



REQUEST FOR PROPOSAL

Date: **March 5, 2019**
Subject: Request for Application for a midterm and baseline evaluations
RFP Number: **2019. Serv.001**
Offer Deadline: **March 27, 2019, 12:00 Midnight, GMT**

Counterpart International (hereinafter Counterpart) is soliciting proposals for the supply of **midterm evaluation** as described in this Request for Proposals (RFP). These services are required under the **PRG-PA** (hereinafter “the Award”) by the issuing **The United States Agency for Development** (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 **contract**. 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

Request for Proposal (RFP) No. 2019. Serv.001, dated: **March 5, 2019** Counterpart, acting on behalf of the PRG-PA, is hereby soliciting bids for the supply of comprehensive **midterm/baseline evaluation** as described in Section II of the ITB.

2. Eligible Source Countries for Goods and Services

All goods and services to be supplied under the contract shall have their origin in countries listed under the USAID Geographical Codes 937 and shall include the following:

937 – “The United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is prohibited source.”

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

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.

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

Submitted bids are required to consist of the following documents:

Technical Proposal

1. Organizational background showing evidence of prior performance in supplying **baseline and/or midterm evaluations**;
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.

Price Quote

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

5. Format and Signing of Bid

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

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.

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

The Bidder shall include in its bid evidence in support of its technical qualifications and ability to perform the **contract** 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

Bids shall remain valid until **May 27 2019** which is 60 days after the offer deadline. A bid valid for a shorter period shall be rejected as non-responsive.

9. Deadline and Late Bids

It is the Bidder's sole responsibility to ensure that bids are received by Counterpart on or before the Offer Deadline of **March 27 2018**. Electronic submissions are strongly encouraged. Faxed bids will not be accepted.

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 because of circumstances beyond the Bidder's control. A late bid will be considered only if the sole cause of it becoming a late bid was attributable to Counterpart, its employees or agents.

10. Clarification of Bidding Documents

Clarifications may be requested in writing not later than five (5) business days prior to the Offer Deadline. The contact for requesting clarifications is **Mariama Issaka Tcholé, Procurement Officer, at missakatchole@counterpart.org** and **Lawaly Adamou, Monitoring and Evaluation Manager at ladamou@counterpart.org**

11. Submission of Bids

Only electronic submissions will be accepted. All bids with technical and price schedule must be received by **March 27, 2019** by **Mariama Issaka Tcholé, Procurement Officer, at missakatchole@counterpart.org** and **Lawaly Adamou, Monitoring and Evaluation Manager at ladamou@counterpart.org**, with copy to emitchell@counterpart.org, and ocamara@counterpart.org

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

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

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

Subject to Clause 15, Counterpart will award a **contract** to that Bidder whose proposal is deemed acceptable and which offers the best value based upon the evaluation criteria in Section II – Technical Specifications – Evaluation Criteria. For a bid to be deemed acceptable, it must comply with all the terms and conditions of the RFP without material modification. A material modification is one which affects the price, quantity, quality, delivery or installation date of the equipment or materials or which limits in any way any responsibilities, duties, or liabilities of the bidders or any rights of Counterpart. In addition, the successful bidder must be determined to be responsible. A responsible bidder is one who has the technical expertise, management capability, workload capacity, and financial resources to perform the work. Counterpart may, at its option, reject all bids.

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

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 contract**, or to reject all bids.

16. Notification of Award

Before the expiration of the period of bid validity, Counterpart will notify the successful Bidder in writing that its bid has been accepted.

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

Counterpart International's Participatory, Responsive Governance Principal Activity (PRG-PA) program's is funded by USAID for a period of 5 years (2016-2021) and is active in the Diffa, Agadez, Zinder and Niamey regions. The program goal is to improve collective (government and citizen) responsiveness to priority public needs. PRG-PA seeks to increase the capacity of stakeholders to be able to identify the local dynamics that block or promote reforms and apply this learning to mobilize around collective action. PRG-PA activities will help Nigerien CSOs, thought leaders, government, and the media promote what Nigeriens call a prise de conscience, or a conscience awakening, that will encourage individual leaders and citizens to act more for the common good, particularly regarding the use of public resources for more equitable service delivery. The program is being implemented in two phases.

