

REQUEST FOR QUOTATION (RFQ) FOR A FINAL PROJECT EVALUATION REPORT FOR THE ACTION FOR ACCOUNTABILITY PROJECT BY THE AHMED KATHRADA FOUNDATION AND PROJECT PARTNERS (EXTENDED DEADLINE)

Reference Number: AKF/EU/2024/001)

PROJECT DESCRIPTION

The “Action for Accountability” project through its partners, the AKF, the ALSA and PSAM is requesting quotations from potential service providers to undertake a Final Project Evaluation. The Project is a 3-Year project which commenced on 01 February 2021 and is to be concluded on 31 January 2025. The Project is implemented in 4 sites, namely Lenasia, Finetown, Mondeor and Makhanda. The project is co-funded by the European Union (EU) and the Social Justice Initiative (SJI)

CONTRACTUAL REQUIREMENTS WITH THE EU

The contract entered into by the AKF and Partners states the following:

End Project Evaluation

Justification:

The aim is to assess the impact of the project and to highlight successes and challenges in order to inform future programming of AKF, PSAM and ALSA

Description:

AKF will contract an external evaluator to conduct an end of project evaluation.

Expected outputs:

End of project evaluation report including recommendations for future programming.
Role of implementers and stakeholders: The end of project evaluation to be conducted by an external evaluator with support and cooperation of the applicants and project stakeholders.

The contract also states under Planned internal/external evaluation processes

Final Project Evaluations and Audit	External evaluator/s will conduct the final project evaluation and relevant associated documentation such as lessons learnt and case studies, which will inform relevant donor and AKF next project phase documentation. See Activity 0.5.
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MAIN SCOPE OF WORK

The service provider will be required to undertake an Evaluation of the Project in line with the contracted requirement of assessing the impact of the project and to highlight successes and challenges in order to inform future programming of AKF, PSAM and ALSA. The evaluation must include the following:

1. A study of the main agreement which contains the full project description, and all deliverable as contained in the approved Logframe.
2. Interviews with all members of the project as at the end of the project. These interviews could be in-person or virtual and should be used to assess the impact, achievement and challenges of the project.
3. Interviews with at least two CivAct Members per site (4 sites)
4. Interview a minimum of 1 resident per site who is not a member of a CivAct Team.
5. The service provider must attend the Accountability Summit and observe all proceedings to factor into the final evaluation report.
6. The approved Logframe and targets achieved or not achieved must be evaluated both quantitatively and well as qualitatively.

7. Include in the report, achievements, what was not achieved and why, challenges faced in implementing the project, proposals for continuity of the accountability work in communities, all lessons learnt from the project.
8. Conclude the evaluation report with a list of findings and recommendations of the levels of Accountability within the selected communities (Lenasia, Finetown, Mondeor and Makhanda) and to analyze the impact that the existing trends have on levels of service delivery in these communities. The accountability practices of public representatives, public officials as well as other stakeholders should be considered in the study. The specific areas of analysis per community will be mutually agreed upon between the Project Team and the successful service provider during the appointment phase of the project. The project will be done in collaboration with the three project partners (AKF, AL SA and PSAM) .

SCHEDULE FOR EVALUATION AND REPORTING

The Project Evaluation must be conducted between 07 October 2024 and 07 January 2025. The detailed schedule is to be proposed by the service provider in collaboration with the relevant A4A project partners is as follows:

DATE	DELIVERABLES
27 September 2024	Requests for Proposals
25 October 2024	Closing Date for Submissions
30 October 2024	Appointment of Service Provider
18 November 2024	1 st Draft Report
16 December 2024	2 nd Draft Report
07 January 2025	Final Report

Quotations should be sent to Loraine Brown, The Admin Officer at loraine@kathradafoundation.org and , CCd to yunus@kathradafoundation.org by 8 am on 25 October 2024. Late submissions will not be considered.

Queries should be directed to the above email addresses.

Potential service providers must provide

- 1) A 1-3 page proposal for the write up highlighting how the service provider will approach key considerations set out in the attached TORs.
- 2) A quotation inclusive of all applicable taxes including VAT.
- 3) CVs of the consultancy team
- 4) Examples of similar project reports

Potential service providers should refer to the attached Terms of Reference to inform their quotations.

The selection of the service provider will be undertaken by the “A4A” Project Team according to the Procurement policy of the European Union.

The selection panel may contact any of those who have submitted quotations during the selection process in order to clarify any information. The successful service provider will be notified in writing. The Accountability for Action partners reserve the right not to appoint a service provider.

EQUITY DISCLAIMER: In line with Partner Organisations commitment to diversifying its network of service providers and workforce, preference will be given to suitably qualified service providers in line with transformation and development goals of the project.