

Request for Proposals

RFP Number: EAI-NG21-DC-2024-06

Services being Procured:

**Final Performance Evaluation
of the Securing Nigerian Communities (SNC) Project**

Issued By:

**Equal Access International
1001 Connecticut Avenue, NW Suite 205
Washington, D.C. 20036**

Key Dates:

RFP Issued:	Friday, July 12, 2024
Deadline for Questions:	Tuesday, July 16, 2024, 12:00 noon EST
Deadlines for Submission of Proposals:	Friday, July 19, 2024, 17:00 (5pm) EST
Anticipated Award Date:	Tuesday, July 23, 2024
Assignment Commencement Date:	Wednesday, July 24, 2024

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Background information

Equal Access International (EAI), a Washington, DC based non-profit invites qualified individuals or firms to submit a proposal to conduct an endline evaluation of the Securing Nigerian Communities (SNC) project to assess the final results and impacts of EAI's interventions under the program and help determine if desired outcomes were achieved. The evaluation will document key intended and unintended outcomes that emerged as a result of program interventions and distill lessons learned that can inform future work in related program areas and use results to make decisions on scaling approaches in other areas funding permitting.

The SNC project is focused on strengthening community safety through inclusion of community members and stakeholders in the entire framework of the security architecture. The project established a functional and sustainable Early Warning Early Response (EWER) reporting mechanism in the project targeted areas working to connect security agencies with Civilian Security by promoting the involvement of all actors, especially women and youth, on issues of peacebuilding, safety, and security in their communities. The project worked to build the capacity of community members, stakeholders, and the Civilian Security Platforms (CSP) and Community Accountability Forums (CAF) on conflict transformation, social cohesion, and community resilience.

Section 1 – Instructions to Offerors

1.1 Issuing Office

Equal Access International
1001 Connecticut Avenue, NW, Suite 205
Washington, D.C. 20036 USA
Website: <http://www.equalaccess.org/>

Note: Questions or requests for clarification are only accepted in writing, EAI will not respond to any phone-call inquiries.

1.2 Anticipated Award Type

The award resulting from this RFP is anticipated to be an Infinite Delivery/Infinite Quantity (IDIQ) contract. This is only the anticipated type of award and may be changed as a result of negotiations. The anticipated award date is on or about **July 23, 2024**, with a period of performance start date on or about **July 24, 2024**.

1.3 Period of Performance

The initial period of performance for these services is fifteen (15) weeks. This will include approximately two weeks of travel in Nigeria across the four project states and 12 corresponding LGAs.

1.4 Basis of Award

The award will be issued to the responsible and reasonable offeror who offers the best value to EAI using a combination of price and technical or non-cost/price factors.

1.5 Submission of Questions

EAI will answer questions regarding the requirements of this RFP. Questions may be submitted via email only at consultancies@equalaccess.org with the subject line title of “**RFP- EAI-NG21-DC-**

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2024-06 Final Evaluation Consultant” no later than **12:00 (Noon) EST Tuesday, July 16, 2024**. Answers to all questions shall be provided to all offerors.

1.6 Submission of Proposals

Proposals must be submitted no later than **17:00 (5pm) EST, Friday, July 19, 2024**, via email to consultancies@equalaccess.org. The subject line of the email should include the full RFP Number and Title of **“RFP- EAI-NG21-DC-2024-06 Final Evaluation Consultant_[VENDOR NAME]_Proposal”**.

1.7 Interview/Clarification Questions and Answers

EAI reserves the right to ask questions of offerors and to conduct interviews regarding their proposal, particularly as related to the technical approach and key staff participating in the process, prior to final evaluation and award. If EAI chooses to conduct interviews, they will be scheduled between **Monday, July 22, 2024 and Tuesday, July 23, 2024**.

1.8 Proposal Format

For EAI to conduct the most efficient proposal evaluation, bidders are required to include the following information in their proposal as described below:

1.8.1 Technical Proposal

1. Technical Approach – Offerors must describe their proposed technical approach to providing an endline evaluation, as per the requirements found in Annex 1 Scope of Work (SOW). Include a description of the activities undertaken to promote/ensure quality. Describe any existing or potential conflict of interest and conflict mitigation plan.
2. Key Personnel – Offerors must list their key personnel and provide CVs of their relevant work experience.
3. Summary of Consultant’s Experience – Offerors must provide a description of relevant past performance and experience with similar work. In addition, please provide three references that EAI can contact who have worked directly with you and/or your organization in providing services like those outlined in Annex 1 – Statement of Work.

Page Limit: The Technical Proposal (exclusive of CVs and cover page) should not exceed six (06) pages single spaced and may be shorter.

1.8.2. Financial Proposal

Offerors must submit a budget proposal, including hourly rate(s) for the categories of services described in Annex 1 – Statement of Work. The Financial Proposal will not be counted in the Technical Proposal page limit. 1. EAI will cover the cost for travel to and from Nigeria and accommodation and M&IE while in Nigeria.

