

**SUBMISSION FORM**

**for the call of the**

**End Evaluation of the programme**

From classroom to land: Teaching Agriculture Practically

(TAP)

2019-2021 Uganda

***Negotiation procedure with restricted notification***

**APPLICATIONS TO BE SENT TO:**

[JW.Okello@vvob.org](mailto:xxx.xxx@vvob.org) and kristine.smets@vvob.org

**BY:**

6th November 2020, 23:00 (UTC+1)

VVOB

www.vvob.org

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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 (town, street):
6. TIN number:
7. VAT registration certificate & Tax clearance certificate (N°) :
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. TIN number:
6. Contact details:
   1. Details of the proposed Lead Evaluator (if different from above)
7. Last name and first names:
8. Capacity or occupation:
9. Nationality:
10. Country and place of residence:
11. Contact details:
12. Relation to the Company:
    1. Details of Co-evaluator(s) (if applicable)
13. Last name and first names:
14. Capacity or occupation:
15. Nationality:
16. Country and place of residence:
17. Contact details:
18. Relation to the Company or Lead Evaluator:
19. Number of evaluations/studies Co-evaluator has carried out together with the proposed Lead Evaluator:
20. 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 |  |  |

**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** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

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 apply 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, 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 18.000 USD – 23.000 USD. Proposals above 23.000 USD 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 for team members who carry out the field study as per approved plan (approved deliverable of inception phase)
* 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 team members that are out of their duty station during the field study as per agreed field program and following rates and rules of VVOB’s internal policy
* Accommodation: for team members that are out of their 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.

The contract shall be signed with VVOB in Uganda.  Accordingly, bidding companies shall comply and be subject to applicable taxes in Uganda, as administered by the Uganda Revenue Authority (URA).

VAT registered companies in Uganda shall indicate VAT in their proposal. Where VAT is indicated by the bidder,  a  VAT registration certificate and tax clearance certificate shall be included to the financial proposal.

For proposals from individual local consultants resident in Uganda: A 6% Withholding tax shall be deducted from the total contract value, and paid to Uganda Revenue Authority. VVOB shall supply the company with a URA Withholding tax certificate in respect of the 6% deduction.

For proposals from international/foreign consultancy firms (non- resident in Uganda): A 15% Withholding tax shall be deducted from the total contract value and paid to Uganda Revenue Authority. VVOB shall issue the company with a URA Foreign tax certificate in respect of the 15% deduction

**Detailed Budget**

| **Currency: USD** | **Unit Price**  **VAT/WHT inclusive** | **# of units** | **Total**  **VAT and/or WHT included as applicable** |
| --- | --- | --- | --- |
| 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 | 16 USD | # persons x # of nights = |  |
| * 1. Accommodation Field Study | (max.170 USD) | # persons x # of nights = |  |
| * 1. Reimbursable costs: visa and/or travel to international airport (specify) |  |  |  |
|  |  |  |  |
| **Total Professional Fees (1-3)** |  |  |  |
| **Total Other Costs (4)** |  |  |  |
| **Total Direct Costs (5)** |  |  |  |
| **GRAND TOTAL** |  |  | **USD** |

1. Annexes

Annexes that form an integral part of this Submission Form:

* Company profile, indicating company name, physical address, directors a.o. – if applicable
* Company registration document, trading licence, VAT registration certificate and 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 where added in the list of reports)

**IMPORTANT:**

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

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

**This Submission Form is to be sent to** [**jw.okello@vvob.org**](mailto:jw.okello@vvob.org) **and to** [**kristine.smets@vvob.org**](mailto:kristine.smets@vvob.org) **before 6th November 2020, 23:00 (UTC+1)**



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