



SCHOOL SUPPORT PROGRAM (SSP)

Request for Proposal

Of

Program Baseline Assessment and Impact Evaluation

FUNDED BY

USAID

TENDER NUMBER: AMIDEAST SSP [RFP 14-0002]

March 2014

Proposals must be received by NO LATER THAN **Thursday 20 March 2014/ before 03:00 PM**

AMIDEAST SSP [RFP 14-0002]

School Support Program (SSP) is currently seeking to contract a consultant to implement the Program Baseline Assessment and Impact Evaluation:

Duty station: West Bank

Duration: Baseline (March- June 2014), Final Evaluation (September 2016-February 2017)

Application Deadline: March 20, 2014

SSP contact person: Procurement Department

Info-ssp@amideast.org

QUALIFICATIONS

- Proven long standing experience in program impact evaluation
- Extensive experience in the education sector
- Proven track record in conducting baseline surveys in the field of education
- Previous experience working with USAID M&E tools

Request for proposals No: **AMIDEAST SSP [RFP 14-0002]** consists of the following documents, which are enclosed:

ANNEX I **INSTRUCTIONS**

ANNEX II **RFP FORM**

ANNEX III **SCOPE OF WORK**

ANNEX IV **MANDATORY SPECIAL PROVISIONS**

Contractors are required to address all ANNEXES as per the **SCOPE OF WORK** – **ANNEX III**, and propose a complete bid with all deliverables and milestones.

We appreciate your interest in this project and look forward to receiving your proposal.

Sincerely,

Phillip Butterfield, PhD

Chief of Party

School Support Program - AMIDEAST

ANNEX I. INSTRUCTIONS**1. INTRODUCTION**

SSP invites you to send your proposal for works and services, as described in the **Request for Proposals AMIDEAST SSP [RFP 14-0002]**. Please note that the following:

- a) These instructions shall not form part of the resulting contract. They are intended to aid bidders in the preparation of their RFPs.
- b) Firms are invited to submit their proposals, are under no obligation to do so. Bidders will not be reimbursed for any costs incurred in connection with the preparation and submission of their bids.

2. Application Deadline

- a. The proposal must be submitted in two separate parts, technical and financial. There should also be one original and one copy of both parts. The RFP must be delivered to the following address **not later than (03:00PM) on Thursday 20 March, 2014:**

AMIDEAST
Ramallah Office
Al Watanya Towers, Ground Floor
34 Municipality Street
Tel: +972 (0) 22405980/1/2/3

- b. All documents must be enclosed in a sealed package marked on the outside with the following words: **AMIDEAST SSP [RFP 14-0002]**

3. PREPARATION OF PROPOSAL

- a. a. Bidders are expected to examine these instructions to bidders, the conditions of contract, and the Scope of Work contained in this Request for Proposals. Failure to do so will be at the bidder's risk.
- b. b. All bids submitted must be valid for a period of not less than sixty (60) calendar days from the closing date.
- c. c. All correspondence in connection with the bid and the resulting contract must be in English.

4. CONTENT OF BIDS

Bidders are required to complete the following and provide **one original** and **one copy**:

- a. **Bid Form** executed by a duly authorized representative of the bidder and stamped.
- b. **The Financial offer – cost breakdown**; prices should reflect the price of the deliverables as requested in the Scope of Work.

The cost proposal should contain the following information

- 1. Supporting information and budget narrative. This should include the estimated cost elements at a detailed level, plus a description of the basis of estimated costs. The supporting cost information should be provided in sufficient detail to allow for complete cost realism, and reasonable analysis of the proposal.

2. Please explain the basis for the estimates made for each cost element by providing cost notes with sufficient detail and rationale, to enable SSP to determine that the costs proposed are fair and reasonable.

