***Request for Proposals***

***Ma3an Impact Assessment***

***Solicitation Number: MA3AN/FHI360/RFP/2023/002***

**To:** Qualified and Eligible Companies Specialized in Monitoring and Evaluation Services with Emphasis in Positive Youth Development (PYD) Impact Assessments.

**From:**  Patrick O'Mahony, Chief of Party, Ma3an Project

**Contract Title:** Ma3anImpact Assessment

**Date Issued:** **August 14, 2023**

**Questions Concerning the RFP: August 22, 2023**

**Submission Deadline:** **August 30, 2023**

**1. BACKGROUND**

The United States Agency for International Development (USAID) is funding the Ma3an project, a seven-year (September 2018 – August 2025) project that aims to increase Tunisian youth civic engagement and economic empowerment to advance progress towards sustainable, inclusive development in Tunisia.

Ma3an is implemented by FHI 360, a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Ma3an works in 33 communities in 15 governorates across Tunisia included in Graph 1 below.

Graph 1. Ma3an Target governorates and communities



**Ma3an Objectives and Theory of Change:**

Ma3an’s goal, objectives, Theory of Change, and Results Framework are as follows:

The program’s revised goal is *Increased Tunisian youth civic engagement and economic empowerment to advance progress towards sustainable, inclusive development in Tunisia.* Ma3an’s goal is achieved through two inter-related and overlapping objectives:

Objective 1: Youth have improved access to skills, services, and opportunities for civic engagement and economic empowerment.

Objective 2: Tunisian youth lead and meaningfully participate in activities to address youth and community priorities.

To achieve these objectives, Ma3an builds upon the strengthened local capacities, youth safe spaces, youth skills-building and empowerment, and increased youth-community engagement and collaboration resulting from the Ma3an community resilience process and other youth engagement activities implemented in 33 marginalized communities. Ma3an activities are guided by the principles of Positive Youth Development (PYD), with further resources committed to improving youth **access** to skills, services, and opportunities, and increasing opportunities for youth to lead, and meaningfully **participate** in, addressing youth and community priorities. Ma3an provides these communities, including youth, civil society, government, and private sector stakeholders, with the tools and resources necessary to operationalize sustainable development.

Theory of Change: IF youth access skills, services, and opportunities for civic engagement and economic empowerment, and IF youth lead and meaningfully participate in, addressing youth and community priorities, THEN Tunisian youth will be more civically engaged and economically empowered and thus better able to drive progress towards sustainable, inclusive development.

Ma3an’s Results Framework:

| **Goal: Increased Tunisian youth civic engagement and economic empowerment to advance progress towards sustainable, inclusive development in Tunisia** | |
| --- | --- |
| **Objective 1:** Youth have improved access to skills, services, and opportunities for civic engagement and economic empowerment | **Objective 2:** Tunisian youth lead and meaningfully participate in activities to address youth and community priorities |
| **Result 1.1:** Youth have increased access to civic engagement skills building, services, and opportunities in their governorates and communities.  **Result 1.2:** Youth have increased access to economic empowerment and livelihoods skills building, services, and opportunities in their governorates and communities.  **Result 1.3:** Ma3an communities have improved services, opportunities, and safe spaces for youth.  **Result 1.4:** Youth-led and youth-serving organizations have strengthened capacity to design and lead PYD interventions | **Result 2.1:** Youth lead design and implementation of initiatives to address priorities they have identified.  **Result 2.2:** Youth-Community Collaboration partners are identified in Ma3an communities to sustain youth-community stakeholder collaboration on community issues.  **Result 2.3:** Youth and key stakeholders define youth economic empowerment priorities and implement locally driven YEE solutions in 15 governorates. |

**2. SCOPE OF WORK**

FHI 360 is launching a competitive tender to award a fixed priced contract to eligible contractors or firms with the capacity to formulate, manage, implement, and deliver an Impact Assessment to rigorously measure and assess the impact of the project interventions through a mixed methods approach, with a quantitative component using a quasi-experimental design and a qualitative, participatory component.

All offerors are required to submit their proposals in English. Proposals submitted in any other language may be disqualified from consideration.

**2.1 Assessment Objective**

The purpose of this RFP is to solicit applications to conduct an Impact Assessment for the Ma3an Project. To complement traditional quantitative performance indicators, Ma3an seeks to employ an assessment to comprehensively assess the impact and effectiveness of the Ma3an project, which includes looking back and following up with individuals reached at the start of the project to track progress and outcomes over subsequent years. There are limitations to this approach (see section 2.4), and the impacts we will explore are from the perspective of these individuals only. The retrospective assessment aims to provide insights into the project's progress and outcomes, inform decision-making, and identify areas for improvement.

Overall, the aim of this Impact Assessment is to ascertain whether and to what extent there is a change in the practices of Ma3an's youth and partner Civil Society Organizations (CSOs). Specifically, this assessment aims to showcase how the youth have become more engaged in community activities and how they have applied the skills acquired through Ma3an's trainings in their lives beyond the program. Providing specific examples to illustrate the impact on both youth and CSO trainings.

Ma3an aims to assess program participant perceptions of outcomes resulting from the support provided by Ma3an to individuals, local partners, CSO and stakeholders reached in Year 1 to Year 5. Additional, external factors may influence these outcomes, which we will seek to capture along with both intended and unintended effects, whether positive or negative.

The selected offeror will be responsible for all aspects of this study, including the methodological design; data collection processes; analysis; and dissemination of findings (including a final report and presentation to the program and USAID). FHI 360 expects that the assessment will result in documenting the main changes that have happened because of the program, as well as its intended and unintended consequences. These findings will then be used to inform improvements to Ma3an (or future iterations of the program), contribute to lessons learned and identify necessary implementation adaptations.

**2.2 Research Questions**

The offeror will utilize the PYD[[1]](#footnote-2) model as the analytical framework for the assessment. The PYD model aligns with Ma3an's integrated approach in empowering youth to address their needs and contribute to their communities, ultimately fostering sustainable and inclusive development in Tunisia.

The assessment includes several illustrative research questions. A "Pause & Reflect" session will take place in the first week of October, leading to the finalization of the questions. In this submission, the offeror may also propose additional research questions they find relevant.

