

REQUEST FOR PROPOSAL FOR FINAL EVALUATION

SOS CHILDREN'S VILLAGES IN SOMALILAND & SOMALIA

TABLE OF CONTENTS

1	Evaluation summary	2
2	Background information	2
2.1	About SOS Children's Villages	2
2.2	Description of project and context	3
3	Objectives of the final evaluation	3
3.1	Scope	3
3.2	Detailed evaluation questions	3
4	Methodology and approach	4
4.1	Work plan	5
4.2	Expected deliverables:	5
4.3	Report format	6
5	Instruction to bidders, selection criteria and contracting	7
5.1	Process of Submission of Bids	7
5.2	Deadline for submission	7
5.3	Modification and withdrawal of bids	7
5.4	Signing of the contract	7
5.5	Rights of SOS Children's Villages	7
5.6	Selection criteria	8
5.6.1	Qualification of the researcher / research team	8
5.6.2	Technical evaluation	8
5.6.3	Price proposal	9
5.7	Logistical arrangements	9
5.8	Duration of the contract and terms of payment	9
5.9	Copyright and other proprietary rights	9
5.10	Termination	9
	Annex	11
5.11	SOS Children's Villages child protection policy and code of conduct	11
5.12	Bid submission / identification form	12
5.13	Previous experience form	13
5.14	Price schedule form	14
5.15	Technical proposal (guideline)	15
5.16	Proposed Methodology	Error! Bookmark not defined.

1 Evaluation summary

Programme name	
Programme cycle dates	From: January 2022 To: December 2024
Type of evaluation	Final evaluation
RfP issue date	December 25, 2024
RfP closing date	January 14, 2025
Evaluation start and end date	Start: 18 th January 2025 End: 08 th February 2025
Location	Hargiesa and Mogadisho
Required languages	English
Required skills	<ul style="list-style-type: none"> a) proven competency (record of previous experiences) in project evaluations b) a good understanding of development work in Somaliland and Somalia c) a good understanding of child rights and issues affecting vulnerable children and their families d) good facilitation, organisational 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
Expected deliverables	Inception report; draft evaluation report; presentation of preliminary findings; final report, raw data

2 Background information

2.1 About SOS Children's Villages

SOS Children's Villages is a global federation of 118 national SOS Children's Villages associations, 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.

We provide long-term, family-like care for children who have lost parental care (alternative care service), and we work with vulnerable families and communities to help strengthen them and prevent child abandonment (family strengthening service, FS). SOS family like can have different forms such as SOS families where small groups of children are cared for in a family-like environment, foster families, small group homes and crisis intervention (short-term care).

SOS Children's Villages was established in Somaliland in 1999 and started its first operations in Sheikh Secondary School and since then reached 101,910 program participants. SOS Children's Villages in Somaliland implements programs on Alternative Care, Family Strengthening, youth empowerment and participation, Advocacy, health, and emergency relief interventions. In 2011, SOS Somaliland was established as the first children's village in Hargeisa which became a home for 120 children and since then reached 110 children who lost parental care through Kafala and youth care models. In addition, through Family and Community empowerment programs (FSP), SOS Somaliland assisted 8,600 Households with 51,600 children and young people who are at risk of losing parental care. Furthermore, SOS Somaliland's Humanitarian Action program is multi-sectoral, focusing on food security and livelihood, WASH (Water, Sanitation and Hygiene), cash programming, and protection aligned with humanitarian standards. The program has reached more than 47,800 individuals since 2019.

SOS Children's Villages in Somaliland works in the spirit of the United Nation Convention on the Rights of the Child, provides alternative care for children who lost parental care, works to strengthen vulnerable families and communities to prevent separation of children from their families, and promotes children's rights in Somaliland.