3. Key information and consideration for costing :

Currency:	Should be in USD
VAT:	Prices should exclude VAT (ZERO VAT Invoice is required)
Tax	Prices inclusive to all other types of taxes, SSP will deduct any taxis per Effective Palestinian Law
Notes for consideration in Advance	The winning bidder should provide "Deduction at Source Certificate" for all invoices above "3,500 NIS" or equivalent.

- c. Technical offer including a clear work plan and timetable
- d. Team Resume with the Past Experience at the required field for both team members and the organization.

5. Confidentiality

Your proposal will be treated as a confidential document and will not be shared outside of SSP;

STATEMENT OF CONFIDENTIALITY AND NON-DISCLOSURE

All information within this RFP, regardless of the communication form, is given in absolute confidence and may not be disclosed without written permission. This RFP and the information compiled therein whether verbally communicated or in written form, contain confidential information about SSP, which are provided for proposal purposes only. Your firm shall regard and preserve as confidential this RFP and all non-public information related to the operations of SSP and its affiliated organizations that may be obtained from any source as a result of this RFP process.

6. BID ACCEPTANCE PERIOD

Offers must be valid for a period of (60) days from the date set for opening, bids offering less than (60) days for acceptance by SSP from the closing date, will be considered non-responsive and will be rejected.

7. SIGNATURE OF BID

The offer must be signed by a person duly authorized to do so. An offer submitted by a corporation must bear the seal of the corporation.

8. LATE BIDS

Bidders will be held responsible for ensuring that their offers are received in accordance with the instructions stated herein, and a late bid will not be considered, even if this was as a result of circumstances beyond the Bidder's control. A late bid will be considered only if the sole cause of its becoming a late bid was attributable to SSP.

9. MODIFICATION OF BIDS

Any Bidder has the right to withdraw, modify, or correct its bid after it has been delivered to SSP, provided that the request for the withdrawal, modification, or correction together with full details of the

modification or correction, is received by SSP at the address given above by letter, telegram, or telex before the closing date.

The original bid, as amended by such communication, will be considered as the Bidder's offer. SSP 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 bids have been opened.

However, clarifications which do not change the Bid Price may be accepted. No Bidder may withdraw its bid after the time set for opening bids has elapsed.

10. ADDENDA TO THE REQUEST FOR PROPOSALS

If for any reason prior to the Bid Opening, it becomes necessary to modify the Bid Documents, an Addendum will be issued to, and be binding, on all Bidders. Receipt of all Addenda shall be acknowledged by Bidders. Addenda will be numbered consecutively commencing with No. 1 and Bidders are required to insert the numbers of addenda received in their bid.

11. CLARIFICATIONS

AMIDEAST will host a **briefing meeting** for all interested consultants on **Monday 17 March at 11:00AM** at AMIDEAST Ramallah Office (Full address is mentioned above). All consultants are advised to share their initial questions that need to be answered in the meeting in writing no later Thursday 13 March.

All questions /request of clarifications should be sent, by e-mail to

Procurement Department: Info-ssp@amideast.org

12. BID EVALUATION AND CONTRACT AWARD

A. An award will be made to the responsible and responsive Bidder, in accordance with the following criteria:

These criteria are intended to **(a)** serve as the standard against which all proposals will be evaluated, and **(b)** serve to identify the significant areas bidders should address in their proposals. The criteria are listed in descending order starting with the most important factors to be evaluated:

- a) Responsiveness to the scope of work and technical requirements, deliverables and time frame.
- b) Consultant capacity and past performance/experience in the required field of specialization.
- c) Previous experience working with International NGOs programs in the field of baseline surveys and evaluations, set for in the **SCOPE OF WORK – ANNEX III.**

SSP will also consider the bidder's experience, technical and financial capabilities, and staff qualifications.

B. A responsive bid is one which complies with all of the terms and conditions of the RFP without material modification. A material modification is one which affects the price, quantity, quality, or which limits in any way any responsibilities, duties, or liabilities of the Bidder or any rights SSP specified or defined in the RFP.

