

The Field Band Foundation

RFP for External Evaluation Consultant

Responses due: 13 March 2020

Details: Proposal requested for: Mid Term Review Evaluation of the FBF PLUS Project

Description of the Organisation: The FBF is a non-profit company established in 1997. It is a holistic youth development programme aimed to support economically and socially challenged youth in remote and generally under-resourced areas in South Africa. Using the mediums of music and dance, the FBF is a values-based emotional resilience incubator with a clearly defined Theory of Change that focuses on personal development as well as vocational skills acquisition. Young people need life-skills support and positive role-models to navigate restrictive socio-cultural norms and limitations. The aim is to provide opportunities for the development of healthy, empowered and self-confident young people able to contribute to a vibrant society. There are currently 23 projects with approximately 6 000 primary beneficiaries. The young staff of the organisation are also beneficiaries as the model for youth development is participatory and peer lead.

Services to be provided: The services required by the contracting authority are described in the terms of reference below.

Anticipated timetable:

Milestones	Deadline
<i>TOR approval date</i>	7 Jan 2020
<i>Open call for tender</i>	21 Feb 2020
<i>Close call for tender</i>	13 Mar 2020
<i>Service provider selected</i>	17 Mar 2020
<i>Inception meeting with FBF</i>	18 Mar 2020
<i>Mid-term review assessment period start date</i>	19 Mar 2020
<i>Submission of inception report</i>	24 Mar 2020
<i>Presentation of first draft</i>	18 May 2020
<i>Debriefing workshop</i>	22 May 2020
<i>Final report including executive summary submission</i>	10 Jul 2020

Instructions for Tenderers: When submitting their tenders, tenderers must follow all instructions, forms, terms of reference, contract provisions and specifications contained in this document. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

Submission of tenders: Tenders must be sent to the contracting authority on or before **17:00 (GMT+2) on 13/03/2020**. They must include the requested documents to:

Nicolette du Plessis

Field Band Foundation, CEO

E-mail: nickydup@fieldband.org.za

Required content of tender application: Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in English.

The tender must include:

- a) Tender application form
- b) Evaluator qualifications and key expert list (including CVs)
- c) Financial identification form
- d) Legal entity file
- e) Line Item budget including total proposed budget amount

Amending or withdrawing tenders

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline.

Costs for preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer, including the cost of interviewing proposed experts.

Interviews: No interviews are foreseen

Selection criteria for evaluation of applications: The following selection criteria will be applied to the tenderers.

- a) **Economic and financial capacity of the tenderer:**
- b) **Professional capacity of the tenderer:** The tenderer shall demonstrate that he can make available the following number of staff as specified in the Terms of Reference attached in the Tender Dossier.
- c) **Technical capacity of tenderer:** (based on items 5 and 6 of the tender form). The tenderers shall demonstrate that they have carried out similar assignment in the recent past.
- d) **Award criteria:** Best price-quality ratio.

Choice of selected tenderer: Will go to the best price-quality ratio, which is established by evaluating abovementioned criteria.

Ethics clauses / Corruptive practices

Any and all offers will be rejected if any illegal or corrupt practices have taken place. The FBF may terminate the contract if it finds that illegal or corrupt practices have taken place in connection with the contract award or execution.

Additionally, the below must be adhered to in order to be awarded the contract:

- a) **Absence of conflict of interest:** The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties according to the Financial Regulation in force.
- b) **Respect for human rights as well as environmental legislation and core labour standards:** The tenderer and its staff must comply with human rights. In particular, and in accordance with the applicable basic act, tenderers and applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).
- c) **Zero tolerance for sexual exploitation and sexual abuse**
- d) **Anti-corruption and anti-bribery:** The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.
- e) **Unusual commercial expenses:** Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.
- f) **Breach of obligations, irregularities or fraud:** The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

Notification of award: The FBF will acknowledge receipt of all proposals within three business days and communicate with all bidders about the status of their proposal (if they are selected or not selected) within a week of the submission deadline.