2.2 Description of project and context

The Next Economy—Iceland Project is a youth empowerment project launched in 2019 and ended in 2024. The project supports young people to successfully manage the transition from school to work. By mobilizing employers, activated existing youth networks, and empowered young people on market-driven skills in Somaliland and Somalia. The overall purpose of the project is to empower skilled youth from universities or technical institutes who particularly have challenges connecting to the labor market or lack of opportunities to get internship placements or decent jobs. With an innovative approach, we inspire, train, coach, and facilitate youth to prepare them, in cooperation with the public and private sectors, for a decent job.

3 Objectives of the final evaluation

The overall objective of the final evaluation is to investigate the impact of the project on youth employment by examining the knowledge, attitudes and practices towards the job market; determine labor market ecosystem contributions; and overall project results.

Specific Objectives

3.1.1.1.1.1 Measure to what extent has the project reached the desired results

3.1.1.1.1.2 Examine the relevancy, effectiveness and efficiency of the TNE model on youth employment.

- 1- Determine the role of project stakeholders on youth employment promotion and building conducive employment ecosystem.

The evaluation will also assess the cross-cutting element of gender diversity, inclusion, synergy and individual coaching and mentorship, which is crucial for ensuring the relevance and effectiveness of the program.

3.2 Scope and project stakeholders.

The Final evaluation will be carried out the project intervention locations in Hargeisa and Mogadishu and 700 youth (50% male and female) participated in the project. The evaluation will cover the project implementation period from January 2022 to December 2024. The following stakeholders will be involved in the final evaluation as respondent.

- Project participants (Youth)
- Training providers (Harhub, IRISE, SONYO and Almas)
- SOSCV Somaliland and SOSCV Somalia
- Line Ministries
- Internship/Job Providers
- Micro-finance institutions
- Other INGOs

3.3 Detailed evaluation questions

All standard projects need to undergo a final evaluation. These terms of reference state the expectations for a final evaluation.

In line with the above stated main objectives, following aspects should be evaluated in detail:

1. **Objective 1: extent the project reached the desired results**, including progress made towards achieving desired results and relevance to locally identified needs

1. **How effective is the project?** Analyse progress made based on results defined in the results framework. Analyse the performance of the project vis-a-vis globally standardized indicators (e.g. SDG indicators, National strategy indicators.)
 2. **How relevant is the project to identified needs?** Analyse the relevance of project services in view of project stakeholders (Incl. Youth).
 3. **How efficient is the project?** Analyse to which extent the measures taken have proven to be cost-effective in relation to participants reached, costs and timeline
 4. **How likely are the results sustainable?** Analyse to which extent sustainability measures were planned for and realized, in order to ensure lasting changes over time
2. **Objective 2¹: Examine the relevancy, effectiveness and efficiency of the TNE model on youth employment,**
 1. How relevant was the curriculum content to the job market needs?
 2. How effective was the TNE curriculum implementation approach?
 3. How cost-effective was the TNE skill development package (i.e., training and support services)?
3. **Objective 3: The role of project stakeholders on youth employment promotion and building conducive employment ecosystem.**
 1. How has the implementing partners (SOS CV & Training providers) expertise has contributed to youth skill development and ecosystem building?
 2. To what extent the employment creators (job providers and micro-finance institutions) enabled young people to generate income?
 3. To what extent has the project alliance contributed to the overall strengthening of the employment ecosystem including legal framework, networking platforms?
4. **Cross-cutting topics:**
 1. How far has the project ensured the inclusiveness of vulnerable youth (incl. Women, minority groups, youth leaving care, and youth living with disability)?
 2. To what extent has the project interventions increased the synergy between other SOS CV programs (incl. Other youth programs, Family strengthening program, and Alternative care program)

4 Methodology and approach

The evaluation methodology should be based on various methods such as analysis of key documents, participatory methods including interviews with participants and indirect beneficiaries, staff, partners and stakeholders within the community, as well as data analysis of accessible internal and external data sources.