SSP RESERVES THE RIGHT TO DECLINE ANY BID NOT MEETING THESE CONDITIONS AND TERMS

ANNEX II. RFP FORM

Company Name/ Individual's name

Company Registration #

Tel

Fax

Email

Website

Street

Building

City

Country

Bank Name

Bank Account Number

Bank Branch

Authorized Staff Name

Authorized Staff Signature

Stamp

Date

- A- The bidder agrees to provide services identified in **SCOPE OF WORK – ANNEX III**, at the prices therein offered and summarized in the offer, in accordance with the conditions of this solicitation document. This bid is valid for a period of sixty (60) calendar days from the RFP closing date.
- B- The bidder acknowledges reading all documents, and is fully aware of all terms and conditions.
- C- Upon consideration of award or during the negotiations leading to an award, Bidders may be required to submit additional documentation deemed necessary for the Contracting Officer to make an affirmative determination of responsibility.
- D- Signature of person authorized to sign the proposal:

By virtue of my signature, I hereby acknowledge and certify to the accuracy and completeness of the attached offer.

ANNEX III. SCOPE OF WORK**Baseline and External Evaluation of the School Support Program (SSP)****BACKGROUND**

AMIDEAST is a leading American non-profit organization engaged in international education, training and development activities in the Middle East and North Africa. Founded in 1951, AMIDEAST in its early years focused on promoting U.S. study to students in the MENA region and managing U.S. scholarships and exchanges such as the flagship Fulbright Foreign Student Program. While these important programs continue apace, our work has expanded significantly. Today AMIDEAST programs and services touch the lives of half a million individuals a year – improving educational opportunities and quality, strengthening local institutions, and developing language and professional skills critical for success in the global economy.

AMIDEAST has been working in the West Bank and Gaza for over 50 years and has a reputation for administering sponsored scholarship programs with integrity, transparency, efficiency, and for achieving effective results. AMIDEAST first began operating in Palestine in 1957 in Jerusalem. Since then, AMIDEAST's field operations have grown to include four offices in Gaza, Jerusalem, Nablus, and Ramallah/El Bireh, and our expertise is informed by the insight, knowledge and sensitivity that comes with decades of on-the-ground experience.

AMIDEAST has been working closely with Palestinian institutions of higher education for three decades. From 1978 until 1996, AMIDEAST played a pivotal role in the development of post-secondary education institutions in the West Bank and Gaza through a series of USAID-funded grants in support of AMIDEAST's West Bank/Gaza Human Resource Development Project (HRDP). AMIDEAST's 14-year administration of HRDP targeted a broad range of Palestinian public and private training institutions including universities, community colleges, technical institutes, allied health and nursing schools, pre-schools, primary and secondary schools, proprietary commercial institutes, vocational programs, and scores of non-profit service organizations providing special education and rehabilitation training.

About the Program

The School Support Program (SSP) is a USAID - funded program implemented by AMIDEAST in partnership with Save the Children. SSP will support selected schools to improve the quality of education in marginalized areas in the West Bank. The four-year School Support Program, ending in March of 2017, will take a holistic approach to education development in 50 public schools. The program has three main goals.

- Improving the educational environment in schools
- Enhancing community engagement
- Strengthening student social competencies

SSP will work to meet the above goals by focusing on strengthening leadership, teaching quality, and community engagement in targeted schools. Physical capacity of the school will also be a focus of the program to improve educational environment. In addition, the program will provide students with a package of co and extracurricular activities including counseling and career interventions to strengthen their social competencies.

School Physical Capacity Building

The program's approach to school physical capacity building ties into a broader agenda of school improvement that directly supports the other initiatives within the School Support Program. Leadership and in-service teacher training, professional networking and extracurricular activities will each benefit from the provision of equipment, resources and connectivity in discrete ways. One of the major areas of physical

capacity support the program will introduce is the renovation and equipping of school science and computer laboratories and libraries while connecting teachers and students to the internet and the world of online resources. Additionally, SSP will promote community collaboration, enhance sustainability through the introduction of school improvement plans, and parent council initiatives that SSP will review and procure on the schools' behalf.

