

REQUEST FOR PROPOSAL

Ref.: RFQS-2023-UNESDAK-EDSKILLS-KOICA_013

(Please quote this UNESCO reference in all correspondence)

You are invited to submit a proposition for *the End – Project Evaluation of “Youth Empowerment through Technical and Vocational Education and Training (TVET) in The Gambia”* offering your best prices according to this document and the terms of reference (Annex II).

| ITEM NO. | DESCRIPTION OF GOODS AND/OR SERVICES | QTY | UNIT | CURRENCY | ▶ | AMOUNT |
|----------|--|-----|------|--------------------|----------|--------|
| | | | | UNIT PRICE | | |
| 01 | <i>End – Project Evaluation of “Youth Empowerment through Technical and Vocational Education and Training (TVET) in The Gambia</i> | | | | | |
| | | | | TOTAL PRICE | ▶ | |

UNESCO CONDITIONS

| | |
|------------------------------|--|
| GENERAL TERMS AND CONDITIONS | UNESCO GENERAL TERMS AND CONDITIONS APPLY (COPY ENCLOSED). |
| PAYMENT TERMS | 30 DAYS NET UPON RECEIPT OF INVOICE AND SUPPORTING DOCUMENTS |

BIDDER PLEASE STATE

VALIDITY OF QUOTATION (UNESCO STANDARD MINIMUM 90 DAYS):

ADDITIONAL REQUIREMENTS:

WE ARE LOOKING FORWARD TO RECEIVING YOUR PROPOSAL **Latest On June,16 2023** at to dakar.rfq@unesco.org with copy to t.sarr@unesco.org
(To be noted that all files together not to exceed 10 Mo)

| FOR UNESCO | BIDDER'S ACCEPTANCE |
|--------------------|--|
| NAME: | UNESCO CONDITIONS AS STATED ABOVE ARE HEREWITH ACCEPTED. ▼ |
| FUNCTIONAL TITLE : | NAME |
| SIGNATURE : | TITLE |
| DATE: | STAMP AND SIGNATURE |
| | DATE |

Additional Informations

Evaluation method

The price proposal of all offerors, who have attained minimum 70 % score in the technical evaluation, will be compared. *The contract will be awarded to the offeror that receives the highest score out of a pre-determined set of weighted technical and financial criteria as specified below.*

Technical Proposal Evaluation Form

| Sample: Summary of Technical Proposal Evaluation Forms | | Points Obtainable | Name of Firm / Institution | | |
|--|---|-------------------|----------------------------|---|---|
| | | | A | B | C |
| 1. | Expertise of Firm / Institution submitting Proposal | 100 | | | |
| 2. | Proposed Work Plan and Approach | 400 | | | |
| 3. | Personnel | 200 | | | |
| Sub-total for Technical Evaluation | | 700 | | | |

Evaluation of the price proposals (of all Offerors who have attained minimum 70 % score in the technical evaluation) will be based on the weight scoring method as follows:

- Lowest price is given maximum points (e.g., 300), for other prices the points are assigned based on the following formula: [Amount of points = $\frac{\text{lowest price}}{\text{other price}} \times \text{total points obtainable for financial proposal}$]

An example:

- Offeror A – lowest price ranked as 1st in the amount of USD 10,000 = a
- Offeror B – second lowest price ranked as 2nd in the amount of USD 15,000 = b
Points assigned to A = 30 & Points assigned to B = 20 (following formula: $a/b \times 300$ i.e., $10,000/15,000 \times 300 = 200$ points)

Option 2: Combined Technical and Financial Evaluation Form

| Sample: Summary of Financial Proposal Evaluation Forms | | Points Obtainable | Name of Firm / Institution | | | |
|--|------------------------------|-------------------|----------------------------|---|---|---|
| | | | A | B | C | D |
| | Sub-total Technical Proposal | 700 | | | | |
| | Sub-total Financial Proposal | 300 | | | | |
| Total | | 1000 | | | | |

