b) What kind of change does their participation bring about? E.g. different actions taken, change in perception, measurably reduced risk factors related to violence?
- (3) Y4PBBII used a holistic approach that mixed advocacy, dialogues, sensitizations, and microfinance. Were the activities conducted in an intersectional way? And if so, which were most effective in preventing violence?
- (4) Are there clear plans for how activities like those conducted under Y4PBBII will continue after the program ends?

### **What's Happening in the Context:**

- (1) Provide a summary analysis of how the operating environment/local context in Burundi clearly or possibly impacted the project's successes, both in terms of technical activities and operational and management decisions.
- (2) Did anything unexpectedly positive or negative result from Y4PBBII project activities?

## **5. Scope of Work and Methodology**

The evaluation team/individual will be responsible for developing an evaluation strategy and methodologies that include a mix of qualitative and quantitative data collection and analysis approaches. The methodology will be presented as part of the draft work plan as outlined in the deliverables below and included in the final report. The evaluation team will have available for their analysis a variety of program implementation documents, and reports. Methodology strengths and weaknesses should be identified as well as measures taken to address those weaknesses.

Specifically, the team/individual shall:

- Perform a desk review of Y4PBBII documents to include program description, M&E plan, workplans, reports, etc) produced to date.
- Develop a clear workplan that clearly demonstrates the methodology and sampling method; data collection tools, process, and procedures; data quality control and analysis; and reporting procedure. Workplan should clearly identify how all of these components, especially the methodology and tool development, will consider gender integration and social inclusion.
- Develop and submit to Counterpart the data collection tools and guides over the course of the two weeks following signature of the contract. The tools will detail the questions, how data will be collected and provide clear guidance to those collecting the data and information on the procedures to be followed. These tools should consider any requirements for geographical, sex-disaggregated data and the use of gender-sensitive data collection methods. The tools and guides should include how data and information will be analyzed, and how data will be disaggregated. Each data collection, and analysis tool, needs to be pre-tested and approved by Counterpart prior to the start of the consultant data and information gathering including surveys, key informant interview (KIIs) guides, and focus group discussion (FGD) guides.
- Using a range of data collection methods, including KIIs and FGDs of Y4PBBII partners, beneficiaries, and other stakeholders, conduct field work in the selected communes. The evaluator shall collect and analyze data, ensuring standard and rigorous data quality control and where necessary disaggregating data by geographical location, sex, and age, as well as political party affiliation if applicable. The evaluator will produce analysis and recommendations in the form of a summative report and slide deck, full report, and an annex that provides an overview of data collection and analysis tools. Counterpart is also interested in visual presentation of the data. Deliverables must be available in French and English, so include time for translation and propose an estimated cost.
- Final Report as per the guidelines provided by Counterpart in Annex 2.

Counterpart expects that the evaluator will collect data from the following stakeholders:

- Y4PBBII beneficiaries
- Y4PBBII's CSO partners

- The service providers e.g. vocational training centers and micro-finance institutions
- Government decision makers that Y4PBBII has engaged with at communal and zone level
- USAID's Mission in Burundi
- Counterpart staff members

## **6. Assignment place of performance, and other conditions.**

Y4PBBII currently implements its activities in 12 communes in Burundi. A representative sample of communes that represent the continuum of Y4PBBII activities and types of beneficiaries will be selected. Evaluator must be fluent in English and in French. Knowledge of Kirundi would be recommended within the evaluator's team.

## **7. Qualifications**

Offerors must show qualifications in the following areas:

- a. Resume/CV of the lead consultant that demonstrates at least 5-7 years of solid experience in evaluating USG-funded program/project or similar donor-funded projects especially in East and Central Africa. Prior experience working in Burundi is a plus and consultant must be fluent in English and in French.
- b. The lead consultant should demonstrate expertise and experience in the techniques, approaches and methodology related to the collection and analysis of quantitative and qualitative data: sampling techniques, focus groups, surveys, semi-structured interviews, crossing data, content analysis. S/he shall also have professional experience in conducting sociological surveys in the field of international development, preferably in youth, conflict prevention and governance projects.
- c. Demonstrated ability to mobilize resources to successfully complete consultancy. Statement of qualifications of the service provider and team or person that will work on this initiative. Service providers must ensure that people with relevant skills and sufficient experience are part of the project.

