



USAID
FROM THE AMERICAN PEOPLE

REQUEST FOR PROPOSAL

Date: **Wednesday, October 23, 2024**
Subject: **Request for Proposals to conduct USAID-funded activity final evaluation**
RFP Number: **RFP-1092-25-01**
Offer Deadline: **Friday, November 8, 2024 5:00 pm EST (Washington, D.C.)**

Counterpart International (hereafter Counterpart) is soliciting proposals from qualified firms or individuals to **conduct a final evaluation study** as described in this Request for Proposals (RFP). These services are required under the **USAID/Timor-Leste NGO Advocacy for Good Governance Activity** (Contract No. 72047220C00001) funded by the **United States Agency for International Development (USAID)**.

Firms and individuals invited by Counterpart (hereafter "Bidders or Offerors") to submit proposals (hereafter "bids" or "offers") for the services described in the attached technical specifications (section II) are under no obligation to do so. The Bidder shall bear all costs associated with the preparation and submission of its proposal. Counterpart will in no case be responsible or liable for those costs, regardless of the conduct or outcome of this solicitation.

This Request for Proposal includes the following sections:

- I. Instructions to Bidders
- II. Technical Specifications
- III. Technical Proposal Submission Sheet

All correspondence and/or inquiries regarding this RFP should be requested in accordance with the enclosed Instructions to Bidders (Section I, Clause 10, Clarification of Bidding Documents).

The Instructions to Bidders (hereafter ITB) shall not form part of the bid or any resulting **firm-fixed-price contract/independent consulting agreement**. They are intended to aid Bidders in the preparation of bids. For purposes of interpreting these ITB, unless otherwise stated, the number of days stated herein shall be consecutive calendar days.

Submission of bids should be completed in accordance with the enclosed Instructions to Bidders (Section I, Clause 11, Submission of Bids).

TABLE OF CONTENTS

SECTION I. INSTRUCTIONS TO BIDDERS.....	3
SECTION II. TECHNICAL SPECIFICATIONS	7
SECTION III. TECHNICAL PROPOSAL SUBMISSION SHEET	14

SECTION I. INSTRUCTIONS TO BIDDERS

1. Introduction

1.1 **Request for Proposal (RFP) No. RFP-1092-25-01**, dated **Wednesday, October 23, 2024**: Counterpart, acting on behalf of the **USAID/Timor-Leste NGO Advocacy for Good Governance Activity**, is hereby soliciting bids to conduct a **final evaluation of the aforementioned Activity**, as described in Section II, Technical Specifications.

1.2 The USAID/Timor-Leste NGO Advocacy for Good Governance Activity (hereafter “the Activity”) is a five-year, \$9.5 million contract funded by USAID and implemented by Counterpart. The goal of the Activity is to expand the enabling environment for Non-Governmental Organizations (NGOs) in Timor-Leste, including working with nine local NGOs to better deliver on their advocacy missions and effect policy change while also pursuing transformational change that will position each organization for long-term sustainability.

2. Eligible Source Countries for Goods and Services

2.1 All goods and services to be supplied **by an organization/firm** under any **firm-fixed-price contract/independent consulting agreement** resulting from this RFP shall have their origin in countries listed under USAID Geographical Code 937:

937 – “Any area or country including the U.S., cooperating country, and developing countries, excluding advanced developing country.” List of Advanced Developing Countries: <https://2012-2017.usaid.gov/sites/default/files/documents/1876/310mab.pdf>

This Geographical Code provision does not apply to individual bidders/consultants.

2.2 A bidder will be considered ineligible if it has been suspended, debarred, or deemed ineligible, as indicated on (1) the “List of Parties Excluded from Federal Nonprocurement Programs” and/or (2) the “Consolidated Lists of Designated Nationals”. Bidders submitting proposals must (1) be officially licensed to do such business in Timor-Leste and (2) be able to receive USAID funds. In addition, Bidders may be required to provide the following information:

- Documentation to verify licensure (e.g., tax ID, registration certificate, etc.)
- Demonstration of adequate management and financial resources to perform the services in any resulting award
- Satisfactory records of performance history, integrity, and business ethics

3. Preparation of Bids

3.1 Bidders are expected to examine the specifications and all instructions contained in this RFP. Failure to do so shall be at the Bidder's risk.

