

RFP No. 20-07-2023: Proponent Questions

Summative Evaluation

August 15, 2023

The following document is a compilation of all questions submitted by proponents for the Summative Evaluation RFP No. 20-07-2023 and the corresponding answers from Nutrition International.

1. **Section 4.1.2, point c: please could you clarify if this means that we should demonstrate that we have conducted an evaluation of a programme with a value of CAD \$50M or more?**

The criteria means that the agency/team has previously evaluated a programme with a value of CAD \$50M or more.

2. **Regarding the nature of the data collection for field-based country studies (section 3.3.4) can we assume that the Country Research Specialists could carry out in-person interviews if their homebase aligns with the location of the respective office/stakeholder?**

Ideally it is expected that proponents appoint Country Research Specialists that support localized field-based case studies, including data collection, focus group discussions and key informant interviews. It is up to the proponent to propose a team structure that meets the objectives of the RFP.

3. **Please clarify the meaning of the last clause in 4.1.2- “Where the experience must have been acquired in the role of Team Leader and completed within fifteen (15) years of the closing date of the eventual RFP”.**

This means that by September 10th, 2023 (closing date of this RFP), the Team Leader being proposed for this summative evaluation must meet all of the experience criteria stated in section 4.1.2.

4. **Please clarify w.r.t. clause 4.1.2, whether we need to have at least 2 projects meeting any of the listed 6 criteria or do we need to have done minimum 2 projects for each of the 6 listed criteria in clause 4.1.2.**

A minimum of 2 projects in your portfolio, each of which meet the full list of 6 criteria.

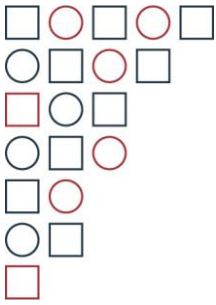
5. **Are you only accepting Canadian companies or are you also accepting companies from other countries?**

This RFP is open to organizations globally.

6. **What is the required size of the country research specialist team?**

There is no specific size requirement for the country research specialist team. Proponents should propose teams that are right sized for the work proposed.

7. **In section 4.1.4, it states that “Proponents must submit at least one (1) completed Development Evaluation Assignment, demonstrating that the proposed Evaluation Team Leader (ETL) has: Led, managed and fully**



conducted (design, implementation and reporting) at least one (1) Development Evaluation Assignment of Similar Size, Duration, Scope, and Complexity. That meets the requirements established in section 4.1.2.” We have not done a DEA with an evaluation value of \$50M CAD however, our experience conducting evaluations is vast. We have done evaluations of ongoing nutrition programs, evaluations of advanced analytics and modelling approaches from different organizations and provided feedback for improvement, and evaluations of an organization’s technical capacity & provided recommendations among others. Would we be screened out because of this criteria (having done a DEA with an evaluation value of \$50CAD)?

Proponents should be able to demonstrate that they have conducted a minimum of 2 completed Development Evaluation Assignments on a program that has a minimum value of \$50M CAD. Proponents that do not meet these criteria will not be eligible for this RFP.

- 8. In section 4.1.2., it is states that “For each Development Evaluation Assignment, the organization will be required to provide a sample of their work and client-signed proof that the work was completed satisfactorily.” What is meant by “sample of their work”? An entire report or sections of the evaluation?**

A sample of work in this instance would be a fully completed evaluation document and/or report and/or equivalent.

- 9. Can we confirm that the evaluability assessment is to be included within and delivered with the Work Plan, and not a separate, prior report? We are asking this question because recent GAC-commissioned evaluations typically require a separate evaluability assessment prior to the work plan. This is because the evaluability assessment (as stated in this RFP also) among other things "will assess the feasibility of conducting the evaluation," so there is at least a theoretical possibility of finding that it is not feasible to go ahead with the evaluation.**

Yes, the evaluability assessment is included in the draft Evaluation Work Plan that follows the structure as set out in Annex A1.1 – Evaluation Work Plan, to be submitted 8-10 weeks from the start of the project.

- 10. Does monitoring work count towards meeting the required qualifications under 4.1.2? Or is the criteria strictly for evaluations?**

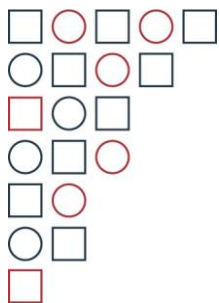
The criteria is strictly for evaluations.

