

Request for Proposals
for
External Evaluation Providers



December 2024

1.0. GENERAL INFORMATION

1.1 Purpose

This Request for Proposals (RFP) is issued by iMMAP Inc., a 501c3 not-for-profit (herein referred to as iMMAP), for the purpose of **establishing a long-term framework agreement (LTA) with three external evaluation providers¹**.

1.2 Background

The objective of the request for proposals is to provide on-demand evaluation services to assess iMMAP projects and activities at country and global level.

1.3 About iMMAP

iMMAP Inc. is an international nonprofit organization that provides information management services to humanitarian and development organizations. Through information management, we help our partners target assistance to the world's most vulnerable populations. Our core philosophy is that better data leads to better decisions and that better decisions lead to better outcomes. iMMAP Inc.'s critical support to information value chains helps to solve operational and strategic challenges of our partners in both emergency and development contexts by enabling evidence-based decision-making for better outcomes.

1.4 Scope of Services

The selected consultancy firms will provide on-demand services to conduct evaluations of iMMAP projects and activities when requested. The scope of work includes, but is not limited to:

1. Evaluations
 - a. Conduct mid-term or end of project evaluations
 - b. Design evaluation frameworks and methodologies appropriate to the context and objectives of the project
 - c. Provide actionable recommendations for improvement and strategic directions
2. After-Action Reviews (AARs)
 - a. Facilitate AARs to analyze the implementation of specific projects
 - b. Identify lessons learned, challenges, and best practices
 - c. Produce clear reports to inform future programming
3. Ad-hoc reviews, assessments, and lessons learned workshops

The consultancy firm is expected to engage with internal and external stakeholders including partners, beneficiaries where relevant and to conduct field visits in person or remotely as per the scope of the ToR.

N.B. iMMAP Inc. will develop and share detailed ToRs based on the project/program to be

¹ For the purposes of this RFP, 'providers' refers exclusively to consultancy firms with the capacity and expertise to deliver comprehensive external evaluation services. Proposals from individual contractors will not be considered.

evaluated.

1.5 Deliverables

The selected firms will be required to:

- Respond to a call for proposals when requested by iMMAP by providing a **short Expression of Interest (2 to 3 pages)** within the set deadline. The expression of interest should include:
 - o Detailed evaluation matrix
 - o Detailed workplan
 - o Outstanding questions – including comments or additions to the ToR shared
 - o Team composition

Following each completed evaluation the consultant will be required to submit:

- **Inception report**
 - o Including a detailed methodology responding to the specific evaluation question
 - o Data collection tools (quantitative and qualitative)
- **Draft and final versions of the evaluation report/outputs.**
 - o Including required annexes
- **A presentation for dissemination of the final findings and recommendations**

Note: In case additional documents might be required, it will be mentioned in the shared ToR.

2.0 ADMINISTRATIVE INFORMATION

2.1 Expected Time Period for Contract

The performance period of the long-term agreement resulting from this RFP is expected to last **three years** and is tentatively scheduled to begin on or about **February 2025**, and to continue through **December 2028**. iMMAP reserves the right to award and fund any or all activities of this project based upon the availability of funds. The successful proposer should be prepared to begin work according to the time and payment schedule proposed by iMMAP.

2.2 RFP Coordinator

Written questions must be directed, via email, to the RFP Coordinator listed below.

2.3 Proposer Inquiries

iMMAP will consider written proposer inquiries regarding RFP requirements or Scope of Services before the date specified in the Calendar of Events. iMMAP reserves the right to modify the RFP should a change be identified that is in the best interest of iMMAP.

To be considered, written inquiries and requests for clarification of the content of this RFP must be received via e-mail at procurement-hq@immap.org by 17:00 EST on the date specified in the

Calendar of Events. Any and all questions directed to this email will be deemed to require an official response. Official responses to each of the questions presented by the proposers will be sent from the same to all proposers by the date specified in the calendar of events.

Only the RFP Coordinator has the authority to officially respond to a proposer's questions on behalf of iMMAP. Any communications from any other individuals are not binding to iMMAP.

2.4 Calendar of Events

<u>Event</u>	<u>Date</u>
Release RFP	[16 December 2024]
Deadline for receiving proposer inquiries	[9 January 2025]
Responses to proposer inquiries due	[13 January 2025]
Proposal submission deadline 17:00 ET	[23 January 2025]
Announce award of "Successful Proposer"	[29 January 2025]
Execute contract	[3 February 2025]

NOTE: iMMAP reserves the right to amend and/or change this calendar of events/schedule of RFP activities as it deems necessary.

3.0 PROPOSAL INFORMATION

3.1 Proposal Response Location

Proposers who are interested in providing professional services under this RFP should submit a proposal containing the information specified in Section 4.0. The fully completed proposal with signatures by an authorized representative must be received in email version by the RFP Coordinator designated above by the deadline date/time specified in the Calendar of Events.

Proposals, which for any reason are not so delivered, will not be considered for the purpose of this RFP.

3.2 Desirable Qualifications of Proposer

It is highly desirable that proposers of this RFP meet the following qualifications:

- Eligible consultants must be formally qualified in **conducting evaluations;**
- The consultant or leader of the consultancy team must have a minimum of **five to seven** years' related work experience;
- The consultant must have extensive experience in **conducting evaluations in diverse locations and contexts, proven knowledge of information management systems and the UN cluster system.**
- **At least three CVs should be submitted as a tentative team composition.**

Proposers should ensure that their proposals contain sufficient information for iMMAP to make its

determination by presenting acceptable evidence of the above to perform the services called for by this RFP.

3.3 RFP Addenda

iMMAP reserves the right to change the calendar of events or revise any part of the RFP by issuing an addendum to the RFP at any time.

