

Request for Proposals Independent Program Evaluation Services

Issuance Date: **July 6, 2021**

Closing Date: **July 26, 2021**

SEED Foundation (SEED) is seeking proposal for professional consulting services to conduct a Program Final Evaluation of SEED *'Strengthening Protection, Empowerment, and Advocacy for the Rights of Survivors of GBV and Conflict-Affected People'* (SPEARS) program, for the period of September 1, 2019 unit August 31, 2021. The program evaluation service should end with a final report submitted to SEED's President at the end of October, 2021. Please see below terms of reference for details and timeline.

Individuals and/or companies who wish to participate should indicate their interest in participation and adhere to the following time frame:

- 1) Submission of full proposal and required documents through email to procurement@seedkurdistan.org **by July 26, 2021**. The email subject line must be "Final Evaluation Proposal - *name of person/organization*".
- 2) If applicants have any questions regarding this Request for Proposals or its submission guidelines, these can be emailed to procurement@seedkurdistan.org by **July 14** with the email subject line "Final Evaluation Proposal - Question". Phone calls will not be accepted.
- 3) Responses to questions will be generated in an official letter issued by SEED to all applicants by **July 18**.

Your proposal must include the following components and will be evaluated based on the criteria described:

#	Required submission	Criteria	Credits
1	Previous experience of the bidder	Experience demonstrated through CV (past experience of conducting major donor program evaluations, with U.S. Government experience preferred; experience in MHPSS, GBV, and/or protection program implementation and/or evaluations; and, experience in the Middle East preferred).	15 points
2	Technical proposal	Brief proposal of 2-3 pages outlining proposed methodology in line with the terms of reference below.	20 points
		Proposed completion schedule with adherence to the timeline below.	15 points



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3	Financial/cost proposal	The financial proposal should be all inclusive and submitted on a separate sheet from the above documents. Please note that the prices should be in USD and excluding VAT.	20 points
4	Qualifications, skills, languages, and experience of key personnel engaged in the proposal	One page cover letter outlining how the candidate(s) meets the requirements.	15 points
5	Previous relevant research sample	Writing sample of similar work.	15 points
Total Scoring			100

Language: All documents shall be submitted in English.

This RFP in no way obligates SEED Foundation to award a contract, nor does it commit SEED Foundation to pay any costs incurred in the preparation and submission of a proposal.

Terms of Reference

INTRODUCTION

SEED Foundation (SEED) is a locally registered NGO in the Kurdistan Region of Iraq (KRI), whose mission is to protect, empower, and support the recovery of survivors of violence and others at risk. SEED seeks to engage an experienced consultant to conduct an independent end term evaluation of a two-year U.S. Government funded program described below, ending in August 2021, to assess progress towards intended results and evaluate the impact of the program.

PROGRAM OVERVIEW

SEED is implementing the U.S. Government funded program, *“Strengthening Protection, Empowerment, and Advocacy for the Rights of Survivors of GBV and Conflict-Affected People”* (SPEARS), which aims to protect, empower, and advocate for the rights of survivors of GBV, and vulnerable, conflict-affected people, including internally displaced people, refugees, host community members, women, children, survivors of torture, LGBTQI+ individuals, people with disabilities, and members of minority religious and ethnic communities. The program integrates two objectives:

Objective 1: Protect, empower and support the recovery of vulnerable and conflict-affected people in Iraq through the provision of high quality, comprehensive, protection and GBV services.

Objective 2: Improve protections and reduce GBV through awareness-raising, advocacy, and increased local government capacity.

The overall objective of this end term evaluation is to assess the SPEARS program in terms of achieving its objectives, assess the implementation of the program against the key evaluation criteria, assess the results, effects, and quality of the program, assess the sustainability of interventions beyond the term of this action, and to come up with concrete recommendations, challenges, and lessons learned to recommend best practices for strengthening future programming across SEED’s portfolio.

EVALUATION OBJECTIVES

Scope of the assignment

The end of program evaluation will assess the collective performance and implementation of all program activities, including those carried out by SEED’s sub-grantee, within the two year period of the program.

