

RFP-2017-001

REQUEST FOR PROPOSAL

PROCEED II PROJECT IMPACT ASSESSMENT

I. Brief Description of the Program context

The Promoting Citizen Engagement in Democratic Development (PROCEED) II project is the second phase of a democratic governance strengthening project that is funded by The Embassy of Sweden through the Swedish International Development Cooperation Agency (Sida) for the period of 2016-2018. As PROCEED transitioned from the first to second phase of implementation, there were a couple of key shifts made to the project design and monitoring and evaluation (M&E) framework. In particular, the project target area has scaled up from 8 to 12 Municipalities/Districts and from 63 to 97 Commune/Sangkat, and the project goal and objective have been modified.

The PROCEED II goal is “Sub-national administrations are more accountable to diverse citizens.” The goal will be achieved through two key objectives.1: Diverse citizen groups more effectively voice their needs and feedback to influence sub-national administration decisions; Objective 2: Sub-national administrations address more citizen issues.

There are total two goal indicators;

1. Percentage of citizens who feel that M/D government address their needs.
2. Percentage of citizen leaders who feel their M/D government have improved their quality of service and responsiveness.

The purpose of this consultancy services will be to gather participant-informed data to enable analysis around the status of the second goal indicator: “**Percentage of citizen leaders ¹who feel their M/D government have improved their quality of service and responsiveness.**”

Currently, PROCEED II activities targets four provinces, 12 municipalities/districts, consists of 97 Communes/Sangkats. Among the four provinces, Battambang comprises (Sangkae, Battambang, Thmar Koul, Bavel, and Banan); Pursat comprises (Pursat, Kra Kor, and Kravanh); Kampong Cham (Prey Chhor and Kang Meas) and Monduliri comprises (Pich Chreada and Sen Monorom). The direct beneficiaries of PROCEED project are citizens and citizen leaders, District/Municipal and Commune/Sangkat councils and administration officials.

II. Purposes of the impact assessment

The overall purpose of this assessment is to determine the perception of citizen leaders in PROCEED target areas regarding the quality and responsiveness of council services. The assessment objectives also include:

- Understanding how citizen leaders perceive what ‘quality and responsive government services’ means;
- Understanding in what areas citizen leaders think council services are strongest or weakest;
- Understanding in which areas citizen leaders think council services have most improved;
- Understanding citizen leaders’ priority recommendations for how council services should improve in the future.

¹ **Citizen leader** refers to citizens that have been identified by the project team as being active in their respective communities in addressing community development priorities. The citizen leaders receive direct support from PROCEED so they can improve their engagement with local government officials.

III. Impact assessment methodologies

A. Data sources and data collection methods

The sources of data will be secondary and primary. Pact has available secondary data related to training and coaching to citizen’s leader on democratic development. This data can be used to support the impact assessment finding as well. Assessment team will collect primary data directly from selected citizen leaders that are randomly selected by consultant. Pact will develop the impact assessment questionnaires with inputs from consultant.

B. Sampling

The primary respondents of the impact assessment will be citizen’s leaders from all four target provinces, in the 12 target M/Ds of 97 Commune/Sangkats. There will be totally 291 citizen leaders from 97 C/S. However, Pact will not select 100% of citizen leaders for the survey. Therefore, the consultant will be responsible for applying suitable sampling techniques to select those respondents that will statistically representing the whole respondents. The sampling will then be endorsed by Pact

C. Assessment team

For the impact assessment, Pact suggests the consultant to arrange their own team that will enable high quality assessment oversight, data collection, data entry, and analysis.

IV. Scope of work

Pact suggests 15 (fifteen) working days to conduct the PROCEED II impact assessment with the illustrative activities that are listed below (final assessment plan and schedule will be drafted by the consultant and agreed upon in collaboration with Pact):

N	Task	Estimated LOE	Estimated Timeframe	Responsible
1	Design impact assessment plan, including; <ul style="list-style-type: none"> ▪ Impact sampling design ▪ Input on impact assessment questionnaires ▪ Design data collection methods and instruments (quantitative and qualitative); and devise sampling techniques. ▪ Form data collection team 	3 working days	16-18/Oct/2017	Consultant
2	Present assessment plan to Pact team and provide technical inputs on assessment questionnaires	½ day	20/Oct/2017	Consultant
3	Facilitate training on data collection to team	2 working days	24-25/Oct/2017	Consultant
4	Pilot test for data collection and revised for data collection instrument and collect data	5 ½ days	23/Oct/2017 03/Nov/2017	Consultant
5	Analyze all data and prepare first draft report	2 working days	08 &09/Nov/2017	Consultant
6	Present draft report to Pact Team	1 ½ working days	14-15 /Nov/2017	Consultant
7	Write final report and PowerPoint presentation	½ day	22/Nov/2017	Consultant
Total number of day		15 working days		

