RE-ADVERTISEMENT REQUEST FOR PROPOSAL

**END TERM EVALUATION**

**INTEGRATED CHILD CARE PROGRAM- BUSIA**

**‘A LOVING HOME FOR EVERY CHILD’**

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# Context and rationale

## About SOS Children’s Villages

SOS Children’s Villages is a global federation of 118 national SOS Children’s Villages associations, working in more than 2000 programme locations worldwide. We work together with a single vision: every child belongs to a family and grows with love, respect and security.

Uniquely, we provide long-term, [family-like care](http://www.sos-childrensvillages.org/what-we-do/alternative-childcare) for children who have lost parental care (alternative care service), and we work with vulnerable families and communities to help [strengthen](http://www.sos-childrensvillages.org/what-we-do/family-strengthening) them and prevent child abandonment (family strengthening service, FS). SOS alternative care is usually organised in the form of a cluster of SOS families, where each SOS parent cares for small group of children.

SOS Children's Villages Kenya is a non-governmental social development organisation that has been active in the field of children's rights and committed to children's needs and concerns since 1973. SOS Children’s Villages Kenya (SOS CV Kenya) is a child focused, non-governmental organization providing care and support to children who have lost or are at risk of losing the care of their biological family. SOS Children Villages Kenya is a member of SOS-Kinderdorf International, the largest private, welfare organization for children all over the world. We are driven by the vision of providing a loving home for every child.

In Kenya there are 5 Children Villages under the SOS Family care programme in Nairobi (1973), Mombasa (1979), Eldoret (1990), Meru (2005) and Kisumu (2012). Other programmes include: Advocacy, Education, Youth empowerment and Health. SOS Children Villages Kenya also runs a Family Strengthening Programme (FSP) in 7 locations; Mombasa, Nairobi, Eldoret, Kisumu, Busia, Suba and Meru) Both our villages and community programmes currently take care of over14,000 children. The organization is registered locally under Board of Directors and operates under the patronage of The First Lady of the Republic of Kenya, her Excellency Margaret Kenyatta. SOS CV Kenya provides quality care and protection to over 14,000 children and youth in Kenya.

## Our core values are:

* **Courage**: We take action. We continuously innovate our work for children and respond to the differing realities of local communities and individual children.
* **Commitment**: We keep our promises. We make a long-term commitment to children and their communities and deliver quality services that support them to succeed in life
* **Trust**: We believe in each other. We work with all stakeholders in a spirit of teamwork, giving and receiving trust to achieve our mission.
* **Accountability**: We are reliable partners. We are accountable to children, communities, partners and donors. Our greatest responsibility is to ensure quality care.

## Description of programme location and context

Busia County has a child rich population: 48% of the total population is 0-14 years old. The county has one of the highest population of children affected by poverty in Kenya. Of a total population of one million inhabitants a staggering 106,000 children are orphans. Less than half of these children have access to care through local NGOs, churches and informal care structures. The future of the vast majority of these orphans is uncertain. Exploitation such as prostitution, child trafficking and child labour are always lurking, partly because the border location. The number of teenage pregnancies and abandoned children in Busia is significantly higher than in other parts of Kenya.

## Rationale and overall objective of the end term evaluation

Since 2016, SOS Children Villages Kenya, has been implementing a five year Family Strengthening Integrated Child Care program in Busia, Matayos Sub-county within five locations (Nasewa, Bukhayo west, Lwanya, Busibwabo and Nangoma). With the program coming to an end, SOS Children’s Villages Kenya is seeking the services of a consultant(s) to conduct an end term evaluation. The purpose of this evaluation is to assess and learn from the process; achievements, challenges encountered during the project implementation, and advice on future similar projects. It will promote accountability, organizational learning, and stocktaking of achievements, performance, impacts, good practices and lessons learnt from project implementation. In addition, it will enable program staff and other relevant stakeholders assess whether program outcomes have been met.

# Instruction to bidders

The bidders are welcome to submit their proposal for an end term evaluation for the Family Strengthening Integrated Child Care Program in Busia, Kenya. This bid is open to all consultants or companies who are legally constituted and can provide the requested services. The bidder shall bear all costs of the bid; costs of a proposal cannot be included as a direct cost of the assignment. The proposal and all supplementary documents have to be submitted in English. Financial bid needs to be stated in Kenya Shillings.

