

**REQUEST FOR PROPOSAL (RFP) FOR THE ENGAGEMENT OF A**

**CONSULTANT FOR THE END OF PROJECT EVALUATION FOR THE EDUCATION ACCESS FOR SOCIETAL CHANGE PROJECT (2019 to 2023)**

Reference number**: SIMUKAI/RFP02/2023**

**Closing Date & Time: 07 December 2023 at 1400 hours**

**INSTRUCTIONS, TERMS AND CONDITIONS TO TENDERERS**

1. This RFP was prepared by Simukai Child Protection Programme.
2. The specifications prescribed are not in any way limited to any specific tenderer as they are based on generally achievable requirements.
3. Simukai does not bind itself to accept the lowest tender price and reserves the right to reject all submissions, in whole or in part, enter negotiations with any party, and/or award multiple contracts.
4. Tenders **MUST** be received on or before the **closing date** and **time** and all bids received after the closing date and time will not be considered.
5. The quotation **MUST** include and satisfy the following:
   1. Bid Validity - at least 60 days.
   2. Unit Price and Total Price should include all taxes, logistical costs, and administrative costs. No submission will be considered for any discovered omissions from the tenderer(s). Tenderers will be awarded a firm fixed price contract, without provision for price variations.
6. Any costs associated with the preparation and subsequent submission of a proposal shall remain the sole responsibility of the supplier irrespective of the outcome of the final selection process.
7. All documents including catalogues, instructions, and operating manuals, shall be in the English language, and will become the property of Simukai Child Protection Programme once submitted.
8. Quality certificates e.g., ISO and related certifications to be included in bid submission.
9. At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by Simukai Child Protection Program after it has received the quotation.

**SUBMISSION OF REQUEST FOR PROPOSAL (RFP)**

Interested service providers must submit their **typed** RFP on the company’s letterhead in compliance with the following details.

**Means of submission:** RFPs must be delivered electronically by the deadline to:

procurement@simukaicpp.org.zw

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| **Email Subject:** | SIMUKAI/RFP02/2023 |
| **Due date and time:** | 07 December 2023 at 1400 hours |

The successful bidder will be issued with a contract agreement specifying the terms and conditions.

**BRIEF PROJECT DESCRIPTION**

The five-year project aimed to ensure increased access to inclusive and quality education targeting marginalised children in rural communities including children with disabilities. Under this project Simukai advocated for Second Chance Education to girls who dropped out of school after falling pregnant or due child marriage. The project promoted equal opportunities for girls and young women to acquire vocational skills, enhance their entrepreneurship skills and to pave way for the girl child to escape the cycle of dependency and poverty. The project also sought to increase the self-help capacities of girls and young women by linking them to positive role models for confidence building. The project was implemented in Dora Ward 5 and 35 under Mutare Rural District and Mayo Ward 35 under Makoni District.

**SCOPE OF WORK**

1. Assess the progress made towards achieving project goal and impacts based on the project design and strategy (Relevance, Effectiveness, Impact, Sustainability and Efficiency) in order to better inform future programming and identify potential gaps and area-specific opportunities/focus for programme planning and improvement.

2. To come out with recommendations to guide future programming.

3. To render accountability to funding partners

**EVALUATION CRITERIA**

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| **Sequence** | **Submission requirement** | **Marks Awarded** |
| **1** | **Budget and cost-effectiveness:**  Proposals will be evaluated based on the proposed budget and cost-effectiveness. The evaluation will consider the  reasonableness and appropriateness of the proposed budget, as well as the ability of the proposed budget to deliver the required outcomes in a cost-effective manner. | 40% |
| **2** | **Experience and expertise of the proposed team members:**  The experience and expertise of the proposed team members will be evaluated based on their qualifications, professional experience, and track record in evaluating similar organizations. The evaluation will also consider the relevance of the proposed team members' expertise and experience to the specific requirements of the project. | 25% |
| **3** | **Methodology and timeline:**  Proposals will be evaluated based on the proposed Methodology and timeline. The evaluation will consider the clarity, feasibility, and appropriateness of the proposed methodology, as well as the ability of the proposed plan to deliver the required outcomes within the specified timeline. | 25% |
| **4** | **References from previous clients:**  Proposals will be evaluated based on the three references from previous clients for similar projects. The evaluation will consider the quality of the work performed, the ability to meet project requirements, and the overall satisfaction of the previous clients. | 10% |

**Failure to provide any of the above specifications and requirements may lead to the bid being considered non- responsive and will result in disqualification.**

**Contact email for clarifications – procurement@simukaicpp.org.zw**