

Request for Independent Consultant

Issuing Date: August 29, 2022

Offer Deadline: September 5, 2022; 5:00 PM EST

Solicitation Number: TL/PM/1092/0079

Counterpart International (hereinafter Counterpart) is soliciting applications for consultancy services as described in this Request for Independent Consultant (RFIC). These services are required under the USAID/NGO Advocacy for Good Governance Activity, Contract No. 72047220C00001 (hereinafter “the Contract”) funded by U.S. Agency for International Development (hereinafter USAID).

Independent Consultants invited by Counterpart (hereinafter “applicants”) to submit offers (hereinafter “applications”) for the services described in the attached scope of work are under no obligation to do so.

INSTRUCTIONS TO BIDDERS

Applications Validity Period

Applications shall remain valid until November 5, 2022 which is sixty days after the offer deadline. A bid valid for a shorter period shall be rejected as non-responsive.

Counterpart’s Rights and notification of award

1. Only shortlisted applicants will be contacted.
2. Counterpart reserves the right to conduct additional selection process steps as needed, such as interviews, presentations, site visits, request copies of previous contracts, paystubs...etc.
3. Counterpart reserves the right to accept or reject:
 - i. Any application
 - ii. Late applications

Contents of Application/Submission Requirements

The following Documents must be included in the application

1. Applicant’s resume (CV)
2. Applicant’s Salary Sheet (Attached) DO NOT submit USAID 1420 “Personal History Form”
3. Two recommendation letters from previous employers/consultancy within the past two years or contact

All applications must be submitted to naggaprocurement@counterpart.org

Qualifications

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| <ol style="list-style-type: none"> 1. Minimum of eight to ten (8-10) years related experience in conducting and designing research for international development projects in areas such as youth, people with disabilities, transparency and anti-corruption, justice, human rights, community development, education, and women empowerment. 2. Master’s degree in political science, public policy, international studies, statistics, or related field, PhD preferred | <ol style="list-style-type: none"> 3. Knowledge of Timor-Leste and/or Asia region, preferred 4. Experience working with USAID funded projects, preferred. 5. Excellent research, analytical, writing, and presentation skills. 6. Excellent organizational, and written and oral communications skills. |
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Evaluation Criteria

Counterpart will award an Independent Consultant Agreement (ICA) to the responsible applicant(s) whose application is deemed acceptable based on the evaluation criteria below:

Criterion	Description	Points
Qualifications and Experience	Academic, years of experience	40

Past Performance and relevant experience	Experience, recommendations letters, reference check results, technical capabilities	40
Daily/Hourly Rate	The overall cost presented in the offer	20
	Total:	100

Consultancy Description

These services will be implemented over a four-month period from October 1, 2022 – January 30, 2023.

A. Introduction and Background

Counterpart International is implementing USAID/Timor-Leste NGO Advocacy for Good Governance Activity, a five-year initiative funded by the United States Agency for International Development (USAID). The Activity seeks to expand the Non-Governmental Organization (NGO) enabling environment and strengthen the organizational, research, networking, and financial capacity for local advocacy NGOs in Timor-Leste to provide increased evidence-based, sustainable advocacy services on behalf of citizens.

One of the Activity’s objectives is to Improve Advocacy, Research/Analysis, and Networking Capacity in Response to Constituents of its NGO partner organizations that work in sectors such as justice, human rights, education, disability rights, security, agriculture/livelihoods, youth, community empowerment. In the first two years of the performance, the Activity helped partner NGOs to develop their first research products in their subject areas through training and technical support. The Activity’s approach is to continue building these organizations’ research skills over-time, so they continue strengthening the quality of their evidenced-based research products which will help them in their advocacy process and to strengthen their positions as thought leaders in their fields. As such, the Activity is seeking a consultant to provide research training and support to the NGOs, focusing on the use and analysis of secondary data, to increase the arsenal in their toolkits for research, to enhance their resulting 2022-2023 research products that will be developed as part of their participation in the Activity.

B. Scope of Work

Under the supervision of the Activity’s Chief of Party, the bidder is anticipated to provide the following core services/tasks:

1. Propose the best methods and alternatives to train organizations’ participants in the use and analysis of secondary data (i.e. crafting research questions, identifying sources of data, accessing publicly available data, reviewing the materials, analyzing data, etc.) and work with the Chief of Party, and designated Activity team to finalize planning and specific topics of the training.
2. The Activity training approach includes a semi cascading approach, using the Activity technical team to facilitate the training with the NGO partners in their local language. As such, the consultant will be required to conduct training-of-trainers for the Activity Team on the subject matter, these staff, in turn, will work with the consultant to co-facilitate the training for the NGO partners. To that end, the consultant will:
 - a. Design and prepare a training agenda and materials for a 1-to-2-day training of trainers' workshop for up to 8 Activity staff. The objective of the training is to equip the Activity team with skills and knowledge regarding the secondary research methodology to enable them to effectively support the NGO partners throughout the development and implementation of their 2022-2023 research project. The exact focus of the training will be determined in collaboration with the Chief of Party and Activity team during the planning sessions (item 1 above).
 - b. Design and prepare training agenda and materials and co-facilitate a 1–2-day training for 9 to10 partner NGOs on secondary data use and analysis. The focus of the training will be determined in collaboration with the Chief of Party and Activity team during the planning sessions (item 1 above). The consultant will be expected to work closely with the Activity team to facilitate the training, mentoring them throughout this process.

3. Serve as guest lecturer to discuss research methods at local University for a wider audience of academics, NGOs, journalists and other relevant stakeholders. The specific topic(s) will be determined during the planning sessions with the Chief of Party and Activity team.
4. Provide technical support to Activity team and 9 partner NGOs as they initiate their design and development of their 2022 – 2023 research project. This may include but is not limited to reviewing and providing input on the design research questions, support in identifying and accessing to sources and data, helping the activity team with other inquiries that may result to help the NGO partners as they progress with their research products' development.
5. Provide guidance on presentation of research results, including developing a research report template for the NGO partners. Support the review of the Research Reports Abstracts prior to their finalization.
6. Prepare workshop reports and trip report.

C. Place of Performance, and Other Conditions.

Place: Dili, Timor-Leste

D. Monitoring and Reporting.

The consultant will report to: Diane Francisco, Chief of Party

E. Expected Results, Deliverables.

Reporting Requirements (Activities and/or Outputs)	Estimated Due Dates
<p>Research Training-of Trainers Workshop Conducted-</p> <p>Provide: Training materials including agenda, training manual, activity worksheets and other training materials, facilitators notes and presentation(s).</p>	October 6, 2022
<p>Co-Facilitate Research Training for participants of 9 to 10 partner NGOs.</p> <p>Provide: Training materials including agenda, training manual, activity worksheets and other training materials, facilitators notes and presentation(s)</p> <p>Provide: Training report, including agenda, participant list, key outcomes, results of participant evaluation, etc. (template to be provided by Activity)</p>	October 12 & 13, 2022 October 19, 2022
<p>Support Activity Team and NGO partners during the development of the research product development</p> <p>Hold consultation meetings with each NGO to refine and guide their research projects and support them in source identification to support their research.</p> <p>Provide copies of research products completed by the NGOS with consultant inputs and feedback incorporated.</p>	October 26, 2022 TBD
<p>Trip Report Prepared</p> <p>Report which incorporates the results, conclusions and actionable recommendations from the trip and activities conducted.</p>	October 31, 2022