

SOS CHILDREN'S VILLAGES

**REQUEST FOR PROPOSAL (RFP) AND TERMS OF
REFERENCE (ToR) FOR Final EVALUATION OF DIABETES
EDUCATION AND AWARENESS PROJECT IN SOMALILAND**

SOMALILAND, HARGEISA LOCATION

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1. Context and rationale

1.1 About SOS Children's Villages

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

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

SOS Children's Villages in Somaliland is committed to the welfare of children who lost parental care or at risk of losing parental care – often ensuring that children grow up in a loving family environment, and to strengthening families and communities as a preventive measure in the fight against child abandonment and social neglect, and upholds child protection policy as part of their commitment to the protection of children and youth from abuse. Uniquely, we provide long-term, family-like care for children who have lost parental care (alternative care service), and we work with vulnerable families and communities to help strengthen them and prevent family separation (family strengthening service, FS). SOS Children's village's alternative care is usually organised in the form of a cluster of SOS families, where each SOS parent cares for small group of children.

SOS Children's Villages was established in Somaliland in 1999 and it started first operations in Sahil region. Currently, SOS Children's Villages in Somaliland implements programs ranging from childcare, child protection, youth empowerment and participation, diabetes awareness, community empowerment, access to basic social services and emergency interventions. SOS Children's Villages in Somaliland is operational in six regions of Somaliland: Awdal, Marodijeh, Togdheer, Sahil, Sool and Sanaag and it had a good relationship with many stakeholders, including government institutions, local authorities at national, regional and district levels, INGOs, LNGOs and local communities, as well as other CSOs who are in and out of the operational area.

1.2 Description of the Diabetes education project

SOS Children's Villages in Somaliland has implemented 'Increasing awareness and providing diabetes care in the vulnerable communities living in IDPs in Hargeisa. The overall objective of the project is - Increasing awareness and providing diabetes care in the vulnerable communities living in IDPs in Hargeisa. The project educates the people living with diabetes to help them manage the blood-sugar level and those at risk for diabetes to take preventive measures.

In this project, SOS CV Somaliland will be working in 5 IDPs in Hargeisa where there are already ongoing projects of Family Strengthening Programing (FSP) which intend to enhance the overall living conditions of the families and create strong social systems to support vulnerable members in their communities. The FSP programs support economic empowerment of families by establishing viable and market relevant businesses which can give sustainable income to the families.

This Diabetes related project is integrated with the overall FSP program portfolio and specifically target vulnerable families who are at-risk of developing diabetes and those who already have members living with diabetes and need support. The project will also enhance the overall knowledge related to diabetes through awareness realizing sessions and trainings to community members, teachers and health workers. At National level, the project will contribute to the contextualization and implementation of the diabetes Guidelines set by WHO. By doing this, the project will be able to support many individuals change their lifestyle and thus safe themselves from the effect of the disease while also providing knowledge and skills to manage patients suffering from the disease. SOS CV envisions by doing so, lives will be saved and thus many children are protected to lose their parental care.

In summary, the project aims to achieve the following specific objectives:

- **Objectives1:** Increased awareness of communities from poor and vulnerable IDP camps and public in Hargeisa on Diabetes through community outreach programmes.

- **Objective2:** Increase resilience of people living with Diabetes from vulnerable communities for better self-diabetic management.
- **Objective3:** Enhance capacity of health workers, teachers, and health structures to provide awareness and support to vulnerable communities.

1.3. Rationale and overall objective of the Final Evaluation

The purpose of this final evolution is to assess the project achievements and challenges against project goals and target and to document key lessons learned from the project interventions after the end of the project period.

2. Instruction to bidders

The bidders are welcome to submit their proposal for the final evaluation of diabetes awareness and education project in Hargeisa, Somaliland. This bid is open to all national and international suppliers (independent consultants or companies) who are legally constituted and can provide the requested services. The bidder shall bear all costs of the bid; costs of a proposal cannot be included as a direct cost of the assignment. The proposal and all supplementary documents have to be submitted in English. Financial bid needs to be stated in US Dollars.

2.1 Process of Submission of Bids

To facilitate the submission of proposals, the submission duly stamped and signed can be done electronically in PDF format and sent to procurement@sos-somaliland.org

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

2.2 Documents to submit

- Bid submission / identification form (**Template in the annex**)
- Previous experience format (**Template in the annex**)
- Price schedule form (to be sealed in a closed envelope or a separate PDF file) (**Template in the annex**)
- Technical proposal (**Template in the annex**)
- 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)
- Filling out SOS supplier profile registration form (both individual and firms)-see format in the annex.

2.3 Deadline for submission

The proposal has to be received by latest on **11th September 2024** by the end of the day. Proposals received after the deadline will not be considered.

with the original proposal. Failure to do so will be at bidder's own risk and disadvantage.

2.4 Modification and withdrawal of bids

Proposals may be withdrawn on written request prior to the closing date of this invitation. Any corrections or changes must be received prior to the closing date. Changes must be clearly stated in comparison with the original proposal. Failure to do so will be at bidder's own risk and disadvantage.