ANNEX I: General Terms and Conditions for Goods and Related Services

1. ACCEPTANCE OF THE CONTRACT

This Contract may only be accepted by the Contractor's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Contract, as herein specified. Acceptance of this Contract shall effect a Contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Contract, including these General Conditions. No additional or inconsistent provisions proposed by the Contractor shall bind UNESCO unless agreed to in writing by its duly authorized official. SOURCE OF INSTRUCTIONS

2. GOODS AND SERVICES DEFINED

Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, intermediate products and products which the Contractor is required to supply under this Contract. Services are hereinafter deemed to include services ancillary to the supply of the goods including, without limitation, installation, training, transportation and such other obligations as required under this Order.

3. PAYMENT

UNESCO shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Contract, make payment within 30 days of receipt of the Contractor's invoice for the goods and copies of the shipping documents specified in this Contract. Payment by UNESCO does not imply acceptance of goods nor of any related work or services under this Contract.

4. TAX EXEMPTION

Section 7 of the Convention on Privileges and Immunities of the Specialized Agencies provides, inter alia, that UNESCO and its subsidiary organs are exempt from all direct taxes and are exempt from customs duties in respect of articles imported or exported for its official use. Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor's invoice any amount representing such taxes or duties charged to UNESCO by the Contractor. Payment of such adjusted amount shall constitute full payment by UNESCO. In the event any taxing authority refuses to recognize the UNESCO exemption from such taxes or duties, the Contractor shall immediately consult with UNESCO.

5. TRADE MARKS

Whenever an INCOTERM is used in this Contract it shall be interpreted in accordance with the INCOTERMS 2000.

6. EXPORT LICENSES

The Contractor shall obtain any export license(s) required for the goods.

7. INSPECTION AND ACCEPTANCE

All goods shall be subject to inspection and testing by UNESCO or its designated representative, to the extent practicable, at all times and places, including the period of manufacture and, in any event, prior to final acceptance by UNESCO. If any inspection or test is made on the premises of Contractor or its supplier, the Contractor, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspection and tests on the premises of the Contractor or its supplier shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the Contractor or supplier. Final acceptance or rejection of the goods shall be made as soon as practicable after delivery, but failure to inspect and accept or reject goods shall neither relieve Contractor from responsibility for non-conforming goods nor impose liabilities on UNESCO therefore. The Contractor shall provide and maintain an inspection, quality, and manufacturing process control system covering the goods which is acceptable to UNESCO. Records of all inspection work by Contractor shall be kept complete and made available to UNESCO during the performance pursuant to this Contract and for twenty four (24) months thereafter or for such other period as may be specified in this Contract. Copies of all material certifications and test results are to be submitted to UNESCO upon request.

8. FITNESS OF GOODS INCLUDING PACKAGE

Contractor warrants that the goods conform to the specifications and are fit for the purposes for which such goods are ordinarily used, as well as for purposes, in locations and under circumstances made known to the Contractor by UNESCO. Contractor warrants that the goods are new, of current manufacture and free from defects in design, workmanship and materials. The Contractor also warrants that the goods are securely contained, packaged and marked, taking into consideration and the mode(s) of shipment, in a manner so as to protect the goods during delivery to their ultimate destination. Unless a longer period is specified in this Contract, the Contractor warrants and certifies that it will repair or replace without expense to UNESCO or its clients any goods or components which prove to be

defective in design, material, or workmanship within a period of one (1) year from the date such goods are placed in use.

9. AFTER SALES SERVICE

The Contractor shall maintain or provide a service organization reasonably constituted to handle requests from UNESCO or its clients for technical assistance, maintenance, service, repairs and overhaul of the goods.

10. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend at its own expenses UNESCO, its personnel and its clients from and against all suits, claims, demands, and liability of any nature or kind, including costs and expenses arising out of acts or omissions of the Contractor or its personnel or others responsible to the Contractor in the performance pursuant to this Contract.

