



GRAÇA MACHEL TRUST

Request for Proposals (RFP) for Evaluation and Research Services

Organization	Graca Machel Trust
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I ABOUT THE GRAÇA MACHEL TRUST

The Graça Machel Trust (GMT or the Trust) was established in 2010 as a Pan-African institution, whose mission is to amplify women's movements, influence governance, and promote women's contributions and leadership in the economic, social, and political development of Africa, and advocate for the promotion and protection of children's rights and dignity.

Our work is underpinned by the conviction that the development of the African continent hinges on I) the sustained and equitable participation of women in socio-economic spheres at all levels and II) Africa's human capital lies in its children and adolescents who need to be holistically nurtured to build a strong foundation for them to thrive to become active and engaged citizens in the continent's development.

2 PURPOSE STATEMENT OF RFP

The purpose of this Request for Proposals (RFP) is to solicit proposals from evaluation and research consultancy firms with a Pan-African reach (at least past experience in one country in each African region) to periodically conduct project evaluation and social and economic research across a range of donor-funded projects implemented by the Graca Machel Trust and its partners. The consultancy firm will conduct data collection and report findings on specific GMT projects on a rolling basis.

Selected firms will design and implement primary research and/or secondary analysis of data that addresses GMT's research priorities and contributes to increased understanding and evidence on the Trust's focus areas of women's economic advancement, advocacy and adolescent development. This RFP is issued as a public notice to ensure that all interested, qualified, and eligible organizations have a fair opportunity to be included in GMT's roster of monitoring, evaluation and research consultants, noting that successful firms will be engaged on a needs-based.

3 SCOPE OF WORK

The selected evaluation and research consultancy firms will be qualified for providing services in any of the following areas:

3.1 Assessments

3.1.1 Baseline Assessment

Periodic project-specific baseline assessment to measure key conditions before a project begins, from which change and progress can be assessed over time for future comparison. By identifying the target population's current knowledge, attitudes, and practices and the existing barriers and challenges to achieving the project goals, the baseline study should provide evidence-based data to support specific projects in establishing SMART targets and benchmarks for improvement.

3.1.2 Midline Assessment

Periodic conduct of midline assessments across multiple projects to evaluate the impact of projects by measuring outcomes at multiple points throughout interventions. Assessments should identify trends and patterns in the data and determine whether the interventions are achieving the desired outcomes and impact since the baseline assessment. The assessment will focus on measuring the extent to which projects have achieved their objectives and identify any areas where progress has been slower than anticipated. The assessment should also identify any changes or adaptations that may be needed in order to improve the effectiveness of project-specific interventions.

3.1.3 Endline Assessment

Periodic project-specific endline assessments across multiple projects to assess the relevance, effectiveness, efficiency, eventual impact, and sustainability of projects. The assessment will focus on measuring the extent to which specific projects achieved their objectives, and identify any lessons learned that can be applied to future interventions. The assessment should also identify any areas where sustainability and continuation of the project may be necessary.

3.2 Market Research

Periodic sector-based market research to understand women and youth entrepreneurship ecosystem, including access to finance and market constraints, opportunities, and investor requirements across business sectors. The study would aim to examine the unique challenges faced by women and youth entrepreneurs across sectors including limited access to finance, market constraints, and regulatory barriers in **Malawi, Zambia, Tanzania, South Africa, Senegal, and Kenya**. The research findings should provide valuable insights into the entrepreneurship ecosystem in Africa, to inform the design of policies and programs aimed at supporting women and youth entrepreneurs. Ultimately, evidence from the research should support project intervention in contributing to inclusive and sustainable economic growth in Africa.

3.3 Youth Entrepreneurial Ecosystem Mapping

Conduct youth entrepreneurship ecosystem mapping in **Malawi, Zambia, Tanzania, South Africa, Senegal, and Kenya**. This includes mapping out the various youth-centric businesses, organizations, services, resources, and networks that exist to support young entrepreneurs, as well as the various challenges and barriers young entrepreneurs face in target countries. The goal of youth ecosystem mapping is to gain a comprehensive understanding of the context in which young entrepreneurs are growing and developing, in order to identify opportunities for improvement and to inform the design and implementation of our programs and initiatives that support their growth and success.