3.2 A bid prepared by a Bidder and all correspondence related to its bid and exchanged by the Bidder and Counterpart shall be in English.

4. Contents of Bid

4.1 Submitted bids are required to consist of the following documents:

Technical Proposal

1. **Organizational background (for organizations)/professional background (for individual consultants)** showing evidence of prior performance/experience conducting similar evaluations of international development projects, including those funded by USAID;
2. **Outline of proposed services and team, including CVs** of proposed professional staff;
3. **Work Plan and implementation timetable** to address the Specific Tasks under Section II; and
4. **Statement of Qualifications**, referenced in Clause 7.

Price Quote

1. **Price Quote** – Presented in Microsoft Excel, unlocked, and with formulas intact, showing estimated costs by line item across budget categories.
2. **Deliverables Schedule** that details products to be developed/submitted and associated price for each deliverable based on the proposed budget/price quote above.

5. Format and Signing of Bid

- 5.1 The Bidder shall prepare one bid in two parts (technical and price quote) with all the required sections of the proposal typed or written in legible ink and shall be signed by a person duly authorized to bind the Bidder.

6. Price Quote

- 6.1 Bidders shall prepare a price quote in a Microsoft Excel document (unlocked with intact formulas) specifying the detailed cost breakdown and the total price of the services offered in response to this RFP. The Bid shall clearly indicate that the prices shall be for the services per the technical specifications described in Section II – Technical Specifications.
- 6.2 The Bidder shall indicate the unit price in USD for each line item, including the description, the quantity, and the total cost in USD of the Bid, which will comprise the total price of the Bid. If there is any discrepancy between the unit price and the total amount, the unit price shall be considered as correct and the total amount adjusted accordingly. It shall be assumed that the Bidder is not bidding on any item for which a unit price or total amount is not indicated.
- 6.3 Based on the detailed price quote, the Bidder will submit a deliverables schedule that details each product (as specified in Section II, Technical Specifications) to be developed, the timeline for its delivery, and the associated cost for each deliverable.

7. Statement of Qualifications

- 7.1 The Bidder shall include in its bid evidence in support of its technical qualifications and ability to perform the **final evaluation** under the **firm-fixed-price contract/independent consulting agreement** if its bid is accepted. **This shall include references to successful prior projects (3 to 5) of a similar nature which are of key importance.** These references should include contact names, e-mail addresses, and telephone numbers of persons who can be contacted regarding the Bidder's prior performance.

8. Bid Validity Period

- 8.1 Bids shall remain valid until **Monday, February 10, 2025**, which is **ninety (90) days** after the offer deadline. A bid valid for a shorter period shall be rejected as non-responsive.

9. Deadline and Late Bids

- 9.1 It is the Bidder's sole responsibility to ensure that its bid is received by Counterpart on or before the Offer Deadline of **Friday, November 8, 2024 at 5:00 pm Eastern Standard Time (Washington, DC)**. The Activity will only accept bids submitted electronically. No hard copy or faxed bids will be accepted.
- 9.2 If the Activity receives a Bid after the date and time indicated on Page 1 of this RFP, it will be marked as "Late" and may be considered ineligible for award; however, the Activity reserves the right to accept and include a late application in the review and award process when it is considered in the best interest of the project to do so. An application submitted late or incomplete runs the risk of not being considered for review.

10. Clarification of Bidding Documents

- 10.1 Clarifications may be requested in writing not later than **Tuesday, October 29, 2024 at 5:00 pm Eastern Standard Time (Washington, DC)**. Interested parties should submit their questions to naggaprocurement@counterpart.org with the subject line "**RFP-1092-25-01.**"

11. Submission of Bids

- 11.1 Only electronic submissions will be accepted. All bids must be submitted no later than **Friday, November 8, 2024 at 5:00 pm Eastern Standard Time (Washington, DC)** to naggaprocurement@counterpart.org with the subject line "**RFP-1092-25-01.**"
- 11.2 Ensuring successful transmission and receipt of its bid is the responsibility of the Bidder. It is recommended that no e-mail exceed 10 MB in size, inclusive of attachments.

12. Amendment of Bidding Documents

- 12.1 Counterpart may at its discretion, for any reason, whether at its own initiative or in response to a clarification by a Bidder, modify bidding documents by amendment. All prospective Bidders that have received bidding documents will be notified of any amendment by e-mail and such amendments will be binding.