Program monitoring, and evaluation is an integral part of Counterpart International's management strategy. Accordingly, Counterpart Monitoring and Evaluation (M&E) systems will be integrated into PRG PA program implementation to measure the impacts and effectiveness of the program interventions, as well as to provide feedback about the program's progress towards stated goals and objectives. It is therefore essential to establish a mid-term evaluation of the program phase I to measure the impacts and effectiveness of program interventions and to find the baseline situation for Phase 2 impact indicators which included the women, Peace and Security (WPS) project. It should be noted that the Nigerien research firm REM AFRICA conducted the baseline evaluation in the PRG-PA intervention areas.

These services will be implemented over an **9.4 weeks** period from **April 22, 2019 through Jun 21, 2019**. An outline of the work plan indicating sequence of key activities and major milestones is illustrated in the Gantt chart in section II, **timeline**.

2. Scope of Work

The bidder is anticipated to provide the following core services/tasks:

- To conduct a mid-term evaluation of progress toward achieving PRG-PA impact for the indicators measured through the phase 1 baseline survey in regions/communes where PRG-PA was implemented during Phase 1 (Diffa, Agadez, Zinder, and Niamey).
- Conduct a baseline measure for new Phase 2 indicators in all phase 2 regions/communes and for current PRG-PA indicators in Diffa and Tillabéri communes.

The main purpose of the evaluation is to measure citizen perception of government responsiveness and CSO and media effectiveness in promoting more responsive governance and inform project impact indicators (see table 1 and 2 below). The survey population base includes all citizens in PRG-PA commune, including "ordinary citizens" and government, CSOs, community-based organizations (CBOs), and private sector representatives; and all traditional and religious leaders who are present at the time of the evaluation. To the extent possible and when appropriate, all questions will be disaggregated by age group, sex, ethnicity and/or race, socio-economic status, religion, geographic location, persons with disabilities, education/literacy.

The table below details the zones of interventions that will be covered by this survey. Please note that they are divided by components since PRG-PA recently had a modification to add an activity called "Women Peace and Security or WPS".

1Communes of implementation

Régions	Nombre	Zones d'intervention	PRG-PA	WPS
Agadez	7	Agadez	✓	
		Arlit	✓	
		Dannet	✓	
		Dirkou	✓	
		Ingall	✓	
		Tabelot	✓	
		Timia	✓	
Diffa	7	Diffa	✓	✓
		Chétimari	✓	✓
		Foulatari	✓	✓
		Kablewa	✓	
		Mainé Soroa	✓	✓
		N'gourti	✓	
		N'guigmi	✓	✓
Niamey	2	Niamey 1	✓	
		Niamey 2	✓	
Zinder	9	Alakoss (Garazou)	✓	
		Dakoussa	✓	
		Dungass	✓	
		Kangna Wamé	✓	
		Gouré	✓	
		Takeita (Garagoumsa)	✓	
		Tanout	✓	
		Tarka	✓	
		Zinder	✓	
Tillabéri	8	Abala	✓	✓
		Sanam	✓	✓
		Tondikandia	✓	✓
		Oualam	✓	✓
		Tillabéri	✓	
		Tamou	✓	✓
		Kokorou	✓	✓
		Tera	✓	
Total			33	11

The midterm evaluation will help obtain data to help measure PRG-PA's 19 indicators. The evaluation must be conducted in Niamey, Agadez, Diffa, Zinder and Tillabéri. The target population is all citizens and government, CSOs, community-based organizations (CBOs), and private sector representatives; and all traditional and religious leaders in these regions who are available.

The midterm review will seek to get data to compare against the baseline survey for phase 1 on the following indicators:

2 Indicators for the midterm evaluation of phase 1

N°	Indicators
1	Percentage of citizens who think councilors/mayors listen to and consult them
2	Percentage of citizens who report participation in civic engagement
3	Percentage of citizens who report awareness of the public goods provision process in health education and security
4	Percentage increase in citizens' reported expectations of the value of contacting GoN officials about citizen priority public goods
5	Percentage of citizens who report that CSO/citizen advocacy on targeted citizen priorities is effective?
6	Percentage of citizens reporting that they are satisfied by government information's related to security and defense issues.
7	Percentage of citizens who perceive that media investigative reporting is influencing and promoting collective action?
8	Percentage citizens and public officials who report that investigative journalism in Niger is fair?