The following documents are to be analysed in depth:

- Concept note including all annexes
- Results framework including risk analysis and monitoring plan
- Monitoring processes overview
- Progress reports for first project period
- Budget consumption annually
- Data quality assessment (if available)
- Statistical data
- Lessons learned log

¹ In case the project intends to exit after current project cycle, this objective can be removed

The firm evaluator is asked to come up with a suitable methodology based on this methodological guide by adapting data collection tools and sources of verification as per local context. All detailed evaluation questions need to be covered. The evaluation is expected to follow [Ethical evidence-generation \(sharepoint.com\)](https://sharepoint.com) and [Ethical Guidance for Research Involving Children \(childethics.com\)](https://childethics.com). The external consultant is expected to act in line with the SOS Code of Conduct, and to take required pre-cautions for handling all data collected in a safe and respectful manner.

4.1 Work plan

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

Stage 1: Prepare

Undertake all required preparations for the field evaluation: propose detailed methodology, conduct desk research, identify key informants, plan data collection process, organisation & logistics, and prepare field visit schedule. Submit and secure approval for the refined evaluation design and methodology in an **inception report**: document (i) proposed methodological set-up, (ii) locally adapted and proposed data collection tools. Preparation of checklists, participant lists and other management/organisational information for data collection.

Stage 2: Conduct

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

Stage 3: Submit findings

- Preparation of a **draft report** in the MA official language
- **Presentation of the findings** to the programme staff / national office staff / Regional office team/ international team (face-to-face)
- After having received feedback from the various stakeholders – **finalise the report** and submit it in English.

The evaluation will be conducted January 19th – 08th February 2025. The final report should be submitted by 12th February 2025

Activities	Time frame	Location
Prepare evaluation and submit adapted data collection methods to the contracting body (inception report)	3	Hargeisa & Mogadishu
Conduct desk research (general)	1	Hargeisa & Mogadishu
Conduct data collection (interviews ect.)	10	Hargeisa & Mogadishu
Analyse data	2	Hargeisa & Mogadishu
Prepare draft report	2	Hargeisa & Mogadishu
Incorporate feedback and prepare final report and presentation	2	Hargeisa & Mogadishu

4.2 Expected Deliverables:

1. Refinement of evaluation study design, tools and methodology in an **inception report**
2. **Draft evaluation report** in English
3. Cleaned and organized **Raw Data** from the respondents
4. **Presentation of preliminary results** to SOS CV Somaliland & SOS CV Somalia and other stakeholders (face-to-face)
5. **Final report**

4.3 Report format

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

The report format below must be strictly adhered to:

- Cover page
 - Title of evaluation report
 - Country, project, date of evaluation
 - Name of consultant
- Executive summary (*maximum 2 pages; cross-reference pages or paragraphs in the main body*)
 - Background
 - Evaluated project
 - Evaluation objectives and methodology (incl. limitations and challenges)
 - Main conclusions, recommendations, and lessons learned
- Main body
 - Objective 1: Evaluation of project to date
 - Objective 2: Evaluation of local context
 - Objective 3: Lessons learned and recommendations Annexes
 - Methodological annex, e.g. list of persons interviewed and sites visited
 - Map of areas covered by the project

5 Instruction to bidders, selection criteria and contracting

The bidders are welcome to submit their proposal for a final evaluation in the location in Hargeisa. 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 USD.

5.1 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 **procurement@sos-somaliland.org** electronic submissions preferred.

The titles of submitted documents should clearly state "Technical proposal for final evaluation in Hargeisa and Mogadisho by the company/consultant title" and "Financial Proposal for final evaluation in Hargeisa and Mogadisho by the company/consultant title". Please make sure that the technical and financial proposals are handed in separately (financial proposal to be sealed in a closed envelope or a separate PDF file in case of electronic submission). 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. Include all required forms listed below:

- Bid submission / identification form
- Previous experience format
- Price schedule form (to be sealed in a closed envelope or a separate PDF file)
- Technical proposal
- CVs of the research team member(s) including current geographical location(s)
- Three references (at least two of them must be familiar with your work)
- An example of a recent/relevant evaluation report (if available for public use)
- Valid firm legal registration.

