REQUEST FOR PROPOSALS (RFP)

MONITORING, EVALUATION AND LEARNING PARTNER TO THE SAFE URBAN ENVIRONMENTS PROGRAM (SUEP)
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1. REQUEST FOR PROPOSALS
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1.1. Introduction

This document outlines the requirements for a request for proposals (RFP) to be considered by the Global Infrastructure Basel Foundation (GIB) in the context of the Safe Urban Environments Program. The present RFP is complemented by the terms of reference (TORs) that will apply to the selected Monitoring, Evaluation and Learning (MEL) partner (see section 2, Terms of Reference).

If you decide to apply, your proposal must be received by GIB no later than 15 August 2021 at 11:00 pm CEST. Late bids shall be rejected unless prior agreement between GIB and the bidding organization.

You may submit a proposal to GIB provided that your organization is able and willing to deliver the goods, works and/or services which are outlined in the RFP and in the TORs according to global good practice.

This RFP includes the following documents

1. RFP
2. TORs
3. Annexes (Attached as supplements)
   a. Annex 1 : Budget Format
   b. Annex 2.1 : SUEP Presentation
   c. Annex 2.2 : SUEP Theory of Change (TOC)
   d. Annex 2.3 : Relational Wellbeing Essentials
   e. Annex 2.4 : E2A Framework

1.2. General conditions

1.2.1. Eligibility and conflict of interest

All organizations that meet the required criteria are welcome to apply. However, organizations submitting a proposal should not have been involved in the preparation of this RFP. All applicants should disclose any possible conflict of interest at the time of application. A conflict of interest exists when the applicant holds a personal relationship with a GIB employee (or a member of their immediate family), a member of the GIB Board or an associate who could benefit directly, financially or otherwise, from the selection of the applicant.

GIB expects all its partners to adhere to the highest moral, ethical conduct and transparency standards.
If selected, the applicant acknowledges and accepts this and commits to complying with these requirements.

1.2.2. Assessment of applicants

The assessment of applicants shall be based on the quality of their services or products, their sustainability, capacity, timeliness and price-competitiveness representing good value for money. Applicants will also be assessed on how well they meet the qualifications outlined in this RPF and its accompanying TORS and the quality and completeness of their submitted proposal. Proposals will be reviewed and assessed by an evaluation panel to determine their compliance with the requirement outlined in this RFP and the TORS. All proposals will first be evaluated on their technical feasibility and competency (technical proposal) before the evaluation panel proceeds to the assessment of the financial offer.

The following criteria shall be applied for evaluation:

<table>
<thead>
<tr>
<th>Technical proposal</th>
<th>70%</th>
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<tbody>
<tr>
<td>- Level of expertise and qualifications to carry out the services outlined</td>
<td></td>
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<tr>
<td>- Proposed execution plan of the services requested (efficiency, innovation, fit,</td>
<td></td>
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<tr>
<td>simplicity)</td>
<td></td>
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<tr>
<td>- Expertise of team members</td>
<td></td>
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<tr>
<td>- Compliance to this RFP and TORs</td>
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Financial Offer

<table>
<thead>
<tr>
<th>Overall value for money</th>
<th>30%</th>
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</table>

Total 100%

1.2.3. RFP Schedule summary

The following schedule will be followed as much as possible. Should any changes occur, all applicants will be notified promptly by GIB.

- RFP release date: 15 July 2021
- Clarification questions (to be submitted to GIB contact e-mail): 16 July – 10 August 2021
- Proposals receipt deadline: 15 August, 11pm CEST
- Estimated contract signature and start date: 01 September 2021 (or by mutual agreement)
1.2.4. Proposal submission guidelines

1.2.4.1. Contact

The proposal shall be addressed to the attention of:

**Lorena Zemp**  
Chief Operating Officer, GIB  
Global Program Manager, SUEP

The proposal shall be submitted to the following e-mail addresses:

- **Main recipient:** lorena.zemp@gib-foundation.org  
- **CC:** louis.downing@gib-foundation.org

1.2.4.2. Format

1. All pages of the proposal shall be numbered. The proposal shall be submitted electronically in both PDF and Word formats. Applicants must ensure that their proposal has been received by requesting a confirmation of receipt by one of the e-mail addresses provided above. The confirmation of receipt shall be provided by GIB in 2 working days.