2.5 Signing of the contract

SOS Children's Villages in Somaliland will inform the successful bidder electronically and will send the contract form within 3 weeks after closure of the bid submission deadline. The successful bidder shall sign and date the contract and return it to SOS Children's Villages in Somaliland within seven calendar days of receipt of the contract. After the contract is signed by two parties, the successful bidder shall deliver the services in accordance with the delivery schedule outlined in the bid.

2.6 Rights of SOS Children's Villages

- contact any or all references supplied by the bidder(s);
- request additional supporting or supplementary data (from the bidder(s));
- arrange interviews with the bidder(s);
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
- contract any number of candidates as required to achieve the overall evaluation objectives

2.7 Evaluation of proposals

After the opening, each proposal will be assessed first on its technical quality and compliance and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be considered for approval. The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR). Selected bidders will then be invited to interview (In-person or virtual) to provide more information on their technical and financial proposal.

The criteria for selection are:

Method: The proposed method for evaluating the programme is suitable

Timetable/work plan: The timetable/work plan is realistic and meet the needs of the programme

Cost: The cost of the proposal is reasonable and feasible, given the other aspects of the proposal

Experience: The training and previous work experience of the consultants in evaluations from organisations for which the consultant(s) has previously worked.

3. Terms of Reference

3.1 Objectives of the evaluation

3.1.1 Overall objective

The overall objective of the final evaluation is to assess the impact of the diabetes awareness and education project has made on the lives of the participants from the target communities and health service provision as a result of the program interventions and to provide a final update on how the project is performing against its targets on objectives and indicators

3.1.2 Specific objectives

- To assess the relevance and effectiveness of the implemented activities.
- Assess the achievements of the project in relation to the planned objectives and their subsequent objective-indicators.
- To assess the impact the project has made to the primary health care centres and ministry of health development intervention.
- Assess the impact of the project intervention on the lives of the community members living with diabetes and their families supported with income generation activities.
- To analyse the sustainability of the programme intervention after the end of the project.
- Assess the effectiveness and functionality of partnerships established to achieve project goals.
- To make recommendations for improving future programmes.

3.1.3 Scope

The evaluation will evaluate will cover the intervention areas of the diabetes education and patients support project which operates in Hargeisa location in Maroodijeex region particularly 6 IDP camps (Malawle, Dami A, Sheik Cumar, Naashablood A and B, Qalax and Ayah2). The evaluation will cover the project period 1st April 2022- 30th June 2024.

The folowing stakeholder will be involved in the evaluation as respondents:

1. **People living with diabetes participated in the project:**
2. **Primary health care providers, midwives and teachers from the project locations as participants.**
3. **Project partners including Ministry of health development (MoHD), and Community committees and community-based organisation (CBOs)**

3.1.3.1. Evaluation criteria and questions

SOS Children's Villages in Somaliland wants to evaluate the diabetes education project in relation to the defined project objectives and indicators after the end of 2 years project period.

The evaluation has to respond to four specific evaluation questions, being to:

1. How relevant, effective, efficient, sustainable, and participatory are the project interventions?
2. What impact has the project made in the lives of the participants in terms of diabetes education and patient care
3. What lessons can be drawn from the project that can be taken to further develop similar projects in the future?
4. How the project performed against the life-of-project targets (Indicators)

3.2 Work plan and expected deliverables

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

3.2.1 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.

3.2.2 Stage 2: Conduct

- Facilitate learning during the data collection exercise.
- Collection of data as per the agreed methodology and tools.
- Analysis of the data.

3.2.3 Stage 3: Submit findings

- Preparation of a draft report in English
- Presentation of the findings to the programme staff / national office staff
- After having received feedback from the various stakeholders – finalise the report and submit it in English.

Deliverables:

- Refinement of evaluation study design and methodology in an inception report
- First draft of the final report in English

-
- Presentation of preliminary results to SOS Children's Villages in Somaliland(face-to-face)
- Final report

3.3 Report criteria

The evaluation will result in the concise programme evaluation report, in English with a maximum length of 20 pages including an Executive Summary. All confidential information should be kept in a separate annex to protect participants. The final report should be provided electronically and in hard copy.

The report format below must be strictly adhered to:

- **Cover page**
 - Title of evaluation report
 - Country, programme, date of evaluation
 - Name of consultant
- **Executive summary (*maximum 2 pages; cross-reference pages or paragraphs in the main body*)**
 - Evaluated action
 - Purpose and methodology (incl. limitations and challenges)
 - Main conclusions, recommendations, and lessons learned
- **Main body**
 - The structure of the main body is determined by the desired results (See 3.1.2)
 - For each key conclusion, there should be a corresponding recommendation that is realistic, pragmatic, and operational
- **Annexes**
 - Terms of Reference
 - List of persons interviewed and sites visited
 - Map of areas covered by the programme

3.4 Qualification of the researcher / research team

The researcher / team of researchers must have:

- a) Proven competency (record of previous experiences) in project/programme evaluations, including final Evaluations (3 examples)
- b) A good understanding of development work in Somaliland

- c) A good understanding of diabetes management and issues affecting vulnerable patients in the IDPs including children and their families
- d) A 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
- h) Legal registration of consultancy firm (if applicable)

3.5 Logistical arrangements

National or location level staff (SOS) will be available to help organize the interviews including contacting SOS, announcement and local preparation of evaluation, linking to community duty bearers and national authorities if required.