13. Modification of Bids

- 13.1 Any Bidder has the right to withdraw, modify, or correct its bid after it has been delivered to Counterpart, provided the request for such a withdrawal, modification, or correction together with full details of such modification or correction is received by Counterpart before the deadline for bid submission identified above. Counterpart may ask any Bidder for a clarification of its bid; nevertheless, no Bidder will be permitted to alter its bid price or make any other material modification after the submission deadline unless the RFP has been amended or the deadline extended. Clarifications which do not change the bid price or other material aspects of the bid may be accepted.

14. Criteria for Award and Evaluation

14.1 Subject to Clause 15, Counterpart will award a **firm-fixed-price contract/independent consulting agreement** to that Bidder whose proposal is deemed acceptable and which offers the best value based upon the evaluation criteria in Section II – Technical Specifications – Evaluation Criteria. In order for a bid to be deemed acceptable, it must comply with all the terms and conditions of the RFP without material modification. A material modification is one that affects the price, quantity, quality, delivery or installation date of the equipment or materials or which limits in any way any responsibilities, duties, or liabilities of the Bidders' or any rights of Counterpart. In addition, the successful bidder must be determined to be responsible. A responsible bidder is one who has the technical expertise, management capability, workload capacity, and financial resources to perform the work. Counterpart may, at its option, reject all bids.

15. Counterpart's Right to Accept Any Bid and to Reject Any or All Bids

15.1 Counterpart will reject any bid that is nonresponsive. Further, Counterpart reserves the right to waive any minor informalities in the bids received if it appears in Counterpart's best interests to do so; to reject the bid of any bidder if, in Counterpart's judgment, the bidder is not fully qualified to provide the services as specified in the **firm-fixed-price contract/independent consulting agreement**; or to reject all bids.

16. Notification of Award

16.1 Before the expiration of the period of bid validity, Counterpart will notify the successful Bidder in writing that its bid has been accepted.

16.2 Upon the successful Bidder acknowledging receipt of the Notification of Award, Counterpart will promptly notify each unsuccessful Bidder, the name of the successful Bidder, and that their bids were rejected. If after notification of award, a Bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to Counterpart in writing.

17. Acceptance of Privacy Policy and Terms and Conditions

17.1 By Submitting a quotation/proposal to Counterpart International, the company or the individual consents to Counterpart's privacy policy terms and conditions (<https://www.counterpart.org/terms-and-conditions/>) and provides Counterpart International permission to process the company's or individual's personal data specifically for the performance of, and purposes identified in, this solicitation document and in compliance with Counterpart's legal obligations under applicable United States and European Union laws, data protection and regulations and any other applicable legal requirements. The company/individual may withdraw their consent at any time by contacting privacy@counterpart.org. If consent is withdrawn, Counterpart reserves the right to accept or reject the offer.

17.1 Counterpart anticipates issuing a **firm-fixed-price contract/independent consulting agreement** to a Bidder. Counterpart will issue fixed payment(s) based on submission and Counterpart acceptance of deliverables. Once an award is issued, it will include a fixed price payment schedule with specified deliverables. A copy of the sample contract terms and conditions are attached to this RFP for informational purposes.

SECTION II. TECHNICAL SPECIFICATIONS

1. BACKGROUND

The USAID/Timor-Leste NGO Advocacy for Good Governance Activity (hereafter the “Activity”) is a five-year, \$9.5 million contract (No. 72047220C00001) funded by the United States Agency for International Development (USAID) and implemented by Counterpart International (Counterpart). The Activity period of performance is August 17, 2020 – August 16, 2025. The goal of the Activity is to expand the enabling environment for NGOs in Timor-Leste, including working with nine local NGOs to better deliver on their advocacy missions and effect policy change while also pursuing transformational change that will position each organization for long-term sustainability. Counterpart seeks to realize this overall goal through four specific objectives:

1. Strengthening NGO organizational capacity;
2. Improving advocacy, research, analysis, and networking capacities to better respond to constituents;
3. Fostering more diverse and regular revenue streams; and
4. Promoting an enabling environment that fosters independent NGOs.