11. PATENT INDEMNIFICATION

Contractor shall defend at its own expenses any suit or proceeding brought against UNESCO or its clients based on a claim that any goods or the normal use thereof furnished under this Contract constitute any infringement of any patent of any country, if notified promptly in writing and given authority, information and assistance (at Contractor's expenses) for the defense of same, and Contractor shall pay all damages and costs awarded therein against UNESCO or its clients. In case use of said goods or any part is enjoined, Contractor shall, at its own expense and at its option, either procure of UNESCO or its clients the right to continue using the goods, modify them so they become non-infringing or, with the approval of UNESCO, remove said goods and refund the purchase price, including transportation and installation costs.

12. FIRE AND EXTENDED COVERAGE INSURANCE

At all times prior to delivery, the Contractor shall effect and maintain continuous fire, hazard and extended coverage insurance upon any goods subject to this Contract in an amount equal to the sound insurable value of such goods and labour incorporated therein with loss payable to the Contractor and UNESCO as their interests may appear.

13. VARIATION IN QUANTITIES

The quantities specified in this Contract must not be exceeded or decreased without the prior written authorization of UNESCO.

14. CHANGES

UNESCO may at any time by written instruction make changes within the general scope of this Contract. If any such change causes an increase or decrease in the price of or the time required for performance pursuant to this Contract, an equitable adjustment shall be made in the Contract price, or delivery schedule, or both and the Contract shall be either amended or terminated and reissued accordingly. Any claim by the Contractor for adjustment under this paragraph must be asserted within thirty (30) days from the date of receipt by the Contractor of the notification of change; providing, however, that UNESCO may, at its sole discretion, receive and act upon any such claim asserted at any time prior to final payment under this Contract. Failure to agree to any adjustments shall be a controversy within the meaning of Clause 22. However, nothing in this Clause shall excuse the Contractor from proceeding with the Contract as changed. No modification of or change in the terms of this Contract shall be valid or enforceable against UNESCO unless it is in writing and signed by a duly authorized representative of UNESCO.

15. TERMINATION FOR CONVENIENCE

UNESCO may terminate this Contract, in whole or in part, upon notice to the Contractor. Upon receipt of notice of termination, the Contractor shall take immediate steps to bring the work and services to a close in a prompt and orderly manner, shall reduce expenses to a minimum and shall not undertake any forward commitment from the date of receipt of notice of termination. In the event of Termination for Convenience, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed prior to termination, for expenses necessary for the prompt and orderly termination of the work and for the cost of such necessary work as UNESCO may request the Contractor to complete. To the extent that the computation of such payment due from UNESCO may not make the Contractor whole in respect of termination under this provision, the Contractor may claim an equitable adjustment in accordance with the procedures for equitable adjustment referred to in Clause 14 above.

16. REMEDIES FOR DEFAULT

In case of failure by the Contractor to perform according to this Contract, including but not limited to failure to obtain necessary export licenses or to make delivery of all of the goods by the agreed delivery date, UNESCO may, after giving the Contractor reasonable notice to perform and without prejudice to any other rights or

remedies, exercise one or more of the following rights: (1) procure all or part of the goods from other sources, in which event UNESCO may hold the Contractor responsible for any excess costs occasioned thereby; (2) refuse to accept delivery of all or part of the goods; (3) terminate this Contract; (4) require Contractor to ship via premium means, at Contractor's expenses, to meet the delivery schedule; (5) impose liquidated damages.

17. LIQUIDATED DAMAGES FOR DELAY

Subject to Clause 18, if the Contractor fails to deliver all or part of the goods or perform any of the services within the time period specified in the Contract, UNESCO may, without prejudice to any other rights and remedies, deduct from the total price stipulated in this Contract an amount of 0.35% of the price of such goods or unperformed services for each calendar day of delay until actual delivery, up to a maximum deduction of 10% of the contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.

18. FORCE MAJEURE

Notwithstanding the provisions of Clauses 16 and 17, the Contractor shall not be liable for default or liquidated damages, to the extent that its failure to perform its obligations under this Contract is the result of an event of Force Majeure. For purposes of this Contract, Force Majeure is defined as an event beyond the control of the Contractor; not involving the Contractor's fault or negligence and not foreseeable and includes acts of God, natural disasters, war (whether or not declared) and other events of a similar nature or force.