Improving Schools through Collective Leadership

SSP shares many aspects of its technical approach for enhancing teaching and learning with other USAID - funded education programs in Palestine, such as the Leadership and Teacher Development (LTD) Program and the Model Schools Network (MSN) Program, that support the Ministry of Education's (MoEHE's) strategic goals by enrolling principals in the Leadership Diploma Program (LDP) implemented by the National Institute for Education and Training (NIET). In addition, over 400 teachers will participate in the in-service teacher training implemented by NIET, which will be funded by the Joint Funding Partnership (JFP).

SSP offers capacity building support through the establishment of School Improvement Teams (SITs) led by the school principals. The SITs will take the lead on the assessment, planning and implementation of the school improvement plan. An SIT subcommittee (usually headed by the principal) is directly responsible for incorporating school renovation for educational facilities into the school improvement plan. SSP will seek to improve the quality of education through an evidence-based approach to leadership and teacher development.

Community Engagement

One of the unique aspects of SSP's approach is its focus on helping foster greater community engagement by paying special attention to the role of Parent Councils (PCs) and their engagement in their children's schools. SSP will facilitate local community awareness and advocacy on the importance of the role of the Parents Councils, more broadly, the community in supporting the school. In order to provide an incentive for active parent and community participation, SSP will initiate an opportunity for parent council projects. These projects will complement the school improvement planning process and encourage PCs to reach out to the broader community to contribute needed services or assist in organizing specific activities to empower and increase parent's engagement. The parent council incentives program may also emphasize particular thematic outcomes. All 50 schools will be eligible for parent council incentive support for three consecutive years.

Co- and extracurricular activities

Co- and extracurricular activities in targeted schools is yet another component intended to improve school quality and promote leadership and life skills among students. It also provides opportunities for the active participation of parents and the broader community. Working closely with MoEHE, SSP will promote the use of the school improvement planning process to identify the relevant co- and extracurricular activities that meet each school's needs, including academic and psychosocial needs of both female and male students. Activities may include:

- Establishing science fairs and visits to Al-Quds University math and science museums and Qalqilya Natural History Museum and Zoo.
- Setting up school-based reading clubs, community read-a-thons, and spelling bees to support critical literacy skills and promote a love of reading.
- Establishing school debate clubs.
- Organizing regional sports tournaments and competitions.
- Establishing school drama clubs to foster creativity.

- Encouraging use of expressive arts, such as music, art and dance, to support children's self-expression, self-empowerment and coping strategies, using Save the Children's Healing and Education through Art (HEART) program and Child Resilience SSP will ensure successful roll out of the Career Counseling Development Program (CCDP) targeted schools including counselors trainings and other technical and financial support to CCDP activities
- Integrating inclusive education approaches to support children with physical and learning disabilities.

Purpose of evaluation:

The external evaluation fulfills three major purposes for SSP. The first is to ensure transparency and accountability in reporting on program outcomes/results to USAID, the project's donor, and to the program's beneficiaries; the evaluation will determine the degree of SSP's effectiveness. In this regard, the evaluators will contrast schools participating in SSP with a group of comparative schools in order to determine the degree to which SSP was effective (ie, to attribute causality to SSP). In addition, the evaluation will highlight successes and lessons learned that can be used to inform the design of future projects funded by USAID and designed/implemented by AMIDEAST and/or Save the Children. Finally, the evaluation will place special emphasis on the equitable implementation of the project across beneficiaries based on the following factors:

- Gender (participants and schools)
- School location (urban vs. rural, district, region and area – A/B vs. C)
- Student grade level
- Achievement
- Community poverty

Assignment methodology:

This assignment is divided into 2 main components. The first component will focus on designing the baseline and impact assessments and implementing the agreed-upon baseline assessment in the 50 targeted schools, as well as in 15 comparison schools. The second component will focus on conducting the end-of-project evaluation according to the design agreed upon with AMIDEAST/Save the Children. The end-of-project evaluation must be completed **before the end date of the project**. The consultant will work closely with the M&E department at SSP in the design phase and will be responsible for all the field work, data collection, data entry, and analysis and during both phases unless otherwise noted.

