



ENDLINE EVALUATION CONSULTANCY FOR THE REGIONAL SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS (SRHR) FUND

- 1. Contract title: Endline Evaluation Consultancy for the Regional Sexual and Reproductive Health and Rights (SRHR) Fund**
- 2. Location: East and Southern Africa**
- 3. Contact details:**

Organisation: Hivos Foundation
Email: sa-hub@hivos.org
Response Address: 20 Philips Avenue
Belgravia
Harare

1. Overview of the organisation

Hivos is an international development organization guided by humanist values. Together with citizens and their organizations, we aim to contribute towards just, inclusive and life sustaining societies where people have equal access to opportunities, rights and resources.

Hivos firmly believes in every person's right to live in freedom and dignity, to enjoy equal opportunities, and to influence decisions made regarding the changes they want to see in their lives, communities and country.

Hivos works on three impact areas: civic rights in a digital age; gender equality, diversity and inclusion (GEDI); and climate justice. Our approach is solution driven, and we build wider movements for change by amplifying and connecting voices.

2. Project Context and Background

The Regional Sexual and Reproductive Health and Rights (SRHR) Fund is a regional funding mechanism that was set up in 2010 by Hivos Southern Africa and Ford Foundation to strengthen regional work in the region on SRHR. The Fund was established in recognition of the critical need for a strategic regional response to collectively address the myriad of SRHR issues in Southern Africa with particular attention to young people and adolescents as well as to provide an opportunity for donors to coordinate their support to SRHR in the region. In October 2017, Hivos received funding from the Swedish Embassy in Lusaka through Sida's Regional SRHR Team to enable the Fund to expand the breadth and focus of its work. The Fund is currently focusing on strengthening the capacity of youth led and youth focused organizations to effectively advocate for their sexual and reproductive health needs. To do so, it is supporting civil society responses to a diversity of adolescent and youth SRHR issues that are relevant at both the national and regional levels using grant-making as the main mechanism of support.

Hivos, with support from Sida, is implementing a four-year regional program (2017 – 2021 with an extension into 2022) that seeks to strengthen interventions on Adolescent and Youth Sexual and Reproductive Health and Rights and to amplify its existing work through the Regional SRHR Fund. With a strong focus on youth and adolescents, current Regional SRHR Fund key activities include: sub-granting, coordination of key actors, convening of meetings, building capacity and gathering and sharing information on advocacy and related SRHR issues to strengthen the efforts of civil society organizations (CSOs) working on SRHR in the East and Southern Africa (ESA) region. In addition to the main grant making mechanism, Hivos and Sida co-manage the Special Initiatives Fund (SIF) which aims to support needs-based grants requests (outside the main call for proposals) on broader SRHR issues to Sida and the Regional SRHR fund.

Furthermore, the program supports the identification and up skilling of youth researchers by enabling them to gather and utilize information and data that deepens the understanding of key SRHR issues for adolescents and youth from a youth perspective as well as applying a gender lens to the research call to identify specific challenges linked to gender inequalities and gender differences. The approach is underpinned by the understanding that this will contribute to increased adolescent and youth capacity, participation and leadership within the ASRHR field and broader SRHR discourse.

The programme is currently in its final year of implementation and Hivos seeking qualified and suitable individuals or firms to conduct an endline evaluation in order to assess the impact the programme has made in the ESA region.

Hivos seeks a consultant with the following qualifications, competencies and requirements:

The consultant(s) should have relevant academic qualifications at Master's Degree level or higher

- Experience in working with marginalised and priority populations. Experience conducting research on adolescent and youths will be considered an asset
- Consultant/research team have proven experience and expertise in both quantitative and qualitative methods and proven experience of successfully undertaking project baseline, midline or endline project evaluations
- The consultant(s) should have proven experience of conducting surveys of similar set-up, size and scope in East and Southern Africa
- Knowledge and experience of participatory assessment / development approaches will be required
- Knowledge and experience in organizational development approaches including organizational capacity assessment and development
- Broad experience in conducting large survey fieldwork (data collection, validation, entry, analysis and report writing)
- Experience in leading teams implementing surveys in the field (training, field logistics, human relations, teamwork)
- Existing research networks, partnerships and experience in the focus countries is preferred
- Experience in SRHR programming and its related fields required
- Prior experience working with Sida-funded projects is preferred

- Ability to travel to field sites during the fieldwork phase/ must be well vested in online data collection mechanisms (in an event of COVID-19 restrictions)
- Provide a list of staff that will be involved in the evaluation - from the lead consultant, data analyst etc to field researchers- with a summary of their relevant experience and proposed role in the evaluation. A full CV for each team member should be provided as an annex

3. The Scope of the tender is as follows:

Tenders are invited and should be emailed to sa-hub@hivos.org clearly labelled “Endline Evaluation Consultancy for the Regional Sexual and Reproductive Health and Rights (SRHR) Fund”. Submissions should meet ALL requirements. A Tender submitted for selected parts of the works only or which is incomplete will not be considered.

4. Procedure – Open Tender

5. Tender Validity and Format

The tender will be valid from the date of issue to the indicated closing date of 3 June, 2022. Bids should be emailed to sa-hub@hivos.org by 3 June, 2022.