19. SOURCE OF INSTRUCTION

The Contractor shall neither seek nor accept instructions from any authority external to UNESCO in connection with the performance pursuant to this Contract. The Contractor shall refrain from any action which may adversely affect UNESCO.

20. OFFICIALS TO BENEFIT

The Contractor warrants that no official of UNESCO or any Government has received or will be offered by the Contractor any direct or indirect benefit of any kind, or any gift, payment or other consideration in connection with or arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is breach of an essential term of this Contract.

21. USE OF NAME EMBLEM OR OFFICIAL SEAL OF UNESCO

Unless authorized in writing, the Contractor shall not advertise or otherwise make public the fact that it is performing, or has performed, services for UNESCO or use the name (or any abbreviation thereof), emblem or official seal of UNESCO for advertising or for any other purpose.

22. ASSIGNMENT AND INSOLVENCY

The Contractor shall not, except after obtaining the prior written approval of UNESCO, assign, transfer, pledge or make other disposition of this Contract or any part hereof or any of the Contractor's rights or obligations under this Contract. Should the Contractor become insolvent or should control of the Contractor change by the virtue of insolvency, UNESCO may, without prejudice to any other right or remedy, terminate this Contract by giving the Contractor written notice of such termination.

23. CHILD LABOUR

The Contractor represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

24. MINES

The Contractor represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980. Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

25. ARBITRATION

Any controversy or claim arising out of or in connection with any provision of this Contract or any breach thereof, shall, unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules in force at the date of this Contract. UNESCO and the Contractor shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

26. CONCILIATION

Where, in the course of such direct negotiation referred to in Clause 25 above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

27. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver of any of the privileges and immunities of UNESCO.

28. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

(a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;

(b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody as set forth in condition 28 above.

29. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNESCO hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

30. AUDITS AND INVESTIGATIONS:

Each invoice paid by UNESCO shall be subject to a post-payment audit by auditors, whether internal or external, of UNESCO or by other authorized and qualified agents of UNESCO at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

UNESCO may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

The Contractor shall provide its full and timely cooperation with any such post payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNESCO access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNESCO hereunder.

UNESCO shall be entitled to a refund from the Contractor for any amounts shown by audits or investigations to have been paid by UNESCO other than in accordance with the terms and conditions of the Contract.

31. PROTECTION FROM SEXUAL EXPLOITATION AND SEXUAL ABUSE

Definitions. For purposes of the Contract, "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another; "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation and abuse are strictly prohibited. The

Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, shall not engage in any sexual exploitation and abuse. The Contractor acknowledges and agrees that UNESCO will apply a policy of "zero tolerance" with regard to sexual exploitation and abuse of anyone by the Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract.

Without prejudice to the generality of the foregoing:

- (a) Sexual activity with a child (any person less than eighteen years of age), regardless of any laws relating to the age of majority or to consent, shall constitute the sexual exploitation and abuse of such person. Mistaken belief in the age of a child shall not constitute a defense under the Agreement.
- (b) The exchange or promise of exchange of any money, employment, goods, services, or other thing of value, for sex, including sexual favors or sexual activities, shall constitute sexual exploitation and abuse
- (c) The Contractor acknowledges and agrees that sexual relationships between the Contractor's employees, agents or other persons engaged by the Contractor and beneficiaries of assistance, since they are based on inherently unequal power

dynamics, undermine the credibility and integrity of the work of UNESCO and are strongly discouraged.

Reporting of allegations to UNESCO. The Contractor shall report allegations of sexual exploitation and abuse, of which the Contractor has been informed or has otherwise become aware, promptly to UNESCO, in line with its established reporting mechanism. To the extent legally possible, the Contractor will require its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, to report allegations of sexual exploitation and abuse arising in relation to the Contract directly to UNESCO.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

32. UNITED NATIONS SUPPLIER CODE OF CONDUCT

The Contractor acknowledges that the UN Supplier Code of Conduct (available from <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>) provides the minimum standards expected of the UN Suppliers.