## **8. Expected Results, Deliverables.**

The consultant/firm or individual is expected to provide Counterpart with the following deliverables:

- **Workplan:** The consultant will finalize the workplan describing the methodologies that will be used to fulfil the purpose of the final evaluation, including details of sampling methods for determining who will be requested to participate, and the nature of their participation. The workplan will also describe how gender and social inclusion of marginalized populations will participate. The workplan will provide a finalized assignment timeline and clarify potential team members' roles and responsibilities.
  - The evaluator should submit the final, detailed Final Evaluation Workplan no later than two weeks after contract start date. Counterpart will support the evaluator's efforts in obtaining information about the logistical and administrative procedures for the assignment.

- Tools: Each data collection, analysis, and/or presentation tool, including the specific instruments, needs to be approved by Counterpart prior to the start of the evaluator’s field work.
- **Draft Evaluation Report:** The consultant will submit a draft of the final evaluation report to Counterpart, who will then provide feedback.
- **Debriefing with Counterpart HQ and Burundi staff:** Before issuing the final report and before departing Burundi, the consultant will present the major findings, conclusions and recommendations to Counterpart HQ and Burundi staff. The presentation should also include limitations and challenges encountered throughout the process and explain how they were overcome or not, as well as lessons learned.
- **Final Report:** The final report, should be concise, not exceeding 30 pages (not including annexes) in Times New Roman 12pt font, utilizing diagrams, tables, and charts where appropriate. In producing the final report, the consultant will link findings to the data and information analyzed (all findings must be evidence-based). Additionally, the conclusions and recommendations will clearly relate to the findings. The findings and recommendations are intended to inform Counterpart’s future programming in youth, anti-violence, and peacebuilding efforts, as well as provide valuable feedback to USAID.
  - See Annex 2 for a further description of the expected report contents. It may require some back and forth consultation between the consultant and Counterpart to finalize the report. The final report must be accompanied by supporting documentation such as data collection tools, and datasets. Final payment will not be rendered until the report is approved by Counterpart.

**9. Evaluation Criteria**

Bidders will be evaluated based on their ability to respond to the methodology, core services, and specific tasks.

Bidders should include information which will allow Counterpart to adequately assess the following:

<b>Assessment Criteria</b>	<b>Maximum Score</b>
<b>Bidder Past Performance:</b> Record of well-established and successful delivery of similar services. Bidder has provided evidence of its ability to perform evaluations supported by the sample as well as list of references that can affirm the Bidder’s technical qualifications. CPI will verify past performances by contacting bidder’s past clients.	35
<b>Technical Approach:</b> Demonstrated evidence of technical knowledge. CVs of appointed staff demonstrate extensive evaluation knowledge and experience.	25
<b>Appropriateness</b> of proposed data and information collection tools and analysis methods	15

<b>Cost</b>	25
<b>TOTAL</b>	<b>100</b>

**9. Method of payment.**

Consultant will be paid a fixed fee, per deliverable via wire transfer, upon completion of the deliverables and receipt of an invoice.

**Payments will be divided and based upon completion of the following milestones:**

<b>Milestone</b>	<b>Payment #</b>
Final Evaluation Workplan and Methodology Plan Submission	<b>1</b>
Completion of Data Collection and Field Work; Debriefing	<b>2</b>
Draft Evaluation Report Submission	<b>3</b>
Final report submitted and approved; all data handed over to Counterpart	<b>4</b>

