

Request for Tender

On-going and learning evaluation of the Program for Young Politicians in Africa (PYPA) for the period 2019- 2020

1. INVITATION

This RFT refers to the provision of consultancy services for the on-going and learning evaluation of the Program for Young Politicians in Africa (PYPA) for the period 2019- 2020.

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

2. PROGRAMME BACKGROUND

PYPA is a multiparty, transnational African capacity-strengthening program aiming to contribute to a more democratic, representative, and non-discriminatory political system in the 15 program countries. The main program activities include basic trainings (23-28 days per year), mini-projects implemented by the participants of the program, alumni activities and activities involving the mother parties of the participants. The foundation of the program and its Theory of Change (ToC) is the Human Rights Based Approach (HRBA). However, PYPA puts a particular emphasis on two groups - women and youth.

Since 2012, KIC carries out the program in collaboration with the Olof Palme International Center (OPC), the Centre Party International Foundation (CIS) and Green Forum (GF). The program consists of four regional program components in East Africa, West Africa, Southern Africa, and Zambia and Malawi. KIC has, apart from the overall responsibility, also the responsibility for the program implementation in East Africa. CIS is responsible for the program implementation in West Africa, OPC for Southern Africa and GF for Zambia and Malawi. In Mozambique and West Africa there will be need for an interpreter and/or translator, if the contractor do not speak French or Portuguese.

The following objectives have been developed for the 2019-2020 period;

Program objective: “Young people active in political parties have increased their participation and influence within politics and work for democracy, gender equality, and human rights”.

Outcome 1: Participants have increased their participation and/or influence in political parties or politics.

Outcome 2: Participants have worked for improved democracy within youth wings and/or political parties and/or other organisations.

Outcome 3: Participants have worked for gender equality in politics.

Outcome 4: Participants have worked for the fulfilment of human rights.

3. DESCRIPTION OF SERVICES REQUESTED

The consultant is expected to continuously evaluate the results of the programme and contribute to the mutual learning of stakeholders, the continuous improvement of programme design and implementation and not least the monitoring and reporting of results. The cooperation and dialogue between the evaluator and the PYPA programme coordinator (KIC) is essential, since the evaluator will serve as an adviser to the program and be a sounding board during the whole programme period. The consultant will also work together with OPC, CIS, GF and their respective regional partners (based in South Africa and Burkina Faso), KIC:s regional manager and GF:s regional manager.

There is no fixed concept for on-going evaluations, it is about creating a model that is adapted to a specific situation and contribute to a learning evaluation. The evaluation of PYPA should lead to continuous learning and improvements with the intention of creating the necessary conditions for a more efficient and effective implementation of the programme. The evaluation will extend throughout the period of implementation and support the processes taking place within the programme as well as programme actors in order to help them improve decisions and activities.

The evaluation model used in PYPA recognises the need for upward accountability at the same time focusing on continuous learning. The aim with the learning evaluation done in PYPA is that the consultant together with the groups for whom the consultant evaluate the programme get access to, communicate and re-use knowledge that, during the programme, can:

- Confirm, safeguard and improve, design, content, methods and implementation of processes
- Shed light on target groups and the possibilities to change structures related to the core objectives/issues of the programme
- Contribute to change directed towards solutions and results during and after the programme period

Learning and critical reflection are central features, as is the collaborative process of organising the evaluation activities, which, in turn is connected to the shared responsibility and focus on the prospects for continuous development.

The evaluation process of PYPA 2019-2020 will start with a dialogue between KIC and the consultant in which the final design of the evaluation effort, methods of the evaluation and the time frame will be defined in detail. Yearly field visits will be expected in order for the evaluator to interview programme participants, programme alumni and to meet programme partners.

KIC suggests that the assignment includes:

- Participants' self assessment in relation to the objectives of PYPA
- Dialogue with PAOs and implementers in all four regions including "Learning seminars" (The consultant is expected to decide together with the coordinator what themes to be discussed, form queries, structure and document the process during these seminars.)
- Semi-structured interviews (individual and/or group interviews) (The consultant will be granted access to participants, the PYPA Steering Committee and its representatives, the PYPA coordinator, alumni-representatives, implementers in the regions and other key-persons such as mother party representatives.)
- Visits and workshops in all four regions of PYPA
- Monitoring of alumni in relation to the PYPA objectives

Timeframe and duration

Year 1: Approximately 14 weeks during March-December 2019.

Year 2: Approximately 14 weeks during January-December 2020.

Dates for drafts are to be decided together with the Consultant. KIC will provide comments on drafts within 7 days.

Reporting

Yearly evaluation reports shall be made in the form of a written result report in English, not exceeding 30 pages. The report shall describe facts, draw conclusions and make recommendations. The evaluations report shall at least contain;

- Index
- Summary
- Background
- The purpose of the evaluation
- The scope of the evaluation and methodology
- Result analysis
- Observations and conclusions
- Recommendations
- Attachments (ToR, reference list, list of interviewees, interview questions etc)

KIC will be the sole owner of the result of the assignment.

