

**SUBMISSION FORM**

**for the call of the**

**End Evaluation of the programme**

Supporting Teacher Education for Early Learning (STEEL)

2017-2021

Zambia

***Negotiation procedure with restricted notification***

**APPLICATIONS TO BE SENT TO:**

Precious.Njamba@vvob.org and kristine.smets@vvob.org

**BY:**

30th October 2020, 23:00 (UTC+1)

VVOB

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**CONTENT**

[1. Presentation of the Consultant(s) 3](#_Toc52287198)

[1.1. Details of Company/Consultant 3](#_Toc52287199)

[1.2. Details of the proposed Lead Evaluator (if different from above) 3](#_Toc52287200)

[1.3. Details of Co-evaluator(s) (if applicable) 3](#_Toc52287201)

[2. Consultant(s) experience and expertise against the required profile 4](#_Toc52287202)

[3. References 5](#_Toc52287203)

[4. Your Motivation and Proposed Approach 5](#_Toc52287204)

[5. Your Financial offer 5](#_Toc52287205)

[6. Annexes 7](#_Toc52287206)

1. Presentation of the Consultant(s)
   1. Details of Company/Consultant

**If the bidder is a company:**

1. Trading name or registered name:
2. Legal status:
3. Established in year:
4. Country of registration:
5. Registered office:
6. Social security number:
7. VAT registration number:
8. Duly represented by (name): Click or tap here to enter text. in the capacity of Click or tap here to enter text.
9. Contact details:

**If the bidder is a natural person:**

1. Last name and first names:
2. Capacity or occupation:
3. Nationality:
4. Country and place of residence:
5. Social security number:
6. VAT registration number:
7. Contact details:
   1. Details of the proposed Lead Evaluator (if different from above)
8. Last name and first names:
9. Capacity or occupation:
10. Nationality:
11. Country and place of residence:
12. Contact details:
13. Relation to the Company:
    1. Details of Co-evaluator(s) (if applicable)
14. Last name and first names:
15. Capacity or occupation:
16. Nationality:
17. Country and place of residence:
18. Contact details:
19. Relation to the Company or Lead Evaluator:
20. Number of evaluations/studies Co-evaluator has carried out together with the proposed Lead Evaluator:
21. Function and role of the proposed Co-evaluator in this evaluation:

(repeat if more than one co-evaluator/assistant is proposed)

1. Consultant(s) experience and expertise against the required profile

| **Requirements** | **Lead Evaluator (LE)** | **Co-evaluator(s) / Assistants** |
| --- | --- | --- |
| 1. At least 7 years of experience with the evaluation of international donor-funded projects – both midterm and final evaluations (essential for LE) |  |  |
| 1. Team leader of minimum 3 evaluations or other relevant studies in the past 5 years, preferably in the country (essential for LE) |  |  |
| 1. Experience with the evaluation of capacity development interventions in the education sector in the Global South (essential for LE) |  |  |
| 1. Excellent written and spoken command of English (essential for LE) |  |  |
| 1. Proven knowledge and understanding of capacity development issues within the country’s education sector |  |  |
| 1. Experience with governmental institutions/agencies in the education sector at national, provincial and/or district level, in the country |  |  |
| 1. Understanding of local languages (Bemba, Tonga) needed to carry out the field study independently |  |  |

**List of max. 5 most relevant evaluations carried out by the proposed Lead Evaluator in the past 5 years (from 2016 onwards) starting with the most recent:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title + focus, sector, theme of the evaluation; add website link to report if available1** | **Country** | **Year** | **Role in evaluation** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**1** Please make sure the report can be downloaded through the link supplied. In case no links are supplied, submit at least two of the listed evaluation reports together with the submission form.

**List of max. 5 most relevant evaluations/studies carried out by the proposed Co-evaluator(s) in the past 5 years (from 2016 onwards) starting with the most recent:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title + focus, sector, theme of evaluation/study + link to website if available** | **Country** | **Year** | **Role in evaluation/study** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. References

List 2 evaluations or studies that the proposed **Lead Evaluator** carried out as lead person and provide contact details of the client-organisation and a person within this organisation who was involved in this evaluation/study that we can contact for more information.

|  |  |  |
| --- | --- | --- |
| **Title evaluation/study + year** | **Organisation** | **Contact person + details** |
|  |  |  |
|  |  |  |

1. Your Motivation and Proposed Approach

Explain on max. one page why you are applying for this evaluation, what attracts you in this call and why you think that VVOB should select you/your team for this assignment by highlighting your suitability and strengths to carry out the evaluation of this programme following the methodology set out in the terms of reference. In your **motivation** you can showcase your experience with innovative methods and tools to collect data from various stakeholder groups, including your experience with remote data collection. Please also showcase your experience with organizing learning workshops to disseminate/share results.

