

Belgium-Louvain: Evaluation consultancy services

OJ S 58/2022 23/03/2022

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Rikolto International s.o.n.
National registration number: BE0662.878.501
Postal address: Blijde Inkomststraat 50
Town: Leuven
NUTS code: BE242 Arr. Leuven
Postal code: 3000
Country: Belgium
Contact person: Michaela Boyen
E-mail: michaela.boyen@rikolto.org
Internet address(es):
Main address: <https://www.rikolto.org/>

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.rikolto.org/>
Additional information can be obtained from the abovementioned address
Tenders or requests to participate must be submitted to the abovementioned address

I.4. Type of the contracting authority

Other type: Non-governmental organisation

I.5. Main activity

Other activity: International development — sustainable food systems

Section II: Object

II.1. Scope of the procurement**II.1.1. Title**

Design and implementation of Rikolto's 2022-2026 evaluation framework

II.1.2. Main CPV code

79419000 Evaluation consultancy services

II.1.3. Type of contract

Services

II.1.4. Short description

The present assignment concerns the following elements:

- Design of the 2022-2026 evaluation framework

- Validation and complementation of the 2022 baseline
- Lead the implementation of the DGD mid-term evaluation in 2024 (for 21 outcomes)
- Lead the implementation of the DGD end-line evaluation in 2026 (for 21 outcomes)

For this assignment Rikolto is looking for an international team of evaluators that will design with us a new evaluation framework for the 2022-2026 programme period in line with the organisation's key guiding principles, and to implement this framework in collaboration with a team of local evaluators.

II.1.5. Estimated total value

Value excluding VAT: 309 917,00 EUR

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.3. Place of performance

NUTS code: BE Belgique / België

Main site or place of performance: Can be performed globally from anywhere. Some parts of the assignment require presence in specific sites in Europe, Africa, Latin America and Asia (see terms of reference).

II.2.4. Description of the procurement

This assignment comprises of the following components:

- Design of the 2022-2026 evaluation framework
- Validation and complementation of the 2022 baseline
- Lead the implementation of the DGD mid-term evaluation in 2024
- Lead the implementation of the DGD end-line evaluation in 2026

1. Design of the 2022-2026 evaluation framework

The evaluator team shall work out a methodological evaluation framework suitable to capture lessons from Rikolto's programme implementation, adjust and improve strategies, meet our main donors' accountability requirements and provide relevant findings that allow us to position Rikolto's work in relevant global spaces and to new donors.

For the design process, we expect the evaluators to:

- Consult with internal Rikolto stakeholders (selected people from senior management, global and local programme teams, global support staff, international board)
- Study Rikolto's global 2022-2026 strategy, global programme strategies (Sustainable Rice, Cocoa & Coffee and Food Smart Cities programmes) and a selection of country programmes
- Review the latest evaluations (2019, 2021) and their methodological setup
- Study relevant aspects of Rikolto's M&E system (the global common indicators, programme management toolbox and evidence for impact toolkit) and assists with potential adjustments to current data collection tools (specifically the design of a farmer survey)
- Integrate accountability requirements of 4 major donors: DGD, EU, USAID, UNEP

2. Review and complement the 2022 baseline

After validation of the evaluation framework by DGD, the evaluators shall review the 2022 baseline:

- Review existing baseline data (mostly from the 2021 end-line assessment)
- Identify gaps and propose data collection processes (possibly via the existing programme management toolbox)
- Coordinate with local country teams and evaluators the additional data collection
- Validate the complete baseline data

- Present baseline reports per country and programme assessing the baseline data in light of the 2022-2026 strategy ambitions and the main evaluation questions, including points of attention and recommendations for strategy and regular monitoring practices

3. Lead the implementation of the DGD mid-term evaluation

In 2024/5, the evaluators shall set up and conduct the mid-term evaluation of the DGD programme per outcome (see overview of DGD outcomes below):

- Review the proposed evaluation focus in light of on-the-ground evolution of implementation and the latest organisational priorities and submit for internal and donor approval (at the latest 1 month prior to the expected start of activities)
- Assemble a team of local evaluators for the in-country work
- Supervise the data collection process and validate all relevant data and documentation
- Supervise the local sense-making processes
- Write up findings and answers to the evaluation questions (in collaboration with local evaluators), including recommendations for strategy adjustment and for exit-strategies
- Hold de-briefings with relevant teams

4. Lead the implementation of the DGD end-line evaluation

In 2026/7, the evaluators shall set up and conduct the endline evaluation of the DGD programme per outcome (see overview of DGD outcomes below):

- Review the proposed evaluation focus in light of on-the-ground evolution of implementation and the latest organisational priorities and submit for internal and donor approval (at the latest 1 month prior to the expected start of activities)
- Assemble a team of local evaluators for the in-country work (ensuring continuity wherever possible)
- Supervise the data collection process and validate all relevant data and documentation
- Supervise the local sense-making processes
- Write up findings and answers to the evaluation questions (in collaboration with local evaluators), including recommendations for strategy adjustment
- Hold de-briefings with relevant teams

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

Value excluding VAT: 309 917,00 EUR

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Start: 01/06/2022 End: 31/03/2027

This contract is subject to renewal: no

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

II.2.14. Additional information

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

The tenderer must have the required competences to carry out the contract properly, as described in chapter 7 of the terms of reference and be enrolled in a relevant professional register.

III.1.2. Economic and financial standing

List and brief description of selection criteria:

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

List and brief description of selection criteria:

Selection criteria as stated in the procurement documents

III.2. Conditions related to the contract

III.2.3. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 02/05/2022 Local time: 00:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 2 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 02/05/2022 Local time: 09:00

Place:

Global

Information about authorised persons and opening procedure: The tender evaluation committee is led by Michaela Boyen and is made up of three other colleagues involved in the assignment. The proposals shall be made public to the committee members simultaneously with the whole committee.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: Rikolto International s.o.n.

Postal address: Blijde Inkomststraat 50

Town: Leuven

Postal code: 3000

Country: Belgium

Internet address: <https://www.rikolto.org>

VI.5. Date of dispatch of this notice

18/03/2022