2. The proposal and all documents must be submitted in English. If you wish to submit original supporting documents in another language, you are welcome to do so, as long as they are accompanied by a translation to English.

3. The currency used in all proposal documents shall be CHF (Swiss Francs).

4. The proposal shall include the following sections:
   a. Presentation page (with contact details of the organization)
   b. Technical proposal
   c. Financial offer
   d. CVs and bios of the applicant’s team members who will carry out relevant tasks if the applicant is selected, including their proposed role in this project.
   e. Recent references

1.2.4.3. Technical proposal details

The applicant shall briefly describe how it intends to meet the requirements described in this RFP and its accompanying TORs. Due to the participatory nature and the systems approach of the program, limited information is available at this stage. The program (as outlined in the TORs) is currently in its development and pilot phase, where the approach is being co-developed with all partners. The technical proposal presented by the applicant may need to be updated and adapted throughout the duration of the contract. Flexibility and adaptability will be key for this project. However, we expect to see a teaser of the applicants’ ideas on how to tackle and carry out the activities outlined to the very best of their ability.
We value innovation, quality and simplicity; these are the main values we look for in any proposal. We would also expect all applicants to outline how they plan to respond to potential Covid-19 related challenges in order to pursue their activities under this project in the current context.

We do not expect your technical proposal to have a specific length. However, we recommend that it is under 5-10 pages long. The technical proposal must cover the following points:

- How the applicant envisions to develop a MEL system fit for the purpose of the program.
- How the applicant envisions to complete the activities and objectives as per the TORs.
- Examples of similar approaches related to the applicant’s expertise.
- Any other supporting document and information that demonstrates your technical and professional competencies to meet the objectives and requirements of this project. You can add these as attachments, which will not count towards the 10 pages suggested above.

1.2.4.4. Financial offer details

The applicant shall present its financial offer net of any direct taxes or custom duties. The financial offer should, at the very least, contain the following information:

- A budget breakdown per activity within the following expected effort: 70-100 person days for the total duration of this assignment. Please use Annex 1 as a guidance to submit your budget. You can add more rows but please follow the same format. To be presented both as a lump sum and then in a breakdown.
- Overhead (maximum of 10%)
- Total

1.2.4.5. References details

The applicant shall provide details of at least two contracts entered into during the past five years which are relevant to this proposal (according to its TORs). The following information must be included:

- Name of main contact, e-mail address, mobile number if available, role in the project in relation to the applicant.
- Name of the project, date, brief description of the services provided, relevant outputs (1-2 paragraphs is sufficient) and link to a website or similar where outputs and more information can be accessed.
- Role of the applicant in that project.
- Contract approximate value.
2. TERMS OF REFERENCE (TORS)
2. TERMS OF REFERENCE

2.1. Background

2.1.5. About Global Infrastructure Basel Foundation

Global Infrastructure Basel ("GIB") is a Swiss foundation, based in Basel, Switzerland working towards a world in which investments in social, economic and physical infrastructure lead to inclusive, sustainable and resilient communities and ecosystems. Our mission is to inspire and accelerate a mainstream transition to sustainable and resilient infrastructure.

The SUEP is an initiative proudly led by Global Infrastructure Basel Foundation, in partnership with ICLEI, hosted by Swiss Philanthropy Foundation, with the support of Fondation Botnar.

2.1.6. About the Safe Urban Environments Program (SUEP)

The Safe Urban Environments Program (SUEP) is a global program aiming to improve safety and wellbeing of young people in urban environments in secondary cities. The program aims to work with various cities over the coming years, to better understand urban systems and their influence on safety and wellbeing, build capacity within these systems, enable youth innovation to solve key challenges for safer urban environments. The program will also establish a global learning network of cities, young people, thought leaders and practitioners to foster better understanding of urban safety for young people.