Deliverables for the Baseline Assessment phase:

- Design for baseline and end-of-project assessment, including both methodology and tools, in collaboration with the SSP M&E department;
- Timeframe for baseline assessment
- Completed instruments
- Hard copies of instruments and raw data collected from baseline assessment in 50 targeted schools and 15 comparison schools
- Final baseline report in English

Deliverables for the Impact Evaluation:

- Timeframe for end-of-project assessment
- Hard copies of instruments and raw data collected from end-of-project phase in 50 targeted schools and 15 comparison schools
- Series of short reports (4-5 pages each) on the following project activities:
- Classroom instruction

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- Leadership and school improvement planning
 - Parent and community engagement
 - Reading and school libraries
 - Co- and extracurricular activities
 - Career and psychosocial counseling
 - Use of IT
 - Final end-of-project report focused on project results

The evaluator is expected to undertake a rigorous short term literature review of program documents and related data and research to produce information and make recommendations that are sufficiently valid and reliable based on the data and analysis. The evaluator should work in close collaboration with AMIDEAST and Save the Children. Existing project documents and progress reports will be shared with the evaluator to facilitate the completion of the tasks.

SSP internal evaluation team

The external evaluator(s) will work with SSP's Monitoring and Evaluation Department, consisting of the M&E Officer and Assistant, as well as the Teacher Education Manager, who supervises the department. The M&E team will provide background on the project and feedback on the design of the evaluation methodology.

Timeline:

Baseline (March- June 2014)

End-of-Project Evaluation (September 2016-February 2017)

ANNEX IV. MANDATORY SPECIAL PROVISIONS**1. PROHIBITION AGAINST SUPPORT FOR TERRORISM:**

(a) The Recipient is reminded that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Recipient to ensure compliance with these Executive Orders and laws.

(b) One of the applicable orders is Executive Order 13224, dated September 24, 2001. The website of the Office of Foreign Assets Control (OFAC) of the Department of Treasury contains the text of that order and a list of the individuals and entities designated thereunder. It also contains lists of individuals and entities designated under other anti-terrorism statutes, regulations and Executive Orders. See <http://www.treasury.gov/offices/enforcement/ofac/sdn/>.

(c) USAID reserves the right to review, and either approve or reject, the following subawards if proposed under this agreement: (i) any contract or subcontract in excess of \$25,000 with a non-U.S. organization or individual; and (ii) any grant or subgrant to a non-U.S. organization or individual, regardless of the dollar value. Furthermore, the written consent of USAID is required before certain other forms of assistance may be provided to a non-U.S. organization or individual. These include in-kind assistance such as renovation of an NGO's facilities, repair or replacement of a company's equipment, and certain training activities. The details of these requirements are described in notices issued by USAID/West Bank & Gaza from time to time. No approval (or failure to disapprove) by USAID shall relieve the Recipient of its legal obligation to comply with applicable Executive Orders and laws.

(d) USAID reserves the right to rescind approval for a subaward in the event that USAID subsequently becomes aware of information indicating that the subaward is contrary to U.S. law or policy prohibiting support for terrorism. In such cases, USAID's Agreement Officer will provide written instructions to the Recipient to terminate the subaward.

(e) USAID reserves the right to terminate this agreement if USAID determines that the Recipient is involved in or advocates terrorist activity or has failed to comply with any of the requirements of this provision.

(f) This provision, including this paragraph (f), shall be included in all contracts, subcontracts, grants and subgrants issued under this agreement. Upon request, the Recipient shall promptly provide to USAID's Agreement Officer a copy of the pages from each subaward that contain this provision.