3.4 Political Economy Analysis

Political Economy Analysis (PEA) to assess how government policies, political institutions, and power dynamics impact economic outcomes, and how economic conditions, market forces, and economic actors shape political decisions and processes in target countries. PEAs should situate the Trust's development interventions within an understanding of the prevailing political and economic processes in society – specifically, the incentives, relationships, distribution, and contestation of power between different groups and individuals. Such analysis should support the advocacy efforts of the Trust to be more effective in influencing gender-responsive policies in Africa and in setting realistic expectations of what can be achieved, over what timescale, and the risks involved. By assessing the foundational factors, PEAs should assess long-term national, subnational and international structures that shape the character and legitimacy of the state. By also assessing the 'Rules of the Game', PEAs should support the Trust's development efforts by identifying formal and informal institutions (rules and norms) that shape the quality of governance and influence actors' behavior, their incentives, relationships, power dynamics and capacity for collective action. This encompasses both the formal constitutional and legal frameworks, as well as informal norms, social and cultural traditions that guide behavior in practice and the extent to which state, civil society and private sector institutions work according to known rules (in predictable ways). PEAs, should also assess the 'The Here and Now' by understanding the current events and circumstances that influence the objectives and behaviours of key actors /stakeholders, and how they respond to opportunities for or impediments to change.

3.5 Omnibus Research

Through a structured questionnaire, with closed-ended questions that allow for easy quantification and analysis of results, select firms with expertise in Omnibus research will periodically conduct national and regional research to generate evidence on women's economic advancement, advocacy/policy and adolescent development in Africa. Through quantitative research methodology involving the collection of data from a large sample of respondents, the study will be utilized to gather information about public opinion on prioritized areas of the Trust. The study should provide a wealth of data on public opinion trends that can be used for strategic decision-making, and support in engaging national and regional stakeholders in influencing policies that are gender-responsive.

4. INSTRUCTIONS TO OFFERORS

4.1 Eligibility Criteria

Interested firms must meet the following eligibility criteria:

- Must be a legally registered firm or otherwise authorized to conduct business in their country and target countries of this RFP.
- Firms must have a Pan-African reach (at least with past experience working in one country per region as captured in section 4.2.2 below), and at least five years of experience in qualitative and quantitative research methods.
- Must have a team of experts proficient in French and English Language
- Substantial experience with facilitating project evaluations and research with NGOs and/SMEs
- Proven experience in Positive Youth Development and Gender Equality and Social Inclusion (GESI) approaches to research and evaluations.
- Must have a proven track record of delivering high-quality research and evaluation services to clients in the international development sector.
- Must have a team of experts with diverse skills and experience in monitoring, evaluation, research, and learning.
- Must demonstrate a good understanding of the development sector in Africa, including the relevant policies and regulations.
- Proven experience in developing high-quality knowledge products such as Policy Briefs, case studies, research papers and infographics summaries of research findings.
- Proven experience in, and familiarity with, the use of political economy analysis or similar assessment tools (with at least two assessments successfully completed) in the development and implementation of development assistance programming.
- Proven experience of working with government authorities, nongovernmental organisations, civil society organizations, and communities in target African countries.
- ICT capabilities in data collection systems, minimally including GIS Mapping, Analytics and Reporting,
- Clear understanding of Mobile Technology for data collection
- Organizations must submit their proposal in English

Please note that if you consider that your firm does not have all the expertise for the assignment, there is no objection to your firm associating with another firm to enable a full range of expertise to be presented. However, joint consortiums between firms on the shortlist are not permitted without the prior approval of GMT. The request for a joint venture should be accompanied with full details of the proposed association.

4.2 Funding and Estimated Period of Performance

The mechanism for funding will be based on milestone submissions upon GMT's review and acceptance of invoices and associated deliverables for each milestone. Once an award is issued, it will include an invoicing schedule as well as a schedule of deliverables/milestones specified in the final and approved Scope of Work.

4.2.1 Period of Performance

GMT anticipates a period of performance of 24 months (April 2023 –April 2025) on the need for-work basis.

4.2.2 Regions and Countries of Performance

African Region	Countries
West Africa	<ol style="list-style-type: none">1. Nigeria2. Ghana3. Senegal4. Cameroon
East Africa	<ol style="list-style-type: none">1. Tanzania2. Kenya3. Rwanda4. Uganda5. Ethiopia
Southern Africa	<ol style="list-style-type: none">1. South Africa2. Zambia3. Malawi4. Zimbabwe5. Mozambique

5 PROPOSAL SUBMISSION REQUIREMENTS AND DEADLINE

5.1 Proposal Submission Requirements

The proposal should include the following:

- **Technical Proposal:** A detailed overview of the organization, areas of expertise and geographical scope of your work.
- **Scope of Work:** A detailed description of the chosen scope of work as outlined in this RFP, with a proposed methodology to be adopted in a hypothetical scenario in three African countries.
- **Reporting:** A sample of three research/evaluation reports with at least one of them covering three African countries (French and English speaking if available)
- **Curriculum Vitae (CV)** of key personnel who will be involved in the project.
- **References:** Three references from previous clients across three countries, one from each region as captured in section 4.2.2.

5.2 SUBMISSION METHOD FOR QUESTIONS AND PROPOSALS

RFP Coordinator

Written questions must be directed, via email, to Patience Andrew (patiencea@gracamacheltrust.org) with (recruitment@gracamacheltrust.org) in copy.