ANNEX II - TERMS OF REFERENCES

Terms of reference (TOR) for the end-of-project evaluation

Youth Empowerment through Technical and Vocational Education and Training (TVET) in The Gambia

1. Background

According to the Gambia Labour Force Survey (GLFS 2018), youth unemployment in The Gambia is estimated at 56% of the total youth population of 377,326. The primary reason for this alarming statistic is the lack of necessary skills that prevent the youth from being adequately employed. This skills mismatch creates a gap between graduates and the labor market, making it challenging for the youth to participate effectively in the evolving job market. Another factor that contributes to low youth participation in TVET is the inadequate visibility and poor perception of this sector. However, the Government of The Gambia recognizes that quality and relevant TVET is essential for poverty alleviation and economic development. Thus, it is currently prioritizing the expansion of the TVET sector through diverse strategies.

As part of supporting this effort, in December 2018, UNESCO Multi-sectoral Regional Office for West Africa (UNESCO Dakar) launched the Youth Empowerment through TVET in The Gambia project with financial support from the Korea International Cooperation Agency (KOICA). The project aims to enhance the national TVET system in The Gambia by addressing unmet needs in eight key areas:

- Activity 1 – Development and approval of a TVET Policy
- Activity 2 – Development and review of TVET curricula
- Activity 3 – Providing modern, industry-standard equipment for training (GTTI)¹
- Activity 4 – Upgrading teacher training institutions and teacher training
- Activity 5 – Strengthening the Management Information System
- Activity 6 – Creation of an incubator system
- Activity 7 – Organization of a National Skills Competition (NSC) and participation in International Skills Competition
- Activity 8 – Guidance and communication to change perceptions of TVET

The project is set to be completed by December 31, 2023.

2. Purpose of the evaluation

This end-of-project evaluation will cover the entire implementation period from December 2018 to December 2023. The evaluation aims to analyze the project's overall performance and provide recommendations while developing a sustainable strategy for scaling up Activities 7 and 8 beyond the project cycle. The evaluation is forward-looking and will capture lessons learned to guide UNESCO Dakar and key national implementers and stakeholders on how to respond to the priorities identified in the TVET policy (2021-2030). The evaluation will assess the project design, scope, implementation status, and capacity to achieve the project objectives. It will analyze lessons learned, challenges faced, and best practices obtained during implementation to inform future planning.

The evaluation will assess the project's performance against planned results and its potential impact and sustainability, including the contribution to capacity development and achievement of sustainable

¹ GTTI was renamed as

development goals (SDGs) 4 (quality education), 5 (gender equality), 8 (decent work and economic growth), and 10 (reduced inequality). The evaluation will generate knowledge from the project's implementation by interviewing various implementing partners, stakeholders and beneficiaries to reflect on challenges, lessons learned, and propose actionable recommendations for future planning for the country's TVET work.

3. Scope and focus of the evaluation

This end-of-project evaluation aims to comprehensively assess the relevance, coherence, effectiveness, efficiency, and impact of the project, effectiveness of the implementation strategy and the results of the Youth Empowerment through TVET in The Gambia project and the analysis of the mid-term evaluation carried out in December 2021. The evaluation will cover the entire implementation period, from December 2018 to December 2023, and will focus on assessing the project's overall performance and impact.

To achieve this, the evaluation will:

- review the project design and assumptions made at the beginning of the project development process, as well as the implementation modalities, roles and responsibilities of the implementing partners, other stakeholders and beneficiaries. It will examine the coordination, partnership arrangements, institutional strengthening, beneficiary participation, replication, and sustainability of the project.
- assess project management, including the implementation strategies and project activities, to determine the extent to which the project results have been achieved, partnerships established, and capacities built. It will also review how cross-cutting issues such as mainstreaming gender have been addressed in the project.
- consider whether the project implementation strategy has been optimal and recommend areas for improvement and learning.