The SUEP started its pilot phase on June 22nd 2021, which will last 1 year. At this stage, the program aims to engage with a number of actors (young people, youth organizations, public sector, private sector, NGOs, academia, others) in at least 2 secondary cities in two of the following countries (to be selected): Indonesia and Colombia (most probable), Ecuador, Ghana, Tanzania, India.

See Annex 2 for more information on the SUEP.
3. SCOPE OF WORKS AND BUDGET

3.1. Purpose and general role of the selected MEL partner

As program lead, GIB is looking for an experienced Monitoring, Evaluation and Learning partner who will accompany the program during this phase (1 year) with the possibility of extension for 2 more years (depending on the assessment of the progress at the end of year 1).

There are 3 main activities expected of the MEL partner in this phase.

1. Development of a MEL framework and strategy.
2. Technical assistance to all partners and grantees on implementation of the MEL framework and strategy (knowledge management).
3. Program monitoring and evaluation.

The selected MEL partner will work directly with the SUEP global program manager and team to accomplish the objectives and activities of the assignment as outlined in sections 3.1, 3.2, 3.3 and 3.4. This may include holding regular calls, answering e-mails and regular meetings. The MEL partner will also:

- Coordinate with ICLEI as support partner on the MEL package of work;
- Coordinate with key strategic program partners (for example: the Relational Wellbeing Collaborative (RWC), BUUR, SPF, research partner) to gather their inputs for the MEL framework and strategy;
- Work with subpartners and grantees on the ground as per point 2 under 3.1 above.

All work performed by the selected MEL partner is expected to be delivered in accordance with globally recognized good practice.

3.2. Specific objectives

The overall objectives of the assignment are:

1. To ensure alignment with the strategy and framework of the SUEP and Fondation Botnar’s principles;
2. To develop a MEL framework informed by systems change theory, the relational wellbeing approach and elements of the evidence to action framework (E2A) in addition to the details provided in section 3.3 below.
3. To ensure that the MEL framework gets implemented at program and project level, providing technical support as necessary to program lead, partners and grantees.
4. To assess regularly program effectiveness.
5. To identify opportunities and challenges of the program implementation, providing insights based on evidence and data on the progress of the program and provide actionable recommendations for improving the design and implementation of the program to achieve program objectives.
6. To identify concrete opportunities to facilitate collaborative working and sharing of experience and learning between grantees and relevant stakeholders.
7. To adhere to the Research Fairness Initiative Principles (link: https://rfi.cohred.org/rfi-reporting/)

3.3. Tasks and deliverables

The selected MEL partner shall perform the activities outlined below. These activities are closely tied to the objectives presented above, and also to the overarching objectives, outcomes, outputs of the SUEP program as a whole. As the program is still in its pilot phase, the selected MEL partner must demonstrate sufficient capacity for open-mindedness, flexibility, and the ability to adapt to the program’s evolving requirements. The following list is an initial indication of the activities that we would expect our MEL partner to carry out. Please bear in mind that this list may change and adapt as the project takes more definitive shape.

The specific deliverables under this assignment are as follows:

<table>
<thead>
<tr>
<th>No.</th>
<th>RFP Activity Name</th>
<th>Description</th>
<th>Deliverable</th>
<th>Tentative Deadline</th>
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| 1   | Development of a MEL framework and strategy. | The MEL partner shall develop and provide guidance to GIB on the implementation of a MEL framework and strategy for the SUEP (including adequate indicators and how to measure them). The framework shall measure progress, be flexible (allowing for modifications) and quantify expected outcomes and impacts of the program at both global and project level. The partner will be expected to demonstrate that the MEL approach is fit for context, informed by the systems change theory, the E2A framework and the relational wellbeing approach, ensuring that program outcomes are measured, assessed and evaluated based on a bottom-up approach.

For this program, the MEL approach GIB has envisioned is a hybrid approach (quantitative-qualitative) which systematically gathers data and evidence against indicators at the activity, output, outcome and impact levels, including qualitative participant’s stories of change. Advancement and achievement of objectives is evaluated using a combination of objective and subjective evidence, gathering perceptions of key stakeholders and | D6.1.1 Complete MEL framework and strategy for the program (detailed KPIs, or similar measures, reporting and data requirements needed from partners + timing for these inputs). | 31.10.2021 |
measuring progress against sometimes, varying performance indicators. This should support the assessment of measurable improvement of safety of young people.