The evaluation will assess all aspects of the program including 1) strengthening services to most vulnerable and conflict-affected people; 2) reducing violence and increasing protection to vulnerable groups through advocacy, technical assistance and awareness-raising; and 3) training and capacity building of local government actors in the KRI.

The evaluation will be conducted in the three KRI governorates of Erbil, Duhok, and Sulaimani in which the program was implemented. The evaluation will be based on OECD criteria (Relevance, Efficiency, Effectiveness, Impact, Sustainability, and Coherence) and will cover the program as a whole and its specific objectives.

Key Evaluation Questions

Relevance

- To what extent does the program respond to the needs and priorities defined?
- In what way has the choice of thematic focus on GBV and MHPSS, and relevant sub-topics, been relevant?
- To what extent did the program interventions as designed, planned, and implemented meet the needs and priorities of the target group?

Efficiency

- To what extent were the program's objectives achieved?
- Were the activities as reflected in the program proposal consistent with the overall goal and objectives?
- Has thorough identification of contextual and programmatic risks and adequate mitigation and management measures, and monitoring of implementation resulted in adaptive management for achievement of outcomes?

Effectiveness

- To what extent was the project efficiently and cost-effectively implemented? What observations can be made about the project organizational set-up including staff resources in terms of efficiency?
- How purposeful and effective is the SPEARS program overall in Iraq's current context?
- What challenges/lessons learnt/recommendations related specifically to set-up and management of implementation worked/not worked well in terms of project management, working remotely during COVID-19, monitoring, follow-up and reporting can be extracted?

Impact

- How and to what extent has the programme contributed to the achievement of results towards reducing GBV, promoting gender equality, and improving protection services to survivors of GBV (both intended and unintended impact)?
- How and to what extent has the program contributed to organizational capacity enhancement and learning of Directorate of Combating Violence against Women and Families (DCVAW)?
- How did the SPEARS Program's focus on policy and advocacy in collaboration with, and targeted at, government, contribute to the improvement of protections of survivors of GBV?

Sustainability

- To what extent are the achievements of the program sustainable beyond the period of the program?
- To what extent are the program sub-grantee's project structures and interventions likely to be sustainable in the long run after the funds ends?
- To what extent are the established program processes and systems likely to support the continued implementation of the program?

Coherence

- How does the SPEARS program fit within other programs implemented by SEED Foundation? What harmonization and coordination mechanisms are there?
- How does the SPEARS program complement similar interventions by other actors?
- To what extent was gender mainstreamed into the program strategy?
- To what extent does the program adhere to the Do No Harm principles and use conflict sensitivity approaches when implementing and adapting program strategies?
- What can be further improvements of the process and the ways of working, in terms of methods used, level of participation, right-based approach etc, context-based thematic focus etc.?

Other questions may be added by the consultant in coordination with the MEAL Manager and Program Manager.

EVALUATION METHODOLOGY

The evaluation will be both transparent and participatory involving all relevant stakeholders, including SEED staff, implementing partners, clients and participants, trained government staff, and others as are deemed relevant.

The evaluator is expected to use participatory evaluation methodologies. The evaluator(s) is expected to conduct interviews and focus group discussions, self-efficacy assessments, and may use other activities and methodologies as they deem appropriate. The methodology used must be gender sensitive, conflict sensitive, trauma informed, and respect the Do No Harm principles.

The evaluators should apply the conceptual framework for evaluating results and changes in behavior, knowledge, attitudes, and integration among target groups as a result of engagement in program activities and actions.

The evaluator will submit an inception report outlining 1) proposed evaluation design; 2) its rationale; and, 3) data collection methods during the inception stage which must be approved by SEED prior to beginning data collection.

TIMEFRAME & DELIVERABLES

The duration of the assignment will be 30 consultancy days including travel (if needed) and presentation of the final report. The evaluation is expected to begin in September and be

completed in October with a report submitted at the end of October. The findings will be presented mid-November.