Problem Statement/Challenges

In Timor-Leste, many NGOs that emerged after 1999 to fill the vacuum of a non-functioning government continue to function as service providers while also conducting oversight and advocacy. However, too few of these organizations demonstrate strong internal organizational capacity to articulate and carry out their mandates effectively and efficiently. This is partly due to competing priorities for limited resources between providing services for their constituents or organizational development. Prior development assistance often did not include resources for organizational development and were short-term and theme focused. The Government of Timor-Leste (GOTL) and some development partners provided grants for technical training and ad-hoc organizational strengthening training as a prerequisite for NGOs to implement a grant. However, this training often lacked a consistent, comprehensive, and long-term approach. The NGOs often do not continue organizational development efforts after the end of funding assistance.

Meanwhile, NGO leaders have strong technical expertise (legal degrees, for example) that needs to be complemented with organizational development. Staff retention has and continues to be problematic. An educated, well-trained, experienced NGO staff is often recruited away with higher salaries, further contributing to a capacity vacuum. Inadequate internal controls leave NGOs vulnerable to fiscal governance and credibility issues. Meanwhile, gender inequality and patriarchal society hinder women’s employment as NGO decision makers and their access to NGO services.

NGOs have striven to play an important role in overseeing government activities. Some organizations are involved in policy debate and monitoring government services while providing feedback and recommendations to strengthen public policy and/or government service delivery. Nascent networks exist for certain sectors (e.g. land and education), but NGOs have often used informal mechanisms to research issues and make recommendations while fulfilling their oversight roles. Improved research capabilities, data analysis, networking, and advocacy capacities would help NGOs prepare high-quality, evidence-based recommendations and further influence national and sub-national policy. In addition, NGOs have often lacked transparent processes for identifying and prioritizing constituents and advocacy issues, with donors driving some advocacy agendas. Citizens face challenges but often are unaware what NGOs can do to help and how to contact them, as NGOs often do not effectively explain their roles and mandates to citizens.

Many Timorese NGOs rely on development partners for funding and do not leverage funds from different sources. The GOTL has provided financial assistance to civil society, of which about 20 percent of those funds for NGOs were used to support short-term activities. Most development partners do not fund NGOs' administrative and operational costs, although several of the Activity's NGO partners have worked in coalition to successfully advocate for change in costs permitted in grant budgets. Local NGOs generate very little additional revenue. The lack of sustainable and varied funding often undermines many NGOs' intent to effectively administer activities, develop long-term plans, and retain staff.

The NGO enabling environment in Timor-Leste is relatively open and free. NGOs can generally express opinions and present recommendations to government institutions without fear of retribution. In addition, Decree Law 5/2005 on Non-Profit-Making Corporate Bodies passed in 2005 regulates the operations of NGOs. The Ministry of Justice issued an extra-legal administrative guideline that required NGOs and non-profit organizations to have \$45,000 in capital to be eligible to register, but in 2012 the NGO Forum for Timor-Leste (FONGTIL) – one of the Activity's partners - successfully advocated to remove this requirement, allowing more NGOs to be eligible to register as a non-profit under the law.

Nonetheless, NGOs have found it difficult to verify data from institutions that are often reluctant to release information, and influencing policy is often very difficult. For example, recommendations on draft laws are submitted but there is no certainty that the recommendations are under consideration, and many NGOs face difficulty monitoring the impact of their recommendations to public institutions. Further promoting an enabling environment responsive to NGOs as they mature and increasingly provide evidence-based advocacy services across a range of sectors must be addressed throughout activity implementation.

Activity to Date: Over its four years of implementation, the Activity has supported Timor-Leste's NGO sector to become a more engaged and respected participant in the national development dialogue with the GOTL through building more robust relationships between NGOs and the government, generating quality data and research findings to inform policy priorities and assess implementation effectiveness, and facilitating effective coalition building and constituent engagement and mobilization. In doing so, the Activity is supporting NGOs' influence on the national policy agenda, positioning them as effective and essential partners to the GOTL in achieving national priorities, maintaining citizen engagement, and ensuring the health and success of Timor-Leste's democratic systems.

The Activity works with nine primary NGO partners, eight of which are headquartered in Dili, while the ninth partner is based in the Municipality of Lautem. Although most of the partner offices are located in Dili, the organizations execute programs throughout Timor-Leste.

