

# Request for Tender

## FINAL EVALUATION OF THE KIC VO1 PROGRAMME (2016-2018)

### 1. INVITATION

This RFT refers to the Final Evaluation of KIC's Sister party support programme (2016-2018).

The Christian Democratic International Center (KIC) is a non-profit organisation working with support to democratic movements, parties and politicians in dictatorships and new democracies across the world.

KIC cooperates with Christian democratic sister-parties and organizations, e.g. in Ukraine, Belarus and Latin America in order to strengthen the internal organisation in the respective parties, encourage increased participation by women and youth, and support their democratic strive.

### 2. DESCRIPTION OF SERVICES REQUESTED

This Evaluation of the program for sister party support will be the result of two sub-evaluations carried out in relation to two different partners. The evaluation study will produce two evaluation reports, one regarding each partner.

These sub-evaluations (hereinafter evaluations) shall seek to document the results of the program. Furthermore, the evaluations shall contribute to increased understanding of the competence and the condition of the program partners to achieve the expected results. The purpose of the evaluations is two-fold:

- 1) to evaluate whether the program has performed as intended and/or whether the expected results have been achieved (control function/documentation)
- 2) to produce knowledge of results and performance which can provide an input to a possible new program phase and/or contribute to improved support in the future (learning function)

The evaluation will seek to establish the causes why the program was more or less successful, make an assessment of success according to objectives/expected outcomes as well as unintended results.

The balance between the learning and the control aspects of the evaluations will be discussed in detail with KIC.

The evaluation should include relevant persons at KIC as well as partner organisations in Ukraine and Hungary and related countries. The selection of the target group that is most relevant to the aims of the evaluations is to be discussed between KIC and the evaluator.

The evaluation will take place in Stockholm, Ukraine and Hungary. Due to security concerns the location of the evaluations may suffer changes. The process will start with a dialogue between KIC and the consultant, whereby the concrete methods of evaluation and timeframe will be defined more specifically.

The methodology will consist of a brief desk study, such as partner documents, result frameworks, other reports and analyses, and interviews of KIC staff, partner staff, the target group of the program as well as other stakeholders. Focus should be on the target group.

The evaluator shall, in dialogue with KIC, develop and present an approach for both evaluations. However, each evaluation shall as a minimum include:

- I) an analytical methodology;
- II) development and use of questionnaires and
- III) targeted interviews with relevant persons/institutions.

A detailed inception report is expected from the consultant that wins the contract two weeks after the start of the evaluations. The inception report should present a concrete timeframe and methodology. KIC shall approve the inception report.

Interviews with the involved persons from KIC should be carried out in Swedish or English. Interviews with the partners and participants in Ukraine and Hungary will be in English language (or the local language, preferred but not mandatory). KIC will provide the relevant cooperation documents and assist with the introduction to the organizations.

### 3. TIMEFRAME AND DURATION

The evaluations is expected to be carried out during the period August-September 2018, including the preparatory reading and presentation of the final reports.

KIC will request a first draft of the evaluation reports on September 17<sup>th</sup> 2018. KIC and the other involved organizations will provide comments within 10 working days. The deadline for the final version for both evaluation reports is October 5<sup>th</sup> 2018.

### 4. REPORTING

The target groups for the evaluation reports are KIC, the program partners located in Ukraine and Hungary and Sida.

Reporting shall be made in the form of two written reports in English, not exceeding 15 pages per evaluation. The reports shall describe facts, make analysis, draw conclusions and make recommendations.

The evaluation reports shall at least contain:

- Index
- Executive summary
- Intervention description
- Purpose of the evaluation
- The scope of the evaluation, methodology and limitations
- Findings on relevance, effectiveness, efficiency, impact, sustainability, innovation, replication and scaling up
- Conclusions
- Recommendations
- Attachments (ToR, list of people interviewed and in which location, interview questions, key documents consulted, etc.)

Throughout the evaluation process, the evaluator will remain in frequent contact with KIC to report on progress and request any information or support needed to conduct the evaluations. KIC/Sida will be the sole owner of the results of the assignment.