Cancellation of the tender procedure: In the event of cancellation of the tender procedure, the contracting authority will notify tenderers of the cancellation. Cancellation may occur, for example, where:

- a) the tender procedure has been unsuccessful, i.e. no suitable, qualitatively or financially acceptable tender has been received or there is no valid response at all;
- b) there are fundamental changes to the economic or technical data of the project;
- c) exceptional circumstances or force majeure render normal performance of the contract impossible;
- d) all technically acceptable tenders exceed the financial resources available;
- e) there have been breach of obligations, irregularities or frauds in the procedure, in particular if fair competition has been prevented;

- f) the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

In no event shall the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the contracting authority has been advised of the possibility of damages. The publication of a contract notice does not commit the contracting authority to implement the programme or project announced.

Appeals: Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint to the contracting authority in accordance with the provisions of IGAD Procurement Manual Revised January 2017 paragraph 7.9. See Section 2.4.15 of the practical guide.

Annexures

Annexure List

1. Terms of Reference
2. Key Experts and Qualifications
3. Budget
4. Banking Details
5. Legal Entity
6. Submission Form

Annex 1: Terms of Reference

Midterm review consultant Terms of Reference (ToR)

From: The Field Band Foundation (FBF) – RSA – 17/0004

Project: FBF PLUS

4 Feb 2020

ToR Overview	
Location	FBF portfolio of projects within South Africa
Start Date	19 March 2020
Total contract duration	16 weeks
Assessment duration	5 weeks
Secondary data and report compilation duration	11 weeks
FBF Responsible personnel	Nicolette du Plessis
FBF PLUS Overview	
Programme title	FBF PLUS - RSA – 17/0004
Start and End Dates	1 July 2018 – 10 July 2020
Total grant duration	3 years
Total budget	NOK 4 750 000- 00
Donor	Norwegian Ministry of Foreign Affairs (MFA) through the Royal Norwegian Embassy (RNE)
Programme Beneficiaries	Primary target group: 160 leaders in 7 out of 9 provinces in SA who are role models for a secondary target group. Secondary target group: of 6 000 band members.
Specific objectives	<i>Anticipated results are increased knowledge about human rights and LGBT+ awareness, greater self-confidence to be effective advocates for inclusion and attractive and productive learning environments</i> Impact Empowered and self-confident young leaders able to contribute to building a more socially inclusive environment with respect to LGBT+, gender equality and disability awareness. Outcome 1: Bands that are attractive and effective learning environments which foster social inclusion. Outcome 2: Improved knowledge of social inclusion and LGBT+ rights is demonstrated in FBF communities Outcome 3: Expanded organisational reputation of the FBF as a successful rights-based youth development organisation

1. FBF PLUS programme background

The Field Band Foundation (FBF) has always been a non-discriminatory organisation that attracts creative people who may adopt alternative identities. For many in small communities, this is their only refuge against intolerance and the FBF environment encourages respect for diversity. The FBF PLUS programme will build on this historical starting point. The programme is designed to leverage structures and processes in FBF bands to promote social inclusion as a basic human right, combatting social attitudes that fuel intolerance of difference and discrimination with respect to gender, sexual orientation and disabilities. As a programme, FBF PLUS will combine innovative education and advocacy interventions about social inclusion awareness, with a strong monitoring and evaluation component in order to produce results-based evidence.

The term “LGBT+” signals that there are myriad ways in which people should be able to define themselves with respect to their sexual orientation. It is this same PLUS value that FBF will bring to young band members and the communities they serve by being conduits for social inclusion education and manifesting positive examples of tolerance and leadership. The title of the programme is FBF PLUS to refer to the need to enhance LGBT+ awareness within the context of integrated rights-based education and leadership support.

FBF bands are situated in under-resourced areas where prejudice and stereotyping around gender, disability and sexual orientation exist, and partly can be traced back to the lack of progressive education and insufficient positive contemporary role models. Few constructive after-school activities in economically depressed or remote areas means young people also lack stimulating and/or creative activities to develop critical thinking skills that lead to confronting discrimination and changing attitudes and behaviours. Generally, parents in these communities are struggling with their own deficient education that has not adequately enabled them to deal with contemporary issues facing their children. There are limiting beliefs resulting from socio-economic isolation that also impede the development of equitable societies with respect to gender.

