

TERMS OF REFERENCE

EVALUATIONS AND RESEARCH (E&R) CONSULTANCY POOL UNDER FRAMEWORK AGREEMENT FOR INDIVIDUALS AND CONSULTING FIRMS

Country: Mozambique

1. Introduction

Save the Children International Mozambique (SCIMOZ) opened their programs in county in 1986 at the height of the Mozambican civil war, with a focus on tracing the families of children who were separated during the conflict. Since our early work in the country, SCIMoz has focused on reaching the most marginalized and disadvantaged children and their families throughout Mozambique through our development and humanitarian work. SCIMOZ's work contributes towards Save the Children's Global Agenda 2030, which focuses on making changes for children in three key pillars:

- **Survive:** No child dies from preventable causes before their fifth birthday
- **Learn:** All children learn from a quality basic education
- **Are protected:** Violence against children is no longer tolerated.

For over three decades, SCIMOZ has successfully implemented high quality, sustainable programs in education, health, nutrition, child protection, child rights governance, livelihoods, food security (agriculture), disaster risk reduction/ climate resilience, and emergency response, using innovative and evidence-based strategies. SCIMoz's programmatic work also includes policy interventions and advocacy efforts aimed to further the realization of children's rights. In Mozambique, we prioritize children affected by displacement (IDPs, returnees, refugees), children in hard-to-reach areas (rural, peri-urban), girls, orphans and vulnerable children, and children with special needs.

SCIMOZ is increasingly focused on implementing innovative approaches that require rigorous reach design and analysis. As such, SCIMOZ aims to pre-select a limited pool of **consultants (Individuals and consulting company/firms)** who are highly competent and who could be contracted to provide consultancy services on a needs-be basis to assist with a range of MEAL (monitoring, evaluations, accountability and learning) functions. The pre-selection of capable consultants aims to reduce the time required to issue a contract for a determined scope of work, although it is possible that pre-selected consultants may still need to submit proposals if there are others within the pool that have the same technical skills. For a detailed description, please refer to sections below.

SCIMOZ reserves the right to update, change, extend, suspend or cancel the tender processor any decision regarding the selection or contract of an award at any time. SCIMOZ does not guarantee

to issue a consulting contract to any consultant after submitting a proposal, even after having received notice that they have been pre-selected.

2. Objective and Deliverables

The overall objective of this assignment is to support SCIMOZ's evaluations and research products. This could include one or more of the following:

- The development of protocol and study instruments that include a detailed description of the methodology, sampling frame, timeline, budget, etc.; all protocol and instruments must follow the Mozambican Ministry of Health's bioethics committee format;
- The provision of support during the selection, hiring and training of enumerators;
- The supervision of the data collection teams;
- The verification of data as it is being collected (or data collection itself for small studies);
- The supervision of, or actual cleaning and analysis of data;
- Data analysis and reporting;
- Preparation of power point presentation of the findings;
- Leading learning events

The reports may be baselines, midlines, end lines, formative research, operational research, and small studies. The consultant may be requested to conduct a re-analysis of existing data, or the preparation of different products for wider audiences (study briefs, manuscripts for publications, etc).

Consultants companies/individuals should have experience with different data collection methods (eg. focus group interviews, key informant interviews, stakeholder meetings, secondary data review), modalities (eg. cloud-based data collection platforms), and commonly-used statistical packages for data analysis.

The deadline for submission of any given assignment will be dependent on the nature of the assignment and the timeline of the project that is associated with the deliverable.

3. Consultant profile

SCIMoz is seeking consultants (**individual and consulting companies/firms team leader**) that have the following education and experience:

- Minimum of a Master Degree in any of the following: Statistics, Epidemiology, Public Health, Development Studies; Education; Demography; or related studies.
- Demonstrated experience (minimum 7 years) developing and implementing research, including studies that required advanced strategic thinking and analytical skills
- Experience in conducting research studies in Mozambique.
- Demonstrated knowledge and skills in methodology development, data analysis, and data management, both quantitative and qualitative.

- Have a solid understanding in one of the following: Health, Nutrition, Education, Child Protection, Child rights governance (CRG), Livelihoods, DRR, WASH programs in both developmental and humanitarian context.
- Be able to analyse evidence gaps and learning needs of programs/projects and provide evidence-based recommendations.
- Demonstrated ability to produce high quality written work to INGOs, UN, donors to tight deadlines.
- Excellent written and spoken English.
- Have strong interpersonal and communication skills;
- Be available to respond to calls for proposals, sometimes with short notice (within 5 business days);
- If/when selected for an assignment, be able to accommodate a relatively short turnaround time, which will vary by the nature of the assignment, but will typically be between 1-4 weeks.

Highly desirable:

- Fluency in Portuguese, as well as other languages spoken in Mozambique.

SCIMOZ may request consultants (*Individual and consulting companies/firms*) to submit a sample of their work, providing it does not breach any confidentiality agreements.