I. ASSIGNMENT DESCRIPTION

Counterpart seeks a provider to conduct a **final evaluation of the Activity and prepare a comprehensive report with findings and recommendations**. To this end, the selected provider will lead the systematic collection and analysis of information about Activity implementation and outcomes against the goal and objectives set out in the contract and outlined above. Based on data collection and analysis, the provider will assess the Activity's performance and develop findings and recommendations. The final evaluation will take place between **November 2024 and April 2025**, - **with the final version of the evaluation report submitted in May 2025** - and include desk research conducted from the selected provider's home of record; field work to conduct interviews and focus

group discussions in Timor-Leste; and development and presentation of the findings and recommendations report to Counterpart, USAID, and representatives of the Government of Timor-Leste as appropriate.

II. EVALUATION PURPOSE

The final evaluation will review and assess the performance and achievements of the Activity over the course of its implementation. The overall purpose of the evaluation is to assess the extent to which the Activity achieved its stated goal and objectives and the effectiveness and results of Activity interventions throughout its implementation.

Based on the findings, the evaluation will yield recommendations for future development programming in the Timor-Leste NGO sector.

To fulfill the purpose stated above, the evaluation will:

- Assess the Activity's performance and the extent to which it has achieved the stated goal and four objectives, exploring relevance, effectiveness, efficiency, results, and sustainability.
- Analyze the relevance of the Activity's Theory of Change in relation to its implementation and results, assessing whether the initial assumptions and pathways remain valid throughout the program.
- Identify unexpected and/or unintended results of the Activity.
- Assess the extent to which the Activity outputs, outcomes, and results are sustainable.
- Identify lessons learned and good practices from the Activity, including any adaptations made following the mid-term evaluation and intervention approaches and models that can be replicated/applied after the Activity ends.
- Provide recommendations for future development programming in Timor-Leste's NGO sector as well as recommendations – based on evaluation findings - for Timorese NGOs and the Government of Timor-Leste.

III. EVALUATION COMPONENTS AND QUESTIONS

The following points below highlight areas of specific interests for the evaluation. ***The questions listed below are not exhaustive and do not necessarily cover all the evaluation objectives. They are meant to guide the evaluator in setting the focus of this evaluation.***

Evaluation Question 1: To what extent have the NGO partners strengthened their capacities and experienced transformational change during their engagement with the Activity, and how did the Activity contribute?

Evaluation Question 2: To what extent has the advocacy of NGO partners, individually and through coalitions, improved during their engagement with the Activity, including their research, engagement with policymakers, achievement of advocacy goals, and increased visibility, confidence, and influence on public policy?

Evaluation Question 3: To what extent have the NGO partners diversified their funding streams and positioned themselves for financial sustainability? How have they adapted or expanded their efforts to secure funding, and what specific approaches or strategies are they using?

Evaluation Question 4: To what extent have the NGO partners integrated gender and social inclusion consideration, practices, and policies into their institutional operations?

Evaluation Question 5: What lessons can be learned from the Activity experience for crafting future civil society programming that promotes localization and policy change that facilitates NGOs' operations and positions them for sustainability? What factors are driving these changes (including unintended consequences), and what barriers are hindering further progress?

IV. EVALUATION DESIGN AND SUGGESTED METHODOLOGY

The provider will be responsible for developing an evaluation strategy and methodology that focuses on qualitative data collection methods and analysis. The provider will present the evaluation methodology – including its strengths and limitations – in the work plan (included in the inception report) as well as in the reports/deliverables submitted to the Activity thereafter per Section VII below. The Activity will share all project documents relevant to performing the evaluation with the evaluator.

As stated above, this evaluation will use primarily qualitative methods for data collection and analysis. The evaluator will use primary data (i.e., that they will collect directly) and secondary data (existing data, such as Activity documents) depending on the information needed. The provider will use a participatory approach involving key stakeholders and integrating gender and social inclusion considerations to conduct the evaluation, thus ensuring that experiences and needs are considered, and that the data collected are accurate and capture the reality of the situation.

The Activity expects the evaluation process will proceed as described below. Tasks may include, but may not be limited to:

1. **Document Review:** Quarterly and Annual Reports, Event Summaries, Advocacy Trackers, Advocacy Plans, TCAPs, Financial Sustainability Action Plans, OPI assessments, mid-term evaluation, etc.
2. **Discussions/interviews/focus groups** with the Activity team, NGO partners, USAID Mission representatives, and staff of other USAID implementing partners in-country (e.g., International Republican Institute).
3. **Observation** of implementation of program activities.
4. **Semi structured interviews and focus group discussions** with NGO partners and other stakeholders (e.g., coalition members, government counterparts, Fellowship participants, etc.)

