UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to contract

CONSULTANCY SERVICES for


Proposals should be sent to the following electronic address:

supplyangola@unicef.org

It is essential that this reference RFP/ANGA/2013/0003 is shown on the e-mail with the proposal. The Proposal MUST received at the above address by latest 16:00 Hours (Angolan Time) on 24/02/2015.

IMPORTANT – Proposals received in any other manner will be INVALIDATED.

THIS REQUEST FOR PROPOSAL HAS BEEN:

PREPARED BY: __________________________
UNICEF Angola

APPROVED BY: __________________________
UNICEF Angola
BID FORM

THIS PAGE/BID FORM must be completed, signed and returned to UNICEF in scanned copy. Bid must be made in accordance with the instructions contained in this Request for Proposal.

TERMS AND CONDITIONS OF CONTRACT
Any Contract or Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

INFORMATION
Any request for information regarding this INVITATION must be forwarded by fax or e-mail to the attention of the person who prepared this document, with specific reference to the Invitation Number.

The Undersigned, having read the Terms and Conditions of the Request for Proposal No. RFP/ANGA/2015/0007 set out in the attached document hereby offers to supply the services specified in the schedule at the price or prices quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

Signature: __________________________________________
Date: ______________________________________________
Name & Title: _________________________________________
Company: ____________________________________________
Postal Address: ______________________________________
Tel. No.: ____________________________________________
Fax. No.: ____________________________________________
Validity of Offer: _____________________________________
Currency of Offer: ____________________________________

Please indicate after having read UNICEF Payment Terms & Discount stated under Instructions to Bidders which of the following Payment Terms are offered by you:

10 Days 3.0%______ 15 Day 2.5%______ 20 Days, 2.0%______ 30 Days Net______
Other: ______________________________________________
TERMS OF REFERENCE
For consultancy for

Rationale and Context

The fast economic growth of Angola has continued over the last five years, fuelled by its vast reserves of natural resources. Per capita gross national income has reached $4,580 in 2012, making Angola an upper middle-income countries as per the World Bank ranking. While availability of social sector data remains limited, social indicators are generally estimated to have substantially improved over the past years. Despite such improvements, disparities both in income distribution and access to basic services are a source of concern.

The country has continued to make steady improvements in strengthening its institutions whose functioning had been severely affected by the protracted conflict that ended in 2002. Weaknesses in human resource capacity remain among the greatest challenges to the country’s development and the Government is prioritising investment in this area.

According to the latest estimates (2009)\(^1\) available, 37 per cent of Angolans reported monthly consumption below the national poverty line of $49. Income poverty is far more widespread in rural areas (58 per cent) than in urban areas (19 per cent). Poverty varies substantially across the country, surpassing 50 per cent in the centre-north, east, and centre regions. The age, education level and employment status of the head of household, along with the number of household members, strongly correlate with the level of poverty.

Income inequality is a major driver of poverty in Angola. With a Gini coefficient estimated at 0.54, Angola ranks as the fifth most unequal country in Africa\(^2\). The Government has indicated that better redistribution of domestic resources is one of its priorities. Effectively translating this priority into action will provide a major contribution to decrease income and social inequalities.

Around one third of the total 2014 state budget of $76 billion was allocated to the social sectors. The Government is focusing on improvement of spending patterns, in order to

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\(^1\) Extracted from COUNTRY PROGRAMME ACTION PLAN BETWEEN THE GOVERNMENT OF ANGOLA AND UNICEF 2015-2019


\(^3\) The extent of income inequality among the poor is low (as testified by a poverty index of just 5 per cent), this indicates that the determinant of the high Gini coefficient in Angola is mainly “top-down inequality” - high inequality between the non-poor and the poor.
accelerate towards a more equitable access to quality essential services. There is also a need to ensure that allocations in social sectors are increasingly aligned with stated development priorities.

**Proposed UNICEF Angola Country Programme**

The present Country Programme of Cooperation 2015-2019 between the Government of Angola and UNICEF is strongly anchored in the United Nations Partnership Assistance Framework (UNPAF) 2015-2019, which was prepared in close consultation with the Government and other development partners. UNICEF Angola Country Programme aims to support government efforts to reduce disparities in social indicators with a focus on the child population of Angola. To do so, the country Programme will pursue a systematic focus on interventions that have proven potential to benefit the most vulnerable individuals, families and communities. Over the next five years, the country programme will gear its action towards improvements in three key areas that have emerged as possibly the most crucial for the country’s development agenda:

- Substantial decrease in child and maternal mortality;
- Expansion of birth registration within the civil registration and vital statistics system;
- Expansion of large-scale social assistance scheme to vulnerable families.