A field band that is well-run and provides consistent and attractive activities for children generates trust and hope in such communities. It becomes a learning environment in which rights-based life skills can be taught and tolerant behaviour reinforced. Band members want to be part of a band that offers entertaining activities and is also a place of belonging. The band is led by a team of young people who must be provided with on-going support to develop skills, adopt a values-approach to their work and become role models for younger children. They need continual support and capacitation to keep the interest of the children and also to engage positively with a variety of community stakeholders such as parents, school governing bodies and community leaders who become influenced by the values espoused by the organisation.

Due to the public performance nature of marching bands, the band can also send strong messages about social inclusion within their communities in fun and non-threatening ways. An enhanced public profile of the organisation will also generate the social capital required for interventions in the extended band community such as workshops with parents on improving communication with their children and addressing issues such as gender identity.

FBF PLUS aims to provide young leaders with educational experiences and life skills development opportunities so that they become self-confident and sufficiently capacitated to contribute to building socially inclusive environments. FBF PLUS ensures that these young leaders work within an organisational context that is secure and empowering by maintaining an up-dated and blended education programme and enhancing the public reputation of the FBF as a successful rights-based development organisation.

The Grant Agreement between the Norwegian MFA via RNE and the FBF stipulates that an external party conduct a midterm review focusing on programme progress due at the end of grant year 2, by 31 July 2020.

2. Purpose and objectives of the review

The Grant Agreement between the Norwegian MFA via RNE and the FBF stipulates that an external party conduct a midterm review focusing on programme progress due at the end of grant year 2, by 31 July 2020. This review is crucial in ensuring continuous learning and accountability within the parameters of the FBF PLUS programme.

2.1. Objectives of the review are:

- 2.1.1. To examine the degree to which the programme outputs and outcomes have been met and identify any challenges and problems that might have been experienced.
- 2.1.2. To draw conclusions from the above and make recommendations for the successful completion of the FBF PLUS programme.

2.2. Evaluation questions:

- 2.2.1. To what degree have the agreed upon FBF PLUS programme outputs and outcomes been met at the selected review sites throughout the implementation period at the time of the review period?
- 2.2.2. What are the challenges that have been experienced in the FBF PLUS programme implementation at the selected review sites throughout the implementation period at the time of the review period?
- 2.2.3. What conclusions and recommendations can be made from the above to guide the successful completion of the FBF PLUS programme to be applied to the remainder of the programme implementation period?

3. Scope of work

This review will be a midterm assessment of the implementation of the FBF PLUS programme covering the period 1 July 2018–31 December 2019. The review should include, however is not limited to, the following:

- 3.1. Actual results of the programme compared to those anticipated in the project proposal
- 3.2. The strategies and design of the programme
- 3.3. The administration and management of the programme; and
- 3.4. How cross-cutting issues such as social inclusion, gender and environmental issues have been addressed

These findings will draw general conclusions and make recommendations for the successful completion of the FBF PLUS programme. All recommendations should be in line with the Grant Agreement and updated Goal Hierarchy of the contract.

The FBF will be responsible for assisting the review team with the provision of background documentation, access to any relevant internal data, supporting logistics for fieldwork and arrangements for debriefing workshop.

4. Reporting and timing

The review is expected to consume a maximum of 17 weeks between March and July 2020. The following outlines expected completion dates:

Milestones	Deadline
<i>TOR approval date</i>	7 Jan 2020
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5. Methodology

The review will be undertaken by a third-party service provider. Selected FBF representatives will act as resources to the external assessor. The service provider will ensure that the review will adhere to OECD/DAC quality standards for development evaluations.

5.1. Preparation phase: Literature and background documentation review

The FBF will provide a briefing session with the service provider including relevant organisational documentation to inform an inception report to be compiled by the service provider. In this report, the service provider is responsible for suggesting the data collection methodology which speaks to: information sources, tools of collection, means of ensuring validity, credibility, reliability of data. Furthermore, an emphasis will be placed on triangulation of data and transferability of data found through ensuring study samples are representational to the larger FBF community. The report will also include a workplan to ensure mutual understanding between the FBF and the consultant regarding the objectives, scope, time and expected results of the evaluation. The inception report will be submitted to the FBF prior to the data collection period.