## Process of Submission of Bids

Proposals duly stamped and signed should be submitted by **email** in pdf format to National Office Procurement email Nationaloffice.procurement@soskenya.org with the Subject line ‘’SOS Children’s Villages (Busia program Location) End Term Evaluation’’ NB: The attached files should have the technical proposals and financial proposal as separate pdf files on same email

SOS will select the consultant(s) based on the technical and financial proposals following SOS’s standard procedure for procuring consultancy services. In its selection process, SOS will first look at the technical ability of the consultant(s) in performing the tasks. The consultant should be able to demonstrate expertise in research/evaluation. Financial proposals will then be considered in the second step, only for those shortlisted after the technical proposal evaluation.

It is essential that the elements contained in the bid be stated in a clear and concise manner.  Failure to provide complete information as requested will be to your disadvantage. SOS CV -Kenya reserves the right to accept any bid as submitted without prior negotiations.  It is the responsibility of the Bidder to obtain clarification of the requirements contained herein, if necessary, prior to submitting a bid

## Documents to submit

* Cover letter
* A capability statement
* Copy of all relevant Curriculum Vitae (CVs) of the proposed team members that include at least two references (including one from your last client/employer).
* Technical proposal to bid for the consultancy, including proposed methodology, work plan including the Level of effort for the various team members
* Financial proposal that clearly shows time allocation of the team members and their professional fees and the operation cost of the evaluation
* An example of a recent/relevant evaluation report.

## Deadline for submission

The proposal has to be received by latest Monday 29th November 2021 0800hrs. Proposals received after the deadline will not be considered.

## Modification and withdrawal of bids

Proposals may be withdrawn on written request prior to the closing date of this invitation. Any corrections or changes must be received prior to the closing date. Changes must be clearly stated in comparison with the original proposal. Failure to do so will be at bidder’s own risk and disadvantage.

## Signing of the contract

SOS Children’s Villages will inform the successful bidder electronically and will send the contract form to the successful bidder. The successful bidder shall sign and date the contract, and return it to SOS Children’s Villages Kenya within seven calendar days of receipt of the contract. After the contract is signed by two parties, the successful bidder shall deliver the services in accordance with the delivery schedule outlined in the Terms of Reference (TOR).

## Rights of SOS Children’s Villages

1. contact any or all references supplied by the bidder(s);
2. request additional supporting or supplementary data (from the bidder(s);
3. arrange interviews with the bidder(s);
4. reject any or all proposals submitted;
5. accept any proposals in whole or in part;
6. negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
7. contract any number of candidates as required to achieve the overall evaluation objectives

## Evaluation of proposals

Each proposal will be assessed first on its technical quality and compliance and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be considered for approval. The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR). Bidders may additionally be requested to provide additional information (virtual presentation or phone interview) to SOS Children’s Villages on the proposed services.

The criteria for selection are:

*Method:* The proposed method for evaluating the programme is suitable

*Timetable/work plan:* The timetable/work plan is realistic and meet the needs of the programme

*Experience:* The training and experience of the consultants in evaluations and recommendations from organisations for which the consultant(s) has previously worked

*Cost:* The cost of the proposal is reasonable and feasible, given the other aspects of the proposal (only for shortlisted Bidders)

# Terms of Reference

## Objectives of the evaluation

### Overall objective

1. Give an independent assessment of progress to date of the project across the outcomes; assessing performance as per the foreseen targets and indicators of achievement at output level; strategies and implementation modalities chosen; partnership arrangements, constraints and opportunities
2. Evaluate the impact of the program against the proposed changes or outcomes and provide strategic and operational recommendations.

### Specific objectives

1. Measure the relevance of the program according to the needs assessment, and choice of action plans, partners and modalities of implementation.
2. Measure program’s degree of implementation, efficiency and quality delivered on outputs and outcomes, against what originally planned
3. Asses management of the operation of the project, including staff management
4. Assess synergies with other relevant stakeholders
5. Assess knowledge management and sharing, including the information and communication component of the Program
6. To make recommendations for improving future programs.

### Scope

Specifically the end-term evaluation will be assessing the following:

1. The effectiveness of the overall program
2. The relevance of the program’s objectives and approach in different contexts
3. The efficiency & coordination structures of the program.
4. The impact of the program at the level of end beneficiaries
5. The sustainability of the results of the program

# Effectiveness

1. To what extent have the project’s objectives been realized?
2. What were the major factors influencing the achievement or non-achievement of the objectives.
3. To what extent was the project implemented as envisaged by the project document in terms of planned activities and management? If not, why?
4. Were the project activities adequate to realize the objectives?
5. What has the project achieved? Where it failed to meet the outputs identified in the project document, why was this?
6. Have any significant developments taken place since the project started, if so, explain how they affected the project goal and activities and evaluate the impact on the project?
7. How has the project engaged with stakeholders and has their engagement been systematic. Will the engagement be sustainable?
8. Identify the strategies that have proven particularly effective for achieving the objectives.
9. Assess how the views of members were taken into account at the different levels of the project cycle (i.e. design, implementation and evaluation).