With respect to fieldwork, the evaluator will hold a coordination meeting with the Activity staff to discuss logistical components of the evaluation prior to beginning data collection. The provider will then collect qualitative data through discussions, interviews, and focus groups with relevant stakeholders as well as observing Activity implementation. Prior to these data collection activities, the evaluator will ensure all participating parties understand the objectives of the evaluation, planned methodology, and data collection tools and capture their understanding via a consent form.

The provider will also have access to data the Activity has collected as part of its monitoring, evaluation, and learning efforts.

Counterpart will assist in making appointments with partners, USAID, and other stakeholders at the request of the evaluator and ensure that the evaluator has full logistical support.

V. REPORTING AND DELIVERABLES

The evaluator is expected to produce a **draft inception report** and **final inception report** (updated to respond to the Activity's feedback) prior to conducting data collection as well as conduct a **briefing meeting**. At the end of the field visit, the evaluator will prepare **preliminary report**; hold a **validation**

meeting with Activity staff and other stakeholders (potentially including Contractor home office staff, USAID, and/or NGO partners) to share and validate the preliminary findings of the evaluation exercise; and convene a **debriefing meeting** on initial findings. The **draft final report** of the evaluation exercise is to be produced after the debriefing meeting and then a **final version of the report** following Activity review and feedback of the draft(s).

The evaluator will write all deliverables in English and submit electronically to the Activity Chief of Party. The evaluator will use a template provided by the Activity, which adheres to USAID standard reporting requirements, for all reports submitted.

The evaluator will provide the following deliverables:

- Prior to data collection, a **draft inception report** that includes the evaluation design, data collection methods and tools, analysis methodology (including strengths and limitations), intended respondents/key informants, work plan, and schedule/timeline to complete the evaluation and deliverables. The inception report will also include the evaluator's **Data Quality Assurance Plan** that details how the evaluator will maintain the quality and validity of the data collected can help ensure that the findings are credible and actionable. This would outline the steps for monitoring and validating data throughout the evaluation process.
- **Final inception report** that incorporates/addresses feedback to the draft version and includes the components as described above.
- **Data Collection Slide Deck** prior to commencing data collection that details the data collection methodologies to be used, ensuring consistent and standardized collection.
- Following field work, a **preliminary report** summarizing the evaluation design, approach, data collection, initial findings, and tools for validation and debriefing sessions.
- **Drafts of final evaluation report** as required.
- **Final version of the final evaluation report** and requested annexes
- **Presentation(s)** of findings for USAID and the Activity team, and partners as appropriate.
- **Raw and Cleaned Data Sets** along with clear documentation that offers transparency and allows the Activity to reanalyze the data or use it for further insights if necessary.
- For the duration of the agreement period, **weekly written progress reports** submitted via email to the Activity team.

The final evaluation report must address and include:

- Changes that have occurred related to Activity indicators as a result of program intervention.
- The direct and indirect effects on beneficiaries as a result of the Activity's interventions.
- A critical assessment of the sustainability of the Activity's interventions and achievements.
- Synthesis and analysis of the findings/responses to the stated evaluation questions (above).
- Recommendations for design of future similar programming.
- Annexes related to the evaluation process as requested.

The executed consulting agreement will include a timeline showing deliverables and a due date. An illustrative sample is below; the Activity will adjust the timeline accordingly upon executing the consulting agreement. Throughout the process, the evaluator will participate in calls with the Activity team to further discuss proposed methodologies, tools developed, the draft report, etc.