***Illustrative Research Questions:***

**DOMAIN: Contribution**

**Program Feature: Youth Engagement and Contribution**

Research Question/s:

1. Have there been positive changes in the community following the implementation of Ma3an initiatives? To what extent did Ma3an’s initiatives contribute to any cited/observed changes? Provide specific examples.
2. In what ways has Ma3an contributed to the enhancement of youth civic engagement, leadership, and self-efficacy? Please specify the interventions and provide tangible examples to illustrate the project's contributions to youth leadership, engagement, and advocacy in the civic space.
3. How many youth-led initiatives were implemented with Ma3an direct support? How many youth-led initiatives were implemented by Ma3an youth without direct support from the project? What outcomes have been achieved in both cases to date? What are the youth-led initiatives that have emerged within safe spaces, and what is their impact on youth in the targeted communities?

**Program Feature: Ma3an's Local partner and stakeholder engagement in promoting positive youth development (adapted)**

Research Question/s:

1. Do Ma3an's Local partners and stakeholders continue to contribute to positive youth development (PYD-informed approaches) in their respective communities after Ma3an funding has ended? If so, provide specific examples. If not, why is this the case? How do the associations supported by Ma3an maintain engagement among Ma3an youth?

**DOMAIN: Enabling Environment**

**Program Feature: Belonging and Membership**

Research Question/s:

1. How did Ma3an facilitate the increased inclusion of youth within their communities, including marginalized and at-risk individuals, youth with disabilities and female youth, and promote a sense of belonging among youth irrespective of gender, ethnicity, sexual orientation, disabilities, or other factors? Which activities were successful in increasing contributions and improving safe spaces for these groups? Provide specific examples, including those that illustrate the impacts on individual youth or communities.

**Program Feature: Safe spaces**

Research Question/s:

1. What are the most important ways Ma3an enhanced the quality and effectiveness of youth safe spaces? Through what mechanisms has Ma3an facilitated increased collaboration and interaction among youth in safe spaces? Provide specific examples.

**Program Feature: Healthy relationships and bonding**

Research Question/s:

1. How has the project supported the development of healthy relationships and bonding between youth and adults, including mentors, coaches, teachers, and community leaders?

**Program Feature: Positive norms, expectations, and perceptions**

Research Question/s:

1. How has the accessibility and use of primary information dissemination channels influenced youth’s perceptions and attitudes? To what extent have the challenges and strategies associated with promoting positive messages on social media successfully counteracted prevalent negativity among youth?

**Program Feature: Ma3an's Participatory Decision-making and Community-driven Approaches (adapted)**

Research Question/s:

1. How have youth and community stakeholders collaborated to determine community priorities and/or make joint decisions? Provide specific examples. What observable results have come from this collaboration?

These research questions serve as a framework for gathering inputs from multiple sources. This approach ensures a holistic assessment that incorporates diverse perspectives and expertise. The offeror must explain in the proposal which questions will be addressed through quantitative data, which through qualitative data and which through a triangulation of both types of data.

Ma3an has developed an Activity Monitoring, Evaluation, and Learning Plan (AMEL Plan) with a set of Key Performance Indicators for the project’s Monitoring, Evaluation and Learning (MEL) system which explains expected outputs, outcomes, and impacts. Key Performance Indicators should be considered by the offeror when developing the proposal, particularly as the outcome indicators (see table below) will be closely linked to the project’s capacity to deliver its intended impact. While some of the indicators for the project’s success can only be measured through an ‘end of project evaluation’, intermediate indicators shall be considered:

| **Indicator** | | **Type of Indicator** |
| --- | --- | --- |
| **Program Goal:** **Increased Tunisian youth civic engagement and economic empowerment to advance progress towards sustainable, inclusive development in Tunisia** | | |
| 1 | Number of youth-serving and youth-led organizations supported and engaged | Output |
| **Objective 1:** **Youth are equipped with skills and engaged in civic actions with local actors to address their communities’ needs** | | |
| 2 | Percentage of youth surveyed who report increased access to services, skills, information, and opportunities they need to improve their lives | Outcome |
| **Result 1.1 Youth have increased access to civic engagement skills building, services, and opportunities in their governorates and communities** | | |
| 3a | Number of youth accessing community/civic engagement skills building, services and opportunities through Ma3an-supported activities and partners | Output |
| 4 | Number of youth trained in soft skills/life skills through USG assisted programs (YOUTH-1)[[2]](#footnote-3) | Output |
| **Result 1.2 Youth have increased access to economic empowerment and livelihoods skills building, services, and opportunities in their governorates and communities** | | |
| 3b | Number of youth accessing economic/livelihoods skills building, services and opportunities through Ma3an-supported activities and partners | Output |
| 5 | Percentage of youth who report increased preparedness and/or self-efficacy to enter the workforce or establish livelihoods after participating in Ma3an activities | Outcome |
| **Result 1.3 Ma3an communities have improved services, opportunities, and safe spaces for youth** | | |
| 6 | Number of youth safe spaces improved with Ma3an support | Output |
| **Result 1.4 Youth-led and youth-serving organizations have strengthened capacity to design and lead PYD interventions** | | |
| 7 | Percentage of Ma3an-supported youth safe spaces and youth-serving organizations who successfully implement their gender equity and social inclusion (GESI) strategies | Outcome |
| 8 | Percentage of youth-led and youth-serving organizations demonstrating increased PYD programming capacities (defined in the YPAT tool) | Outcome |
| **Objective 2:** **Tunisian youth lead and meaningfully participate in activities to address youth and community priorities** | | |
| 9 | Percentage of youth who participate in civic engagement activities following soft skills/life skills training or initiatives from USG-assisted programs (YOUTH-5) | Outcome |
| **Result 2.1 Youth lead design and implementation of initiatives to address priorities they have identified** | | |
| 10 | Number of community and Youth-led initiatives addressing youth priorities and problems in their communities | Output |
| **Result 2.2 Youth-Community Collaboration partners are identified in Ma3an communities to sustain youth-community stakeholder collaboration on community issues** | | |
| 11 | Percentage of Ma3an-supported communities with active YCC partners | Output |
| **Result 2.3 Youth and key stakeholders define youth economic empowerment priorities and implement locally driven YEE solutions in 15 governorates** | | |
| 12 | Percentage of youth surveyed who report they have been participated in defining and/or implementing locally-driven YEE solutions | Outcome |

**2.3 Approach and Methodology**

As a minimum requirement, the primary objective of this assessment, in alignment with USAID's goals, is to demonstrate the extent of change in the practices of Ma3an's youth and partner CSOs and, where possible, how these changes in practices have affected the communities. Specifically, this assessment aims to showcase if and how the youth have become more engaged in community activities, how they have applied the skills acquired through Ma3an's trainings in their lives beyond the program and how that has affected communities.

