REQUEST FOR PROPOSALS (RFP)


Announcement

The Board of Directors of the Global Development Network (GDN), an International Organization focused on building research capacity in developing countries and transition economies seeks proposals from senior academics (if possible) or evaluation experts to conduct an independent evaluation of GDN’s activities. This evaluation is intended to provide stakeholders and donors with an overall assessment of GDN’s impact and potential in achieving its objectives since its last external evaluation completed in November 2007. The recommendations and lessons learnt from the evaluation will be used for informing GDN’s Board of Directors and management, GDN’s partners as well as donors.

Objectives

The Independent Evaluation will provide impartial insight and assessment on the effectiveness and impact of GDN’s strategy and activities. The evaluation will focus on a critical examination of the stated role of GDN and the extent to which it has positioned itself to achieve its research capacity building and networking objectives.

Specifically, the evaluation is expected to:

1. Measure and assess the effectiveness, impact, value for money and sustainability of GDN’s activities to date.

2. Identify lessons learnt and areas for improvement, both for GDN and for the donor community.

The detailed Terms of Reference for this evaluation are available on GDN’s website, http://www.gdn.int/admin/uploads/editor/files/2013_GDN_Independent_Evaluation_ToR.pdf. The evaluation will begin by end-June 2013 and should be completed by mid-December 2013 with the submission of the report of findings and recommendations to GDN’s Board of
Directors. This period includes the time for desk review, design and finalization of the methodology, site visits, data collection and analysis and preparation of reports.

**Suggested Team Composition**

GDN proposes that the evaluation team comprise of one Lead Evaluation Expert (if possible, a senior academic) and one or two evaluation team members. However, interested applicants may also propose alternative team structures as part of their proposal submission. A strong academic connection will be considered as a plus.

The Lead Evaluation Expert will either be a senior academic (if possible) or an evaluation expert with:

- demonstrated technical expertise in evaluation methodologies and previous proven skills and experience in undertaking evaluations, preferably based on strong academic credentials
- a strong background and experience in evaluating research organizations and research programs aimed at building research capacity to influence policy
- experience with research programs or research capacity building programs in developing countries and transition economies
- excellent research and communication skills (in English) as evidenced by academic degrees (Ph.D. preferred) and a record of scholarly and policy publications
- high analytical skills with experience in conducting interviews and surveys and interpreting data and information
- willingness to travel

Team members can complement or add to the expertise of the Lead Evaluation Expert (listed above.) Senior academics are encouraged to apply. The Lead Evaluation Expert will be ultimately responsible for the delivery of the Final Evaluation Report. S/he will lead the evaluation process including participating in the inception briefing, assigning tasks and responsibilities of team members and presentation of findings (as applicable). The responsibilities of the team are provided in the Terms of Reference.

**Proposal Submission and Requirements**

The following information and documents **must be provided** as part of the proposal:

1. Proposed Evaluation Methodology:

   The applicant (preferably the Lead Evaluation Expert) will provide a short overview of how the evaluation can be designed including the rationale and details of sample selection, data
collection, analytical methodologies, a proposed timeline and a task staffing chart. The description of the budget and its components must also be provided.

2. Proposed Team and their Qualifications:

The applicant (preferably the Lead Evaluation Expert) will propose the team members with their expertise, academic credentials, designated roles and responsibilities in the proposal. CVs for all team members, along with their academic credentials, must be provided along with two reports written by each of the team members. Please include in the Lead Evaluation Expert CV:

- Academic credentials
- List of Countries with field experience as team lead of evaluations
- Contact details of three references
- Daily rate for your last 3 assignments
- Three reports written under your experience as a team leader of evaluations

3. Confirmation of availability:

The applicant (preferably the Lead Evaluation Expert) will provide confirmation that all work and agreed-upon deliverables can be completed by December 2013 (as indicated in the Terms of Reference) and that the team is available to undertake the evaluation between June 2013 and December 2013. The Lead Evaluation Expert will be expected to visit GDN’s headquarters in New Delhi, India. S/he may be asked to attend the 14th Annual Global Development Conference to be held in Manila, the Philippines on 19-21 June 2013.

The team proposed for conducting the Independent Evaluation should not be directly involved either in the formulation of GDN’s objectives and strategies or in implementation and/or management of GDN. Also, they should not directly benefit from GDN’s activities or actions resulting from their recommendations in the evaluation report. Applicants should generally be regarded as objective and reliable. Each proposal will divulge any potential or perceived conflicts of interest in undertaking the evaluation.

Procedure: Proposal Submission

- The page limit for the mini-proposal is 5-6 pages (excluding CVs, report samples, work plan, budget and task staffing chart).
- Please submit the proposal as a single document in Word or PDF format excluding the report samples.
- The proposal should use information in the Terms of Reference as a basis to propose the evaluation design and proposed methodology, timelines, budget and suggest any additional requirements that may be necessary.

Interested applicants should send in a cover letter and the complete proposal (with the required documentation) to consultants@gdn.int with a copy to Ms. Savi Mull, Coordinator - Monitoring & Evaluation smull@gdn.int. Please indicate “Independent Evaluation Application” in the subject line of your email message.

**Deadline for receipt of the completed proposal is 8th May 2013.**

There will be telephone and/or face-to-face interviews with the applicants of the shortlisted proposals and the process will be finalized before end-May 2013. Only applicants of shortlisted proposals will be contacted.

**Proposal Review Criteria**

The proposals will be assessed according to the following criteria:

<table>
<thead>
<tr>
<th></th>
<th>Academic credentials, relevant expertise and experience of the Lead Evaluation Expert in carrying out an evaluation of research capacity building programs and the link to public policy</th>
<th>60%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quality of evaluation design, work plan and methodology and budget</td>
<td>40%</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>