**10. Overall Reporting Guidelines**

- The evaluation report should represent a thoughtful, well-researched and well-organized effort to objectively evaluate what worked in the project over the given time period, what did not, and why. Conclusions and recommendations must be appropriately supported with evidence.
- Evaluation reports shall address all evaluation questions included in the statement of work.
- The evaluation report should include the statement of work as an annex. All modifications to the statement of work, whether in technical requirements, evaluation questions, evaluation team composition, methodology, or timeline need to be agreed upon in writing by the Counterpart team.
- Evaluation methodology shall be explained in detail and all tools used in conducting the evaluation such as questionnaires, checklists and discussion guides will be included in an annex in the final report.
- Evaluation findings will assess outcomes and impact on males and females, and data will be disaggregated by gender, age group, and geographic area wherever feasible.
- Limitations to the evaluation shall be disclosed in the report, with particular attention to the limitations associated with the evaluation methodology (selection bias, recall bias, unobservable differences between comparator groups, etc.).
- Evaluation findings should be presented as analyzed facts, evidence, and data and not based on anecdotes, hearsay or the compilation of people’s opinions. Findings should be specific, concise and supported by strong quantitative and/or qualitative evidence.
- Sources of information, including any peer-reviewed or grey literature, will be properly identified and listed in an annex.
- Recommendations will be supported by a specific set of findings. They will also be action-oriented, practical, and specific.

## **Annex 1: Y4PBBII RESULTS FRAMEWORK**

### ***3.3 Project Results Framework***

Y4PBB II will contribute to the USAID Integrated Country Strategy Development Objective (DO) 1: Building Capacity to Maintain Peace and Security at Home and Abroad, Sub-Objective 1.2.1: Human Rights and Conflict Resolution Advanced, and Sub-Objective 1.2.5: Help to prevent the outbreak of mass violence. Additionally, the activity will contribute to the USAID/Burundi Democracy, Rights, Governance, and Stability Project, specifically Sub-purpose 4: drivers of renewed or continued conflict reduced. Under Sub-purpose 4, Y4PBB II activities will target two intermediate results (IR): IR4.1 peacebuilding and conflict resolution mechanisms strengthened and IR4.2 youth resilience strengthened and opportunities for livelihoods developed. The *Youth for Peacebuilding in Burundi II's* Results Framework highlights the project goal, purpose, objectives, activities and results.

**DOI: Building Capacity to Maintain Peace and Security at Home and Abroad**  
**Sub-Objective 1.2.1: Human Rights and Conflict Resolution Advanced**  
**Sub-Objective 1.2.5: Help to Prevent the Outbreak of Mass Violence**

**Sub-purpose 4: drivers of renewed or continued conflict reduced**  
 IR4.1 peacebuilding and conflict resolution mechanisms strengthened

**Sub-purpose 4: drivers of renewed or continued conflict reduced**  
 IR4.2 youth resilience strengthened and opportunities for livelihoods developed

**GOAL: Lower the risk of youth participation in violence in Burundi and provide long-term socio-economic opportunities for young people (ages 18 to 35 years old)**  
 Indicator: Percent of youth who self-report reduced risk of participation in violence

**Objective 1: Build the capacity of local CSOs to empower and support youth-led, positive civic engagement**

**Output Indicators:**

- Number of youth advocacy networks established
- Number of youth-based advocacy initiatives conducted

**Outcome Indicators:**

- Self-reported perception of effectiveness of non-violent civic engagement
- Improvement in partner organizational capacity

**Objective 2: Enhance economic incentives for youth to participate constructively in society**

**Output Indicators:**

- Number of youth at risk of violence trained in social or leadership skills through USG assisted programs
- Number of youth supported through loans provided by microfinance institutions
- Number of youth supported through cash for work activity in Bujumbura Mairie
- Number of youth receiving sector specific vocational training and/or receiving employability skills training through USG assistance
- Percentage of female participants in USG-assisted programs designed to increase access to productive economic resources (assets, credit, income, or employment).