4. Procedure

Pre-selected consultants may be requested to submit a narrative and cost proposal for a given assignment. The assignment will be awarded to consultant(s) who have demonstrated that they that can deliver a high quality product within the stipulated time frame at a reasonable rate. This is determined based on the evaluation criteria of price and quality of services described in **section 7**. The procedure will be as follows:

i. Joining the Consultancy Pool

- Applicant should submit their proposal to SCIMOZ through email address as described in (**section 8**)
- SCIMOZ evaluation committee consisting of program managers and internal MEAL staff, based on criteria described in section 3 “consultant profile” and in **section 7**;
- SCIMOZ will invite candidates with the best proposals for an online meeting session with the evaluation committee;
- The committee will select the top consultants, who will then be requested to attend an inception meeting for the signing of their respective Framework Agreements.
- Prior to the invitation to sign a Framework Agreement, SCIMOZ will be required to conduct a due diligence assessment of the consultant, which will include checking their references, verifying their documentation to ensure that they are operating legally, and ensuring that

they have no fraud or other claims issued against them. **Please see section 6**, Grounds for Exclusion, for more details.

Tender Process	Timeline
Deadline for submission of proposals*	24/11/2022
The consultants with the most appropriate and complete proposals are invited to an interview session with the evaluation committee	30/11/2022
Selection of consultants	05/12/2022
Awarding of contract to successful consultants	20/12/2022

*Proposals submitted after the deadline will be returned and will not be considered in the tender procedure.

ii. Awarding of Consultancy assignments

Once the consultants have signed their respective Framework Agreements, SCIMOZ will release assignments only to consultant pool, which will include a description of the scope of services required and the timeline for deliverables. All communications will be through email. SCIMOZ may decide to approach only those consultants that are considered as best suited to a particular assignment and who have a high level of experience for a particular skill set. In response to the request, the consultants will be expected to submit a proposal to SCIMOZ within 7 days of receipt of the email.

After the consultants submit their proposals, SCIMOZ will award the assignment to the consultant(s) with the most appropriate proposal for the assignment and the best price-quality ratio with regards to the description of services. SCIMOZ will inform both the selected consultant(s) and those who were not successful via email.

In the case that SCIMOZ and the selected consultant are not able to reach an agreement on the specific terms after notice of award, the assignment will be assigned to the consultant with the second-best proposal.

5. Proposal guidelines

In order to be considered for selection for the consultant pool, SCIMOZ is requesting the qualified consultants/consulting companies to submit their proposals. Bidders are expected to submit a 10–12-page response plus annexes organised by the sections below. About the organisation / individual (1 page), including relevant experience

1. Overview of the team (1.5 pages)
2. Overview of methodologies proposed
3. Financial proposal (1 page)
 - i. Summary of costs
 - ii. Breakdown of daily fees (by individual, days and fees)

- iii. Reimbursable (e.g travel, hotels, communication other direct expenses)
4. Annexes:
 - i. Summarised CV of team members. Max 3 pages per CV. If possible, with link to LinkedIn profile
 - ii. Table of precis of experience on similar projects (approx. 5 most relevant)
 - iii. References

Bidders must also share two (2) examples of their experience in providing services similar to those included within the scope of this tender.

Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.

(Note – the bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visited by Save the Children)

The proposal must be submitted in to Prosave via Ariba network or by email to procurementmoz@savethechildren.org before or on **24th November, 2022**.

6. Grounds for exclusion

- Consultants shall be excluded from participation in a procurement procedure if:
 - They have had to suspend their business activities due to any current or previous claims against them or their consulting firms.
 - They or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
 - They have been guilty of grave professional misconduct proven by any means which the SCMOZ can justify;
 - They have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of Mozambique;
 - They or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, where such illegal activity is detrimental to the Ministry of Foreign Affairs financial interests.

Consultants must confirm in writing that they are not in one of the situations as listed above, and are required to inform SCIMOZ if their situation has changed after they have signed their Framework Agreement.

- Consultants shall not make use of child labor or forced labor and/or practice discrimination and they shall respect the right to freedom of association and the right to organize and engage in collective bargaining, in accordance with the core conventions of the International Labor Organization (ILO).

7. Proposal Scoring criteria

The scoring of research proposal is based on Essential, capability criterias and also the following criteria's

- Understanding of the ToR and purpose of the assessment
- Skills and experience in conducting research/studies, similar to the proposed assessment/research
- Qualification of the lead consultant and consulting team
- Proposed Methodology'

The evaluation committee will score each criteria from 1 to 5, with 5 representing optimal performance on the criteria and 1 representing poor performance on the respective criteria. Based on the scores and internal discussions on the strengths of the proposals, the committee will invite a selection of eligible candidates to the pitch meeting. After the interview meeting, the committee will decide which proposals will be offered to sign a Framework Agreement.

8. Confidentiality

The consultant will ensure that all its contacts with SCIMOZ, with regards to the tender, during the tender procedure take place exclusively in writing by e-mail to *Teresa Norman at teresa.norman@savethechildren.org*. To avoid a conflict of interest, either real or perceived, the consultant is prohibited from having any contact regarding the tender with any other persons within SCIMOZ other than the individual who has been designated as the main point of contact for the tender process.

The documents provided by or on behalf of SCIMOZ will be handled with confidentiality. The consultant will also impose a duty of confidentiality on any parties that it engages. Any breach of confidentiality by the consultant or its engaged third parties will give SCIMOZ grounds for exclusion of the consultant, without requiring any prior written or verbal warning.

All information, documents and other requested or provided data submitted by the consultants will be handled with due care and confidentiality by SCIMOZ. The consultant should not submit any data or studies to SCIMOZ that are under a confidentiality agreement with another entity.