The assessment should use quantitative (e.g., surveys) and qualitative data collection methods such as participatory research or semi-structured interviews (for example with focus groups, key informant, individual interviews, etc.) as necessary.

The assessment reach should encompass all 33 Ma3an communities spread across 15 governorates. To ensure a thorough examination, the assessment will address various programmatic components, as depicted in the following tables. FHI 360 will work with the selected offeror to finalize which partners and communities to include for each programmatic component in the Impact Assessment. The list of anticipated local implementing partners, as well as their beneficiary data will be provided once the offeror has been selected.

|  |  |  |  |
| --- | --- | --- | --- |
| **PROGRAMMATIC COMPONENTS** | |  | |
| Community Youth Mapping  Youth Mentorship  Community APS Activities  National APS Activities  Community Support Activities  Community Resilience Activities | Solve Dialogue Activities  Youth Led Initiatives  Piloting Civic Education Curriculum Youth Community Services (Clubs)  GESI Activities  PVE trainings | |  |

**2.3.1 Methodological Considerations**

**Geography of Impact Assessment:** The Impact Assessment will be implemented for the programmatic component of the project in 33 communities. Ma3an Impact Assessment aims to reach 33 communities across 15 governorates. As such, the offeror needs to understand the project implementation in these locations and propose the quantitative methodology and sample size in accordance with these localities.

| **PHASE** | **COMMUNITIES** | | |
| --- | --- | --- | --- |
| Phase 1 | Kef City,  Ettadhamen, | Sidi Bouzid City,  Souk Jedid | Douar Hicher, |
| Phase II | Fernana,  Ghardimaou,  Kairouan North,  Nasrallah, | Hay Erriadh,  Sidi Abdelhamid,  Hrairia,  Rouhia, | Sijoumi,  Saouaf,  Nadhour  El Aroussa, |
| Phase III | Mdhilla,  Ksar,  Gafsa South,  Thala,  Feriana,  Kasserine (Kasserine N., Ezzouhour and Ennour) | Tataouine North,  Beni Khedach,  Sidi Makhlouf,  Mohamedia,  Bir Lahmar, | Hammam-Lif,  Fouchana,  Kram West  Kasserine North,  Tataouine South, |

**Sample size:** Sample sizes for each programmatic component should have a power of 80% with significance levels of .05. The sample should be representative by gender, age, and rural and urban areas. The offeror should recommend, with a clear justification, coherent sample sizes in their proposal to FHI 360.

**Data collection:** In collaboration with FHI 360, the offeror will develop data collection instruments and will choose the most appropriate data collection strategy. Where relevant (i.e., more efficient, and effective), the offeror should propose ICT-based data collection solutions (e.g., SMS or online survey, automated voice data collection services) for specific surveys and/or indicators.

**Online Survey:** To ensure a comprehensive data gathering process, the offeror, in collaboration with FHI 360, will administer an online survey targeting a larger number of youth and local stakeholders. This collaborative approach will receive support from the Ma3an MEL team and technical advisors from FHI 360's headquarters. The offeror will have the opportunity to utilize Ma3an's internal technical expertise, including the option to upload the data collection tool using Kobo Toolbox through FHI 360's account. Preliminary analysis calculations indicate a minimum sample size of 825 participating youth (with at least 25 respondents per community in the 33 communities), as well as 45 representatives from CSOs and 47 representatives from youth centers, cultural centers, and municipalities. However, the offeror may propose an alternative sample size in their proposal to FHI 360, provided that it is accompanied by a clear justification.

The online survey should focus on capturing the perceptions of youth, CSOs, and a wide range of local and regional government representatives regarding Ma3an's impact on positive youth development. It will seek to gather insights from respondents who have participated in Ma3an's skill-building activities or initiatives, which may have been facilitated through various channels such as Ma3an CSOs, Annual Program Statement (APS) National, APS Community, Solutions to VE Dialogue (SOLVE Dialogue), Youth community serving program, Youth Mentor activities, and other relevant initiatives offered by Ma3an. The online survey will provide a comprehensive understanding of stakeholders' perspectives on Ma3an and its influence on youth development.

**Data Collection Tools Language Requirement:** Selected offeror will be required to submit their data collection tools in both English and Tunisian Arabic. The tools should provide support for data collection, documentation, and user interfaces in both languages. Offerors must ensure that their tools are capable of capturing data in both English and Tunisian Arabic languages seamlessly.

**Addressing the Challenge of Missing Baseline Data and No Counterfactual:** Navigating an Impact Assessment without baseline data or a counterfactual to compare participants to poses a significant challenge for evaluating the effectiveness and impact of interventions. In cases where baseline data or a counterfactual are not available, innovative approaches are required to ensure a comprehensive analysis.

Therefore, the offeror is expected to propose alternative options to enhance the analysis. These options may include **utilizing historical data** from a similar population or setting that predates the intervention period, although it may not be ideal, it can provide some context for making comparisons. Another option is to tentatively address the counterfactual by **identifying a control or comparison group** comprised of people with the same characteristics as those who received Ma3an support but who did not receive the intervention, allowing for an assessment of the impact to some extent by comparing observed markers/outcomes between the intervention and control groups. Additionally, **qualitative approaches** such as interviews, focus groups, or case studies can provide valuable insights into the perceived impact of the intervention, compensating for the lack of baseline data and true counterfactual tracked over time since the start of project interventions.

**Qualitative Approaches**

Qualitative approaches should be used to respond to research questions, either by generating qualitative data to be analyzed on its own, or through triangulation and reinforcement of the quantitative data. The proposal should explain what type of qualitative data sources will be used and for what purposes the evaluator intends to use qualitative data. It is important that the qualitative data explores important information about whether and to what extent there is a change in the practices of Ma3an's youth and partner CSOs, and where possible, how those changes have affected the communities more broadly. Specifically, this assessment aims to showcase how the youth have become more engaged in community activities and how they have applied the skills acquired through Ma3an's trainings in their lives beyond the program.