## B. Relevance

1. Should another project strategy have been preferred rather than the one implemented to better reflect those needs and priorities? Why?
2. Did the project identify any risks? How did the project deal with the identified risks?
3. Assess to what extent the project activities have been relevant to the needs and priorities of the target group.
4. What has been in particular useful for the target population, and what has not been useful.
5. Was the intervention logic clear and the matrix logical?
6. To what extent have the various stakeholders contributions addressed the development challenges stated in the program document?

## C. Efficiency

1. Have activities been cost-efficient, e.g. have the least costly resources used in order to achieve the desired results.
2. Were the project activities and objectives achieved on time?
3. How efficient is the process of learning and dissemination of the information to various stakeholders?
4. How efficiently have the lessons learned been utilized in order to improve the project results?
5. To reflect on impact in terms of capacity and knowledge acquired and experiences working with other partners.
6. How project funds have been utilized and the controls in place; were the funds sufficient?
7. Organizational capacity to deliver on the project

## D. Impact

1. Identify and analyse the changes (positive and negative) that the project has brought in the lives of the targeted communities, intended or unintended. Understand what has happened as a result of the project intervention.
2. What real difference has the project made to the members?
3. Comment on the impact the project had on the organization in general

## E. Sustainability

1. Assess the sustainability of the results of the project – i.e. will the outcomes endure after the project has ended; how likely does continuing progress towards the impact seem and what are the major factors contributing or hindering sustainability
2. Involvement of government agencies and other stakeholders on project implementation and exit.
3. Do the beneficiaries have the capacity to survive after the project has completed? Why or why not?
4. To what extent has the project established processes and systems that are likely to support the continued implementation of the project?
5. Are the involved parties willing and able to continue the project activities on their own (where applicable)?

**Cross Cutting Issues**

The consultant will gather facts on effects of COVID 19 on vulnerability and sustainability of the project, gender and HIV dynamics.

## Work plan and expected deliverables

The evaluation will be carried out in 3 stages. .

***Stage 1: Prepare***

Undertake all required preparations for the field evaluation: propose detailed methodology, conduct desk research, identify key informants, plan data collection process, organisation & logistics, and prepare field visit schedule. Submit and secure approval for the refined evaluation design and methodology in an inception report: Document (i) proposed methodological set-up, (ii) locally adapted and proposed data collection tools. Preparation of checklists, participant lists and other management/organisational information for data collection.

***Stage 2: Conduct***

* + Facilitate learning during the data collection exercise.
	+ Collection of data as per the agreed methodology and tools.
	+ Analysis of the data.

***Stage 3: Submit findings***

* Preparation of a draft report in English
* Power Point Presentation of the findings to the programme staff and various stakeholders.
* After having received feedback from the various stakeholders, finalise report and submit it in English.

# Deliverables

All raw and primary data collected and analysis conducted for the purpose of the evaluation will remain the property of SOS Children’s Villages Kenya and must be submitted electronically in excel format. The consultant is expected to take a total of 40 working days from the day of contracting to complete the assignment. The consultant will provide the following deliverables to the SOS Children’s Villages Kenya within the timeframe:

|  |  |  |
| --- | --- | --- |
| **SN** | **Deliverables** | **Due** |
| 1. | Inception report with a detailed evaluation work plan | Within 9th day of agreement |
| 2. | Soft copy of:* First draft of the evaluation report(in English)
* Final Draft report (in English)
 | Within 30th day of agreement |
| 3. | Final Report of the evaluation(in English)* Soft copy version,
* Two Spiral -bound hard copies of the evaluation report. The report must be written in simple English and formatted on standard A4 paper, with single space, 11 point font Arial with margins no less than one inch on each border, and each page numbered consecutively.
 | Within 40th day of the agreement |
| Power point presentation of the evaluation report, with emphasis on key findings and Recommendations |
| Electronic version of both the draft and final version of evaluation report(in English) presented in a hard disk |

## Report criteria

The evaluation will result in the concise Family Strengthening Integrated Child Care Program, Busia end term evaluation report. All confidential information should be kept in a separate annex to protect participants. The final report should be provided electronically and in hard copy. The report format below must be strictly adhered to;

* Cover page with the SOS CV logo, title of evaluation report, country, and program, date of evaluation and name of consultant.
* List of acronyms
* Table of content
* Executive summary
* Background information on assignment
* Terms of reference
* A clear statement of the objective of the evaluation
* A description of the methodology used for evaluation
* Major Statistics
* Key Findings
* Recommendations for action
* Conclusion
* Annex to include list of participants, stakeholders consulted, maps, photos and any other necessary documents

## Qualification of the researcher / research team

The consultant(s) will be expected to demonstrate the ability to deliver on the assignment with reference to the Terms of Reference [ToR]. This will include proof of professional competency; knowledge on subject matter and methodology to be used.