5.2. Field phase

Meeting key stakeholders, staff, beneficiaries and other relevant people (parents, school headmasters, Steering committees, local civil society organizations) to gain information using a variety of data solicitation tools.

5.3. Analysis and debrief

The results and preliminary conclusions will be presented in the form of a first draft to the FBF team and partners in a debriefing workshop which will be held at the FBF Head Office on the previously agreed upon date.

Child Protection policy and cultural safeguarding considerations

Protecting the welfare of children is an integral part of all practices of the FBF. This is not only of high importance for the Foundation but is strongly enforced by section 28(2) of the Constitution of South Africa. The FBF Child Protection Policy will be provided to the service provider as a framework for appropriate conduct and actions. Furthermore, the FBF expects that all service provider's professional conduct reflects appropriate behaviour in accordance with local cultures and ethical research and evaluation practices.

6. Deliverables

- 6.1. Inception report detailing review methodology, activities and time frame / **Due 24 March 2020**
- 6.2. First draft report not exceeding 20 pages, excluding annexures. It will include general conclusions that will form the basis for final recommendations. / **Due 18 May 2020**
- 6.3. Debriefing workshop consisting of feedback from findings as they pertain to the draft report and allow for assessment of gaps and contextual clarification input from the FBF. / **Due 22 May 2020**
- 6.4. Final Report not exceeding 20 pages, excluding annexures. / **Due 10 July**
- 6.5. Executive Summary not exceeding 1 page, including high level synopsis with major findings and recommendations. / **Due 10 July**

7. Tendering requirements and processes

7.1. Selection criteria for assessor team

The team will include the following competencies:

- Experience in professional evaluation of development projects
- Minimum 5 years relevant experience in youth development in Southern Africa
- Excellent English proficiency required (report will be produced in English)
- Registration with SAMIA as a recognized evaluation (preferred)
- Vernacular proficiency would be an advantage e.g. Sesotho and/or isiXhosa

7.2. Application

Interested candidates are to submit the following by 13 March 2020:

- 7.2.1. A description of proposed methodology and tools of evaluation
- 7.2.2. The proposed timetable showing the details for the completion of each of the evaluation phases.
- 7.2.3. A detailed budget in columns (fees, other costs)
- 7.2.4. Background information and supporting documentation demonstration previous experience and the legal status of company.

Only complete applications will be considered. The applicants must send requested documents electronically to Nicolette du Plessis at Nickydup@fieldband.org.za. The correspondence subject must clearly indicate on the subject line "<Field Band Foundation> application for Midterm Review of FBF PLUS_ <company name>". The deadline to apply is 13 March 2020.

Annex 2: Key Experts and Qualifications

Key Experts							
Name of expert	Proposed position	Years of experience	Age	Educational background	Specialist areas of knowledge	Experience in partner country	Languages and degree of fluency (VG, G, W)

Curriculum vitae			
Proposed role in the project			
Family name			
First names			
Date of birth			
Nationality			
Civil status			
Education			
Institution	Date from dd/mm/yyyy	Date to dd/mm/yyyy	Degree(s) or diploma(s) obtained
Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)			
Language	Reading	Speaking	Writing
Membership of professional bodies			
Other skills (e.g. computer literacy, etc.)			
Present position			
Years within the firm			

Key qualifications (relevant to the project)			
<i>Specific experience</i>			
Date from dd/mm/yyyy		Date to dd/mm/yyyy	

Professional Experience	
Position	Description

Annex 3: Budget

1. The Financial proposal prepared by the consultant should list the charge out rates to be associated with the assignment.
2. The financial proposal shall be in **ZAR** and be prepared using the format provided in this part

BREAKDOWN OF REMUNERATION				
Names	Position	Input (staff months, or days as appropriate)	Remuneration rate	Total amount

Annex 4: Banking Details

Banking Details

Account Name	
Account Number	
Currency	
Swift Code	
Branch Code	
Bank Name	
Address of Bank Branch	
Street and number Town/City Country Postal Code	

Account Holder's Details

Account Holder	
Street and number Town/City Country Postal Code	
Remark	
Bank stamp	
Signature of Bank Representative	
Date	
Signature of bank holder	

Bank and Account Holder Details Instructions:

1. Enter the final bank data and not the data of the intermediary bank
2. Fill in the SWIFT Code if it exists in the country where your bank is established
3. Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries
4. It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above.