Within the first week of the assignment, the consultant should present a complete assessment plan including; sampling design, methodology to select citizen leaders, data analysis plan, data cleaning, and schedule of training and data collection to data collection team.

1. Consultant should take half day to present the assessment plan to Pact team in order have the common agreement.
2. Consultant will take at least 1.5 days to lead the team to do field pilot questionnaires and refine assessment questionnaires and data collection instrument accordingly.
3. Consultant will have time for 4 days to collect data and another 4 days to analyze and prepare the first draft of impact assessment report and present to Pact team.
4. Two days after comments and feedback on the first drafted report, consultant should produce final impact assessment report to Pact team.

Specific deliverables for the consultancy are:

- Impact assessment plan
- Developed and refined assessment questionnaires
- Descriptions of the assessment collection methods
- Detailed explanation of the sampling strategy and techniques
- Training plan for data collection teams and data entry/analysis staff
- Estimate of translation requirements (if any)
- Schedule for the assessment
- Data collection instruments (draft and final)
- Draft assessment report following Pact template
- Final assessment report
- Organize a workshop to share the report to the assessment team.

The consultant work should start from October 16th, 2017 and the final assessment report should be delivered to Pact in the last week of November 2017.

V. Required Competencies and Qualifications

The consultant should have extensive, demonstrable experience in research or impact assessment in the field of democratic development, governance and grassroots networking with technical expertise in research design, sampling strategy, project baseline, and participatory qualitative and quantitative methods. In addition, the consultant should necessarily have strong interpersonal skills across different groups and excellent analytical writing skills.

Qualifications must include:

- Advanced university degree in Development Studies, Statistics, Business/Public Administration, Economics, or others relevant field.
- Substantive experience and expertise in evaluation or impact assessment design in the field of democratic development, decentralization or governance with knowledge of national program of sub-national democratic development is preferable.
- Excellent oral and written skills in English.

VI. Logistics Arrangements

Pact Cambodia will be responsible for identifying, managing and overseeing the consultant and for securing visas and permission to travel within Cambodia as necessary and possible. Pact Cambodia staff also will be responsible for organizing background materials, meetings, interviews, briefings, and travel arrangements.

Pact will deliver some document to consultant such as:

- PROCEED I base and mid line assessment report
- PROCEED II technical proposal
- PROCEED II MERL plan
- PROCEED II annual report 2016
- List of Commune/Sangkat villages and household list by each district for randomly section
- List of citizen leaders by each target Commune/Sangkats
- Other relevant documents as discussed and agreed upon between consultant and Pact.

VII. Submission Requirements

A professional firm or group if you are interested and your qualifications are matched in this RFP, you are cordially invited to submit the proposal and price quotation for your services to the undersigned. The selected contractor shall also be involved in the future and required assessment during the life of PROCEED II project. The contractors shall submit their proposals in accordance to the following conditions:

- A. Proposal must be in English.
- B. The narrative and proposed fee/budget (inclusive taxes) should not be longer than 10 pages total
- C. The deadline for proposal submission is **Thursday, 5 October 2017** at 05:00pm Cambodia time. Pact reserves the right to reject or consider proposals submitted later than this deadline.
- D. The signed hardcopy of original proposal must be hand delivered in a sealed envelope to Pact's Receptionist at address:

Reference: RFP-2017-001

Phnom Penh Center, Building A, 3rd Floor

Room 311, Phnom Penh, Cambodia

Note: Bids sent by Fax or Email will not be accepted.

- E. Pact Cambodia office hours are 8am to 5pm.

Questions may be sent by email: kkheng@pactworld.org (not by phone) no later than 26 September 2017 at 12:00 pm. Answers to questions and clarifications will be posted on Pact website on 28 September 2017 at 05:00pm.

By submitting the bid, Pact understands that Contractors have read, understood and agreed to comply with terms and conditions of this RFP.