REQUEST FOR PROPOSAL – RFP

Services

Ref.: JAK/QUO/22/SC/PCB/007
Review and Evaluation of UNESCO Project "Strengthening Science and Mathematics in Primary Education in Timor-Leste"
(Please quote this UNESCO reference in all correspondence)

Date 20 April 2022

Dear Sir/Madam,

You are invited to submit an offer for Review and Evaluation of the UNESCO Project "Strengthening Science and Mathematics in Primary Education in Timor-Leste" in accordance with the present solicitation document.

The Request for Proposal (RFP) consists of this cover page and the following Annexes:

Annex III Terms of Reference (TOR)
Annex IV Proposal Submission Form
Annex V Price Schedule Form
Annex VI Vendor Information Form

Your offer comprising of a technical proposal and financial proposal, should reach the following email address no later than 20 May 2022.

UNESCO - Office of the Director
pcbjak.itb@unesco.org
Ref.: JAK/QUO/22/SC/PCB/007
Title: Review and Evaluation of UNESCO Project "Strengthening Science and Mathematics in Primary Education in Timor-Leste"
Attn: Dr Ai Sugiura (SC/PCB)
Closing Date and Time: 20 May 2022

This letter is not to be construed in any way as an offer to contract with your firm/institution. Your proposal could, however, form the basis for a contract between your company and UNESCO.

You are requested to acknowledge the receipt of this letter and indicate whether or not you will be submitting a proposal. For this purpose, and any requests for clarification, please contact Ms Ai Sugiura (a.sugiura@unesco.org) with cc to Ms Fitrie A. Nuritasari (fa.nuritasari@unesco.org).

For and on behalf of UNESCO

UNESCO Office in Jakarta
Mohamed Djelid
ANNEX I – Terms of Reference (TOR)

1. Background and Justification

UNESCO Jakarta has been implementing a project (2020 – 2023) with support from the Government of Japan entitled “Strengthening Science and Mathematics in Primary Education in Timor-Leste”. The overall objective of this project is to improve Mathematics and Science education at the basic level (first and second Cycles) to enable the educational system and scientific community of Timor-Leste to fulfil its goal. The project aims to provide lifelong opportunities and enable Timorese people to reach their full potential. UNESCO will deliver the objective of this project through four major components:

1. Establishment of a national steering committee composed of representatives from Ministry of Education, Youth and Sports relevant offices and scientific community.
2. Enhancement of curriculum materials for science and mathematics for basic education (first and second Cycles).
3. Capacity building of master trainers and continuing professional education of science and mathematics basic education teachers involving science community from UNESCO programmes.
4. Documenting the best practices and drafting the guidelines on the scientific community's engagement to enhance science and mathematics basic education.

2. Objectives

The overall purpose of this final evaluation is to determine the relevance and the fulfilment of objectives, development efficiency, effectiveness, and sustainability of this project. The evaluation also aims to inform programme stakeholders on the status of implementation, output delivery, and progress towards its objectives and generate recommendations for potential future projects in a new framework agreement framework. More specifically, the evaluation aims to:

1. Assess the efficiency of output delivery and related achievements and challenges in the implementation of the project to meet its objectives under the ultimate vision;
2. Assess the effectiveness in achieving the defined objectives and to what extent conditions are put in place that facilitate sustainability or a longer-term impact, and;
3. Review the project's strategies and identify opportunities, challenges, good practices, and lessons learnt that will be useful for strengthening and enhancing similar interventions for the design of the potential next phase of the project.

The evaluation shall provide recommendations for improving the programme's working methods and processes; and in relation to project continuation or closure and the criteria for selecting new projects.

3. Outputs

The expected outputs under this contract are:

1. Interim report on the proposed evaluation framework and detailed evaluation methodology.
2. Evaluation report on UNESCO Office Jakarta project on "Strengthening Science and Mathematics in Primary Education in Timor-Leste".