5.2 Deadline for submission

The proposal has to be received by latest on **Jan 14th, 2025**, by the end of the day. Proposals received after the deadline will not be considered.

5.3 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.

5.4 Signing of the contract

SOS Children's Villages will inform the successful bidder electronically and will send the contract form within 3 weeks after closure of the bid submission deadline. The successful bidder shall sign and date the contract, and return it to SOS Children's Villages [insert member association] 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.

5.5 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

5.6 Selection criteria

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 the next stage for the selection. The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR). Bidders may additionally be requested to provide additional information (virtual presentation or phone interview) to SOS Children's Villages on the proposed services.

The criteria for selection are:

Method: The proposed method for evaluating the project is suitable

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

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

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

5.6.1 Qualification of the research firm

The research firm of must have:

- h) proven competency (record of previous experiences) in project evaluations
- i) a good understanding of development work in Somaliland and Somalia
- j) a good understanding of child rights and issues affecting vulnerable children and their families
- k) good facilitation, organisational and interpersonal skills
- l) proven experience in participatory processes and data collection methods (including age-appropriate data collection methods)
- m) strong analytical and conceptual skills
- n) excellent written communication skills

5.6.2 Technical evaluation

1	Quality and Relevance of Technical Proposal	Maximum obtainable points
1.1	Overall quality and relevance of proposal to ToR	100
1.2	Existence of effective and realistic work plan in accordance with ToR	60
1.3	Sufficiency of resources (e.g. human resources) and their proper allocation for timely provision of project deliverables	50
1.4	Detailed quality assurance process for all deliverables (e.g. to test consistency of ratings, ensure validity of interviews and statistical data)	40
	TOTAL	250

2	Qualification and expertise of or organisation/team of consultants/consultant submitting proposal	Maximum obtainable points
2.1	Reputation of firm/organisation and staff and individual consultant/s (competence and reliability) in carrying out evaluations and availability of legal registration documents.	35
2.2	Relevance of: - Specialized knowledge - Proven expertise in carrying out evaluations	80
2.3	Team leader Qualifications	50

	Relevant professional experience as required by the TOR and the requirements in chapter (3.4)	
2.4	Team members	35
	Qualifications	
	Relevant professional experience as required by the TOR and the requirements in chapter (3.4)	
	TOTAL	200

5.6.3 Price proposal

The total amount of points allocated for the price component is [50]. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/consultants who obtain the threshold points in the evaluation of the technical proposal. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

$$\text{Points for price proposal: } X = \frac{(\text{Max. score for the price of bid}) * (\text{Lowest price})}{\text{Price of bid}}$$

5.7 Logistical arrangements

The evaluation firm is expected to include all the costs associated with the assessment in their financial proposal (including travels costs, accommodation, training). National or location level staff (SOS) will be available to help organizing the interviews including contacting SOS, announcement and local preparation of evaluation, linking to community duty bearers, partners and national authorities if required.

5.8 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 might be affected 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:

40% on the submission and approval of inception report

60% on completion of final report

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

5.9 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.

5.10 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.

Request for proposal for final evaluation

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

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

Annex

5.11 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 researcher is expected to follow the guidelines of ethical evidence-generation as well as participatory methods in evidence-generation and analysis.

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

5.12 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



Request for proposal for final evaluation

5.13 Previous experience form

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

5.14 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	$D=A \times B \times C$	$E=D/F$
1	Preparation of data collection						
2	Data collection						
4	Draft report						
5	Final report & presentation						
	Total Price (F)						100%

Accommodation and local transportation to be covered by Member Association, not to be included into price proposal.

This proposal should be authorized, signed and stamped

(Name of Organisation)

Name of representative

Address:

Telephone/Fax/Email:

5.15 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 finalizing data collection methodology based on research guideline provided
- Realistic work plan with time lines in accordance with ToR
- Detailed quality assurance process for data collection and analysis

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

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



**SOS CHILDREN'S
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INTERNATIONAL