The expected outputs of this activity are two-fold: first, to conduct an analysis of the project's overall performance, including recommendations, and second, to develop a sustainable strategy for scaling up Activities 7 (Skills competitions) and 8 (Communication campaign) beyond the project cycle.

Overall, the evaluation will provide information on the nature, extent, and potential impact and sustainability of the project. It will draw lessons that will inform the key partners and stakeholders who have been directly involved in project implementation, including, the ministry of higher education, research, science and technology (MoHERST), university of science, engineering and technology (USET), national accreditation and quality assurance authority (NAQAA), Gambian national commission for UNESCO (NATCOM), the project steering and technical committee members, National Technical Team member (NTT), KOICA Senegal, and UNESCO project team.

4. The Evaluation questions

The following key questions will guide the end of project evaluation:

| Area | Focus | Questions |
|-----------|---|--|
| Relevance | Did the intervention do the right things? | <ul style="list-style-type: none"> • How well did the project intervention respond to the needs and priorities of stakeholders and UNESCO's priority areas in TVET, and SDGs 4 and 8 taking into account the specific needs of young people, including women and girls and marginalized groups? • To what extent were stakeholder groups involved in the design and implementation of the project, and to what extent were |

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| | | <p>the participation of marginalized groups, their culture, language, sex, location, and abilities taken into consideration?</p> <ul style="list-style-type: none"> • Were there any changes that occurred during project implementation, and if so, how did the interventions adapt to these changes? • To what extent was the design of the project appropriate and relevant to the political, economic, social and cultural context of The Gambia? • How did the intervention's design reflect the rights of all genders and include feedback from a diverse range of local stakeholders, including marginalized groups? Was a gender and inclusion analysis undertaken? • Did the project interventions effectively meet the practical and strategic needs of all genders and marginalized groups? |
| Coherence | <p>The compatibility of the intervention with other TVET interventions led by the Government or other project key stakeholders?</p> <p>How well did the intervention fit in the overall internal and external context of TVET in The Gambia?</p> | <ul style="list-style-type: none"> • How well does the project align and link with other TVET projects and initiatives in The Gambia, and what is the level of synergy between them? • To what extent does the project align and connect with the country's national development priorities, particularly regarding gender equality, and does it explicitly reference them? • How consistent are the project interventions with the relevant regional, continental, and international norms and standards adhered to by UNESCO and KOICA? • Was there complementarity, harmonization, and coordination with other ongoing processes, and to what extent did the project interventions add value without duplicating efforts? • To what extent does the design, delivery, and results of the interventions align with international commitments to human rights and gender equality, such as UNESCO's global priority-gender equality and the Continental Education Strategy for Africa (2016-2025)? • To what extent does the intervention support national legislation and initiatives aimed at improving gender equality and human rights, and what lessons can be learned from this? |
| Effectiveness | <p>Did the intervention achieve its objectives?</p> | <ul style="list-style-type: none"> • To what extent were the project's overall objectives achieved, and how do the results compare with the planned outcomes and outputs? • What progress has been made towards achieving the project's overall outputs and outcomes, and what were the main contributing factors and constraints? • To what extent were the project's results, including impacts, outcomes, and outputs, achieved, and how effective was the project in delivering the desired results? • Were the inputs and strategies identified realistic, appropriate, and adequate to achieve the results, and how did the project's results and M&E frameworks contribute to meeting project objectives? • How effective were the strategies and tools used in the implementation of the project, and what lessons can be learned for future interventions? • To what extent has the project effectively responded to the |