4. Scope
The evaluation of the project requires a structure consisting of certain criteria depending on the resources of evaluation, such as relevance, efficiency, effectiveness, impact and sustainability of the project outcomes. The following questions are indicative and shall be refined during the inception phase of the evaluation:

1. Relevance
   - To what extent are the project in Timor-Leste and outputs aligned with UNESCO's organisational mandate as defined in UNESCO Medium-Term Strategy for 2014-2021 (document 37 C/4) and 2022 – 2029 (document 41 C/4) and its associated UNESCO biennial programme 2020-2021 (document 40 C/5) and 2022-2023 (document 41 C/5)?
   - To what extent are the project outputs contribute to Sustainable Development Goals (SDG 4.7 and SDG 17.7), UNESCO's global priority on Gender Equality and UNESCO's global cross-cutting Strategies and Action Plans on Least Developed Countries?
   - To what extent do the project's activities and outputs align with the needs and demands of key stakeholders and target groups in Timor-Leste as reported in Timor-Leste Strategic Development Plan 2011-2030 (SPD 2011-2030)?
   - How relevant has the project been as one instrument in the framework of education reform initiatives and development policies in the Timor-Leste Strategic Development Plan 2011-2030 (SPD 2011-2030)?

2. Efficiency
   - What have been the key outputs of this project in terms of research, awareness-raising and capacity development in Science and Mathematics, Education for Sustainable Development and STEM primary education?
   - Is output delivery on schedule? How did COVID-19 impact the implementation of the project, and were there any (unforeseen) delays? What have been the main challenges in delivering the projects' outputs?
   - What has been the nature and quality of interaction and collaboration at the national and regional levels?

3. Impact
   - What have been the key outcomes resulting from the project?
   - What are the main factors that have facilitated or obstructed the delivery of outcomes?
   - Which activities and use of the produced output were the most/least effective in contributing to the project's objectives and why? What are their common quality aspects and challenges?
   - Are adequate monitoring tools and mechanisms in place and functional? Do they allow communication and exchange of lessons learned between the project and related initiatives?
   - Are the established quality assurance mechanisms adequate?

4. Sustainability
   - What main factors facilitate or threaten the project's financial, political, and institutional outcomes?
More specifically, what are the main challenges in safeguarding the sustainability of regional institutional partnerships through the project?

What is the potential for mobilising further partners and donors and synergies/complementarities with initiatives undertaken by other development agencies and partners?

5. Activities and Methodology

Under the overall supervision of the Director of UNESCO Jakarta and direct supervision of the Programme Specialist for Science Policy and Capacity Building and the project leader, the Contractor shall build blocks of evaluation of this project. To this end, the Contractor shall perform, but not limited to, the following tasks with indicated methodology:

1. Develop a self-assessment report of the project completed by the relevant project team and based on additional data provided by the responsible programme specialist as necessary;

2. Conduct a desk study consisting of reviews of any relevant documents to the project, for instance, but not limited to, strategy documents, operational procedures, meeting minutes and presentations, mapping of activities, project documents, periodic progress reports; mission reports, UNDAF in Timor-Leste, UNESCO's Medium-Term Strategy (document 37 and 40 C/4) and UNESCO biennial programme (document 40 and 41 C/5);

3. Reconstruct an Overall Intervention logic/Theory of Change for the project and how the project contributed efficiently to it;

4. Develop questionnaires and surveys addressed to various stakeholders (e.g. Ministries, National Commissions, universities, researchers' networks, working partners) and analyse the survey results

5. Conduct interviews, discussions and meetings with project responsible officers, in-presentia or via online platform teleconference (Teams or Zoom). Interviews with representatives from the Donor (i.e. Government of Japan), the UNESCO Office Jakarta, project partners such as the Ministry of Education, Sport and Youth, Timor Leste National Commission for UNESCO, Koei Research and Consulting, Naruto National University of Education, National Federation of UNESCO Associations in Japan beneficiaries (school teachers and students in Timor-Leste) which will be arranged either on-site at the UNESCO Antenna Office in Dili or via teleconference;

6. Conduct field visits to meet with the local stakeholders, beneficiaries and partners involved in the implementation of the project, and review the established materials, guidelines, networks and science and mathematics laboratories;

7. Conduct participatory workshops to steer the evaluation and discuss findings and recommendations (in-presentia or online).

8. Submit to UNESCO for approval:
   a. Inception report - containing the evaluation framework, detailed evaluation methodology, project/programme sample, work plan and logistical arrangements by 15 June 2022.
   b. Draft Evaluation report of a maximum of 50 pages (excluding annexes) by 5 July 2022 to be structured as follows:
      • Executive Summary (usually not more than three pages)
      • Programme description
      • Evaluation purpose
      • Evaluation methodology
      • Findings
6. Inputs

- UNESCO will provide the Contractor with information, advice, regional science network or pool of experts’ access as necessary and relevant to the activities to be provided for this contract.
- UNESCO will provide feedback and evaluation on the final approach and methodology, findings, conclusions, lessons and recommendations identified during the evaluation process.

