



TECHNICAL SPECIFICATIONS FOR CONTRACTING A TECHNICAL ASSISTANCE FOR THE DEVELOPMENT OF A MONITORING RESULTS FRAMEWORK AND PROJECT EVALUATIONS

1. BACKGROUND

FIIAPP F.S.P. is a foundation of the State public sector whose activities, characterised by the absence of profit and the pursuit of the general interest, is framed in the field of international cooperation aimed at the institutional modernisation, for the reform of Public Administrations and the attainment of democratic governance.

That, in order to its foundational purposes, the Foundation FIIAPP F.S.P. has been awarded the Delegation Agreement “Regional Law Enforcement in the Greater Horn of Africa and Yemen” Project funded by the European Union.

The overall objective of the programme is enhancing the capacity and capabilities of intelligence and law enforcement officials and prosecutors in the Greater Horn of Africa (GHOA) and Yemen to disrupt acts of terrorism and take legal actions against terrorism suspects guided by the rule of law and with due respect for Human Rights.

2. PURPOSE OF THE CONTRACT

The purpose of the contract is providing through a technical assistance service a monitoring system and project evaluations. Within the framework of this contract, two project evaluations (mid-term evaluation and final evaluation) must be developed.

The Project intends to engage a Monitoring and Evaluation Company/Consultancy, to work with the Project Management Unit (PMU), to provide services with a view to ensure adequate reporting on progress towards the key development objectives and project outcomes, and to lay a solid foundation of data and information on which evidenced-informed programming and policy-making can take place and coordination between partners can be facilitated.

3. DESCRIPTION OF THE SERVICES TO BE PROVIDED

The service will be provided is the development of a monitoring results framework and project evaluations (mid-term and final).



The specific objective of the assignment is to lead the development and roll out of an M&E framework, supporting the Project to determine performance and progress toward achieving outcomes outlined in the project document (Delegation Agreement).

The tasks, object of this contract, will be the following:

1. The consultant will be responsible for **the assessment and updated the logical framework and project's results**, advising the FIIAPP on these issues.

The Consultant will assist the PMU in reviewing M&E needs and establishing necessary practical procedures and measures in order to operationalize M&E (data collection and processing). The consultant is expected to design a practical M&E system with regard to the following key aspects:

1. What needs to be measured? Quantitative and qualitative indicators.
 2. What is the most appropriate source of information that needs to be collected?
 3. How to collect the information and how often?
 4. How to store and analyze data?
2. The development of the **evaluations** will be carried out in two phases:
 - A **mid-term evaluation** as part of a M&E system.
 - A **final evaluation** as part of a M&E system. Further details will be disclosed at later on and before the end of the project.

Performance of the contract will comply with the conditions detailed in the Particular Administrative Conditions and the Technical Specifications, which are contractual in nature, wherefore they must be signed by the successful bidder in witness whereof, in the same act of formally executing the contract.

4. DESCRIPTION OF THE SERVICES

4.1 Among other, the company would be required to perform the following tasks:

- Study the relevant project documents (including but not limited the Delegation Agreement, work plan, progress reports, etc.), review and revise the log frame and results matrix, and revise and update the indicators.



- Develop, with the PMU collaboration, the project' Results Framework monitoring tool, to monitor and evaluate progress in achieving the project's outputs and outcomes at key junctures during the project period. The Result Framework will include a baseline survey for the project and a revision of the indicators. This survey will collect information that will aid in project planning as well as provide a basis for monitoring and evaluate the impact of the project. The baseline will be based on relevant qualitative and quantitative indicators for each result of the project with the following characteristics:
 - specific (what will be measured?);
 - measurable (how we will collect the data?);
 - time-bounded (annuals and for the end of the project);
 - gender approach (disaggregated if relevant and specific when needed).
- Undertake the visits to the field needed to perform the mid-term and final evaluations; guide the sharing of the outputs of M&E findings with FIIAPP.

4.2 The expected deliverables corresponding to the **intermediate evaluation**, and to be delivered to the FIIAPP by the consultants include:

- In the framework of two months after the contract signature, a **Results Framework monitoring tool of the project**. This tool should be based on the relevant indicators including a baseline survey and sources of verification as well as the logical framework updated.
- During the four months after the contract signature:
 - A **Mid-Term Evaluation** includes the evaluation finding and recommendations.
 - A **monitoring, evaluation and reporting system** with simple means of registering information and simple ways and means to store such information and the pathways for the dissemination of that information.

4.3 The expected deliverables corresponding to the **final evaluation**, and to be delivered to the FIIAPP by the consultants include:

- During the three months after the end of the project, a **final evaluation** of the project including the results and recommendations of the evaluation. This evaluation should be based on the relevant indicators as well as the logical framework updated.



The deliverables must be submitted in English. It is the language required for delivering the tasks of the consultancy because it is the language of the project.

The project is implemented for a period of 48 months. Therefore, the mid-term evaluation corresponds to the period from the beginning of the project, February 2016, until the first half, January 2018. The final evaluation will be carried out at the end of the project, scheduled for January 2020. If an extension of the project was approved, the final evaluation will be carried out at the end of the project.

5. CONDITIONS TO BE COMPLIED WITH WHEN PROVIDING THE SERVICE

1. Bids:

Interested parties will submit bids according to the conditions set forth in the administrative specifications, in the proper manner and form, to develop a monitoring and evaluation services for the Project Regional Law enforcement in the Greater Horn of Africa and Yemen.

2. Specifications:

- Review and revise the log frame and results matrix, and revise and update the project indicators.
- Developing a mid-term evaluation.
- Developing a final evaluation.

Proposals, among other issues, must include:

1. Methodology: The methodology should be described in detail in the proposal. It should contain information on the approaches, techniques and instruments proposed for data collection and analysis (interviews, field visits, questionnaires or other participatory techniques). The proposal must capitalize to the maximum the potential of reflection, self-evaluation and participatory projection that implies a prior evaluation, as well as the systematization of experiences. The consultant is expected to analyze all relevant sources of information such as: monitoring reports, activity reports and any other document that may represent evidence to form judgments.

2. Tentative work plan: it should include the schedule of the different phases of the consultancy (preparatory activities and cabinet study, field work, analysis and interpretation of the information, producing the products, and products' presentation).

3. Structure and content of the products/deliverables: a proposal for structure of the products will be detailed as well as they will contain (executive summary, report, etc.).



6. ADDITIONAL SERVICES

Additional services are considered those that may be derived from the free provision or allocation, by the tenderer, of services pertaining to the purpose of the contracting, as long as they can be financially assessed and are related to and directly useful for developing the purpose of the contract.

7. DELIVERY AND BILLING

Products will be delivered at the headquarters of the FIIAPP F.S.P., as it is specified in point 3, section 2 of these specifications. The successful company undertakes to comply with the agreed delivery period, for each job, therefore assuming the liability in the event of a delay.

The successful tenderer is entitled to the payment of the agreed price, in accordance with the conditions laid down in the contract, corresponding to the works actually carried out and formally received by the Foundation.

Payment will be made by bank transfer within a period of no more than thirty days as from the date when an invoice is submitted.