Document	Rationale	Type of information
Completed “Tenderer’s Declaration” document	This document is signed to show that they have fully understood and accepted the tender document	TORs Endline evaluation Consultant for the Regional SRHR Fund
Curriculum Vitae (CV): The consultant should send in CV showing required experience	Hivos can assess the qualifications and experience of the consultant.	The consultant should send in a CV or list of CVs showing the required experience.
Technical Proposal on proposed implementation strategies and approaches relevant for the consultancy	Hivos can assess knowledge on the subject matter	This includes information highlighting how the consultant meets the technical requirements, skills and competences including information on previous evaluations conducted. Concise document of not more than 10 pages (less annexes).
Quotations: The consultant should give an overview of availability between	Financial offer *Hivos will pay based on the	Provide rates per billable day and the number of days required but not more

1 st July 2022 and 29 th September, 2022 and expected all-inclusive fee for the entire process. Fees should be quoted in US\$ (USD).	<i>daily rate for a maximum of 65 billable days based on performance of consultancy milestones and approval of an invoice submitted per provided milestone.</i>	than 65 billable days.
Contact details of three valid referees and List of Tenderer's main customers including any Non-Governmental Organisations and U.N. agencies.	Hivos can be assured on competency of Tenderer through contacting the Referees. The Tenderer assures Hivos on its experience in the sector.	Type of contract, period of performance, company name, contact name, telephone number, e-mail
Certificate of Incorporation and Tax Clearance If a consultant/an entity is not yet tax compliant, a letter authorising Hivos to withhold tax should be provided as part of the submission. Failure to provide this will attract an appropriate penalty.	The Tenderer is legally registered and financially sound with valid tax certificates.	Certified copies of required company documents and valid tax certificate

6. Tender Clarifications

Should any Tenderer have questions to ask or have any doubt about the meaning of the Tender Documents, they should refer them in writing (which will be deemed to be by e-mail on sa-hub@hivos.org) not later than the 26 May, 2022. Questions submitted will be issued, together with answers, to all Tenderers. The questions and answers as issued will give no indication of which Tenderer raised the questions. Questions and answers will not form part of the Tender or the Contract. If, arising from a question, it is necessary to vary the individual Tender Documents, then an Addendum will be issued in accordance with the above procedure.

If for any reason during the Tender period it becomes necessary to vary the Tender Documents, an Addendum will be issued to all Tenderers.

Note that:

- ❖ Hivos may request further information from Tenderers after the submission of their proposal. Any additional information must be provided within five working days.
- ❖ Hivos reserves the right to award one or more tenderers for each of the sections
- ❖ The onus is on the contractor to ensure that their offer is complete and meets Hivos' requirements. Failure to comply may lead to the offer being rejected without any reason being

given. Therefore, please ensure that you read this document carefully and answer all questions in full.

7. Participation

- This is an open tender, Hivos invites proposals from individuals and consultants/firm that are legally registered/established in their state of origin and are entitled to perform the obligations of such contracts or engagements.
- To be eligible for participation in this tender procedure, tenderers must prove to the satisfaction of Hivos that they comply with the necessary legal, technical and financial requirements and have the ability to carry out the contract effectively.
- Any attempt by the tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Hivos during the process of examining, clarifying, evaluating and comparing tenders will lead to one or more of the following; disqualification in this tender, rejection of its offer(s)/bid, or legal consequences, or debarred from future tenders/procurements where applicable.
- Tenderers must at all times act loyally and impartially in accordance with the code of conduct of their profession. They must refrain from making public statements about the project or services without Hivos' prior written approval. They may not commit Hivos in any way without prior written consent.
- Tenderers and their staff are obliged to maintain professional secrecy; all reports, documents and information provided by Hivos are confidential and should be treated as such.

8. Evaluation and selection criteria

Hivos, at its sole discretion, will select the winners of this tender. In order to award the tender Hivos shall consider/perform administrative compliance checks to ensure that all requested information has been submitted;

Applications will be evaluated using a weighted scoring approach, as specified below:

Quality of proposed evaluation design and methodology Demonstrating a strong understanding of the analytical / contextual / logistical issues relevant for a study of this type and the objectives of the endline evaluation study	40%
Quality of the team Relevant expertise, experience, understanding of the issues and ability to collaborate productively in an international setting	25%
Quality of the consultant's best work performed	15%
Budget, compliance and references Cost and value for money	20%

9. Language of the procedure

- All written communications for this tender procedure and contract must be in English.

10. Disclaimer

- ❖ Hivos reserves the right to alter the date of tender evaluation process stated above and the awarding of contract.
- ❖ Hivos reserves the right to alter tender specifications and quantities.
- ❖ Hivos reserves the right to cancel this tender process at any time and not to award any contract.
- ❖ Hivos reserves the right not to enter into or award a contract as a result of this invitation to tender.
- ❖ Hivos shall consider value for money (VFM) and as such does not bind itself to accept the lowest or any tender.
- ❖ Hivos shall not be liable in respect of any costs incurred by the Tenderer in the preparation of the offer nor any associated work effort, including the production of presentation materials, brochures, product specifications or manuals for evaluation.

Annex A

Tenderer's Declaration

We the undersigned accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which we hereby waive.

We have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. We are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Hivos discretion.

We hold no reservation in regard to the tender dossier; and are aware that any reservation may result in the rejection of the tender by Hivos.

We are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Hivos in writing.

We declare that we are not affected by any potential conflict of interest, and that we and any of our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform Hivos in writing.

We accept Hivos standard terms of payment, which are 10 working days from date of receipt of invoice or later after acceptance of service in question by Hivos.

Company name and address: _____

Company Representative name: _____

Title of Representative in the Company: _____

Representative's signature: _____

Place, date: _____