1.9 Evaluation of Proposals

EAI will use best value determination for the award. A best value determination means that, in EAI’s estimation, the selected offer will provide the greatest overall benefit in response to the

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requirements stated in this RFP. It may be in EAI's best interest to consider an award to other than the lowest priced offeror or other than the highest technically rated offeror. The evaluation factors and allocated points are presented below.

1. Technical Approach (50 points) – Points for this section will be awarded based on the information presented in the technical approach.
2. Relevant Key Personnel and Experience (50 points) – Points for this section will be based on the relevant experience of key staff and the offeror's portfolio of relevant performance, including references of past clients.
3. Cost – The cost proposal will be reviewed and evaluated for reasonableness. EAI reserves the right to evaluate cost/technical trade-offs and will award to the firm providing the best value to EAI, cost and technical factors considered.

1.10 Validity of Proposals

Proposals submitted shall remain open for acceptance for a minimum of ninety (90) days from the Deadline for Submission of Proposals. The selected Offeror(s) shall supply the services requested at the proposed prices for the delivery/performance period specified in this Request for Proposal (RFP).

1.11 Minimum Bidder Qualifications

Bidders submitting proposals must:

- 1) Be officially licensed to do such business in the United States,
- 2) Not be debarred or suspended by the United States Government and must not appear on any excluded parties list or otherwise be ineligible for award. EAI shall not award a contract to any organization determined ineligible for award by the US Government.
- 3) Provide documentation to verify licensure (i.e., tax id, registration certificate, etc.)
- 4) Demonstrate adequate management, human, and financial resources to perform the contract
- 5) Satisfactory records of performance history, integrity and business ethics

1.12 Late Proposals

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Bidders will be held responsible for ensuring their proposals are received according to the instructions stated herein. Late proposals may be considered at the discretion of EAI.

1.13 Modification of RFP Requirements

EAI retains the right to terminate this RFP or modify the requirements upon notification to Offerors.

1.14 Right of Negotiation and Acceptance of Proposal

This Request for Proposal does not legally obligate EAI to award a contract. EAI reserves the right not to make an award to any Offeror. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their proposals.

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EAI may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP as outlined in this document and any subsequent modifications issued by EAI. A proposal must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated in Section 1.6. EAI may reserve the right to waive any minor discrepancies in a proposal.

EAI reserves the right to issue an award based on the initial evaluation of proposals without discussion. EAI also reserves the right to enter best and final negotiations with any responsive Offeror for all or part of the proposed scope.

ANNEX 1

STATEMENT OF WORK

ENDLINE EVALUATION CONSULTANT

1. OVERVIEW

This Scope of Work (SOW) directs the terms and conditions of a final performance evaluation of the Securing Nigerian Communities (SNC) project. This evaluation seeks to analyze performance of the SNC project in achieving its stated objectives, learning from the project implementation, and provide recommendations for future programming. This evaluation will seek to evaluate outcomes of efforts to achieve DRL's goal of increasing civilian security in Nigeria particularly in the Northcentral and Northwest geopolitical zones.

2. BACKGROUND

Nigeria continues to face persistent insecurity and unrest that affects everyone in the country, leading to tensions between ethnic, regional, and religious groups. As a result, people have lost faith in the ability of government security forces to provide adequate protection. Clashes in the country are often fueled by disinformation, resulting in further social fragmentation and mistrust.

In response to these challenges, Equal Access International (EAI) is implementing the SNC project since 2020 to contribute to reversing these trends by training and creating opportunities for women and youth to contribute to peace and security. EAI partnered with local stakeholders to create 12 tailored Local Action Plans (LAPs) under United Nations Security Council Resolution (UNSCR) 1325, addressing domestic, sexual, and gender-based violence, and promoting women's roles in peacebuilding and governance. EAI and local partner CLEEN Foundation strengthened community-level early warning and early response (EWER) mechanisms by training members of the Civilian Security Platforms (CSPs) and Community Accountability Forums (CAFs). The project trained a total of 1,229 community leaders (779 women and 450 youth) on EWER, trauma, non-violent conflict resolution, inclusive security practices, and social cohesion. EAI's programs team also produced radio programming on EWER, trauma, non-violent conflict resolution, inclusive security practices, and social cohesion.

The project is currently working to strengthen women's and youth's skills to advocate for the implementation of the LAPs and institutionalize the CSPs and CAFs to generate more efficient EWER systems. The SNC project is also building on existing efforts to increase awareness of community-based trauma healing and response resources and destigmatize trauma in communities.

Finally, as part of our Monitoring, Evaluation, and Learning strategy, EAI works in partnership with the Karuna Center for Peacebuilding and Neem Foundation to use Most Significant Change (MSC) to gauge changes and impact of the project at the community level around non-violent conflict resolution, trust and relationship building, and trauma resilience.

