

Request for Tender

Evaluation of the Program for Young Politicians in Africa (PYPA) for 2023

1. INVITATION

This RFT refers to the provision of consultancy services for evaluation of the Program for Young Politicians in Africa (PYPA) for 2023.

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

2. PROGRAMME BACKGROUND

PYPA is a multiparty, transnational African capacity-strengthening programme aiming to contribute to a more democratic, representative, and non-discriminatory political system in the 16 programme countries. Since 2012, KIC implements the programme in collaboration with the Olof Palme International Center (OPC), the Centre Party International Foundation (CIS) and Green Forum (GF) together with three local partners. PYPA consists of four regional programme components in East Africa, West Africa, Southern Africa, and Zambia and Malawi. KIC has the responsibility for the programme implementation in East Africa. CIS is responsible for the programme 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 does not speak French or Portuguese.

The result framework for the programme was originally developed for a five-year period (2023-2027). However, since PYPA has been granted funding only for the year we do not anticipate the results to be on the same level as they would have been if the programme was implemented over the course of five years. We have nonetheless maintained the result framework as it was initially envisioned. The result framework has been inspired by outcome mapping and can be found in appendix A.

3. DESCRIPTION OF SERVICES REQUESTED

The consultant is expected to 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. KIC and its partners encourage an evaluation model that is inspired by outcome harvesting, but it is not a requirement. However, the evaluation model used should recognise the need for upward accountability at the same time focusing on learning.

The cooperation and dialogue between the evaluator and the PYPA programme coordinator (KIC) is essential but the consultant will also work together with OPC, CIS, GF and their respective regional partners (based in South Africa, Zambia and Burkina Faso).

The aim of the evaluation is to

- Evaluate the design, content, methods, and implementation of the programme in order to safeguard, confirm or improve it.

- Shed light on target groups and their possibilities to change structures related to the core objectives/issues of the programme.
- Contribute to learning which in turn contribute to change directed towards solutions and results during and after the programme period.

The evaluation process of PYPA 2023 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.

KIC suggests that the assignment includes:

- Participants' self assessment in relation to the objectives of PYPA
- Dialogue with PAOs and implementers in all four subregions
- 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.)
- Visit to 2-4 countries/regions
- Monitoring of alumni in relation to the PYPA objectives

Deliverables

An evaluation report 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. In determining value for money, Tenders will be assessed against the following evaluation criteria:

Compliance Criteria:

- Compliance with Conditions of Tender

Qualitative Criteria:

- Capability of the Tenderer to fulfil the KIC's requirements, including relevant knowledge, skills and experience
- The extent to which the Fees represent value for money
- The degree to which the Tender meet KIC requirements.

- Feasibility of the suggested model/approach and methodology (description of the approach and methodology to be used)

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 hour, all costs included b) Interpreter/translation fee per hour, all costs included
- Information on relevant skills and experience such as;
 - Previous experience in evaluating development cooperation programmes in the political field
 - Knowledge and experience of working with result-based management, monitoring and evaluation
 - Knowledge of development cooperation with specific focus party affiliated work and 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 qualitative reports. Knowledge in French would be a strong asset, knowledge in Portuguese and Swedish would be an asset.
 - Previous experience from working with party affiliated organisations would be an asset
 - Previous experience from outcome mapping or learning evaluation would be an asset.
- A description of the model/approach and methodology to be used
- Registration certificate of consultant's company/entity

KIC encourage bids from small evaluation teams. In case a consortium presents a bid, 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 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 of 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

Content and format of tender

- Tenders must include all the information requested in the RFT unless expressly specified otherwise.
- Where a Tenderer intends to utilise a subcontractor, all the information requested in the RFT must be provided in full for each subcontractor.
- The full documentation – excluding CVs and list of main services – is not to exceed four pages.

Price

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

Exclusion of Tenderers

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

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.

Final date of submission

The tender, including all required information is to be submitted to KIC at the latest 1 May 2023.

Submittal of tender

The tender should be emailed to the addresses below:

annika@kicsweden.org
omer@kicsweden.org
ylva@kicsweden.org

The email 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 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.

Annika Rigö
Deputy Secretary General KIC
annika@kicsweden.org
+46 (0)76 527 25 72

Appendix A

| Result framework Programme for Young Politicians in Africa (PYPA) 2023-2027¹ | | | | | |
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| Programme objective: | | Increased democratic representation, participation and influence of young women and men within politics, that aim to promote better living conditions for the people in the programme countries. | | | |
| Target group | Implementing partners to PAO | Individual young women and men active in political parties | Youth formations within political parties (wings, leagues, desks, caucuses) | Cross party youth organisations (for ex. PYPA alumni networks, youth caucuses, national youth councils, or youth councillors) | Leaders and decision makers within political parties |
| What we strive towards for each target group: | <ul style="list-style-type: none"> strong organisational capacities to work in alignment with their mission, vision and the goals of PYPA | <ul style="list-style-type: none"> knowledge, will and opportunity political tolerance engage constructively with seniors address the needs of youth constituencies work for gender equality, minority rights, peaceful elections & democracy | <ul style="list-style-type: none"> organisational capacity to provide a common platform for youth's collective action good working relationships with parent parties able to influence party policies can promote the representation, | <ul style="list-style-type: none"> well informed about challenges that affect youth and able to lobby for policies that will address challenges able to organise youth can promote the representation, participation, and influence of young women and men | <ul style="list-style-type: none"> recognise the importance of young women and men's political representation, participation and influence understand the obstacles which young women and men face in politics and based on this, the needs of young women and men able to engage constructively with |

