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REQUEST FOR PROPOSAL: MID TERM EVALUATION OF USAID AGRICULTURAL EXTENSION SUPPORT ACTIVITY

Evaluation Service Provider to Dhaka Ahsania Mission

Dhaka Ahsania Mission invites competent service providers including ‘for profit’ and ‘non-profit’ organizations to submit proposals to conduct the mid-term evaluation of the Agricultural Extension Support Activity (AESAs). AESA is a 5-year, US\$18.4 million project funded by USAID. The project is an integral part of the USAID Bangladesh Feed the Future (FtF) portfolio and is. Dhaka Ahsania Mission has partnered with CARE Bangladesh and mPower for implementation of the project. The goal of the AESA Project is to strengthen the existing agriculture extension system in 12 districts in the southwest and central Bangladesh in order to sustainably improve food security and nutrition for 110,000 vulnerable smallholder farmers.

The evaluation will be at the outcome and impact levels and, will identify key successes, lessons learned, effectiveness of the project as a delivery model, and help to inform future activities under the Project. The location of the evaluation assignment is in Dhaka and south and south-west of Bangladesh (12 districts in Barishal, Khulna and Dhaka division). Interested service providers must have at least ten years of proven experience including with bi- and multi-lateral development donors. The planned duration of the assignment is from August to October 2015. The scope of services is available through return email by sending request to srahman@aesabd.org.

The mid term evaluation has following objectives:

1. Determine the progress towards achieving the Program’s objectives and intended outcomes.
2. Identify best practices, opportunities, lessons and corrective actions needed for the next phase of implementation and to ensure the realization of the expected results.

1. Evaluation Methodology and Approaches

The methodology should combine a wide range of methods (e.g. quantitative, qualitative, and participatory), tools and information sources to allow triangulation of information and ensure impartiality. In particular, there should be an extensive review of all relevant documents; a representative sample of key stakeholders should be consulted, their opinions and feedback considered in order to determine the scope and quality of the outputs and ensure a comprehensive understanding of diverse perspectives on issues, performance and results. The approaches should assess the extent to which each of the implemented outputs fulfilled their initial objectives. It is expected that the analysis will focus on the immediate outcome level results and will comment on the extent to which the Program is progressing towards higher level outcomes and impacts. To measure this progress, the evaluation will be informed by the Ag Extension M&E Plan. The detailed methodology has been provided in the Scope of Work.

2. Contracted service provider’s profile

The finally selected service provider must have a profile including:

- Proven experience and a successful track record in similar assignments with development organizations for the past ten years with specific emphasis on the agriculture sector or extension service provision to farmers in rural areas.
- Thorough knowledge in M&E systems and data analyses
- Able to recruit and manage a team and to effectively and efficiently plan, coordinate and implement large scale evaluation while ensuring quality in diverse locations of Bangladesh.
- Ability to work under tight deadlines.

3. Requirements from the selected service provider

Interested applicants should:

- Provide detailed organizational profile and CVs of staff member(s) to be involved. All CVs have to be approved by Dhaka Ahsania Mission before the assignment. Service providers and their senior team staff will be interviewed before a final selection is confirmed.
- Submit a detailed technical proposal with work plan and a detailed financial proposal.
- Propose at least one other local evaluator who can complement their skills in conducting this evaluation.
- Submit verifiable evidence of similar assignments.
- Agree to the payment policy: The payment will be subject to tax and VAT as per local government fiscal policy. Schedule of payment will be – 20% after signing of contract, 30% after submission of ‘preliminary draft’ of report, and the rest 50% after AESA’s acceptance of ‘final’ report.

4. RFP Evaluation Criteria

Technical

- Proposal Requirements: To what degree does this proposal meet stated evaluation requirements? 30 marks
- Expertise Requirements: To what degree does this proposal meet stated expertise requirements? 20 marks
- Required Methodology: How much does the proposed methodology meet the stated requirement for evaluation? 20 marks
- Local partner capacity and reputation: Does the local partner offered have the capacity and proven track record of evaluating this type of project? 20 marks

Management

- Delivery: To what degree does this proposal meet stated delivery requirements? 10 marks
- References: Does the bidder have a proven track record in this type of project? 10 marks
- Terms & Conditions: To what degree does the proposal meet stated contractual terms and conditions? 5 marks
- Skills & Abilities: Does the bidder have the necessary skills and abilities to deliver this proposal? 10 marks

- Familiarity with the country: The familiarity of the bidder with the County and, if services are being procured, familiarity with the problem to be addressed by the evaluation/ procurement as it exists in the County. 10 marks

Financial (*Proposals passed through technical and management criteria only would go for financial evaluation*)

- Pricing: How does the proposed price compare to the
 - (a) planned budget and
 - (b) other proposals?
- the realistic expected cost of service

Interested service providers who meet the above qualifications are requested to submit your application by email to:

HR Manager
Agricultural Extension Support Activities project
Dhaka Ahsania Mission
House 7, Road 2/1, Banani, Dhaka 1213, Bangladesh
Email: <hr@aesabd.org>

Applications must be received by close of business 28 July 2015 by email.