Offerors Inquiries

GMT will consider written Offerors inquiries regarding RFP requirements or Scope of Services before the deadline specified. GMT reserves the right to modify the RFP should a change be identified that is in the best interest of GMT. To be considered, written inquiries and requests for clarification of the content of this RFP must be received via e-mail at patiencea@gracamacheltrust.org by 5p.m SAST on 27th of March 2022. All questions directed to the RFP Coordinator will be deemed to require an official response. Official responses to each of the questions presented by the Offerors will be sent via email to all Offerors by the date specified in the calendar of events. Only the RFP coordinator has the authority to officially respond to Offerors' questions on behalf of GMT.

GMT is not receiving paper applications for this RFP. All questions and answers will be shared with all interested offerors via email.

Technical proposals and attachments should be submitted in Microsoft Word or PDF.

The email subject line should read "RFP- Research and Evaluation Consultancy– [Name of Organization submitting proposal]"

5.3 REVIEW PROCESS

Proposals will be reviewed and awarded by an evaluation panel. GMT will lead and coordinate the evaluation panel. A technical evaluation committee will review all technical proposals using the Evaluation Criteria detailed below. It is anticipated that the award will be made within 4-6 weeks after the submission deadline, as stated on the cover of this RFP. Final negotiations and awards will be managed by GMT.

5.4 Submission Details

Interested firms should please fill this application [form here](#), and proceed to submit their proposals electronically to the email address recruitment@gracamacheltrust.org with the job title in the subject line. The deadline for applications is **3rd April 2023**. Late applications and organizations that do not comply with the above requirements will automatically be disqualified. The Trust reserves the right not to fill the position. Correspondence will be limited to shortlisted organizations only. If you do not receive correspondence from us within six weeks of the closing date, please consider your application as unsuccessful. For more about the Graça Machel Trust, please refer to <https://gracamacheltrust.org>.

5.5 Proposal Contents

Offerors will develop their proposals based on their understanding of needs, their prior institutional experience and their determination of the approaches that would be feasible and successful within the context provided above. In all cases, offerors shall clearly explain the rationale for the proposed approaches chosen. Proposals should include the submission of a technical proposal with the required attachments. Technical proposals should not exceed 10 pages and can be less than 10 pages. The format should include the following:

Part A: Technical Approach,

Name of Firm/organization	
Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal	
Address	
Phone Number	
Email	

Section A: Expertise and Capability of Offerors

I.1. Executive Summary

This section should serve to introduce the offeror's organization, including any administrative information and a summary of the Offeror's qualifications and the ability to meet GMT's overall requirements as outlined in this RFP.

I.2 General organizational capability

- The Offerors should give a brief description of themselves and/or their company, including a brief history, previous relevant experience, corporate structure and organization, and number of years in business (as relevant).
- The Offerors should describe the qualifications and experience of themselves or key personnel who will be assigned to this project.

I.3 Chosen Scope of Work and Methodology

- The Offerors should provide detailed information regarding its ability to perform any of the chosen scope of work outlined in this RFP. The Offerors should discuss the possible methodology and required resources to perform the task in at least 3 African countries.
- Include a description of past and present experiences and relationships that have a direct relationship to the performance of the RFP. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the SOW. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability.

I.4 Relevance of specialized knowledge and experience on similar projects

- Detail any specialized knowledge that may be applied to the performance of the RFP. Include experiences in any African region/countries.
- Describe the experience of the organization in performing similar services/works. Experience with other INGOs, major multilateral entities, or bilateral programmes is highly desirable.
- Provide at least 3 references

Project	Client	Contract Value	Period of performance(From/to)	Role in relation to the task undertaken to services/works	Reference Contact Details (Name, Phone, Email)
1.					
2.					
3.					

Part B: Attachments

I. Legal Registration certificate of the organization.

Technical Attachments (Please submit the following attachments with the Technical Proposal. Note that they do not count towards the 10-page limit)

- 1 Please provide the CVs of the key personnel who will perform any of the chosen SOW (maximum 3 pages per CV). 2. Please provide two references for each of the proposed staff. Include contact information (names, company or organization, phone number and email in the CVs)
- 2 All other attachments as captured in sub-section 5.1 above.

6 EVALUATION CRITERIA

The award will be made to the offeror whose offer presents the best value: the optimal combination of technical merits. Proposals will be scored on technical factors first. Only the business proposals of those offers that surpass the minimum qualifying score of **70 points** in the technical evaluation will have their Business Proposal reviewed. Those that do not reach this qualifying score in the Technical Evaluation will be considered non-competitive and their business proposals will not be considered.

The evaluation of proposals will be based on the following criteria.