For the data to be collected for the baseline for phase two, the following indicators must be used:

3 Indicators for the baseline evaluation for phase 2

N°	Indicators
1	Percentage of citizens reporting that they are satisfied by government information's related to security and defense issues?
2	Percentage of respondents who express confidence that Nigeriens can resolve their differences.
3	Percentage of respondents who report having increased opportunities to participate in local decision-making processes
4	Percentage of respondents who think that their grievances have been addressed through government or community action
5	Percentage of respondents reporting increased agreement with the concept that males and females should have equal access to social, economic, and political resources and opportunities
6	Percentage of respondents with increased awareness of women and girls rights
7	Percentage of respondents reporting increased agreement with the concept that males and females should have equal access to social, economic, and political resources and opportunities
8	Percentage of respondents who agree that violence is an acceptable means to resolve local grievances.
9	Percentage of respondents indicating improved perception of state legitimacy (e.g. confidence of government; trust in the police; politicians and military, etc.) Percentage of respondents who report satisfaction with the security forces providing security and safety.
10	Percentage of respondents who feel security measures have had a negative impact on their daily life (e.g. access to education, ability to earn income, access services).
11	Percentage of respondents with improved perceptions of whether a region is stabilizing.

To produce high quality work, CPI has opted for the mid-term evaluation and baseline to be conducted by the team leader who will be an international consultant and a survey specialist who can be a national consultant. CPI will select first, the team leader who will recruit in collaboration with PRG-PA support, the national consultant will be hired.

The below tasks are expected from the applicants. Counterpart considers these tasks necessary for the success of the midterm evaluation and production of reliable and quality data. The applicants may propose a different order of events or even slightly different tasks, but Counterpart reserves the right to approve or reject all proposed changes.

In addition to traditional and overarching criteria for a midterm evaluation to be addressed, including relevance, coherence, intervention logic, effectiveness, effects and changes, sustainability, learning and knowledge management and innovation; the applicants will perform the following tasks:

Tasks for the team leader:

- Task 1: Design a midterm evaluation work plan, methodology for data collection and analysis, sampling method, budget, team composition, plan of dispatch, and timeline
- Task 2: Design the survey questionnaire
- Task 3: Train enumerators
- Task 4: Field test enumerators as well as survey questionnaire
- Task 5: Data collection, entry, and cleanup
- Task 6: Data Analysis
- Task 7: Report Write up
- Task 8: CPI debriefing
- Task 9: Prepare and handover to CPI data file

Tasks of the survey specialist:

- Task 1: Contribute to the design and translate of the survey questionnaire into appropriate languages
- Task 2: Recruit and train enumerators
- Task 3: Field test enumerators as well as survey questionnaire
- Task 4: Data collection, entry, and cleanup
- Task 5: Data Analysis

Throughout the midterm and baseline evaluation, there must be open communication between the applicants and Counterpart through phone calls, emails, text messages, or face-to-face meetings to ensure proper coordination between both parties and that issues that arise are resolved in a timely fashion. Counterpart may conduct unannounced visits while data collection is going on but cannot interfere with the evaluation. Any changes to the plan, approved by Counterpart, during the evaluation, must be documented between both parties.

3. Methodology.

The successful applicants will be responsible for proposing a rigorous evaluation design, including survey questions, sampling techniques and size and statistical calculations methods. The survey shall be administered to a representative sample of the target population and ensure acceptable representation of the groups that compose this population. The successful applicants will use as a starting point, and improve upon, the survey methodology and survey questions developed for the phase 1 baseline evaluation. They shall notify Counterpart of differences between the

methodologies and how these may or not impact the validity/reliability/comparability of data gathered under this evaluation. They will also propose the most efficient approach toward fulfilling the dual purpose (mid-term/baseline) of the evaluation.