3. DESCRIPTION OF SERVICES TO BE PROVIDED

3.1 EVALUATION PURPOSE

The purpose of this work is to evaluate:

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1. The **effectiveness** of the SNC project in achieving expected objectives and outcomes, as well as unintended outcomes, positive and negative;
2. The **relevance** of program activities;
3. The potential **impact** and **sustainability** of the program achievements;
4. Challenges and opportunities that help or hinder the project's ability to achieve its results; and
5. Inform **Institutional Learning** by identifying lessons learned to inform the design and implementation of future DRL strategies and programs in challenging security contexts.

3.2 GEOGRAPHIC SCOPE & FOCUS AREA

The geographic scope of this evaluation includes the four SNC project states of Benue, Kaduna, Kano, and Plateau and 12 Local Government Areas (LGAs) including (Nasarawa, Gezawa, Ungoggo, Chikun, Kajuru, Jema'a, Jos South, Riyom, Barkin Ladi, Agatu, Guma and Gwer West LGAs).

Data from other interventions beyond this geographic scope may be consulted for comparative analysis across other LGAs with DRL interventions.

4. EVALUATION QUESTIONS

Below are preliminary evaluation questions to be addressed through this evaluation. These questions will be further refined and adjusted through collaboration with the Evaluation Team (ET). They may be narrowed down to five key evaluation questions.

- What factors have facilitated or hindered the integration of women and youth into existing community security structures and decision-making bodies, and how has the SNC project adapted to address these factors in the targeted communities?
- How has the project's support to women and youth-led advocacy contributed to broader awareness and support for the Women, Peace and Security agenda at the local and state levels?
- What challenges have been encountered in establishing and maintaining functional direct reporting mechanisms between community-level EWER structures and security agencies, and to what extent has the project succeeded in overcoming these challenges?
- What evidence is there, if any, that the project's efforts to institutionalize and harmonize local community structures like CSPs and CAFs across the target LGAs generated more efficient and sustainable EWER systems, and to what extent have these efforts resulted in more consistent and efficient threat reporting processes?
- To what extent has the project equipped Psychosocial First Aiders (PFAs) with the necessary knowledge, skills, and attitudes to provide quality counseling and support services to individuals affected by trauma?

5. EVALUATION DESIGN & METHODOLOGY

5.1 TECHNICAL APPROACH

This performance evaluation will use trust-based qualitative research methods¹ and prioritize participatory approaches that are appropriate for conflict-sensitive data collection and analysis. Since Phase I of the SNC project, EAI has been collaborating with the Karuna Center for Peacebuilding and Neem Foundation to collect MSC stories to document changes and impacts of the project at the community level. Using the MSC approach as a monitoring tool, EAI worked with partners to define

¹ The Evaluation team will use multiple sources or methods to collect and analyze data, such as interviews, observations, and focus groups to help ensure that findings are consistent and reliable.

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the domains of change and reporting period and collected stories on significant changes that have occurred. This evaluation will use the same MSC approach to validate the stories and gather feedback results of the selection-of-stories process. This will help the ET identify unexpected changes and potential outcomes that were not anticipated but were achieved.

The ET will conduct a collaborative co-design process with EAI and DRL to develop key components of the evaluation. This process will begin with the ET's participation in technical consultations with EAI. These consultations will focus on specific Evaluation Design such as refining key evaluation questions, data collection locations and tools, key informant target groups, and inception report. During the consultation meetings, the ET will also discuss evaluation utilization planning with EAI.

Table 1: Illustrative Timeline and Evaluation Tasks

Illustrative Timeline	Evaluation Tasks
Scoping (July 24-August 5, 2024)	<ul style="list-style-type: none"> Recruit Evaluation Team Consultants. Initial Technical Kick-Off meeting with DRL to review and finalize Evaluation SOW. Design budget aligned with SOW
Planning and Preparation (August 5-16, 2024)	<ul style="list-style-type: none"> Develop the Evaluation Design with inception report. Design a Utilization Plan to support implementation of evaluation findings and recommendations.
Data Collection and Analysis (August 17-September 5, 2024)	<ul style="list-style-type: none"> Conduct desk-based research. Conduct remote data collection and in-person fieldwork. Facilitate Synthesis and Analysis Workshop.
Production of Deliverables (September 6-October 2, 2024)	<ul style="list-style-type: none"> Produce Draft Evaluation Report following the analysis workshop. Share draft report with DRL for input. Produce Final Evaluation Report incorporating DRL feedback.
Utilization (October 3-November 8, 2024)	<ul style="list-style-type: none"> Conduct two presentations to disseminate evaluation findings to audiences as defined by DRL. Conduct any additional activities detailed in the Utilization Plan.

Selected vendor will be required to sign an NDA as some documents may contain confidential information.

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