7. Timing and Reporting

The contract period for this activity will be from 1 June to 1 August 2022 with the following reporting timeline:

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Reference</th>
<th>Tentative Due date</th>
<th>Payable Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inception report - containing the evaluation framework, detailed evaluation methodology, project/programme sample, work plan and logistical arrangements.</td>
<td>5.8.a</td>
<td>15 June 2022</td>
<td>30% of the contract value</td>
</tr>
<tr>
<td>2</td>
<td>Draft Evaluation report</td>
<td>5.8.b</td>
<td>5 July 2022</td>
<td>50% of the contract value</td>
</tr>
<tr>
<td>3</td>
<td>Final Evaluation report</td>
<td>5.8.c</td>
<td>15 August 2022</td>
<td>20% of the contract value</td>
</tr>
</tbody>
</table>

8. Eligibility

The call for proposal is open to individual consultants or institutions with the following profile:

- Expertise in evaluating the development assistance projects.
- Ten years or more experience in programme and project evaluation relevant to policymaking. The team will also have a strong record in leading and/or conducting the evaluation.
- Doctoral degree in STEM education/ESD/natural/social sciences/evaluation-related fields.
- Working experience with United Nations agencies, international non-governmental organisations, or similar entities. Previous engagement with UNESCO will be an advantage.
- Proficiency in writing and speaking English. Knowledge of Tetum and/or Portuguese languages is desirable.
9. Minimum Content of Proposal and Submission

The interested organisations should submit:

1. Cover letter and a portfolio of conducting past similar works, including the link to the reports
2. Technical proposal with the work plan, including the short-bio of the evaluator(s).
3. Financial proposal following the format in Annex III
4. Complete the information required in Annex II to Annex IV.

Your offer proposal should reach the following email address no later than 20 May 2022.

UNESCO - Office of the Director
pcbjak.itb@unesco.org
Ref.: JAK/QUO/22/SC/PCB/007

Review and Evaluation of UNESCO Project "Strengthening Science and Mathematics in Primary Education in Timor-Leste"
Attn: Dr Ai Sugiura (SC/PCB)
Closing Date and Time: 20 May 2022
Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Services for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 90 days from the Proposal Closing Date as stipulated in the Solicitation Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Name of Bidder:

Address of Bidder:

Authorised Signature:

Name & title of Authorised Signature:

Date:
**GENERAL INSTRUCTIONS**

1. The Bidder is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in paragraph 16 (b) of the Instructions to Offerors.

2. All prices/rates quoted must be exclusive of all taxes, since the UNESCO is exempt from taxes as detailed in Annex II, Clause 18.

3. The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. If the Contractor is required to travel in order to perform the work described in the TOR, a lump sum must be included in the total amount or to be listed separately. No travel shall be reimbursed.

4. It is the policy of UNESCO not to grant advance payments except in unusual situations where the potential Contractor whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNESCO, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made.

Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemise the amount requested and provide a time-schedule for utilisation of said amount.

---

**Financial Proposal / Price Schedule**

<table>
<thead>
<tr>
<th>Description of Activity/Item</th>
<th>No of Consultants</th>
<th>Rate per Day [currency/amount]</th>
<th>No of man-days</th>
<th>Total [currency/amount]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Remuneration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Services at Home Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(if applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Services on site</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(if applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description of Activity/Item</td>
<td>No of Consultants</td>
<td>Rate per Day [currency/amount]</td>
<td>No of man-days</td>
<td>Total [currency/amount]</td>
</tr>
<tr>
<td>2. Other Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2 Per Diem Allowances</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3 Communications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4 Reproduction and Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5 Equipment and other items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6 Others (please specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX IV – Vendor Information Form

General Information

| Company Name: |  |
| City, Country |  |
| Web Site URL: |  |
| Contact Person: |  |
| Title: |  |
| Phone: |  |
| Email Address: |  |

Expertise of the Bidder

| Line of Business, area of expertise: |  |
| Type of business (manufacturer, distributor, etc): |  |
| Years of company experience: |  |
| Main export countries/area: |  |
| Past Contracts with other UN organisations: |  |

References: Please provide at least three references including contact details for contracts for similar services to the one requested under this consultancy:

<table>
<thead>
<tr>
<th>Organization Name/Country:</th>
<th>Contact person:</th>
<th>Telephone:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>