The offeror will propose a qualitative (ideally participatory) methodology to engage with young people being evaluated. The offeror will explain why this methodology will be used, including details about the types of qualitative evaluation tools to be used on different types of respondents and why (e.g., Focus Groups Discussions (FGDs), Key informant Interviews (KIIs), peer research, life histories, case studies, use of visual tools, Most Significant Change (MSCs) etc.).

**Focus Groups:** When focus groups are conducted, they should gather in-depth insights and perspectives from different stakeholders. The focus groups should involve small, moderated discussions with targeted participants, including youth, CSO representatives, and community members.

**Key Informant Interviews:**Ma3an’s preliminary analysis calculations indicate a minimum sample size of 100 semi-structured interviews with key stakeholders, including national, regional, and local government officials, as well as representatives from participating CSOs distributed across Ma3an’s 33 communities. The selection of KII participants will ensure representation within Ma3an's geographical scope. Nevertheless, the offeror can recommend, with a clear justification, a different sample size in their proposal to FHI 360. The list of stakeholders and respective communities will be provided once the offeror has been selected.

**Stories of Change sessions:** In addition to focus groups, Stories of Change Sessions can be incorporated through dedicated storytelling sessions or interviews. Participants can be invited to share their unique experiences, highlighting the positive changes they have witnessed or undergone as a result of their involvement in Ma3an's activities. These personal accounts offer diverse perspectives, enabling a comprehensive exploration of the project's outcomes. The inclusion of personal stories strengthens the assessment by capturing the human aspect of Ma3an's interventions, providing valuable insights into the transformative impact on individuals and communities. By integrating the Stories of Change approach, the assessment should gain a deeper understanding of the project's effectiveness and inform future decision-making processes. As part of the assessment process, the offeror will be required to submit a story of change per community using the template provided by FHI360 after the selection of the offeror.

**Geography of Impact Assessment and Sampling:** The qualitative evaluation will be conducted with a sub-sample of the group of young people, CSO, and variety of stakeholders. There needs to be a sub-sample in each community and its size needs to be meaningful. The offeror shall explain in the proposal what sampling techniques they would use (e.g., purposive sampling, quota sampling, etc.) and how the sample will be distributed among different types of young people participating in the different programmatic components, accounting for issues such as gender, age, educational background, family context, etc.

The qualitative component should include a variety of stakeholders. The sample selection will be drawn from a range of representatives, including a sample of the 48 Focal Points, 32 High Officials from the Commission Nationale de Lutte Contre de Terrorisme (CNLCT), 12 Municipalities, 68 Teachers, 17 Inspectors, 3 High Officials, and 50 teachers engaged in the youth community service club from the Ministry of Education (MoE). These interviews will provide valuable insights into the perspectives of various stakeholders and their experiences with Ma3an's initiatives.

**Awareness of local realities:** For the qualitative data collection in particular, it will be important for the offeror to identify appropriate ways of wording questions so that Impact Assessment participants can clearly understand and engage with enumerators. The proposal should note how this is intended to be done.

**2.4 Limitations and Mitigations Strategies**

The Impact Assessment may face certain limitations, including interview biases such as recall, response, and selection biases. To address these limitations, the offeror will propose which approach will be employed (e.g., triangulation approach, relying on multiple sources of data) to minimize the impact of any individual bias or nonresponse on the overall analysis. Additionally, the summer vacation season and half-day work schedule in Tunisia may affect the ability to reach certain respondents in a timely manner. To mitigate this, the offeror will describe which schedule will be used to ensure that the assessment is complete without disruptions.

Nevertheless, the offeror will include in their proposal a section outlining limitations and mitigation strategies. By acknowledging these limitations and implementing appropriate mitigation strategies, FHI 360 expects that the offeror will minimize biases, ensure timely data collection, and overcome challenges related to stakeholder participation. These efforts will enhance the credibility and validity of the Impact Assessment findings and contribute to a comprehensive evaluation of the project's outcomes and effectiveness.

* 1. **Quality Control**

The selected offeror will propose a suitable data collection quality control mechanism (scheme) to be applied in practice to ensure correct behavior of the enumerators and introduce a set of measures to identify and eliminate potential errors. The quality control mechanism will at a minimum include:

* Quality control among at least 10% of the respondents to check participation and the quality of data capture.
* Where exceptions are found, the verification rate will be increased to 25% of the total population covered by the relevant enumerator/interviewer.
* If further exceptions are found within the expanded coverage, all data collected by the relevant enumerator/interviewer must be discarded and a new sample selected to cover the affected areas.
* Inspections (checks) will be undertaken by the selected offeror’s team field monitor personally and cover some basic demographic data for a specific household and respondent. A specific percentage share will be applied to all settlements of the sampling.
  1. **Documentary Review**

The selected offeror will be expected to conduct a comprehensive review of various documents, including but not limited to the AMELP, the updated Program Description, Annual Work Plans, Annual Reports, Quarterly Reports, training curricula and evaluations, CSO grants, CNLCT policies and guidance developed by Ma3an, Task Order and executed modifications, the USAID Youth Policy, and the Positive Youth Development Model.

This thorough review will provide valuable insights into the project's progress, activities, alignment with guidelines, and adherence to best practices. By examining these documents, the selected offeror will establish a solid foundation for the subsequent stages of the Impact Assessment.

* 1. **Report**

The Impact Assessment report must include all elements of the analysis indicated above, particularly triangulating different data sources to increase the robustness of findings. The report must have a strong gender analysis focus throughout. Selected offeror is required to submit their draft and final reports in English.

Given that this Impact Assessment will be conducted mid-way through the project’s implementation, it is particularly important for the report to have a specific section on recommendations for FHI 360 based on evidence from the findings that points out whether and to what extent there is a change in the practices of Ma3an's youth and partner CSOs. Specifically, this assessment aims to showcase how the youth have become more engaged in community activities and how they have applied the skills acquired through Ma3an's trainings in their lives beyond the program.

FHI 360 strongly recommends that the offer includes a budget for a professional editor to thoroughly review the text before finalization. The editor should possess expertise in professional writing within the international development sector. The distribution of the Impact Assessment Reports and other related materials resulting from this assessment will be at the discretion of FHI 360 and the funding organization. The selected offeror may not distribute any data or resulting outputs to any party other than FHI 360.