* At least bachelor’s degree in Monitoring and Evaluation, Sustainable Development, Development Studies or related subject and practical knowledge in conducting evaluations.
* A minimum of 5 years’ experience in carrying out evaluations, demonstrable academic and practical experience in qualitative and quantitative research methodology, evaluation design and implementation. This should include but not limited to:
* Strong analytical, facilitation and communication skills.
* Excellent reporting and presentation skills
* Should be fluent in spoken and written English and Kiswahili.

## Logistical arrangements/Roles and Responsibilities

### SOS Children Villages Kenya

* Overall management of the consultancy including ToR preparation and sharing with the core team and program field team
* Provide relevant documents to review and help consultant(s) as appropriate.
* Facilitate collection of comments, suggestions, and feedbacks in the Inception Report, Draft reports
* The various program staff will provide relevant support as may be required.

### The Consultant(s)

* Review relevant project documents, including but not limited to: project reports, project proposal, project log frame, Child Status Index data and reports and feasibility survey report.
* Support in testing and applying survey questionnaires.
* Design and conduct focus group discussions with relevant community members, both male and female, to assess implementation experiences and effectiveness, challenges and lessons learned, and develop recommendations for improvement.
* Design the key informants interview questions and carry out key informant interviews
* Qualitative and quantitative data analysis and interpretation
* Draft report and submit to SOS Children’s Villages Kenya for comments
* Incorporate comments and produce final report.

## Duration of the contract and terms of payment

Duration of contract: the contract is effective from the moment it was signed until the acceptance of work by SOS Kenya.

The mode of payment will be in reimbursement basis based on submission of deliverables and required invoice and bills as highlighted in the below table. GoK taxation policy will be applied in all form of payment.

|  |  |  |
| --- | --- | --- |
| SN | Deliverables | Reimbursement |
| 1. | Inception report with a detailed action plan | 15% |
| 2. | Final draft Evaluation report | 25% |
| 3. | Final Report (in English)Soft copy versionTwo spiral bound hard copy evaluation reportPower point presentation of the evaluation reportElectronic version of both draft and final version (in English) of evaluation report presented in a hard disk | 60% |

SOS will withhold and/or make reduction in the payment of consultancy fee if all terms and conditions, including specified deliverables, are not met in a satisfactory manner in spite of providing suggestions to the consultant. SOS will inform the consultant about such issues in writing and give the consultant opportunity for clarification before making final decision.

## Notice of delay

Shall the successful bidder encounter delay in the performance of the contract which may be excusable under unavoidable circumstances; the contractor shall notify SOS Children’s Villages Kenya in writing about the causes of any such delays within one (1) week from the beginning of the delay.

After receipt of the Contractor's notice of delay, SOS Children’s Villages Kenya shall analyse the facts and extent of delay, and extend time for performance when in its judgment the facts justify such an extension.

## Copyright and other proprietary rights

SOS Children’s Villages shall be entitled to all intellectual property and other proprietary rights including, but not limited to, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for SOS Children’s Villages Kenya under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for SOS Children’s Villages Kenya.

All materials: plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of SOS Children’s Villages Kenya and shall be treated as confidential, and shall be delivered only to SOS Children’s Villages Kenya authorized officials on completion of work under the Contract. The external consultant is obliged to hand over all raw data collected during the assessment to SOS Children’s Villages.

## Termination

If any party to the agreement refuses or fails to execute any work or separable part thereof, or violates any term, condition or requirement of the agreement, any party shall in writing terminate the agreement upon giving a three days’ notice.

# Annex

## SOS Children’s Villages child protection policy and code of conduct

Confidentiality Statement**;** All data and information received from SOS CV Kenya for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the SOS CV Kenya.

Anti-Fraud and Anti-Corruption Policy; SOS Children’s Village is committed to using all funds and resources wisely, with accountability and transparency. Any form of fraud and corruption is unacceptable.

Child Protection Policy**:** The consultant undertakes to abide by the SOS Children’s villages Kenya child protection policy, which is a statement of SOS children’s’ village commitment to preventing abuse and protecting children and young people with whom it comes into contact.

The successful bidder is requested to obtain written consent from all participants of the evaluation process and/or their official guardians/representatives (when applicable).