## 5. QUALIFICATIONS

The Consultant shall have the following qualifications:

- The Consultant should have considerable experience in conducting at least three similar assignments with excellent research and documentation skills, report writing, presentation and facilitation skills.
- Documented previous experience in monitoring and evaluations as well as practical experiences in the evaluation methodology including interactive methods such as interviewees etc. and context analysis.
- A good knowledge of the context related to the program.
- Have an excellent knowledge of the English language, speaking and writing including a good capacity in analysing conflict-filled contexts and reporting results and conclusions.
- Not having worked at one of the organizations in which this evaluation will be conducted.

Merits

- Strong communication and interpersonal skills, with the ability to work with people from different backgrounds.
- Ability to be flexible and responsive to changes and demands, and open to feedback.
- Knowledge of Russian, Hungarian or Ukrainian.
- A good knowledge about internal functioning of political parties.
- A good knowledge about building and strengthening the capacity of women's participation in politics and political parties.

The bid must include:

- CVs of the persons involved in the evaluation and details of experience in the field
- A suggested timeframe

- A detailed financial offer clearly showing professional fees and reimbursable expenses
- Examples of previous evaluations, at least three, with reference letters

## 6. THE TENDER SHALL INCLUDE THE FOLLOWING INFORMATION WHICH SHALL BE USED IN THE APPRAISAL OF THE TENDER

The contents of the tender (that all the required information is enclosed)

- The qualifications and experience of the Consultant
- A suggestion of the methodology and approach
- A specification of the cost of the evaluation including consultant fee per day, all costs (except flight tickets and hotel) and reimbursable

KIC will accept the quotation that best meets the requirements set and which is considered economically most advantageous in view of the evaluation criteria stated in the invitation or the lowest price.

## 7. COMPENSATION

The estimated budget frame for the assignment is 260 000 SEK (Swedish Krona), including VAT or more specifically defined as offers are received. These funds should cover all consultant fees (including VAT) and expenses related to the evaluations (including delivery of the output, transport, communication and costs of interpreters, if needed). KIC covers the flight tickets expenses and hotel.

Payment of the Evaluator is conditional on the timely and adequate submission of deliverables (approval of the inception report, the draft evaluation report and the final report). The payment will be made after the approval of the final evaluation reports and upon receiving an invoice from the consultant.

## 8. PROCUREMENT TECHNICALITIES

KIC will not be responsible for any costs or expenses incurred by the Tenders in connection with the preparation and submission of their bids to KIC.

The Tenderer shall indicate cost including all taxes in the tender. All monetary amounts are to be expressed in SEK.

A Tender constitutes an irrevocable, unalterable offer by the Tenderer to KIC which must remain valid and open to be accepted for a period of no less than 30 days from the Closing Time and may be extended by written agreement. Tenderers may state in their Tender a period of more than 30 days from the Closing Time for which their Tender remains valid for acceptance.

The tender, including all required information is to be submitted to KIC **at the latest on June 18th, 2018**. The tender should be submitted by email to the address below.

KIC will inform all interested parties as soon as possible, at the latest on June 28th, after the allocation decision has been taken. The tenderer shall indicate the postal address or e-mail address to which the decision can be sent.

Note that neither the process nor the allocation decision means that a binding agreement has been made. KIC reserves the right not to accept any of the tenders submitted.

#### 9. CONFIDENTIALITY

The evaluation process carries some information of a sensitive nature. The Consultant, including employees, are required to act in accordance with confidentiality arrangements related to the evaluation process and sign a confidentiality agreement. Tenders in this procurement will not be disclosed to other tenderers.

#### 10. CONTACT

Tenders shall be submitted via email to [cayetana@kicsweden.org](mailto:cayetana@kicsweden.org) **at the latest on June 18th, 2018.**

Questions concerning the tender can be posed to the contact person indicated below. In addition KIC reserves the right to take references on the proposed candidates.

For further information, kindly contact:

Cayetana Muriel: [cayetana@kicsweden.org](mailto:cayetana@kicsweden.org)