6.1 Technical proposal

Provide a clear, specific and succinct technical proposal that covers both the conceptual and practical approaches of how to achieve the objectives of any of the chosen SOW outlined in the RFA. Specifically, please address the following, in the order specified below:

Item	Requirement	Points Available
1) Technical Approach/Value proposition	<p>Considering the Statement of Work , please describe in detail the following:</p> <ul style="list-style-type: none"> • Technical approach <p>Value propositions that indicate an in depth, technical and operational understanding of implementing the work, will be scored more favorably than those that do not consider these factors.</p>	25
2) Methodology	<p>Considering your chosen scope of Work please describe in detail the following:</p> <ul style="list-style-type: none"> • Steps, in chronological order, that you will take to implement the work. Describe proposed innovative approaches or technology you plan to use. • Proposed data collection tools and approaches <p>Methodologies that indicate a greater practical understanding of implementing the work, and more innovative yet realistic ways of carrying out the work will be scored more favorably than those that do not consider these factors.</p>	30
3) Staffing and availability of IT equipment's	<p>Please provide the following, in order:</p> <ol style="list-style-type: none"> a. Staffing plan that includes the following information: <ol style="list-style-type: none"> i) <i>Name and Proposed position on the team:</i> ii) <i>Summary of relevant expertise and experience</i> 	20

	<p>b. CVs for each proposed team member. CVs should be no longer than (3) page in length.</p> <p>Staffing plans that propose staff with qualifications and experience related to the tasks stated in chosen SOW will be evaluated more favorably than staffing plans that do not take these factors into consideration. Personnel should also ideally be knowledgeable with ICT4D practices; organizational change management; data analysis; stakeholder communications; performance metrics; and program design, planning, and development</p>	
4) Past Performance	<p>Document and summarize your proven track record of successfully implementing similar activities to include a description of similar services provided in the past and any lessons learned that will be incorporated into the activity described in this SOW.</p> <p>Firms with past performance of similar projects, in target countries/regions or of similar scale to the activity described in this RFP will be scored more favorably than firms that do not meet these criteria.</p>	25
Total points		100

8 AWARD AND NOTIFICATION OF SELECTED PROPOSALS

1. After the review of all applications, GMT will notify the shortlisted offerors who submitted the highest-scoring proposal in writing by email and invite them to negotiate the contract.
2. The aim will be to reach an agreement on all points and draft an initial contract by the conclusion of negotiations, upon which a detailed inception report, tools and budget will be developed by offerors and shared with GMT.
3. Negotiations will commence with a discussion of the offeror’s technical proposal, schedule of activities, staffing and any suggestions you may have made to improve upon the Scope of Work. Agreement must then be reached on the final deliverables, staffing, logistics and reporting. Special attention will be paid to define clearly the inputs required from GMT to ensure satisfactory implementation of any of the assignments.
5. Changes agreed upon will then be reflected in the financial proposal, using proposed unit rates.
6. Having selected the offeror on the basis of an evaluation of proposed key professional staff among other things, GMT expects to negotiate a contract on the basis of the staff named in the proposal and, prior to contract negotiations, will require assurance that these staff will be actually available. GMT will not consider substitutions during contract negotiations except in cases of unexpected delays in the starting date or the incapacity of key professional staff for any extenuating circumstance.
7. The negotiations will be concluded with a review of the draft form of the contract. GMT and the offeror shall finalize the contract to conclude negotiations.
8. The contract will be awarded after successful negotiations with the selected offeror. If negotiations fail, GMT will invite the offeror having obtained the second highest score to contract negotiations.

9. Any selected firm will be required to complete a Financial Pre-Award Assessment in order for GMT to ascertain that the organization has the capacity to perform successfully under the terms and conditions of the proposed award. As part of the Pre-Award Assessment process the firm will also be requested to submit a financial audit report from the previous fiscal year. In addition, payroll records and other financial information may be requested to support the consultancy.

10. Issuance of this Request for Proposal does not constitute an award commitment on the part of GMT nor does it commit GMT to pay for the costs incurred in the submission of a proposal to the RPP. Furthermore, GMT reserves the right to reject any or all offers received and to negotiate separately with an offeror, if such action is considered to be in the best interest of GMT's client/donor organizations.

11. GMT may evaluate offers in response to this solicitation without discussions and will award a contract to the responsible offeror whose offer, conforming to the solicitation, will be most advantageous to GMT based on the technical factors specified in this solicitation.

GMT reserves the right to:

- (a) Reject any or all offers
- (b) Waive informalities or minor irregularities in offers received.

If an Offeror submits a proposal that fails to respond to the majority of the information requested in this RFP as outlined in the evaluation criteria, the consultant's proposal will be automatically disqualified.

Announcement of Contractor

The RFP Coordinator will notify the successful Offerors and along with the GMT's CFO proceed to negotiate terms for final contract.