**Draft and Final Report Outline Template:** Upon completion of the assessment, the selected offeror will submit a draft and final report in English, formulated in a clear and easily understandable manner using the following reporting template:

1. Table of Contents
2. List of Figures
3. Acronyms
4. Ma3an Impact Assessment Summary with Key indicators
5. Executive Summary

5.1 Ma3an Impact Assessment Overview

5.2 Key Findings by Research Question

5.3 Key Findings by Technical Component

5.4 Key Findings by Community

5.5 Key Summary Conclusions and Recommendations

1. Introduction

6.1 Project Background

6.2 Operating Context

6.3 Purpose of the Impact Assessment

1. Methodology
   1. Study Methodology
   2. Data Collection
   3. Sampling
   4. Data Quality Control
   5. Respondent demographics
   6. Study challenges and limitation
2. Detailed Findings
   1. Detailed Findings by Research Questions (1/2-page per Research Question)
   2. Detailed Findings by Technical Component (1/2-page per Technical Component)
   3. Detailed Findings by Community (1/2-page per governorate)
   4. Stories of Change by Community (1 per community)
3. Conclusion
   1. Overall Conclusion
   2. Conclusion by Research Questions and Community
   3. Conclusion by Technical Component
4. Recommendations
   1. Overall Recommendations
   2. Recommendations by Technical Component
5. Annexes
   1. Impact Assessment SOW
   2. Methodology
   3. Impact Assessment Data Collections Tools
   4. Impact Assessment Work Plan
   5. Additional Disaggregation of Research Questions
   6. Additional Disaggregation of Community

Additionally, the selected offeror will be required to submit a 20-page report, at maximum, in English summarizing all the above to Ma3an. The selected offeror will also be required to submit a separate governorate profiles and comparative analysis to Ma3an.

**2.8 Dissemination**

The offeror shall organize learning sessions with FHI 360/Ma3an in which the Impact Assessment’s findings and recommendations are thoroughly discussed to enable continued improvements in project design and delivery. FHI 360/Ma3an, as the funding entity of this work, is the owner of all data and solely responsible for any dissemination. The offeror must commit to protecting all data and not sharing any data or resulting outputs with anyone other than the FHI 360/Ma3an team. FHI 360/Ma3an will determine a dissemination plan after receiving all raw data, corresponding analyses, and the report. See Section 2.11 for more on FHI 360/Ma3an’s role in Quality Assurance.

**2.9 Target Audience**

The target audience of this Assessment are the main project stakeholders, including USAID/Tunisia Democracy and Governance Office, broader USAID/Tunisia Mission, CSOs, youth, the CNLCT, MOE, and municipal governments of the 33 communities that Ma3an has targeted for assistance. Results from the Impact Assessment are also expected to inform the broader international development and research community involved in similar work.

**2.10 Expectations for the Impact Assessment Team**

* Collaborate with Ma3an to develop and revise the Impact Assessment design, including a rigorous yet cost effective sampling approach.
* Collaborate with Ma3an to refine the Impact Assessment workplan.
* Implement the Impact Assessment workplan and analyze all data.
* Meet with Ma3an team, as required, to discuss progress.
* Produce an Impact Assessment report.
* Present findings to both Ma3an and USAID.

**2.11 Timeline**

FHI 360 anticipates a period of performance of approximately twelve (12) weeks for this scope of work. The period of implementation of this assignment will commence with the period beginning October 2023 until end-January 2024, immediately after contract signature, and will be completed with submission/approval of the data collected and final reports. Emphasis has been placed throughout this document on the need to coordinate and structure ongoing activities in parallel, as a result of time constraints.

The indicative calendar below may be amended by the selected offeror in its proposal, in accordance with the proposed activity schedule:

| **TASK** | **TIMELINE** | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **W1** | **W2** | **W3** | **W4** | **W5** | **W6** | **W7** | **W8** | **W9** | **W10** | **W11** | **W12** |
| Methodology design,  Internal interviews with Ma3an technical staff | xx |  |  |  |  |  |  |  |  |  |  |  |
| Data collection training | xx |  |  |  |  |  |  |  |  |  |  |  |
| Timetable for fieldwork |  | xx |  |  |  |  |  |  |  |  |  |  |
| Field work/ data collection implementation |  |  | xx | xx | xx | xx |  |  |  |  |  |  |
| Data analysis and process |  |  |  | xx | xx | xx |  |  |  |  |  |  |
| Final data submission in English and data collection language (Tunisian Arabic) |  |  |  |  | xx | xx |  |  |  |  |  |  |
| Draft Impact Assessment report and research questions report |  |  |  |  |  | xx | xx | xx |  |  |  |  |
| Ma3an review of the draft report |  |  |  |  |  |  | xx | xx |  |  |  |  |
| Submission of final draft report |  |  |  |  |  |  | xx | xx | xx |  |  |  |
| Community profiles and comparative analysis |  |  |  |  |  |  |  |  | xx | xx | xx | xx |
| Submission of Stories of Change |  |  |  |  |  |  |  |  | xx | xx | xx | xx |
| Presentation of Impact Assessment findings |  |  |  |  |  |  |  |  | xx | xx | xx | xx |
| Final Impact Assessment report and 20-page summary report for Ma3an client submitted in English |  |  |  |  |  |  |  |  | xx | xx | xx | xx |

**2.12 Schedule of Milestones and Deliverables**

The table below lists milestones and deliverables and schedule for completion.