The following timetable will guide the consultant:

Evaluation stage	Description	Working days
<u>Preparation</u>	<ul style="list-style-type: none"> • Desk Review of relevant information • Conceptualizing the evaluation approach • Conduct internal consultation on the approach • Identification and training of data enumerators if needed • Stakeholder mapping and inception meetings 	3
<u>Inception</u>	<ul style="list-style-type: none"> • Submission of the inception report • Consultation with SEED team • Finalization and agreement on evaluation methodology 	5
<u>Data Collection</u>	<ul style="list-style-type: none"> • Field data collection 	8
<u>Data Analysis</u>	<ul style="list-style-type: none"> • Data cleaning and analysis of finding • Interpretation of findings 	6
<u>Reporting</u>	<ul style="list-style-type: none"> • Draft Report (Narrative and Powerpoint slides) • Dissemination of draft report and evaluation findings for discussion for feedback and agreement • Completion of final draft of the evaluation report incorporating feedback • Presentation of the Final Report 	8
Total		30

Report Format

The consultant will be expected to present the first draft report (narrative) in the described agreed format for discussion and input, and later a final report incorporating feedback from SEED.

The evaluation report will be clear, concise, empirically grounded and persuasive, no longer than 25 pages (excluding annexes).

The report will include the following;

- Executive Summary
- Program Description, including implementation context
- Evaluation purpose and scope
- Evaluation Design and data collection methods
- Data and findings
- Main conclusions
 - Relevance
 - Effectiveness and impact (including main achievements)
 - Efficiency
 - Durability
 - Consistency
 - Cross-cutting issues
- Best practices and lessons learned
- Recommendations
- Annexes
 - Terms of Reference
 - Data Collection Instruments
 - Other relevant documentations

All deliverables should be submitted in English.

Responsibilities of the Consultant

- a. In conducting the evaluation, the consultant must coordinate with SEED's MEAL Manager and Program Manager
- b. Compose an evaluation team that is capable of achieving required deliverables within the required time and quality. Any additional personnel should be mentioned in the proposal
- c. Manage all logistics in coordination with SEED
- d. Ensure the consultant and all personnel adhere to SEED's Code of Conduct and Prevention of Sexual Exploitation and Abuse (PSEA) and Child Safeguarding (CSG) policies
- e. Submit the deliverables on time
- f. In case of any delays or changes, inform SEED in a timely manner
- g. Maintain strict confidentiality of all information gathered and findings
- h. Utilize their own technology equipment and maintain a workable Zoom account and email account for communications.

Responsibilities of SEED:



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- a. Provide access to all relevant program data, policies, documents, and contact information to relevant stakeholders
- b. Connect consultant with key stakeholder and actors as required for interviews and meetings and keep them informed the evaluation
- c. Share PSEA, CSG and Code of Conduct policies and conduct briefing
- d. Payment of the consultant fees upon satisfactory completion of the assignment within the stipulated time frame
- e. Provide feedback/comments for inception report, tools, questionnaire, draft report, and presentations

REQUIRED COMPETENCIES, SKILLS, & EXPERIENCE

- Core Competencies:
 - Effective verbal and written communication;
 - Proactive approach to work;
 - Creative problem solving;
 - Transparent and accountable;
 - Strong research and analytical skills;
 - Strong understanding of capacity building programming;
 - Good understanding of MHPSS, GBV, and protection.
- Education:
 - A Master's degree in social science, development, and/or related area.
- Experience:
 - In-depth knowledge and experience in implementing and evaluating development programs including MHPSS, GBV and/or protection programs.
 - A proven record of completing evaluations for large donors, preferably U.S. Government donors (at least two evaluations).
 - Proven experience in conducting gender-sensitive evaluations.
 - Experience working in the KRI and/or the Middle East is preferred.
- Language:
 - Fluency in oral and written English required; Arabic and/or Kurdish, a plus.
- Core Values:
 - Integrity
 - Commitment to human rights and gender equality
 - Professionalism
 - Collaboration

Preference will be given to consultants or organizations who are based in the KRI.

The consultant will work under the supervision of the MEAL Manager and the SPEARS Program Manager; guidance on other reporting lines during the course of the assignment



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shall be communicated, and for own security and safety, the consultant will be required at all times to abide by the organizations applicable rules and regulations, code of conduct, PSEA and CSG policy and other policies as applicable.

APPLICATION PROCESS

Interested consultants should submit the required documents (application package) no later than **July 26, 2021** to procurement@seedkurdistan.org with the subject line "Final Evaluation Proposal - *name of person/organization*". Only shortlisted candidates will be contacted.