3.4 Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by iMMAP to award a contract. iMMAP reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement.

3.5 Withdrawal and Re-submission of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

3.6 Subcontracting Information

iMMAP shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables referenced in the RFP or proposal. This general requirement notwithstanding, proposers may enter into subcontractor arrangements; however, they should acknowledge in their proposal total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP is also required for each subcontractor.

Unless provided for in the contract with iMMAP, the prime contractor shall not contract with any other party for furnishing any of the work and professional services herein contracted for without the express written approval of iMMAP.

3.7 Ownership of Proposal

All materials submitted in response to this request become the property of iMMAP. Selection or rejection of a proposal does not affect this right.

3.8 Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

3.9 Cost of Preparing Proposals

iMMAP is not liable for any costs incurred by prospective proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by iMMAP.

3.10 Errors and Omissions in Proposal

iMMAP will not be liable for any errors in proposals and reserves the right to make corrections or amendments due to minor errors identified in proposals. iMMAP, at its option, has the right to request clarification or additional information from the proposer.

3.11 Contract Award and Execution

iMMAP reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offer received. iMMAP reserves the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected proposer will become part of any contract between the selected consultant and iMMAP.

If the contract negotiation period exceeds 14 calendar days or if the selected proposer fails to sign the final contract within 5 business days of delivery of it, iMMAP may elect to cancel the contract and award the contract to the next-highest-ranked proposer.

4.0 RESPONSE INSTRUCTIONS

4.1 Proposal Submission

Proposal submission must be received via email on or before 17:00 ET on the date specified in the aforementioned Calendar of Events at the email address specified below.

procurement-hq@immap.org

It is solely the responsibility of each proposer to assure that their proposal is received prior to the deadline for submission. Proposals received after the submission deadline will not be considered.

4.2 Certification Statement

The proposer must sign and submit the Certification Statement shown in Attachment II.

4.3 Proposal Format

The proposer should submit a proposal as specified in Annex I which shall include enough information to satisfy evaluators that the proposer has the appropriate experience and qualifications to perform the scope of services as described herein. Proposer should respond to all requested areas.

5.0 EVALUATION AND SELECTION

5.1 Evaluation Team

The evaluation of proposals will be accomplished by an evaluation team, to be designated by iMMAP, which will determine the proposal most advantageous to iMMAP.

Key Competencies

Firm/Consultants² working experience:

- At least 5 years' experience in conducting evaluations in relevant field, such as information management, GIS, third-party monitoring programs
- At least 5 years' experience in conducting evaluations in diverse geographical locations and contexts
- At least 5 years' experience in conducting evaluations in humanitarian and development contexts
- At least 5 years' experience in conducting evaluations for INGOs and UN entities.
- Proven experience in ensuring integrity of data and data protection standards
- English is required; additional languages are an asset

Evaluation Team experience:

- Lead Evaluator/Senior Evaluation Expert:
 - o 1) Strong leadership and project management skills to oversee the evaluation process;
 - o 2) at least 5 to 7 years of experience in conducting external evaluations in humanitarian and development contexts and in the relevant thematic areas;
 - o 3) master's degree in social studies, international development or statistics is an asset.
- Monitoring and Evaluation and Reporting Specialist:
 - o 1) strong background in M&E tools and methodologies and strong reporting skills;
 - o 2) proficiency in data analysis;
 - o 3) at least 4 to 5 years of experience conducting external evaluations in humanitarian and development contexts and in the relevant thematic areas; 3) master's degree in social studies, statistics or another relevant field is an asset.
- Enumerators:
 - o 1) strong background in collecting data through interviews, surveys, and focus group discussions;
 - o 2) contextual and social experience background;
 - o 3) bachelor's degree in statistics or another relevant field.

5.2 Administrative and Mandatory Screening

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals found not to be in compliance will be rejected from further consideration.

5.3 Evaluation and Review

The purpose of the RFP process is to secure the contractor most capable of providing the services specified in this document. Selection of the contractor will be made solely on the basis of the most responsive proposal submitted by a qualified proposer that satisfies all services and products described in this RFP. iMMAP reserves the right to award a contract based upon initial offers received. Proposals submitted should follow the format in Attachment I.

The criteria for the evaluation process will be weighted as follows:

² iMMAP Inc. strongly recommends consultancy firms to apply

- A. Corporate Qualifications and Management Support 15%
- B. Experience 20%
- C. Technical Requirements/Approach and Methodology 40%
- D. Cost 25%

A. Corporate Qualifications and Management Support

This refers to the capability of the organization to perform the work requested in the RFP. This includes whether the organization has sufficient resources to work within the time constraints while maintaining desired performance levels and the level of competence of their professional personnel who will be assigned to the job by the proposer. Qualifications of professional personnel will be judged on the basis of experience and education with particular reference to prior experience on projects of a similar nature.

B. Experience

This refers to the proposer's previous successful experience with similar projects as the lead consultant.

C. Compliance with the Technical Requirements of the RFP/Approach and Methodology

A proposal consisting of repetition of the RFP only will not be a satisfactory indicator of the proposer's grasp of the complexity of the project. Each proposal will be evaluated on (1) the proposer's understanding of the nature and scope of the work involved and (2) the proposer's procedures, with an emphasis on the techniques proposed for executing each task, the sequencing of tasks, and the methods used for quality control. The proposal should reflect compliance with all activities and procedures requested in the RFP.

D. Cost

The grand total proposed cost will be evaluated for the purpose of selecting the successful proposer.

5.4 *Announcement of Contractor*

The RFP Coordinator will notify the successful proposer and proceed to negotiate terms for the final contract. Unsuccessful proposers will be notified by email accordingly.