4. EVALUATION OF TENDER

The evaluation process will be undertaken with the aim of determining which Tender represents best value for money to KIC (allocation criterion). In determining value for money, Tenders will be assessed against the following selection criteria:

- Compliance with Conditions of Tender
- Technical and professional capability of the Tenderer to fulfil the KIC's requirements, including relevant skills and experience (CV and list of main services provided)
- The degree to which the services meet KIC requirements.
- Feasibility of the suggested methodology and approach (description of the approach and methodology to be applied)

The tender shall include the following information, which shall be used in the evaluation of the tender:

- A specification of costs including a) Consultant fee per day, all costs included b) Interpreter/translation fee per day, all costs included and c) Reimbursable
- Information on relevant skills and experience such as;
 - Previous experience from working with on-going and learning evaluations
 - Knowledge in and previous experience of result based management, monitoring and evaluation
 - Previous experience in evaluating development cooperation programmes
 - Knowledge of development cooperation with specific focus on education or capacity building
 - Knowledge about the political context in Africa
 - Cultural understanding from the programme countries

- Knowledge of working with human rights mainstreaming (special focus youth and gender)
 - Excellent command of spoken and written English and demonstrated ability to write and lay out quality documents and reports. Knowledge in French would be a strong asset, knowledge in Portuguese and Swedish would be an asset.
 - Previous experience from working with PAO would be an asset
 - Previous experience from participatory Action Research (PAR) would be an asset.
- A description of the approach and methodology to be applied
 - Registration certificate of consultant's company/entity

KIC encourage bids from small evaluations teams. In case a consortium presents an offer the selection criteria will be evaluated for the consortium as a whole.

Following the receipt of Tenders, KIC, in its absolute discretion, may:

- (a) use any relevant information obtained in relation to a Tender (through this RFT or by independent inquiry) in the evaluation of Tenders;
- (b) enter into discussions or negotiations with any one or more Tenderers; and
- (c) seek clarification or additional information from any Tenderer.
- (d) request references from previous clients for the Tenderer that contain sufficient information to determine the relevance of the references in relation to the selection criteria

Tenderers must comply with any requests to provide additional information or clarification in relation to their Tender within the timeframe specified.

KIC may exclude from consideration in the evaluation of Tenders additional information provided by Tenderers, whether received in response to a request or otherwise.

5. PROCUREMENT TECHNICALITIES

Exclusion of Tenderers

Tenderers must in their tenders certify that they are not in/covers by any of the situations mentioned below, if the Tenderer is in any such situation the Tenderer will be excluded from participating in the procurement procedure.

(1) they are bankrupt, insolvent or subject to liquidation, when their assets are managed by a trustee or by a court, if they have entered into a settlement with their creditors, if their business is dormant or if they are in any similar situation arising from a similar procedure provided for in national or other regulations.

(2) it has been determined by a final verdict or a final administrative decision that the Tenderer has committed a serious error in his/her professional conduct by violating the applicable laws or regulations or ethical standards of the profession to which the Tenderer belongs, or by having participated in any undue act affecting his or her professional credibility and behavior showing an improper intent or gross negligence, in particular one of the following:

- (i) providing fraudulent information for the purpose of verifying that there is no grounds for exclusion, compliance with selection criteria or in the performance of a contract, for fraud or negligence;
- (ii) entering into agreements with other economic operators with a view to distorting competition;
- (iii) infringing intellectual property rights;

(iv) attempting to influence KIC's decision-making process during the procurement procedure;
(v) attempting to obtain confidential information which may give undue advantage to the procurement procedure;

(3) it has been determined by a final verdict or a final administrative decision that the Tenderer has breached its tax or social security payment obligations in accordance with applicable law.

(4) It has been determined by a final verdict that they, or persons authorized to represent them, have committed any of the following: fraud, corruption, involvement in a criminal organization, money laundering, terrorist financing, child labor (or other forms of trafficking in human beings) or other illegal activities that damage Sweden's or Sida's interests.

(5) The Tenderer has shown major deficiencies in fulfilling the principal obligations in the performance of a contract financed by Sida or by KIC, which has resulted in a premature or contractual termination or contractual sanction imposed, or that have been discovered after checks and audits or investigations, or

(6) they, their subsidiaries, another company belonging to the same group, a consortium partner or another branch are listed in the EU restrictive measures. The lists of persons, groups and entities subject to EU restrictive measures are published on the following website: www.sanctionsmap.eu.

Content and format of tender

- Tenders must include all the information requested in the RFT unless expressly specified otherwise.
- All items specified in the RFT are the minimum information requirements for a Tender unless expressly stated otherwise.
- Where a Tenderer intends to utilise a subcontractor, all of the information requested in the RFT must be provided in full for each subcontractor.

Price

The Tenderer shall indicate fees including VAT and reimbursable in the tender. All monetary amounts are to be expressed in SEK.

Tender constitutes binding offer

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 60 days from the closing time and may be extended by written agreement. Tenderers may state in their Tender a period of more than 60 days from the closing time for which their Tender remains valid for acceptance.

Documentation and information required

As part of the tender documentation the Tenderer is to present a CV showing relevant experience and background for the assignment and information requested in § 4. KIC also request a list of the main services provided over the past three years, containing the nature, amount, date and clients of the services whether public or private as proof of technical and professional capacity.

The full documentation – excluding CVs and list of main services – is not to exceed four pages.

Final date of submission

The tender, including all required information is to be submitted to KIC at the latest 25th of March 2019.

Submittal of tender

The tender including budget should be submitted in a sealed envelope by ordinary mail or by email to the addresses below.

Att; Annika Rigö
KIC
Trievaldsgränd 2
111 29 Stockholm

annika@kicsweden.org
ylva@kicsweden.org

The envelope should be marked; “Tender – Evaluation PYPA”

KIC will inform all interested parties as soon as possible 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. A binding agreement only exists when a written contract have been signed by both parties. KIC reserves the right not to accept any of the tenders submitted and is not obliged to accept the lowest priced or any other Tender.

6. CONTACT

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;

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