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| | | <p>needs of beneficiaries, and what results have been achieved?</p> <ul style="list-style-type: none"> • Did the intervention achieve its objectives and expected results in ways that contribute to gender equality and human rights, and if so, how? To what degree did the M&E framework take into account these contributions to gender equality and human rights? |
| Efficiency | <p>How well were resources being disbursed and used in project implementation? The extent to which the intervention delivers, or is likely to deliver, results in an economic and timely way.</p> | <ul style="list-style-type: none"> • Was the project able to achieve results efficiently, and were the processes used effective in achieving the intended results? • Specifically, did the actual or expected results justify the costs incurred, both in terms of outputs and outcomes? • Were different resources allocated in ways that considered gender equality and human rights, and if so, how were they allocated, and was differential resource allocation appropriate? • Were the resources utilized effectively with gender equality in mind, and did the costs per individual targeted address the distinct requirements of individuals of various genders? • What factors contributed to implementation efficiency, and how can they be improved in future interventions? • Did project activities overlap and duplicate other similar interventions funded nationally, regionally, and/or by other donors, and if so, what measures were taken to avoid duplication of effort? • Were the financial administrative procedures efficient, and how did they influence the execution of project activities? What improvements can be made in this regard? • Are there more efficient ways and means of delivering more and better results, both in terms of outputs and outcomes, with the available inputs? • Could a different approach have produced better results, and what lessons can be learned for future interventions? • How was the project's collaboration with the government, its agencies, and development partners, and what were the strengths and weaknesses of this collaboration? |
| Impact | <p>What difference does the intervention make? The extent to which the intervention has generated or is expected to generate significant positive or negative, intended, or unintended, higher-level effects?</p> | <ul style="list-style-type: none"> • To what extent has the intervention caused a significant and lasting change in the lives of the intended target groups, and what evidence is there to support this? • Were there any gender-related differences in engagement, experience, and impacts, and if so, what were the reasons for these differential impacts, and how can they be addressed in future interventions? • How did the intervention cause higher-level effects, such as changes in systems or policies, and what were the contributing factors? • Did all the intended target groups, including the most disadvantaged and vulnerable, benefit equally from the intervention, and if not, what measures were taken to address these inequalities? • Is the intervention transformative, and does it create enduring changes in norms, including gender norms, and systems, whether intended or not? • Is the intervention leading to other changes, including scalable or replicable results, and if so, what are these changes? |

| | | |
|-----------------------|--|---|
| | | <ul style="list-style-type: none"> How will the intervention contribute to changing society for the better, and what are the potential long-term impacts of the intervention beyond the project timeline? |
| Sustainability | Will the benefits last? The extent to which the net benefits of the intervention continue or are likely to continue. | <ul style="list-style-type: none"> To what extent do you anticipate the benefits of the project will be sustained post-completion? What measures have been taken to ensure the sustainability and continuation of project outcomes and benefits beyond the project completion? How effective were the project's exit strategies and approaches to phasing out assistance, and what were the key contributing factors and constraints? In what ways did the intervention promote gender equality and human rights within the national TVET system, and to what extent? Are there mechanisms in place to support the maintenance of achievements in gender equality and human rights post-intervention? What are the critical factors that need attention to improve the prospects of project outcome sustainability and the potential for replicating or scaling up the approach? How were capacities strengthened at the individual and institutional levels, and what were the primary contributing factors and constraints? What are the primary lessons learned, and what recommendations do you have for future support of similar projects? To what extent did the implementation of Activities 7 and 8 consider gender, and was it clear, consistent, and efficient? |

Regarding "sustainability", the recommendations should provide comprehensive proposals for future interventions, especially Activities 7 and 8, based on the current evaluation findings.

5. Methodology

The evaluation will use a combination of primary and secondary data collection and analysis methods to address the main evaluation questions. For this end-of-project evaluation, a detailed methodology that prioritizes gender equality and human rights throughout the data collection and analysis processes. This approach includes participatory mechanisms to engage with diverse perspectives, and the evaluators will adopt a flexible approach that considers the constraints and challenges of the context and informants. Whenever possible, big data sources will also be utilized. Additionally, a survey may be conducted to gather further data from key stakeholders and beneficiaries.