The survey methodology as well as all other deliverables under this scope of work, shall be reviewed by CPI Director for Program Quality and Learning (Christian Arandel) and approved by PRG-PA Chief of Party (Gregory Hemphill) and PRG-PA Manager (Elliot Mitchell).

4. Staff Structure.

CPI is looking for qualified people or institutions with the combined and proven ability and experience in evaluations of governance programs. The people or institutions sought should have the basic skills in quantitative and qualitative evaluation design and analysis with good national experience. International experience would be an added advantage.

Minimum Qualifications of proposed applicants:

- A higher education degree (Masters preferred) in one of the following areas: Business Management, Development Studies, Business Development, Economics, History, Social Sciences or equivalent.
- Minimum of seven years' experience in the use of research methodologies, quantitative and qualitative data collection and analysis using focus group discussions and interviews with key informants.
- Minimum of five years of work experience in the areas of monitoring and evaluation, including experience with programs focusing on improved governance and gender mainstreaming.
- Strong analytical and written skills.
- Experience working for international organizations would be an added advantage.
- Experience in community design, monitoring and evaluation and support of development projects/programs would be an added advantage.
- Mastery of software needed to produce the report and analyze data required (WORD, EXCEL, CSPRO, SPSS). At least one of the proposed applicants will have demonstrated experience with statistical analysis software.
- Written and oral fluency in French is required; Fluency in English is preferred.

5. Expected Results, Deliverables.

5.1. Workplan

The applicants will update the data collection questionnaire used in the baseline evaluation, and will propose and integrate the questions related to the new evaluation question for the baseline of some Phase II impact indicators., They will also finalize the assignment timeline, clarify team members' roles and responsibilities, and develop data collection methods, instruments, tools, and guidelines. The evaluation work plan document must be submitted for approval to **Mr. Gregory Hemphill at ghemphill@counterpart.org and Mr. Mitchell at emitchell@counterpart.org** within the first week of signature of the contract. Counterpart will support the consultant's efforts in obtaining information about the logistical and administrative procedures for the assignment.

The midterm evaluation work plan shall provide details of the strategy and methodology that will be used, geographic and participant sampling structure, and evaluative procedures. In addition to the sampling methodology and data collection instruments, the design document will include a data analysis plan; what procedures will be used to analyze qualitative data from key informant and other stakeholder interviews; and how the evaluation will weigh and integrate qualitative data from these

sources with quantitative data from the survey to reach recommendations and conclusions. Each data collection, analysis, and/or presentation tool, including the specific instruments, needs to be approved by Counterpart prior to the start of the evaluation team’s field work.

5.2. Final midline evaluation report

The main deliverable of this evaluation is the final report which is expected to be finalized by **June 28, 2019**. The final report must be both in French and English. If the applicants produced the report in English, then They must also translate it in French and vice-versa.

The evaluation report must not be more than thirty-five (35) pages long, excluding the table of content, Acronyms, annexes, list of tables and figures. It will need to present findings concisely that would allow easy understanding. Findings must provide data for all 19 indications included in the scope of work. Please see in table below counterpart’s guidance on the content of this report:

Section	Description
Executive Summary	Executive Summary that provides a brief overview of the evaluation overview and scope, midterm evaluation purpose, findings, and conclusions.
Recommendation	Support recommendations with specific findings. Provide recommendations that are action-oriented, practical, and specific
Report Body	<ul style="list-style-type: none"> • <u>Introduction</u>: project overview • <u>Methodology</u>: Contains midterm evaluation methodology in detail including data collection and analysis methods • <u>Results</u>: Show results including table, figures, charts, and they come about and discloses the limitations of the evaluation, especially those associated with the methodology. Show data quality control method and procedure • <u>Conclusion</u>: show highlights and what is considered the most central findings.
Annexes	Include at minimum the following annexes <ol style="list-style-type: none"> 1. Statement of Work 2. All midterm evaluation tools (questionnaires, checklists, discussion guides... etc.). 3. A list of sources of information (key informants, documents reviewed, photos, other data sources).