Explain on max. four pages your **approach** and **workplan** to carry out this evaluation following the methodology set out in the terms of reference, by highlighting possible methods and tools to collect data from various stakeholders and to analyse and triangulate data from a wide range of primary and secondary sources.

1. Your Financial offer

We expect proposals to be in a range of 15.000 Euro – 20.000 Euro. Proposals above 20.000 Euro will not be accepted.

The proposed budget should cover all possible expenses – including taxes - attached to the delivery of the service, **except for following costs that will be covered directly by VVOB**:

* Local transport (including flights if applicable) for all team members as needed to carry out the agreed program for the field mission
* Cost incurred for organising and holding meetings or interviews with stakeholders and respondents (e.g. per diem, travel and/or accommodation costs for workshop/meeting with respondents, meeting venues)

Following costs will be covered directly by VVOB but **need to be included in the budget proposal**:

* International flight in economy class: one return flight from the country of residence to the country of evaluation for one person (the Lead Evaluator)
* Per diem: for all team members that are out of duty station during the field study as per agreed field program and following rates and rules of VVOB’s internal policy
* Accommodation: for all team members that are out of duty station during the field study as per agreed program and following rates and rules of VVOB’s internal policy

Following costs can be refunded on the basis of justified true spending/receipts but **need to be included in the budget if desired:**

* Visa (for one person and one entrance only) including any cost for acquiring the visa such as travel with public transport (economy class) to the Embassy
* Public transport (economy class only) or official taxi from home to the airport for international flights

The purchase of an international passport or medicines, including costs of mandatory or recommended vaccinations and COVID-19 tests, cannot be refunded.

Note that the contract will be concluded with VVOB Zambia. VVOB Zambia is exempt from paying VAT. Candidates need to include VAT as due in the country where the service provider is established unless they are exempted from paying tax. Non-resident consultants also need to include in their proposal a 20% withholding tax (WHT). For resident consultants, a 15% withholding tax need to be included.

**Detailed Budget**

| **Currency: EURO** | **Unit Price**  **VAT inclusive** | **# of units** | **Total**  **VAT included** |
| --- | --- | --- | --- |
| 1. Fees - Inception Phase |  |  |  |
| * 1. Fee Lead Evaluator |  |  |  |
| 1.2. Fee Co-evaluator (if applicable) |  |  |  |
| 1. Fees - Field Phase |  |  |  |
| * 1. Fee Lead Evaluator |  |  |  |
| * 1. Fee Co-evaluator (if applicable) |  |  |  |
| 1. Fees - Reporting & Validation |  |  |  |
| * 1. Fee Lead Evaluator |  |  |  |
| * 1. Fee Co-evaluator (if applicable) |  |  |  |
| 1. Other costs (if applicable) |  |  |  |
| * 1. Specify (e.g. printing, stationary, communication cost) |  |  |  |
| 1. Direct and Reimbursable costs |  |  |  |
| * 1. International flight (from …) |  | (max. 1) |  |
| * 1. Per diem Field Study | 34 Euro | # persons x # of nights = |  |
| * 1. Accommodation Field Study | (max. 200 Euro) | # persons x # of nights = |  |
| * 1. Reimbursable costs: visum and/or travel to international airport (specify) |  |  |  |
| **Summary** |  |  |  |
| 1. Total of Fees & Other costs (items 1-4) |  |  |  |
| 1. Withholding Tax on items 1-4 …% specify rate |  |  |  |
| 1. Total of Direct and Reimbursable costs (item 5) |  |  |  |
| **GRAND TOTAL (A + B + C)** |  |  | **EURO** |

1. Annexes

Annexes that form an integral part of this Submission Form:

* Company’s profile – if applicable
* Banking details confirmed by bank, valid tax clearance certificate – if applicable
* CV of the proposed Lead Evaluator
* CV of the proposed Co-evaluator – if applicable
* CV of other team-members / assistants – if applicable
* At least two evaluation reports of recent relevant work carried out by the Lead Evaluator (in case no links are added in the list of reports – see higher chapter 2)

**IMPORTANT:**

The completed Submission Form together with all annexes should be combined into one document in pdf with following name: Eval-ZAM-STEEL\_NAME-COMPANY.pdf

Example report(s) of previous relevant work should be submitted separately.

**This Submission Form is to be sent to** [**Precious.Njamba@vvob.org**](mailto:Precious.Njamba@vvob.org) **and to** [**kristine.smets@vvob.org**](mailto:kristine.smets@vvob.org) **before 30th October 2020, 23:00 CEST**