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| | | | participation, and influence of young women and men | <ul style="list-style-type: none"> • good working relationships with other youth active in politics, government and parties to influence policies and programmes that effect youth | <ul style="list-style-type: none"> • young women and men appoint young women and men to positions of power and influence and make it easier for youth to stand as candidates |
| Change that we expect: | | | | | |
| 1 | Partners actively strengthen internal control systems and functions. | Better awareness of systemic challenges that effect young women and men and of their role as duty bearers and promoters of democratic change and human rights | Better awareness of systemic challenges that effect young women and men and of their role as duty bearers and promoters of democratic change and human rights | Better awareness of systemic challenges that effect young women and men and of their role as duty bearers and promoters of democratic change and human rights | Endorse participants to the programme |
| 2 | Partners actively strengthen internal governance. | Expand their networks of like-minded allies within and outside of the party, and engage with them | Improved communication and relationship with the parent party | Expand their networks of like-minded allies, and engage with them | Know who have been trained and their comparative strengths |
| 3 | Partners develop and implement routines and methods for safety and security. | Able to train other leaders /youth/ other in PYPA content and values | Work to increase female and male youth participation in party leadership (including youth representatives on party national executive | | Participate in PYPA events /activities that they are invited to |

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| | | | committees being between 18-35 years old with a fair representation of both sexes) | | |
| 4 | Partners develop and improve training methods used within PYPA. | Strengthened critical thinking, able to recognise and combat disinformation and fake news | Engage youth constituencies and help make their voices heard | | Improved communication and relationship with party youth formations |
| Change that we hope to see: | | | | | |
| 5 | Staff members build leadership skills. | Behavioural change related to changed norms about gender, discriminated minorities and political opponents, such as actively supporting gender equality, human rights, and democratic participation for all, demonstrating democratic leadership, and demonstrating conflict management skills | Present policy or (system change) proposals to parent party congresses or national executive committees Policy can be party internal or relate to issues in society | Advocate for youth friendly national or local policies | Acknowledge that under-representation of young people, and of young women in particular, is a problem and acknowledge that young women are doubly marginalized |
| 6 | Staff members attain and maintain | Behavioural change related to increased self- | ★Represent the youth agenda effectively on | Implement campaigns in favour of youth political | Young women and men are consulted about or given |

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| | knowledge to navigate political systems and parties | confidence and awareness of their rights (for women), and behavioural change related to increased commitment to women's rights and gender equality (for men) | party national executive committees and or/party conferences (congresses) | participation and influence and/or youth friendly policies | responsibilities regarding party policies, strategies, campaigns, or other internal party dealings (such as dispute resolution, procedures and trainings) |
| 7 | Staff members develop and maintain analytical skills and methods for conflict sensitivity | Communicate and advocate effectively, plan and draft strategies/policies etc | Work to ensure that young women are as influential as young men within party youth formations | Work to ensure that young women are as influential as young men within cross-party youth organisations | Young women and men are appointed to positions of influence in the parties |
| 8 | Staff members develop and maintain skills in risk management | Collaborate with other party members/ leaders in policy drafting, adoption and implementation | ★Contribute to (gender sensitive) democratic changes in organisational culture, structure, practices, procedures, rules, and regulations of parent parties | ★Cross party youth organisations or cross-party public representatives promote/work for youth friendly national policies | Make sure that platforms for youth participation exist within the party and have some degree of autonomy |
| 9 | Staff members develop and maintain skills in detecting and preventing corrupt behaviour | Work systematically to identify needs within the party or groups in society in a gender mainstreamed way | ★Establish or change youth league structures | ★Influence public service delivery | Awareness of the importance of young women and men for the future of the country and the party |

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| 10 | Staff members work for long term sustainability (beyond activity level) by maintained interaction with and monitoring of PYPA alumni and their parent parties | Contest as candidates in general and / or party elections | | | ★Affirmative action in support of young female and male candidates for leadership and public representation |
| 11 | | Collaborate with civil society (NGOs, schools, churches etc) on different issues | | | ★Responsiveness to and interaction with youth constituencies and their needs |
| 12 | | ★Influence policy debate, policies, laws, quotas, procedures for peaceful campaigns and elections etc. in society | | | ★Develop and implement gender sensitive youth policies (external and internal) |
| 13 | | | | | ★Mainstream the youth agenda in the party structures for example before a congress /conference |

EXCLUSION OF TENDERERS

Tenderers must in their tenders certify that they are not in/covered 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.