6. Evaluation Criteria.

Bidders will be evaluated based on their ability to respond to the methodology, core services, and specific tasks. See Section I, 16.2 for evaluation criteria and priority rank.

Within the technical response (Section I, 16.2, b – e), Bidders should include information which will allow Counterpart to adequately assess the following:

- **Past performance:** demonstrated experience in successfully implementing comparable assignment and delivering quality reports within a tight time frame. Previous experience in Niger or similar context. **(25 points)**
- **Technical approach:** the extent to which the proposed approach is methodologically sound and can realistically be achieved within the proposed time frame. A demonstrated understanding of the challenges of implementing surveys in the target regions and the feasibility of the proposed solutions to overcoming these challenges. **(50 points)**
- **Cost realism:** the extent to which the proposed budget is realistic and reasonable and offers the best value for money for Counterpart. **(25 points)**

7. Timeline of activities

It is anticipated that the entire scope of activities will be spread over a period of approximately 7.7 weeks. An outline of the work plan indicating sequence of key activities and major milestones is illustrated in the Gantt chart below to estimate the time and effort required for each activity.

Process & Milestones	Date	Week of study								
		1	2	3	4	5	6	7	8	9
Discussions with Counterpart	Week 1	█								
Secondary data review	Week 1	█								
Finalize methodology and sampling plan	Week 1	█								
Develop survey tool	Week 2		█							
Submit inception report, work plan and draft tools	Week 2		█							
Advisory input and review	Week 3			█						
Translate tool	Week 2 to 4		█	█	█					
Mobilize data collection team	Week 3 to 4			█	█					
Train/Brief enumerators	Week 4				█					
Pilot test questionnaire	Week 4 to 5				█	█				
Debrief & review	Week 4				█					
Preparation for data collection	Week 4 to 5				█	█				
Data collection	Week 5 to 6					█	█			
Submit progress report	Week 5 to 6					█	█			
Data coding and data entry	Week 5 to 7					█	█	█		
Analysis and report write-up	Week 5 to 7					█	█	█		
Submit data file to CPI-N	Week 7							█		
Submit draft report	Week 7							█		
Advisory input	Week 7 to 8								█	
Review draft report	Week 8 to 8								█	
Submit final report to CPI-N	Week 9									█
Total Duration	9									

8. Method of payment.

Payment to will be based on these milestones as follows:

Milestone	Description
Contract Signature	15 % of the total
Field enumerators and survey testing	25 % of the total
Evaluation activity launch	20% of the total
Draft Report Submitted, and final version approved by CPI	40% of the total

9. Proposal Requirements

The candidate shall submit a full technical and cost proposal to CPI-N via an electronic submission with the following documents:

- Corporate profile and experience of company (If applicable, 3 pages maximum)
- CVs of proposed personnel/applicants (3 page each maximum)
- References for each proposed consultant

- Technical offers with a specific agenda proposal and a description of the proposed methodology detailing how the expected results will be achieved (10 pages maximum)
- A financial offer detailing the various costs related to the provision of services, itemized in US dollar and in excel format.

When drafting the proposal, the Consultant/Firm should be careful to include all information requested above. Failure to submit a complete application will result in the rejection of the proposal.

10. Instructions for submitting the proposal

Please submit the proposal via email in word and/or excel document to **Mariama Issaka Tcholé, Procurement Officer**, at missakatchole@counterpart.org and **Lawaly Adamou, Monitoring and Evaluation Manager** at ladamou@counterpart.org, with copy to emitchell@counterpart.org, and ocamara@counterpart.org no later than **March 27, 2019 at 12:00** midnight GMT. Please include the subject "PRG-PA Midterm Study"

All questions pertaining to this RFP must be submitted by 12:00 midnight GMT on March 10, 2019. Questions may be submitted, in written form, to the individuals above. Questions will be answered within 2 business days via email. Questions and answers will be shared with all bidders.

*The deadline for submission of the proposal is **March 27, 2019** at 12:00 midnight GMT and any proposals received after that date will not be considered. **The Consultant/Firm selected is expected to start the study in April, 2019.***