**Outcome Indicators:**

- Percent of individuals finding employment (including self-employment) three months following training, loan or participation in cash-for-work activities

**Objective 3: Support youth-led peacebuilding and violence prevention activities**

**Output Indicators:**

- Number of participants who participated in dialogue sessions on existing or potential conflict topics within their respective community
- Number of youth who participated in Entrepreneurship Learning Exchange Days (ELED)

**Outcome Indicators:**

- Percent of participants who report improved understanding of and tolerance related to the dialogue session topic, two months after dialogue session

**Annex 2: Final Evaluation Report Format and Contents Requirements<sup>1</sup>:**

<b>Final Report Requirements</b>	
Report Length	Maximum of 30 pages, excluding the Table of Content and Annexes
Cover page	<p>Include enough information on the cover of the evaluation report so that a reader can immediately understand that it is an evaluation and what was evaluated. The evaluation cover must:</p> <ul style="list-style-type: none"> <li>• Include a title block in USAID light blue background color.</li> <li>• Include the word “Evaluation” at the top of the title block and center the report title underneath that. The title should also include the word “evaluation.”</li> <li>• Include the following statement across the bottom of the cover page: “This publication was produced at the request of Counterpart International and prepared by an external evaluation team comprised of [list authors and affiliation].”</li> <li>• Feature one high-quality photograph representative of the project being evaluated and include a brief caption on the inside front cover describing the image with photographer credit.</li> <li>• State the month and year of report publication</li> <li>• State the individual authors of the report and identify the evaluation team leader.</li> </ul>
Table of Contents	Page numbers should be accurate
Acronyms	List all acronyms used in the report
List of Tables	List of tables, diagrams or charts (if any)
Executive Summary	A 2 to 4-page Executive Summary that provides a brief overview of the evaluation purpose, project background, evaluation questions, methods, findings, and conclusions.
Introduction & Background	<p>Introduction and brief background (not to exceed five pages)</p> <ol style="list-style-type: none"> <li>a. Description of the project including country and sector contexts</li> <li>b. Development hypothesis (Theory of Change)</li> <li>c. Goals and objectives</li> <li>d. Evaluation purpose and scope</li> <li>e. State the evaluation questions</li> </ol>

<sup>1</sup> Reference should be made to USAID Evaluation Report Requirements - A Mandatory Reference for ADS Chapter 201

Methodology	<p>Describe the evaluation method(s) for data collection and analysis. Disclose evaluation limitations, especially those associated with the evaluation methodology (e.g. selection bias, recall bias, etc.).</p> <p>NOTE: A summary of methodology can be included in the body of the report, with the full description provided as an annex.</p>
Findings	<p>Present findings related to each element of the scope of work supported by evidence. Ensure that all evaluation questions are addressed as found in the Statement of Work (SOW).</p> <p>Include findings that assess outcomes and impacts on males and females.</p> <p>Lessons Learned - in terms of program implementation and the evaluation questions supported by evidence.</p>
Conclusions	<p>Provide overall conclusions emanating from the findings and lessons learned - in terms of program implementation and the evaluation questions supported by evidence</p>
Recommendations	<p>Support recommendations with specific findings, lessons learned and conclusions. Provide recommendations that are action-oriented, practical, and specific.</p>
Annexes	<p>Annexes:</p> <ul style="list-style-type: none"> <li>• Evaluation Statement of Work</li> <li>• Evaluation workplan</li> <li>• Copies of all data collection tools, survey instruments and interview/facilitation guides used</li> <li>• All sources of information properly identified and listed including: <ul style="list-style-type: none"> <li>○ List of secondary data and background documents reviewed</li> <li>○ List of places visited and types of people and groups interviewed</li> </ul> </li> <li>• Verification workshop facilitation guide and report</li> <li>• Presentation on preliminary findings from desk review and evaluation</li> <li>• Electronic copy of data sets, other supporting documentation and full report</li> <li>• All sources of information—properly identified and listed.</li> <li>• Any “statements of difference” regarding significant unresolved differences of opinion by USAID, Counterpart International, and/or members of the evaluation team.</li> <li>• Signed disclosures of conflicts of interest from evaluation team members.</li> <li>• Summary information about evaluation team members, including qualifications, experience, and role on the team.</li> </ul>