

Q&A

This document gathers questions for the tender proposal regarding *Impact assessment of Danmission's Engagements Funded by the Danish Arab Partnership Programme (DAPP) - T2022/18/P20-008DAPP*. Answers are provided in italics below each question. For your easy access kindly find the call here: <https://daleel-madani.org/civil-society-directory/danmission/calls/invitation-tender-impact-assessment>

1. In preparation of our proposal we would like to ask you whether you could give an indication of the quality and quantity of the (outcome harvesting) data available for each programme.

Danmission started using Outcome Harvesting during the past five years. For the two oldest of the selected projects for the Impact Assessment, LIU and IIC, Outcome Harvesting was not used. For TOT and DAID, the two projects running the longest, we have respectively 27 and 19 outcomes harvested.

Besides Outcome Harvesting, we have bi-annual and/or final reports for each project. And for most of the projects we have additional evaluations.

2. We are very clear about the role of the team lead(s) and the number of days expected for them, however we are less clear about expectations for the assistant evaluator(s). If possible it would be fantastic to have more information on the expected time required for them and/or alternatively whether there is a budget ceiling for this contract.

To secure fair competition, we are not allowed to share the framework of the budget or a budget ceiling. It is optional how tenders like to organise (with one or more consultants and/or assistants). We expect that the total amount of workdays for main consultant(s) will not exceed 60 workdays. Additionally, if assistant evaluator(s) are included we do not expect their workdays to exceed 40.

3. Is Danmission in a position to accept a proposal that includes a slightly delayed project timeline, finishing in January 2023?

No, we need to finalise within 2022. You are welcome to send us an offer, that meets the timeline with suggestions for changes in the workplan, that will be realistic for you to meet within the available timeframe.

4. What is the nature and quantity of existing monitoring and evaluation data on the four projects to be evaluated? In which language(s) have those documents been prepared?

Please see answer for question 1. Additionally, all reports, outcome harvesting, etc. are in English.

5. Would Danmission be in a position to accept a proposal that commits to a fixed price on personnel costs, while allowing travel costs to fluctuate in accordance with the realities of the travel market?

No, we need one complete budget. We recommend that you try to take into consideration potential exchange rate fluctuations.

6. Might Danmission or its partners be in a position to help recruit enumerators, should that become necessary in one of the evaluation contexts?

It falls under the contractor's responsibility to recruit the team. If that for some reason is difficult, Danmission could reach out to its partners for assistance. However, there is no guarantee that will ensure successful recruitment of qualified enumerators. It is the responsibility of the Contractor to quality assure all data before final submission to Danmission. Kindly also see answers to questions 15 and 20.

7. Can you provide us with the logframe for the four projects?

Danmission will provide the contractor with all available and relevant documents. We do not have logframes for all projects, but we have project descriptions with objectives, success criteria and expected results.

8. Were a baseline and midterm survey conducted for any of the four projects? What was the methodology utilized? Will the consultant be provided with them?

The contractor will be provided with all relevant documents, e.g., harvested outcomes, bi-annual and/or final reports. Baseline and midterm reviews were not done consistently, but to the extent, that it exists, they will be shared.

9. What were the activities conducted under each project? How many stakeholders and beneficiaries were involved / were targeted across each activity? We would also appreciate your providing us with their profile and distribution across countries, nationality, age, and gender.

To the extent that this information is available, we will share it with you by the beginning of the contract.

10. In the evaluation design and methods section, you indicate 'Regarding the rights holders (beneficiaries), it is imperative that the most vulnerable people are included'? Again, it is imperative, that you provide us with the beneficiaries targeted across the various projects and by the various partners so that we can allocated the appropriate methodology for conducting the impact assessment.

Danmission expect the tenderer to suggest a plan for how and to what extent beneficiaries should be involved. Danmission and partners will provide information about the targeted beneficiaries for each project and assist in reaching out to them.

11. Will Danmission and its partners provide the contact list of stakeholders and beneficiaries, facilitate the recruitment of participants for the FGDs, and coordinate with implementing partners on scheduling meetings for the observations?

Yes, Danmission and our partners will provide contact information of stakeholders and assist in the planning of meetings.

12. In the evaluation and design methods section, you indicate ‘A mixed-methods approach should be applied, collecting evidence using qualitative and quantitative methods, such as interviews, observation, etc.’ With regards to observations, is this of on-going activities or of physical structures / material implemented as part of the four projects?

Observation could be relevant, when it comes to assessing the continued use and impact of materials produced through the projects.

13. Can we re-distribute the timeline for the various deliverables as long as we meet the deadlines you have specified?

Yes, please feel free to suggest a suitable timeline if the end deadline for the final report is kept. Please keep in mind, that we need to expect some flexibility related to availability of partners, participants and beneficiaries.

14. You indicate in the requirements section ‘Danmission is expecting one or more main consultant(s) working all in all 50-60 days – and potentially one or more assistant evaluator(s).’ So to clarify will all consultants have a level of effort of 50 to 60 days in total or is this just the project timeframe?

Please see answer to question 2.

15. You indicate in the Organization and Methodology section ‘If the tenderer relied on the capacity of other entities to fulfil the technical and professional criteria, evidence of the written commitment provided by those entities for performing the services for which their technical and professional capacities are required.’ Does this include consultants?

Yes, when external entities carry out parts of the assignment proof of written commitment is required. The information required of the entities is specified in the Sub-contracting section and should in addition be evidenced by attaching the resumes/CVs of the persons who will perform the tasks.

16. What is the budget / budget range allocated for the assignment? We would appreciate your providing this information if possible since it will help us determine how elaborate our data collection process will be?

Please see answer to question 2.

17. I noticed that you require at least one trip to the region that include three countries. I assume that the expenses will be provided by you and not local partners. Is that accurate?

Expenses for travel(s) should be included in your offer and will be included in the contract.

18. Is there a range of expected budget for such assessment?

Please see answer to question 2.

19. Is there a minimal number of interviews/focus groups to be conducted?

No. We expect the tenderer to suggest number of interviews needed to insure the reliability and validity of data.

20. I have worked closely with all these organizations. Is that a limitation?

No, not as long as you and potential co-consultant(s) or assistant evaluator(s) have not been directly involved in any of the four projects. However, all tenderers must be independent and free from conflicts of interest.

21. I would like to ask you feedback whether the tender# T2022/18/P20-008DAPP subject of this e-mail is open for individual consultants or it is restricted for firms only?

An individual consultant or a group of individual consultants are welcome. However, the contractor must be a registered entity with a business bank account. Please also see answer for question 15.

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Danmission
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