A deliberate focus on reducing disparities will underpin all interventions. This strategic approach will be implemented across all programmes by prioritizing interventions with proven capacity to decrease disparities by reaching the most vulnerable families and children. A balanced synergy between the following strategies will be pursued:

i. Evidence-based advocacy to foster and shape national programmes and policy decisions towards decreasing inequalities in income distribution and social indicators. Influencing the allocation and use of public resources in such a way that places vulnerable Angolan families and their children at the centre of the development agenda can have a large impact due to the very large size of the state budget envelope.

ii. Institutional and human resource capacity development of government and non-government partners to promote delivery of greater quality services, with a focus on the decentralized level, will be crucial to removing a major bottleneck to the development of Angola.
iii. Community mobilization and innovative methods of gender-sensitive communication will be used to ensure active participation of children, young people and communities, as well as sustainable behaviour change.

iv. Building on the success of the past country programme, UNICEF will continue to support models that can be scaled up with domestic resources. Examples include the setting up of cash transfer programmes and the community-based system for PMTCT treatment.

v. Emergency preparedness and response will be mainstreamed in all programmes and will include strengthening national and local capacity to prepare for and respond in a timely fashion to emergencies, mitigating the impact of disasters by fostering family resilience, particularly in the most vulnerable areas.

**Purpose of the Evaluability Assessment**

The assessment will be mainly used to ensure that UNICEF Angola Country Program design is conceptually valid and clearly articulated and relevant with the GoA strategic plan and new UNICEF global strategic plan.

The primary users of the findings and conclusions of this assessment will be the relevant units of UNICEF, Ministry of Planning, ESARO Regional office and UNICEF HQ.

**Objectives of the Assignment:**

The objectives of this assignment are

i) to take stock of the UNICEF CPAP and identify any gaps or challenges to its Evaluability;

ii) to provide recommendations to improve the design of the CPAP (including its Results Framework and corresponding Indicators), and the design, implementation and use of its monitoring and reporting systems at the national and sub-national levels; and

iii) Based on findings, develop clearly articulated Theory of Change for UNICEF Angola country program.
Proposed Questions for the Evaluability Assessment

1. To what extent is the UNICEF Angola Country Program design conceptually valid and clearly articulated?
   a) Are the objectives and how they will be attained realistic (feasible, plausible, scalable and meaningful)?
   b) Does it reflect how UNICEF programmes are viewed by stakeholders (internal and external)?
   c) Does it have adequate institutional buy-in at national and sub-national level?
   d) Does it enable comprehensive results-based reporting?
   e) Are adequate resources provided for implementation of CPAP?
   f) How can the UNICEF Angola Country Program design be strengthened for greater utility?

2. To what extent are the UNICEF Angola Country Program Results Frameworks and associated
data collection and reporting systems providing adequately comprehensive and robust
tools for reporting on results?
   a) Are there adequate and clear indicators to measure progress and results?
   b) Is there baseline data available in the key result and process areas of the results framework?
   c) Is there performance/monitoring information available on the key result and process areas of the results framework?
   d) Is it possible to capture adequate information on aggregate results from sub-national to national level? And what modifications would allow for better aggregation of results?
   e) Is there available research and/or evaluation evidence on the change processes outlined in the results framework?
   f) How can the UNICEF Angola Country Program Results Framework can be strengthened for greater utility? Suggest outcome and output indicators and corresponding monitoring mechanisms.

3. To what extent does the UNICEF 7th country programme facilitate UNICEF’s leadership and role in UN Coordination efforts on addressing children issues with equity?
   a. What modifications would allow for expanding and strengthening this role, particularly at the national and sub-national level, and enhance monitoring, reporting and learning on this issue?
Methodology

The Consulting group will be requested to propose a detailed methodology for Evaluability Assessment. The methodology should demonstrate impartiality and lack of bias by relying on a cross-section of information sources (e.g. stakeholder groups, etc.) and using a mixed methodology (e.g. quantitative (if applicable), qualitative, and participatory) to ensure triangulation of information through a variety of means.

At the minimum, the evaluation shall adopt the following:

1. A desk review of existing material on UNICEF Angola Country Program Action Plan

2. Field data collection through field visits, key informant interviews, and focus group discussion.

The assessment will proceed based on the following major stages:

1. An Inception Report, including preparation of an Assessment framework, shall be submitted and presented to and UNICEF and the Evaluation Reference Group (ERG) which shall be created hereinafter. The report shall contain the overall plan and assessment framework for the actual conduct of the assessment. The inception report should also include a full methodology proposal covering data gathering processes, assessment instruments, and methods of analysis. The inception report is also expected to propose adjustments to the TOR if necessary, and other issues relevant to the successful completion of the assessment. The assessment framework shall be based on the above scope, objectives, and list of questions.

2. Secondary data collection and analysis. The evaluation team shall undertake collection and analysis of secondary data through desk review, which should be considered and made part of the inception report.