<table>
<thead>
<tr>
<th>2</th>
<th>Technical assistance to all partners and grantees on implementation of the MEL framework and strategy (knowledge management).</th>
<th>As part of this activity the MEL partner shall create a short guidance document (format tbd) to use in their technical assistance and training with partners.</th>
<th>D6.1.2: Short guidance note for partners on how to implement and measure the MEL framework and approach. To be used for D6.1.3.</th>
<th>15.11.2021</th>
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<td></td>
<td></td>
<td>The selected MEL partner will be tasked in guiding partners on how to measure and implement the MEL strategy and framework defined on Activity 1, deliverable D6.1_1 for year 1. This includes GIB, key subpartners and grantees. The training is expected to be conducted in a virtual modality for year 1.</td>
<td></td>
<td>D6.1.3: Capacity building on the MEL framework provided to all relevant partners/subpartners for year1.</td>
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<tr>
<td></td>
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<td>As part of this activity the MEL partner shall form a first participatory action research (PAR) team that will accompany the program. See Annex 2.4 for more information on PAR teams.</td>
<td></td>
<td>D6.1.4: Global participatory action research (PAR) team</td>
</tr>
<tr>
<td>3</td>
<td>Program monitoring and evaluation.</td>
<td>At the end of Year 1 we do not envision any external evaluation. However, we have to provide concise and detailed reporting on program progress to Fondation Botnar. The MEL partner is therefore expected to work together with all partners and grantees to ensure that all appropriate data and KPIs are measured and reported on time, to provide a report to GIB that will be included in the following reporting for Year 1 to Fondation Botnar: Intermediary milestone report and Bi-annual progress report no.1</td>
<td>D6.1.5: Intermediary milestone report (MEL section + data)</td>
<td>15.10.2021</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D6.1.6: Bi-annual progress report no. 1 (MEL section + data)</td>
<td>15.02.2022</td>
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NOTE: Further deliverables may be discussed and agreed upon between GIB and the selected MEL partner, as required.

NOTE: The tentative deadlines are outlined for the final product. Drafts may be required to be submitted before that date.

### 3.4. Reporting

Constant communication with GIB will be had during the whole duration of the assignment. Formal reporting will be required twice (see dates on section 3.3):

- D6.1.5: Intermediary milestone report (MEL section + data)
- D6.1.6: Bi-annual report no. 1 (MEL section + data)
3.5. Timing and duration

The program year started on 22nd of June 2021, with the first year ending 22nd June 2022. The exact date may change and will be notified to the applicants as soon as possible.

The duration of the initial appointment shall be one (1) year. At the end of the first year, GIB will assess the progress that has been made and will decide whether to extend the collaboration for a period of 2 years.

3.5.7. Travel

At the current time and for the foreseeable future, no travel will be required for year 1. Travel may be required once Covid-19 restrictions are lifted. The budget line item for travel can be utilized if and when global travel is permissible in the relevant countries and shall be subject to approval from the SUEP global program manager.
4. PROFILE OF THE MEL PARTNER

4.1. Required qualifications, competencies and experience

1. Proven track record and competency in working with organizations in developing MEL frameworks, systems, strategies including results frameworks to support their measurement (including KPI development).

2. Proven track record in delivering MEL technical assistance (skills development/capacity building) in a global context, with international organizations and local grantees in developing countries.

3. Have expertise in systems thinking and participatory processes.

4. Preferably have expertise in MEL of youth engagement and urban safety/security.

5. Preferably based in the Global South (i.e. organizations based in developing countries and in the regions of Latin America, Asia, Africa and Oceania); and outside of Europe and North America.

6. Demonstrate creative, innovative thinking, inspired by flexibility, adaptability, efficiency, open-mindedness and ‘out of the box’ thinking.

7. Experience in the focus countries (see section 2.1.6) will be considered an advantage.

8. Proficiency in English at an advance level in a requirement. Proficiency in the languages of the focus countries will be considered an advantage.