*****Please note that the FBF reserves the right to request further documents if required.***

Annex 5: Legal Entity

Official name	
Business name	
Abbreviation	
Organisational type	
Registration number	
Date of registration	
Address: <i>Street and number Town/City Country Postal Code</i>	
Email	
VAT	
Date	

Annex 6: Tender Submission Form and Declaration of Honour

Please supply one signed tender (including signed statements of exclusivity and availability from all key experts proposed, if applicable, a completed financial identification form and a completed legal entity file (only for the leader) and declarations from the Leader and all members (if you are in a consortium), together with three copies. The attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. If copies are submitted, the originals must be dispatched to the contracting authority upon request. For economic and ecological reasons, we strongly recommend that you submit your files on paper (no plastic folder or divider). We also suggest you use double-sided printing wherever possible. All data included in this application must concern only the legal entity or entities making the tender.

SUBMITTED by (i.e. the identity of the tenderer)

	Name(s) of legal entity or entities making this application
Leader	
Member	

Contact Person (for this tender)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

Economic and Financial Capacity

Please complete the following table of financial data based on your annual closed accounts and your latest projections. If annual accounts are not yet available for the current year or past year, please provide your latest estimates in the columns marked with **. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). When the current ratio is set as selection criterion, for non-for-profit organisations the ratio has to be calculated without taking into account within the current liabilities the pre-financing received from donors for ongoing projects. Any other clarification or explanation which is judged necessary may also be provided. If the tenderer is a public body, please provide equivalent information.

Financial data	2 years before last year <specify> ZAR	Year before last year <specify> ZAR	Last year <specify> ZAR	Average ZAR	[Past year ZAR]	[Current year ZAR]
Annual turnover excluding this contract						
Current assets						

Current liabilities						
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Staff

Please provide the following statistics on staff for the current year and the two previous years.

Annual Manpower	Year before past year		Past year		Current year		Period average	
	Overall	Relevant fields	Overall	Relevant fields	Overall	Relevant fields	Overall	Relevant fields
Permanent staff								
Other staff								
Total								
Permanent staff as a proportion of total staff (%)	%	%	%	%	%	%	%	%

Areas of Specialisation

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this tender. State the type of area of specialisation as the row heading and use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing a tick in the box corresponding to the specialisation in which it has significant experience. **Maximum 10 specialisations.**

	Leader	Member 2	Member 3	Etc.
Relevant specialisation 1				
Relevant specialisation 2				
Etc.				

Experience

Please fill in the table below to summarise the main projects related to this contract carried out over the past 3 years by the legal entity or entities making this tender. The number of references to be provided must not exceed 15 for the entire tender.

Ref no (maximum 15)	Project title								
	Name of legal entity	Country	Overall contract value (ZAR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
...
Detailed description of project							Type and scope of services provided		

...	...
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Declarations

As part of their tender, each legal entity identified in this tender must submit a signed declaration using the attached format. The declaration may be in original or in copy.

Statement

I, the undersigned, being the authorised signatory of the above tenderer, hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise our technical offer and our financial offer.

- 1) Application form
- 2) Evaluator qualifications including CVs (Key Experts) form
- 3) Line Item budget including total proposed budget amount
- 4) Financial Identification Form
- 5) Legal Entity form

We undertake to guarantee the eligibility of the subcontractor(s) for the parts of the services for which we have stated our intention to subcontract in the organisation and methodology.

This tender is subject to acceptance within the validity period stipulated in the Terms of Reference.

We understand that our tender may be rejected if we propose key experts who have been involved in preparing this project or employ them as advisers in the preparation of our tender.

We understand that entities upon whose capacity we rely with regard to economic and financial criteria, become jointly and severally liable for the performance of the contract.

Signed on behalf of the tenderer

Name	
Signature	
Date	