| **Milestone** | **Milestone's Description and Required Documentation** | **Time frame for submission** | **Deliverables** | **Anticipated Completion Dates** |
| --- | --- | --- | --- | --- |
| Milestone 1 | **Preparation.**  **Task #1**: Participate in planning and organizing meetings. Develop and finalize methodology including proposed team, sampling approach, data collection schedule, evaluation methodology, and data collection tools. | One (1) week following the assignment kick-off | 1. Impact Assessment Workplan and Design Methodology (draft Impact Assessment methodology including targeted technical component and communities).  2. Summary of the training material, training Plan and training Power Point Presentations (English and Tunisian Arabic).  3. Data collection plan (per technical component and communities); data collection tools and protocols in English and Tunisian Arabic. | Two Weeks from Contract Start Date |
| **Task #2** Revised methodology. | Two (2) weeks following the assignment kick-off. |
| Milestone 2 | **Implementation.**  **Task #3**: Conduct data collection per the defined Methodology.  **Task #4:** Prepare and provide status update on the data collection, including potential challenges, emerging opportunities, and preliminary findings. | 3-6 weeks following the assignment kick-off | 4. Field work/ data collection implementation report  5. Raw data files (Excel (.xlsx or .csv; Database files (.mdb, .sqlite, .sql); Statistical software formats)  6. Data Collection tools, protocols  7. Data analysis plan and process report  8. Data analysis files: Data cleaning and preprocessing documentation, exploratory data analysis, analysis results, visualizations, documentation of methods of code | Six Weeks from Contract Start Date |
| Milestone 3 | **Reporting.**  **Task# 5:** Comprehensive 1st draft final and research questions report for review, which includes the detailed Findings. | 7-8 weeks following the assignment kick-off | 9. Draft Impact Assessment report and research questions report (Draft Detailed Findings by Research Questions + Detailed Findings by Programmatic Component + Detailed Findings by Community)  The report shall include all required information as stated in the scope of work under the activity description paragraph.  The report must be submitted in English. | 8 Weeks from Contract Start Date |
| Milestone 4 | **Presentation and closing.**  **Task #6:**  1. Presentation in PowerPoint explaining the main findings  2. Separate governorate profiles and comparative analysis  3. Final report and 20-page summary report for Ma3an client submitted in English | 9-12 weeks following the assignment kick-off | 10. FINAL Impact Assessment report and research questions report (Detailed Findings by Research Questions + Detailed Findings by Programmatic Component + Detailed Findings by Community)  11. Community profiles and comparative analysis  12. Submission of Stories of Change  13. Presentation of Impact Assessment findings  14. Final Impact Assessment report and 20-page summary report for Ma3an client submitted in English | 12 Weeks from Contract Start Date |

Ma3an reserves the right to provide feedback, comments, and questions for each deliverable prior to its approval. The above timeline is illustrative, and the final timeline will be set during negotiation, however the estimated duration of the contract will be 12 weeks from award to close.

**2.13 Quality Assurance**

This Impact Assessment is being funded by USAID through FHI 360/Ma3an and therefore, all data collected are owned by FHI 360/Ma3an. FHI 360/Ma3an expects the chosen Offeror to safeguard all data collected throughout the duration of the Assessment, and to provide all raw data, data collection and analysis plans and tools, and outputs resulting from the analyses by the end of the contract period. The chosen Offeror will be expected to collaborate with FHI 360/Ma3an, and USAID (as required), in refining Assessment design, tools, approaches, and resulting outputs. FHI 360/Ma3an will have weekly progress calls with the Team Leader and will expect reports on data quality for verification/continuous improvement as data are being collected. The specifics of Assessment Quality Assurance by FHI 360/Ma3an will be included in the contract and discussed during Assessment kick-off.

**2.14 Place of Performance**

The selected contractor shall perform the work at their own facility and, for a minimum duration of 12 weeks covering the selected communities in Tunisia.

**3. INFORMATION REQUIRED IN THE RESPONSE**

All companies/firms that wish to participate in the process are required to complete a proposal. The information provided will be used to assess your suitability to qualify for selection of the services mentioned above.

**3.1 Required Documentation**

Interested applicants must submit the following documents:

1. Technical Application**:** The Technical Application should not exceed 15 pages exclusive of cover page and table of content and must be in Times New Roman font 12 pt. single spaced. The technical application Form must be submitted in English.

The Technical Proposal should include the following elements:

* Organizational Profile;
* Evidence of local knowledge related to the topic;
* Research questions to be answered;
* Methodology;
* Implementation plan that explains the steps, in chronological order, that will be applied to answer the objectives and scope of the assignment;
* Limitations and risk involved in your proposed methodological and implementation approach;
* Coordination plan that clearly describes the practical steps you will take to obtain necessary approvals in target provinces, if applicable, and coordination with the Ma3an team.
* Work Plan and schedule that identifies the major tasks and subtasks anticipated by the offeror with the completion of the assignment.
* Key Staff involved and project management overview.

1. Budget Application:There is no page limit to the budget application.
   1. Please submit a summary and detailed line-item budget with filled budget notes using the template provided in Attachment A (Budget Template). The budget should be for the entire period of performance.
   2. All costs should be factored into the budget, including all travel and training-related costs.
   3. The budget notes should provide a detailed description of each budgeted cost so a complete analysis of all the proposed costs/prices can be made. They are not a repetition of what has been portrayed in the line items, but rather how did the organization arrive at unit prices, salary rates, justification of market competitiveness of prices.
   4. All projected costs must be in accordance with the organization’s standard practices and policies.
   5. Budgets must be sufficiently detailed to demonstrate cost reasonableness and completeness. The budget should include details of calculations, including quantities, unit costs, and other similar quantitative detail.  Offerors including budget information determined to be unreasonable, incomplete, unnecessary for the completion of the proposed project, or based on a methodology that is not adequately supported may be deemed unacceptable.
   6. Vendors should submit competitive pricing.
   7. Please note the contract will be made in local currency depending on the selected bidder.
2. CV of key personnel:Please provide CVs for project team leader and other key staff working on this activity, including relevant examples of research in Tunisia and/or the region. There is no page limit for the CVs.
3. Past performance/experience information: The offeror must provide three examples of the most recently completed Impact Assessments, Impact Evaluations, or studies conducted in the past 5 years.
4. References:Two references from organizations commissioning previous Impact Assessments.
5. Contact information: This should include full name, email contact and address of a point of contact to discuss the application and who is authorized to negotiate terms and conditions.
6. SAM.gov registration: If not already registered, the agency shall register on SAM.gov and provide proof that their submission has been received for processing.
7. UEI number: The agency shall be required to have a UEI number upon awarding of the contract.

**3.2 Application Format**

The technical application should be submitted in Microsoft Word and the Budget should be submitted in Microsoft Excel.

The proposals shall be typed in English and shall be signed by the applicant or by a person duly authorized to bind the applicant to the contract.

**4. EVALUATION PROCESS**

Proposals will be reviewed and awarded by an evaluation panel. A technical evaluation committee will review all technical proposals using the Evaluation Criteria detailed below.

