**REQUEST FOR PROPOSAL: ANNUAL PERFORMANCE EVALUATION OF USAID AGRICULTURAL EXTENSION SUPPORT ACTIVITY PROJECT**

**Evaluation Service Provider to Dhaka Ahsania Mission**

Dhaka Ahsania Mission requests for proposals from competent service providers including ‘for profit and non-profit’ organizations to provide fixed term services to conduct annual performance evaluation of the Agricultural Extension Services Activity project funded by USAID. 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. Interested service providers must have at least ten years of proven experience including with bi- and multi-lateral development donors. The scope of services is available through return email by sending request to srahman@aesabd.org .

The location of the evaluation assignment is in Dhaka and south and south-west of Bangladesh (12 districts in Barishal, Khulna and Dhaka division). The planned duration of the assignment is from August to October 2015.

The annual performance evaluation has following objectives:

1. To review and analyze to what extent the AESA project has progressed in achieving its objectives and intended results
2. Assess to what extent the project is meeting its established targets
3. Identify major constraints in achieving expected project results and propose ways of overcoming them

4) Provide recommendations for adjustments or modifications to definitions for the project’s custom indicators.

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. 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.

1. **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.
1. **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 Ag Extension Project 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.
* Submit verifiable evidence of similar assignments.
* Agree to the payment policy: The payment will be subject to tax and VAT as per Bangladesh government fiscal policy.
* For financial proposal, quotation(s) should be submitted as per the following instructions.
1. PRICES: Prices shall be quoted in the currency of the Purchaser (BDT). Please quote the price of the supply/services and applicable VAT separately.
2. VAT will be paid by USAID Ag. Ext. Project at applicable rate by issuing VAT coupon in lieu of paying VAT in cash. Vendor must provide VAT registration certificate and quote the price of the supply/services and applicable VAT rate separately.
3. Applicable TAX will be deducted from the bills as per Govt. rules but don’t mention the word of TAX on the Quotation.
4. Example to quote the price: (a) Price of the supply/services = 00.00

 (b) VAT as per Govt. rate (%) = 00.00

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| 00.00 |

 Total price = Total price =

* 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.
1. **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

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
	+ to (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 30 July 2015 by email.