3. Primary data collection through survey, field visits, key informant interviews, and focus group discussion. Likewise, the assessment team shall undertake primary data collection and analysis through field visits, informant interviews, and focus group discussion as described above.

4. Presentation of preliminary findings and initial recommendations. Workshops shall be convened by the Consulting group to present and validate preliminary findings and initial recommendations to UNICEF and other relevant stakeholders.

5. Development of the TOC for the Angola Country Office: Workshops shall be convened by the Consulting group to develop TOC with UNICEF and other relevant stakeholders.
Main output and deliverables

The Consulting group shall deliver the following:

1. Inception Report;
2. A complete first draft Evaluability Assessment report; and
3. A final Evaluability Assessment report.
4. Theory of Change and corresponding narrative report.

There are 2 main outputs of this undertaking: the final Evaluability Assessment report containing clear and concise discussion of the findings and recommendations consistent with the objectives of the assessment and Theory of Change based on actual findings and recommendations. The report shall be prepared based on the UNICEF-Adapted UNEG Evaluation Reports Standards. Copies will be furnished upon awarding of the contract.

9.0 Duration of the consultancy

This evaluation shall be undertaken within an estimated period of 2 (2) months. In the event of an extension in the implementation period, the Consulting Group shall not receive additional budget from UNICEF.

10.0 Tasks of the consulting group and timelines

The consulting group shall have the following specific tasks and timelines:

<table>
<thead>
<tr>
<th>Tasks</th>
<th>1</th>
<th>2</th>
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<tr>
<td>1. Review of secondary documents and materials relevant to the conduct of the assessment. The review will help provide the basis for drafting the scope, methodology and the design of the assessment.</td>
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<td>2. Conduct of consultation meetings. Consultation meetings shall be conducted with the concerned units/offices of UNICEF in preparation for the drafting of assessment design and instruments, as well as in providing updates and in discussing and resolving implementation issues.</td>
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<tr>
<td>3. Preparation of an inception report. The report will cover the plan for the conduct of the assessment highlighting the design and framework, detailed methodology, data analyses of secondary data (desk review), instruments, and proposed changes to ensure the successful completion of the assessment.</td>
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4. **Data Collection.** Conduct of data collection activities on the agreed timelines.

5. **Validation of draft assessment results.** A validation session shall be conducted to allow to confirm or clarify issues in the draft assessment results.

6. **Finalization and submission of the Evaluation Report.** The report shall be finalized on the basis of the recommendations and additional inputs during the presentation forum, and key stakeholders while preserving the independence of the assessment.

7. **Development of the TOC for the Angola Country Programme:** Workshops shall be convened by the Consulting group to develop TOC with UNICEF and other relevant stakeholders.

8. **Finalization of the TOC for the Angola Country Programme:** The TOC and corresponding report shall be finalized on the basis of the recommendations and additional inputs during the workshops with UNICEF and key stakeholders.

11.0 Qualifications of the consulting group

The contractor shall have:
- Expertise in conducting similar or related Assessments;
- Proven track record in evaluating similar complex national and local programs of UNICEF or UN Programs;
- Understanding of child rights;
- Commitment to equity and gender sensitive analysis;
- Ability to design and conduct interviews and focus group discussions;
- Strong analytical skills;
- Cultural sensitivity;
- Proven ability to prepare reports in English;
- Competent staff and research associates with sufficient background on child protection issues and with competencies described above; and
- A legally registered entity.
12.0 Management arrangements

This undertaking will be managed and overseen by the Chief Planning, Monitoring and Evaluation of UNICEF, Angola with the support of the Regional Evaluation Advisor, based in the UNICEF ESARO Regional Office, especially on the agreed upon outputs/deliverables of the Consulting Group, upon which payments for their services shall be based.

UNICEF will provide the financial support for this evaluation. The publication of the announcement for the need of a consulting group shall be the responsibility of UNICEF.

All materials produced or acquired under the terms of this consultancy shall remain the property of UNICEF. UNICEF furthermore retain the exclusive right to publish or disseminate the reports and studies arising from such materials even after the termination of this consultancy.
INSTRUCTION TO THE BIDDERS

For the selection process the bidders have to submit a proposal addressed to UNICEF with the following contents:

A. TECHNICAL PROPOSAL

1. Technical Proposal
   1.1 Understanding of the TOR
   1.2 General Approach
   1.3 Project Methodology
   1.4 Organization and time Schedule
   1.5 Reporting
   1.6 Project Team

2. Company Information
   2.1 Introduction of the company
   2.2 Financial Statements
   2.3 Client References
   2.4 Proof of Incorporation

Annexes

1. Curriculum Vitae of Project Team
2. Selected References

Technical proposal must not contain prices.

B. FINANCIAL PROPOSAL

- PROFESSIONAL FEES - The final country specific contracts must contain firm ceiling values with fixed milestones. Based on standard proposed by you, please provide a breakdown of charges for conducting the consultancy.