3.6 Timetable

The evaluation will be conducted **in August 2024** and final report will be prepared over a period of **27 working days**. The final report should be submitted by **16th October 2024**.

Activities	Dates	Time frame
Prepare evaluation and submit suggested data collection methods and interview partners to the contracting body (inception report) including desk review	15 th – 24 th September	8 days
Conduct data collection	25 th September– 02 th October	7 days
Data Analysis	03 rd – 07 th October	4 days
Prepare draft report	08 th –12 th October	4 days
Incorporate feedback and prepare final report and presentation	13 th –16 th October	4 days

3.7 Duration of the contract and terms of payment

Payment will be made only upon SOS Children's Villages acceptance of the work performed in accordance with the above-described deliverables. Financial proposals should include proposed stage payments. Payment will be effected by bank transfer in the currency of billing and is due 30 days after receipt of invoice and acceptance of work.

Funding and Payment: The consultant will be paid by SOS Children's Villages as follows:

The amount is payable **40%** immediately after signing agreement/contract and **60%** upon the successful completion of the assignment and production of relevant documents and reports.

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

3.8 Notice of delay

Shall the successful bidder encounter delay in the performance of the contract which may be excusable under unavoidable circumstances; the contractor shall notify SOS Children's Villages in writing about the causes of any such delays within one (1) week from the beginning of the delay.

After receipt of the Contractor's notice of delay, SOS Children's Villages shall analyse the facts and extent of delay, and extend time for performance when in its judgment the facts justify such an extension.

3.9 Copyright and other proprietary rights

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

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

3.10 Termination

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

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

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

4. Annex

4.1 SOS Children's Villages child protection policy and code of conduct

SOS Children's Villages International has a child protection policy and code of conduct that all consultants will be expected to comply with and will be required to sign a statement of commitment to the policy. This will happen upon signing of contract, together with an orientation of consultants on internal child safeguarding processes and data protection regulations.

Before the actual start of data collection, a police check is to be provided, in case any direct contact with programme participants and/or any sensitive data is planned.

In addition to the above mentioned, the following key areas for ethical consideration need to be taken into account: <http://childethics.com/ethical%20guidance/>

Graham, A., Powell, M., Taylor, N., Anderson, D. & Fitzgerald, R. (2013). Ethical Research Involving Children. Florence: UNICEF Office of Research - Innocenti.

The successful bidder is requested to obtain written consent from all participants of the evaluation process and/or their official guardians/representatives (when applicable).

4.2 Bid submission / identification form

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

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

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

Offering service for: [insert organization and name].

Company/Institution Name/Individual's Name _____

2. Address, Country: _____

3. Telephone: _____ Fax _____ Website _____

4. Date of establishment (for companies): _____

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

6. Contact Person: _____ Email: _____

7. Type of Company: Ltd. Other _____

8. Number of Staff: _____

9. Subsidiaries in the region:

Indicate name of subsidiaries and address

a) _____

b) _____

c) _____

Validity of Offer: valid until: _____

Date

Signature and stamp

4.3 Previous experience form

Description (services and products provided to the clients relevant to the current RFP)	Client	Contact person/phone, e-mail address	Date of assignment (from/to)

4.4 Price schedule form

The financial proposal needs to include all taxes.

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

This proposal should be authorized, signed and stamped

(Name of Organisation)

Name of representative

Address:

Telephone/Fax/Email:

4.5 Technical proposal (guideline)

Name of Organisation/Firm/Independent Consultant	
Name of contact person for this proposal (for organisation/firm)	
Address:	
Phone/Fax:	
E-mail:	

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

1. Quality and Relevance of Technical Proposal

- Describe all actions related to defining data collection methodology and conducting the baseline study
- Realistic work plan with time lines in accordance with ToR
- Detailed quality assurance process for data collection and analysis

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

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

Supplier Profile and Registration Form

Section 1: Supplier Details and General Information

1. Name of Supplier: _____

Address: _____

City: _____

2. Telephone: _____

3. Email Address: _____

4. Contact Person: Name: _____

Position/Title: _____

Phone No: _____

5. Company License/Registration No. _____

Section 2: Financial Information

6. Tax No.: _____

7. Bank Name: _____

8. Bank Account:

9. Account Name: _____

Section 3: Experience

10. Recent contracts with the UN, International Aid Organisations, Governments, or International companies:

Organisation: _____ Date: _____ Value: _____

Organisation: _____ Date: _____ Value: _____

Organisation: _____ Date: _____ Value: _____

Section 4: Technical Capability

11. Please advise the categories and items, or services that your company sells:

Category	Item	Item

Section 5: Certification

I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible.

Name: _____

Company Stamp

Signature: _____

Print Name: _____

Title/Position: _____

Date: _____

Place: _____

Email Address: _____ (for contact for verification purposes)

Phone Number: _____ (for contact for verification purposes)

Please sign, initial each page and return this Form is to be completed and returned to the SOS Procurement Officer