Action	Estimated completion (week of)
Selection of evaluator and execution of contractual document (e.g. purchase order)	November 25, 2024
Submission of draft inception report, including content as described in Section VII, Reporting and Deliverables	December 16, 2024
Based on Activity feedback, final version of the inception report	December 2024 – January 2025
Briefing meeting	January 6, 2025
Data collection and analyses	January 2025
Submission of preliminary report following return from field work	March 10, 2025
Validation session(s) with key informants/evaluation participants	March 17, 2025
Submission of first draft of the evaluation report and debrief	April 7, 2025
Based on Activity feedback, submission of second draft of the evaluation report	April 21, 2025
Review of second draft report (and any thereafter) by Counterpart and revisions thereafter (if needed)	May 2025
Submission of final draft of the evaluation report	May 19, 2025
Presentation(s) of the evaluation report	May 26, 2025

VI. EVALUATION TEAM

Offerors should propose a team composed of individuals (i.e., an “evaluation team”) – including a specified “evaluation team lead” and at least one local/Timorese member - with strong technical skills, experience in qualitative assessments, study design, data collection and analysis, and technical competence in key project activities. The **evaluation team lead** will have the following qualifications:

- At least five years of demonstrated experience in assessment/evaluation of governance and democracy programming.
- M.A degree in statistics, monitoring and evaluation, or related field.
- Experience in conducting similar assessments or evaluations in Asia, preferably in Timor-Leste.
- Experience in conducting evaluations for USAID, or other USG funded programs (required).
- Experience in qualitative data collection, such as focus group discussions, key informant interviews, and survey design, including use of tools / software to analyze qualitative data.
- Experience implementing inclusive and participatory methods that engage stakeholders.
- Experience and capability in producing survey reports.
- Experience in evaluation design collection and analysis of qualitative and quantitative data.
- Demonstrated excellent report writing capabilities in English.
- Fluent in written and spoken English; proficient in Tetum a plus.

The evaluation team is expected to:

- Submit written disclosure of any potential conflicts of interest and any other relevant written disclosure(s)
- Develop a comprehensive evaluation and data collection methodology (sample size and sampling methods, etc.)
- Conduct/coordinate and supervise qualitative data collection.
- Conduct data analysis and generate summary of findings.
- Complete and submit the deliverables specified above, including making revisions per the Activity's request.
- Communicate directly with Counterpart's US-based and Dili-based staff throughout the evaluation.

VII. Evaluation CRITERIA FOR SUBMITTED BIDS

The award, if any, will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

Criterion	Points
Technical proposal: outline of proposed services, solutions, and team (including CVs); work plan and implementation timetable	40
Technical proposal/statement of qualifications: organizational/professional background showing the Bidder (and team, if applicable) meets the requirements specified under VIII., evidence in support of the Bidder's technical qualifications and ability to perform the final evaluation, including at least three references to successful relevant prior projects.	30
Price quote: Presentation, reasonableness and price quote, including detailed budget and deliverables schedule	30
Total:	100

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed "non-responsive" and thereby disqualified from consideration. Counterpart reserves the right to waive immaterial deficiencies at its discretion.

SECTION III. TECHNICAL PROPOSAL SUBMISSION SHEET

Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.)

Date of Technical Proposal:	
RFP Number:	
RFP Title:	

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is ___days/weeks/months from the time and date of the submission deadline.

Type of Business/Institution (Check all that apply)

Offeror certifies that it is: Non U.S. Owned/Operated Government Owned/Operated
 (If Non U.S. Owned/Operated is selected, continue to Anti-Terrorism Certification)

OR FOR US ORGANIZATIONS ONLY:

- | | | |
|---|---|--|
| <input type="checkbox"/> Nonprofit | <input type="checkbox"/> For-Profit | <input type="checkbox"/> Government Owned/Operated |
| <input type="checkbox"/> Large Business | <input type="checkbox"/> Small Business | <input type="checkbox"/> College or University |
| <input type="checkbox"/> Women Owned | <input type="checkbox"/> Small and Disadvantaged Business | <input type="checkbox"/> Veteran owned Business |

Anti-Terrorism Certification

The Bidder, to the best of its current knowledge, did not provide, within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Bidder also verifies that it does not appear on 1) the website of SAM.GOV as a suspended or debarred entity or 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee"):

<http://www.un.org/Docs/sc/committees/1267/consolist.shtml>.

The undersigned declares s/he is authorized to sign on behalf of the company listed below and to bind the company to all conditions and provisions stated in the original RFP document including attachments from Counterpart.

Proposal Authorized By:

Signature: _____	Name: _____
Position: _____	Date: _____ (DD/MM/YY)

Authorized for and on behalf of:

Company: _____
 Address: _____
 DUNS No.: _____ Business Registration No. _____