It is anticipated that the award will be made within 5 weeks after the submission deadline. Final negotiations and award will be managed by FHI 360.

Bids must first meet the mandatory requirements before their technical and cost proposals will be reviewed. Those bids not meeting the mandatory requirements will be automatically rejected.

**The mandatory requirements are:**

|  |  |  |
| --- | --- | --- |
|  | **MANDATORY REQUIREMENTS** | **MEETS REQUIREMENT** |
| **1** | Proof of legal registration. | YES/NO |
| **2** | The technical application is in English, submitted on time and within the page limitation established. | YES/NO |
| **3** | Budget Application using the provided template. | YES/NO |
| **4** | CVs of key personnel | YES/NO |
| **5** | Past performance/experience information including three examples of the most recently completed Impact Assessments, Impact Evaluations, or studies conducted in the past 5 years | YES/NO |
| **6** | Two references | YES/NO |

Bids satisfying the mandatory requirements will then be evaluated for technical strengths and cost.

**4.1 Eligibility criteria**

Offerors must meet the following eligibility criteria to be considered:

* The company/firm is operational and is a legally registered.
* The company/firm has a demonstrated track record in evaluation.
* Must not be listed in any US Government and International excluded parties list due to their affiliation with unlawful activities.

In addition, Ma3an expects offerors to demonstrate the following qualifications to submit a competitive proposal in response to this RFP:

1. Contractor must have demonstrable experience with similar commercial and/or non-profit projects and having the latest technical, managerial, and administrative experience necessary to complete the tasks listed above.
2. Contractor must have demonstrable experience in conducting Impact Assessment or evaluations for various international donors, preferably including USAID.
3. Contractor must have proven and recent experience in using Mixed Methods approach.
4. Contractor must have demonstrable experience in positive youth development and community empowerment projects.
5. Contractor must have fluency in English and Arabic language.
6. Contractor must guarantee timely delivery of required tasks and deliverables.

**4.2 Evaluation Criteria**

FHI 360 will assess the technical quality of the proposed approach and methodology, management and institutional capacity including staffing, and the reasonableness, completeness, and cost effectiveness of the proposed budget.All applications will be reviewed by an internal review panel comprised of Ma3an staff. The specific evaluation criteria, as well as their relative value, are listed below.

| **Evaluation Criteria** | **Weight** |
| --- | --- |
| 1. **Technical Approach:** The quality and feasibility of proposed approach (i.e., and whether potential risks have been sufficiently mitigated). Specific criteria:  * The degree to which the technical application proposes technically-sound approaches to achieve the deliverables described in the scope of work, including the strength of the methodology and the utility of the proposed deliverable(s). * The extent to which the applicant’s activity schedule is well-defined and realistic. * The extent to which the approach demonstrates an understanding of potential risks and appropriate mitigation measures. | **40 points** |
| 1. **Past Experience and Technical Capacity:** Evidence of the organization’s capability to undertake, oversee, and accomplish the proposed evaluations on time and within budget. Specific criteria:  * Previous experience in conducting Impact Assessment or evaluations in general and particularly in Tunisia/ North Africa. * Previous experience in using Mixed-method approaches. * Previous experience in positive youth development and community empowerment projects * The applicant demonstrates an institutional record of successful programs in relevant areas. * Language capabilities * Relevance of the background, qualifications, reputation, and skills of the key personnel who will be overseeing the evaluations process. | **30 points** |
| 1. **Financial Proposal:** Offerors are requested to clearly demonstrate how their proposals offer Value for Money and provide clear justification for the level of inputs and size of team proposed. The maximum number of points will be allotted to the lowest price proposal that meets the threshold points in the evaluation of Merit Review Categories A and B (Technical Approach and Past Experience and Technical Capacity). All other price proposals will receive points in inverse proportion to the lowest. Specific criteria:  * Proposed costs are reasonable. * Proposed costs reflect a clear understanding of the scope of work requirements. * Proposed planned costs ensure optimal delivery of the proposed activities | **30 points** |
| **Total:** | **100 points** |

**5. DEADLINE**

All submissions to this RFP must be received no later than **August 30, 2023, by 5:00PM UTC+1 (Tunis) time**. Any offers received after this date and time may not be accepted and shall be considered non-responsive. FHI 360 will not compensate organizations for the preparation of its response to this expression of interest.

Submissions should be emailed to [Grantstunisia@ma3an.org](mailto:Grantstunisia@ma3an.org).

**6. QUESTIONS CONCERNING THE RFP**

All inquiries and requests for information affecting this RFP must be submitted by e-mail to [Grantstunisia@ma3an.org](mailto:Grantstunisia@ma3an.org) by **August 22, 2023, by 5:00PM UTC+1 (Tunis) time**. Please include the following in the subject line of the email: **RFP-Ma3an Impact Assessment.**

Inquiries and answers to inquiries will be shared with all other bidding organizations/offers by **August 25, 2023, by 5:00PM UTC+1 (Tunis) time**. Verbal or telephone responses will not be accepted.

**7. TERMS AND CONDITIONS**

Offerors are responsible for review of the terms and conditions described below and in the award budget template attached. If relevant, particular attention should be paid to clauses regarding USAID geographic code, marking and branding requirements and equipment and commodity purchases.

**EXECUTIVE ORDER 13224 ON TERRORIST FINANCING**

Offerors are informed that FHI 360 complies with U.S. Sanctions and Embargo Laws and Regulations including Executive Order 13224 on Terrorist Financing, which effectively prohibits transactions with persons or entities that commit, threaten to commit, or support terrorism. Any person or entity that participates in this bidding process, either as a prime or sub to the prime, must certify as part of the bid that he or it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. FHI 360 shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible.

Firms or individuals that are included on the Excluded Parties List System ([www.sam.gov](http://www.sam.gov)) shall not be eligible for financing and shall not be used to provide any commodities or services contemplated by this RFP.

**Source of Funding and Geographic Code**

Any award issued under this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations. The authorized USAID geographic code for this RFP and any resulting award is Code 937. All commodities and services supplied under any subcontract resulting from this RFP must meet this geographic code in accordance with the US Code of Federal Regulations (CFR), 22 CFR §228.

**Withdrawal of proposals**

Offerors may withdraw proposals by written notice via email received at any time before award.