- TRAVEL COSTS - At maximum the official DSA rates will apply. Air tickets would be the most direct economical route (economy/business class).

- ANY ADDITIONAL CHARGES - The Currency of the proposal shall be in US Dollars, otherwise shall be INVALIDATED. All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization. Please be reminded that we have access to limited resources as UNICEF is a non-profit organisation, which raises all its funds through voluntary contributions. We are looking for a cost-effective proposal. Please submit your proposal with a proposed budget based on:
SUBMISSION OF PROPOSALS

Marking of proposals:

The scanned proposals should be sent, marked as follows:

(1) Technical proposal

(2) Financial Proposal

Both scanned proposals shall indicate the name and address of the Bidder.

RFP/ANGA/2015/00007 – Financial Proposal
RFP/ANGA/2015/00007 – Technical Proposal

The scanned proposals must be submitted to the electronic address indicated below.

supplyangola@unicef.org

1. MARKING AND RETURNING BIDS

ALL THE OFFERS must be sent as indicated. Bids received in any other manner will be INVALIDATED.

2. TIME FOR RECEIVING BIDS

Scanned Proposals received prior to the stated closing time and date will be kept unopened. The Bid Officer will open Bids when the specified time has arrived and no Bid received thereafter will be considered. UNICEF will accept no responsibility for the premature opening of a Bid not properly addressed or identified.

3. BID OPENING

Due to the nature of this Request for Proposal, proposals will not be publicly opened.

4. CORRECTIONS

Erasures or other corrections in the Bid must be explained and the signature of the Bidder shown alongside.

5. MODIFICATION AND WITHDRAWAL

All changes to a Bid must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier Bid, or state the changes from the original Bid. Bids may be withdrawn on written or faxed request received from Proposers prior to the opening time and date. Negligence on the part of the Bidder confers no right for the withdrawal of the Bid
after it has been opened.

6. ERROR IN BID
Bidders are expected to examine all Instructions pertaining to the work or bid. Failure to do so will be at Bidder's own risk.

7. VALIDITY OF BIDS
Bids should be valid for a period of not less than 3 months after bid opening. The proposers are requested to indicate the validity period of their bid in the Bid Form. UNICEF may also request for an extension of the validity of the bid.

8. RIGHTS OF UNICEF
UNICEF reserves the right to INVALIDATE any bid for reasons mentioned above, and, unless otherwise specified by UNICEF or the proposer, to accept any item in the Bid. UNICEF reserves the right to INVALIDATE any Bid received from a Bidder who has previously failed to perform properly or complete contracts on time, or a Bid received from a Bidder who, in the opinion of UNICEF, is not in a position to perform the contract.

9. CONFIDENTIAL INFORMATION
Information, which the bidder considers proprietary, should be clearly marked "proprietary", if any, next to the relevant part of the text, and UNICEF will treat such information accordingly.

10. INFORMATION / CLARIFICATION
Applicants may obtain further information / clarification at any time since before the closing date of the Bid. These requests must be submitted by e-mail (clearly indicating the number of bidding), via email or fax, identifying the name of the company.

Mr. Márcio Manuel
E-mail: mmanuel@unicef.org

Mr. Aurelio Bernardino
E-mail: anbernardino@unicef.org
EVALUATION CRITERIA

TECHNICAL EVALUATION

The proposals will be evaluated against the following criteria:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of RFP</td>
<td>5%</td>
</tr>
<tr>
<td>Completeness of proposal</td>
<td>5%</td>
</tr>
<tr>
<td>Demonstrated experience with Similar studies/assessments</td>
<td>20%</td>
</tr>
<tr>
<td>Experience of key staff members in the required fields to be Assigned to the task</td>
<td>20%</td>
</tr>
<tr>
<td>Proposed methodology, work plan and timeline</td>
<td>15%</td>
</tr>
<tr>
<td>Total Technical Proposal</td>
<td>65%</td>
</tr>
<tr>
<td>Total Price Proposal</td>
<td>35%</td>
</tr>
<tr>
<td>Total Technical + Price</td>
<td>100%</td>
</tr>
</tbody>
</table>

The total amount of points allocated for the price component is [35%]. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

\[
\text{Max. score for price proposal} \times \frac{\text{Price of lowest priced proposal}}{\text{Price of proposal X}}
\]

Only offers that meet minimum 40 points as part of the technical evaluation will be considered for further commercial evaluation.

Only at this stage will price be considered. The price/cost of each of the technically compliant proposals shall be considered using the same methodology. The proposers should ensure that all pricing information is provided in accordance with the Cost Proposal section contained herein.

The most-favoured proposal shall be selected on the basis of the best overall value to UNICEF in terms of both technical score/merit and price.