[In addition to the clauses set forth above, the following clause shall appear in each award made directly by USAID and each subaward made by a USAID prime contractor or Recipient.]

(g) The Recipient agrees to promptly notify USAID's Agreement Officer Technical Representative (AOR) in the event of any change in the identity of its "key individuals" or in the identity of "key individuals" of any Recipient of a subaward described in paragraph (c). For purposes of this requirement, "key individuals" means (i) principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees); (ii) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president); (iii) the program manager or chief of party for the USAID-financed program; and (iv) any other person with significant responsibilities for administration of USAID-financed activities or resources. Note that this definition differs from the definition of "key personnel" under contracts and cooperative agreements.

(h) Before awarding any grant or similar instrument providing cash assistance under this agreement, the Recipient shall (1) obtain from the proposed subawardee the certification required under USAID's Acquisition and Assistance Policy Determination 04-14 (AAPD 04-14), "Certification Regarding Terrorist

Financing Implementation E.O. 13224 (Revision 2),” and (2) provide a copy of the certification to USAID’s Agreement Officer.

2. PROHIBITION AGAINST CASH ASSISTANCE TO THE PALESTINIAN AUTHORITY:

U.S. legislation provides that none of the funding under this Award may be “obligated or expended with respect to providing funds to the Palestinian Authority.” In accordance with that prohibition, the Recipient shall not provide any cash to the Palestinian Authority; to any ministry, agency or instrumentality of the Palestinian Authority; to any municipality or other local government unit; or to any full-time or part-time employee or official of any of the foregoing entities. This restriction applies to payments of any kind, including salaries, stipends, fees, honoraria, per diem, and so forth.

This restriction does not prohibit the provision of in-kind assistance, such as technical assistance, training, equipment, supplies, or the construction of public works to the extent it is not otherwise prohibited by U.S. law or the terms of this Agreement.

This provision shall be included in all contracts, subcontracts, grants and subgrants or any other instruments or awards issued under this Agreement. Upon request, the Recipient shall promptly provide to USAID’s Agreement Officer a copy of the pages from each subaward that contains this provision.

3. RESTRICTION ON FACILITY NAMES:

(a) No assistance shall be provided under this agreement for any school, community center or other facility that is named after any person or group of persons that has advocated, sponsored or committed acts of terrorism. This includes any facility that has “shuhada” or “shaheed” (“martyr” or “martyrs”) in its name, unless an exception is approved by the USAID Mission Director. In any case where assistance is proposed for a facility that is named after, or is planned to be named after, a person or group of persons, the Recipient shall provide to USAID’s Agreement Officer Representative (AOR) written information about the person(s) or group and shall not proceed with the assistance unless or until the AOR has provided written approval therefore. This restriction applies to all forms of cash or in-kind assistance, including construction services, equipment, supplies, technical assistance, and training.

(b) In case of any failure to comply with this restriction, USAID may disallow any or all costs incurred by the Recipient with respect to the facility and, if necessary, issue a bill for collection for the amount owed. This is in addition to any other remedies that may be available to USAID for such noncompliance.

(c) This provision, including this paragraph (c), shall be included in all contracts, subcontracts, grants and subgrants issued under this agreement. Upon request, the Recipient shall promptly provide to USAID’s Agreement Officer a copy of the pages from each subaward that contain this provision.

4. PROHIBITION ON ASSISTANCE TO THE PALESTINIAN BROADCASTING CORPORATION:

a) U.S. legislation provides that none of USAID’s funding “may be used to provide equipment, technical support, consulting services, or any other form of assistance to the Palestinian Broadcasting Corporation.” In accordance with this prohibition, the Contractor shall not provide any assistance to the Palestinian Broadcasting Corporation.

b) This provision, including this paragraph (b), shall be included in all contracts, subcontracts, grants and subgrants issued under this agreement.