**Right to Select/Reject**

FHI 360 reserves the right to select and negotiate with those firms/organizations/individuals it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. FHI 360 also reserves the right to reject any or all proposals received without explanation.

CLIENT PRIOR APPROVAL

The selected offeror will be subject to funding agency approval before a subcontract can be awarded. Therefore, organizations are reminded that there may be delays for this process to be completed. In addition, should such approval not be given, this subcontract cannot be awarded.

REQUEST FOR PROPOSAL FIRM GUARANTEE

All information submitted in connection with this RFP will be valid for 90 (ninety) days from the RFP due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is awarded the contract, all information in the RFP and negotiation process is contractually binding.

**Disclaimer**

1. Offerors will not be reimbursed for the cost incurred in preparation and submission of a proposal. All preparation and submission costs are at the Offeror’s expense.
2. This RFP represents only a definition of requirements. It is merely an invitation for submission of proposals and does not legally obligate FHI 360 to accept any of the submitted proposals in whole or in part, nor is FHI 360 obligated to select the lowest priced proposal.
3. FHI 360 reserves the right to negotiate with any or all firms, both with respect to price, cost and/or scope of services.
4. FHI 360 reserves the right to independently negotiate with any offeror, or to make an award without conducting discussion based solely on the written proposals if it decides it is in its best interest to do so. FHI 360 reserves the right to fund any or none of the proposals received.
5. FHI 360 reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions.
6. FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
7. FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
8. FHI 360 reserves the right to check applicant’s donor reference.

**Offer Verification**

FHI 360 may contact offerors to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.

**False Statements in Offer**

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments. Failure to submit correct, complete and accurate information shall lead to automatic disqualification.

**Conflict of Interest**

Offerors must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award or awards. Failure to provide full and open disclosure may result in FHI 360 having to re-evaluate selection of a potential offeror.

**Reserved Rights**

All RFP responses become the property of FHI 360 and FHI 360 reserves the right in its sole

discretion to:

* Disqualify any offer based on offeror failure to follow solicitation instructions;
* Waive any deviations by offerors from the requirements of this solicitation that in FHI 360's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
* Extend the time for submission of all RFP responses after notification to all offerors;
* Terminate or modify the RFP process at any time and re-issue the RFP to whomever FHI 360 deems appropriate;
* Issue an award based on the initial evaluation of offers without discussion.

**Governing Law and Language**

This solicitation and any resulting contract shall be interpreted in accordance with the laws of the U.S. Government. The English language version of this solicitation and any resulting contract shall govern, and all notices pursuant to the provisions of this solicitation and any resulting contract shall be in English.

**Certification of Independent Price Determination**

(a) The offeror certifies that--

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;

(ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through

(a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Offeror understands and agrees that --

(1) Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

(2) Discovery of any violation after award to the offeror will result in the termination of the award for default.

**Award and Notification of Selected Proposals**

1. Prior to the expiration period of proposal validity, FHI 360 will notify the successful offeror (s) who submitted the highest scoring proposals in writing by registered letter, email, or facsimile and invite it or them to negotiate the contract.
2. The aim will be to reach agreement on all points and draft an initial contract by the conclusion of negotiations.
3. Negotiations will commence with a discussion of the offeror’s technical proposal, schedule of activities, staffing and any suggestions you may have made to improve upon the Scope of Work. Agreement must then be reached on the final deliverables, staffing, logistics and reporting. Special attention will be paid to define clearly the inputs required from FHI 360 to ensure satisfactory implementation of the assignment. Changes agreed upon will then be reflected in the financial proposal, using proposed unit rates.
4. Having selected the Subcontractor(s) on the basis of an evaluation of proposed key professional staff among other things, FHI 360 expects to negotiate a contract or contracts on the basis of the staff named in the proposal and, prior to contract negotiations, will require assurance that these staff will be actually available. FHI 360 will not consider substitutions during contract negotiations except in cases of unexpected delays in the starting date or incapacity of key professional staff for reasons of health.
5. The negotiations will be concluded with a review of the draft form of the contract (s). FHI 360 and the offeror(s) shall finalize the contract(s) to conclude negotiations.
6. The contract will be awarded after successful negotiations with the selected offeror. If negotiations fail, FHI 360 will invite the offeror having obtained the second highest score to contract negotiations.
7. Any selected firm(s) will be required to complete a Financial Pre-Award Assessment in order for FHI 360 to ascertain that the organization has the capacity to perform successfully under the terms and conditions of the proposed award. As part of the Pre-Award Assessment process the firm will also be requested to submit a financial audit report from the previous fiscal year. In addition, payroll records and other financial information may be requested to support budgeted costs.
8. Issuance of this Request for Proposal does not constitute an award commitment on the part of FHI 360 nor does it commit FHI 360 to pay for the costs incurred in the submission of a proposal to the RFP. Furthermore, FHI 360 reserves the right to reject any or all offers received and to negotiate separately with an offeror, if such action is considered to be in the best interest of FHI 360’s client organization, the U.S. Agency for International Development.
9. FHI 360 may evaluate offers in response to this solicitation without discussions and will award a contract to the responsible offeror whose offer, conforming to the solicitation, will be most advantageous to FHI 360 based on the technical factors specified in this solicitation and the price.

FHI 360 reserves the right to:

* + 1. Reject any or all offers;
    2. Accept other than the lowest-price offer; and/or
    3. Waive informalities or minor irregularities in offers received.

1. Please note that if you consider that your firm does not have all the expertise for the assignment, there is no objection to your firm associating with another firm to enable a full range of expertise to be presented. However, joint ventures between firms on the shortlist are not permitted without the prior approval of FHI 360. The request for a joint venture should be accompanied with full details of the proposed association.

# ATTACHMENTS

Attachment A – Budget Template

Attachment B – FHI 360 Subcontract Terms and Conditions

**[END OF RFP]**

1. Youth In Development Policy 2022 Companion Guide. Available from https://www.usaid.gov/sites/default/files/2022-12/Youth-Policy-2022-Companion-Guide-508.pdf [↑](#footnote-ref-2)
2. The wording for the standard indicator is taken from the current USAID Youth in Development Policy 2022 (page 18). https://www.usaid.gov/sites/default/files/documents/Youth-Policy-2022-Companion-Guide-508.pdf [↑](#footnote-ref-3)