Tender Invitation for External Evaluator to Review the Ubuntu Network

DRAFT Terms of Reference

17th January 2019

The Ubuntu Network is seeking an external evaluator to assess the effectiveness of the Network in achieving its goals in the period from 2016-2019.

The deadline for receipt of applications is **22nd February 2019.**

I.   About the Ubuntu Network

The Ubuntu Network was established in 2006 to support the integration of Development Education into post primary Initial Teacher Education (ITE) in Ireland. It is funded by Irish Aid through its Development Education Annual Grant fund. It is located in the School of Education at the University of Limerick, with partners in 13 Higher Education institutions across Ireland.

The Network provides a collaborative space for teacher educators, Non-Governmental Organisations (NGO) and other stakeholders to share and discuss experiences and reflections relating to embedding Development Education in ITE. It provides support to members in the form of onward funding and capacity building in order to enhance Development Education provision in teacher education programmes. Monitoring and evaluation of interventions is an aspect of its work, so too is documenting and disseminating good practice. Advocacy for Development Education in emerging political, curriculum and policy contexts is also core.

II.   Purpose of the Evaluation

The purpose of the evaluation is to assess the effectiveness of the Ubuntu Network in achieving its goals,

- To support the integration of Development Education into post primary initial teacher education,
- To build the capacity of teacher educators to engage in Development Education,
- To maintain an active, collaborative and supportive network of teacher educators for Development Education, with advocacy and commitment at its core.

The evaluation will be conducted in cognisance of the Ubuntu Network Project Results Framework, the Ubuntu Network Strategy 2016-2020, the Irish Aid Performance Measurement Framework and the Irish Aid Development Education Strategy 2017-2023.

Outputs from the evaluation will inform the Management Committee on aspects of the Network that are working well and those where change may be considered, thereby contributing to the strategic planning from 2020.

III.   Methodology

It is envisaged that the evaluation will be framed using a mixed methods approach involving relevant stakeholders - Assembly members, the Management Committee, the Academic Coordinator, the Project Coordinator and pre-service teachers.

IV.   Tasks and Deliverables

It is expected that the evaluator will:

- Engage with the Project Coordinator, Academic Coordinator, members of the Ubuntu Assembly, members of the Management Committee and other relevant stakeholders in order to gain an understanding of the work of the Network and its effectiveness.
- Review project documents including funding applications, strategic documents, handbooks, project outlines, end of year reports and impact reports.
- Evaluate the structure and operation of the Network.
- In consultation with relevant stakeholders, evaluate the Network's Monitoring and Evaluation approach framed by the Ubuntu Network Results Based Framework and the Irish Aid Performance Measurement Framework.

Key deliverables are:

- A presentation of interim findings at the Annual Ubuntu Network Dialogue Day in May 2019,

- An evaluation report with clear recommendations for future development of the Network.

V.   Management and Support

The Ubuntu Network Project Coordinator will be the point of contact for the evaluator. She will provide:

- A list of Ubuntu Network members and stakeholders with contact details,
- Existing evaluation materials to date,
- Previous data collected by the Ubuntu Network,
- Existing Ubuntu Network reports and documentation.

VI.   Selection Criteria

Applications will be assessed according to the following criteria:

- Demonstrated sectoral knowledge and understanding of the brief: 30/100
- Track record in conducting evaluations to a high standard: 30/100
- Quality of the methodology design and approach: 20/100
- Availability to carry out the project within the stated timeframe: 10/100
- Cost and value for money: 10/100

VII.   Application Process

Applications should be sent to the Ubuntu Network Project Coordinator, Deirdre Hogan at deirdre.hogan@ul.ie no later than close of business on 22nd February 2019. Applications will be reviewed and scored by an evaluation committee.

The application should include the following sections:

a. General Information: A brief overview of the contractor, including experience related to the tender requirements. The name and contact details of the organisation submitting the proposal along with the organisation profile.

b. Relevant experience: Details of projects of similar scope, complexity and nature previously completed.

c. Evaluation methodology: Overall approach and evaluation methodology including, but not limited to evaluation design and methodology.

d. Project Plan: A clear plan of how the evaluation will be undertaken, specifying content, methodologies and timeframes for key activities and stages.

e. Key personnel and staffing: Details of qualifications and relevant experience of the contractor/project team including a brief CV (no more than 2 pages each) of people who will work directly on the project.

f. References: Two references including telephone numbers and web links (if available) to associated work.

The application will also include a detailed breakdown of proposed costs. The cost estimates used to prepare the budget should be presented in Euro, inclusive of VAT and cover all associated costs in undertaking the contracted work (including travel and subsistence costs). The tenderer should include his/her proposed daily rate, the total number of days including preparation and the number of days for each stage of the evaluation.

The price for the contract will be fixed inclusive of delivery, insurance and all other charges.

The overall value of this contract is between €7,000 and €10,000.

The tender document should not exceed 10 pages (excluding annexes).

Applicants must be VAT registered and will be required to provide an up to date Tax Clearance Certificate.

VIII.   Timeframe

Call for tenders issued: 23rd January 2019

Deadline for receipt of applications: 22nd February 2019

Commencement of work: March 2019

Initial Reporting: 24th May 2019 (initial outputs of the evaluation process will be presented at the annual Ubuntu Network Dialogue Day).

Final Report: 14th June 2019

IX.   Disclaimers
- General Disclaimer: The Ubuntu Network may not be held liable for any loss or cost incurred by any tenderer relating to this invitation to tender.
- Costs & Expenses: Tenderers shall bear all costs associated with the preparation and submission of their tender and the Ubuntu Network shall not be responsible or liable for any costs or expenses incurred by tenderers in the preparation of tenders or any associated work effort.
- Right to Cancel: The Ubuntu Network reserves the right without advance notice, (and without giving reasons) to terminate the Request for Tenders process. This Request for Tenders does not represent a commitment to enter into any contract.
- Right not to Award Contract: The Ubuntu Network reserves the right to reject all tenders if none, in its opinion, adequately satisfies the requirements.
- Right to Extend Closing Date : The Ubuntu Network reserves the right, and at its sole discretion, to extend the closing date for receipt of tenders by posting the update on our website www.ubuntu.ie.
- Lowest Cost Tender: The Ubuntu Network does not bind itself to accept the lowest cost or any tender.
- Adequacy of Requirements: Whilst every effort has been made to adequately describe the requirements arising from this procurement, it is the tenderers responsibility to gauge the extent of the work effort and resources required to meet the requirements.

Contact details and further information:

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School of Education   University of Limerick

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