PROCUREMENT NOTICE

Date: 09 September 2022

Country: Kenya

KEN/IC/055/2022

EVALUATION EXPERT- AMKENI WAKENYA END TERM EVALUATION (2015-2022)

Period of assignment/services: 30 working days

Firms are not eligible for this consultancy assignment. Open to National Individual Consultants only.

Background

Amkeni Wakenya is a UNDP led facility set up to promote democratic governance in Kenya. The name “Amkeni Wakenya” is inspired by the second stanza of the National Anthem that calls upon all Kenyans to arise and actively participate in nation-building. The facility is currently in phase two (2015-2022) of project implementation. Domiciled in UNDP-Kenya’s Governance and Inclusive Growth (GIG) Unit, the project provides technical and financial support to civil society organizations (CSOs) that promote human rights and democratic governance.

This independent end-term evaluation seeks to assess the extent of the achievement of the intended results during the second phase of Amkeni Wakenya. The end term evaluation will capture the results and lessons learnt from the Mid-term Review of 2021. It shall also evaluate the role that Amkeni and other partners have played in this regard. The End term evaluation will also help to clarify underlying factors affecting the project, highlight unintended consequences (positive and negative), generate lessons learnt, highlight the results achieved, document the challenges and recommend actions to improve performance in future programming.

End Term Evaluation Deliverables

The deliverables for this evaluation will include the following documents:

- **Inception Report**: The inception report will be jointly developed by the evaluation team leader, the cross-cutting issues expert and the evaluation expert. It should detail the evaluators’ understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of proposed methods, proposed sources of data and data collection procedures. This will consist of but is not limited to the following sections: a). Stakeholder map b). Evaluation matrix including evaluation questions, codification, indicators, data collection methods, sources of information; c). Overall evaluation design and methodology including sampling techniques to be applied; d). Description of data gaps, including techniques and tools to be used (e.g., Focus Group Discussions, Key Informant Interviews, etc.); and detailed work plan of the assignment.
- **Draft Evaluation report** which will be presented to stakeholders in a workshop (physical, virtual or hybrid).
- **Final Evaluation report** incorporating stakeholder inputs. The report format will include but not limited to: Executive summary, introduction, the development context, findings and conclusions, lessons learnt, and recommendations
- **A PowerPoint presentation** on main findings, conclusions and recommendations of the evaluation for dissemination and debriefing purposes.
- **An electronic version** of data collected, and data sets analysed.

**Qualifications and Evaluation Criteria (Minimum 70 points)**

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<th>Criterion</th>
<th>Weight</th>
<th>Max. Points</th>
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<tr>
<td>At least seven (7) years of providing evaluation services and executing M&amp;E activities—which includes conducting evaluations for UN</td>
<td>15%</td>
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<td>Experience in developing monitoring tools, including baseline data collection, questionnaire formation, data analysis and interpretations.</td>
<td>30%</td>
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<td>Prior experience in working with UN counterparts.</td>
<td>5%</td>
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<td>Strong organizational, writing, research, quantitative, and interpersonal skills.</td>
<td>20%</td>
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<td>Technical proposal</td>
<td>30%</td>
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<td><strong>Total for M&amp;E Expert</strong></td>
<td>100%</td>
<td>100</td>
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**Application Process**

Applicants are requested to submit their all-inclusive fee proposal in Kenya Shillings using the financial proposal template provided (Offeror's letter to UNDP). The financial proposal should be all-inclusive and include a breakdown. The term 'all-inclusive" implies that all costs (professional fees, travel-related expenses including to Nakuru, Uasin-Gishu, Kisumu, Mombasa, Tana River, Lamu, Garissa, Wajir, Mandera, Marsabit, Moyale, Kwale, Kitui, Turkana and Kilifi. Communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor will be factored into the financial proposal.

Financial evaluation (maximum 30 points):

The following formula will be used to evaluate the financial proposal:

\[ p = y \left( \frac{\mu}{z} \right), \]

where

- \( p \) = points for the financial proposal being evaluated
- \( y \) = maximum number of points for the financial proposal
- \( \mu \) = price of the lowest-priced proposal
- \( z \) = price of the proposal being evaluated
Duration of the Work

30 working days

13. Application process

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae

2. Proposal for implementing the assignment - template provided

3. Offeror’s letter to UNDP - template provided

Note: Email attachments must not exceed 5MB. Please split files if they exceed this size.

The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Applications should be sent to consultants.ken@undp.org to reach us not later than Wednesday, 21 September 2022 on or before 5.00 P.M (GMT+3.00)


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For any clarifications, please write to undp.kenya.procurement@undp.org

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