- 11. Are the requirements under 4.1.2 applicable to the team lead/senior evaluator, or the agency as a whole?**

The requirements under 4.1.2 are applicable to the agency as a whole.

Please do note that section 4.1.4. Team qualifications highlights the specific requirements for the Evaluation Team Leader (ETL) which are:

Proponents must submit at least one (1) completed Development Evaluation Assignment, demonstrating that the proposed Evaluation Team Leader (ETL) has: Led, managed and



fully conducted (design, implementation and reporting) at least one (1) Development Evaluation Assignment of Similar Size, Duration, Scope, and Complexity. That meets the requirements established in section 4.1.2.

- 12. If the requirements under 4.1.2 are specifically for the Team Lead/senior evaluator, must they demonstrate two examples of meeting all the criteria under 4.1.2? Or is it possible to have one example that meets all the requirements and other evaluation experience that do not necessarily satisfy all the criteria?**

The agency as a whole must demonstrate two examples of meeting all of the criteria.

Please do note that section 4.1.4. Team qualifications highlights the specific requirements for the Evaluation Team Leader (ETL) which are:

Proponents must submit at least one (1) completed Development Evaluation Assignment, demonstrating that the proposed Evaluation Team Leader (ETL) has: Led, managed and fully conducted (design, implementation and reporting) at least one (1) Development Evaluation Assignment of Similar Size, Duration, Scope, and Complexity. That meets the requirements established in section 4.1.2.

- 13. What is the quality of the quantitative data that will be provided by NI? Will it require extensive cleaning? What software would be required to analyze this data? For example, could it be analyzed with Excel?**

The quantitative data that will be provided by NI will not require any cleaning and can be analyzed with Excel, SPSS or Stata.

- 14. Do all the team roles, including all the country specialists, need to be filled for the proposal, or could they be selected after the contract is awarded?**

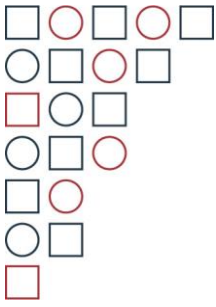
Please refer to section 4.1.4 Team Qualifications of the RFP. Proponents must propose a Core Evaluation Team that has demonstrated expertise in nutrition and gender equality, comprising of at least the following members: a) Evaluation Team Leader b) Senior Evaluator.

Other team roles may be selected after the contract is awarded. Proponents are encouraged to submit all selected known profiles to strengthen their proposals.

- 15. Does the guidance on travel in section 9 mean that travel for the core team members to the case study countries is not expected/required/desired?**

The expectation is that proponents will engage a localized approach that considers carbon footprint and an efficient use of financial resources. As indicated in the RFP document, ***where possible local staff should be empowered and supported to conduct evaluation work***, and virtual data collection should be used where relevant. These parameters should be considered in the context of localization, environmental sustainability, and financial efficiencies. Proposals submitted will be assessed in line with these expectations.

- 16. Does the guidance in section 3.3.4 about case study data collection mean domestic travel for in-person data collection should also be minimized? Does it mean that the country specialists are expected to conduct most data collection for the case studies remotely?**



Section 3.3.4 Field Based Country Case Studies indicates that a small budget will be allocated for domestic travel for in-person data collection, only if:

- 1) It is safe to do so, and both national and local regulations allow domestic travel;
- 2) If hard-to-reach groups are identified who may not have easy or equitable access to technology to participate in virtual focus groups or interviews.

Proponents should propose reasonable case study and site visit expenses based on the expectations as stated in the RFP.

- 17. Following on the above question, if it is expected that even the country case data collection will be mostly or entirely remote, are all key stakeholders either located in capitals or do all have access to reliable internet connections to facilitate remote data collection? Is data collection expected with all categories of direct beneficiaries, such as children, women, adolescents, or health workers (groups for whom remote data collection might be difficult)?**

NI staff and stakeholders are located in capital cities and across various states/provinces. For those stakeholders that do not have satisfactory internet connection to conduct remote consultation, section 3.3.4 Field Based Country Case Studies of the Scope of Work applies. Yes, data collection is expected with all categories of direct beneficiaries including program participants/beneficiaries such as adolescent girls and boys, national and local government officials, service providers, and decision/policy makers as well as other actors, such as participating NGOs, multilateral organizations, and Civil Society Organizations.