As part of the process, scoping interviews and desk research will be carried out to review project orientations and related documentation, leading to the development of an evaluation design, methodology and detailed work plan. A digital working session with stakeholders and the project team will be held to inform and discuss the evaluation design, methodology and detailed work plan. The rest of the data collection process will involve in-person key informant interviews and focus group discussions on site and consultations with the direct and indirect stakeholders and project staff in project sites (i.e., Kanifing, Mansakoko, Julangal) in The Gambia. Semi-structured interviews will be conducted remotely with support from project personnel to identify relevant partners. The

proposed data collection and analysis process may be modified or enhanced as necessary. The proposed data collection and analysis process is subject to modification or enhancement based on the observations from the field visits.

The draft evaluation report will be subject to change and analyzed through working sessions held at multiple points during the evaluation process. Throughout the evaluation, the [United Nations Evaluation Group](#)'s norms and standards will be followed.

5.1 Data collection

The end-of-project evaluation will ensure broad stakeholder and beneficiary participation including field visits to The Gambia and briefing and debriefing sessions with the project team, steering and technical committees, and KOICA Senegal. Whenever possible, data collected will be disaggregated by sex, age, and location. To avoid duplication and make use of existing sources of information, data will primarily be collected through a desk review that includes a comprehensive literature review, analysis of relevant documents, information, data/statistics, and triangulation of different studies. Additional data will be gathered through key informant interviews, discussions, consultative processes, and observations during field visits.

An additional crucial report that requires review is the analysis of the mid-term evaluation conducted in December 2021. The end-of-project evaluation will assess the progress made and the extent to which local implementers considered the evaluation recommendations during implementation since the mid-term evaluation.

This phase of the evaluation will involve:

- A thorough review and critical analysis of relevant documents, including the project document, the mid-term evaluation report, written outputs, reports, and recent studies related to TVET in The Gambia and beyond.
- An examination of the strategies, approaches, and tools developed and their effectiveness.
- Optimal use of the data collected through interviews with the project's direct and indirect stakeholders.

5.2 Basic documents for desk review

The evaluation will take cognizance of the project annual technical reports, the mid-term evaluation report and main output documents while considering the lessons learned from the implementation of each activity. The project-related documents to be reviewed include, but are not limited to:

| | | |
|--------------------------|--|--|
| Project documents | <ul style="list-style-type: none"> • The project document, which outlines the project's goals and objectives, as well as the results and monitoring and evaluation frameworks. • The mid-term evaluation report, which assesses the project's progress and identifies areas for improvement. • Summaries and notes from meetings related to the project, which provide insights into stakeholder perspectives and decision-making processes. • Media resources, such as videos or photos, that document the project's activities and outcomes. • Any other relevant documents related to the project's main outputs, such as the Gambian national strategy for the digital transformation of the TVET and skills development system (2022-2025) and UNESCO strategy for gender equality in and through education (2019-2025). | |
| Output documents | Activity 1 | TVET policy document (2021-2030) and its implementation plan |
| | Activity 2 | 10 curricula |
| | Activity 3 | <ul style="list-style-type: none"> • Sustainability strategies for the equipment • Relevant TORs • Training reports |

| | | |
|--|------------|---|
| | Activity 4 | <ul style="list-style-type: none"> Teacher competency framework, standards and manuals Relevant TORs Training reports |
| | Activity 5 | <ul style="list-style-type: none"> EMIS platform Relevant TORs EMIS-related documentation such as training reports |
| | Activity 6 | <ul style="list-style-type: none"> Curricula for entrepreneurship Selection criteria of entrepreneurs Relevant TORs Any documents related to USET's newly established center for commercialization will be reviewed to ensure the relevance and coherence of the activity's outputs |
| | Activity 7 | Documentation related to the four skills competitions (three regional and one national) |
| | Activity 8 | <ul style="list-style-type: none"> Products created for visibility purposes The communication campaign plan Relevant MOU and TORs Outcome reports |

6. Implementation timelines

| Activity | Deliverable | Number of days allocated | Expected Result |
|--|---|---|-----------------|
| Evaluation design, methodology and detailed work plan | Inception report, including the evaluation design, methodology and detailed work plan | 10 | 15/08/2023 |
| Inception meeting & initial briefing | | 1 | 31/08/2023 |
| Documents review and stakeholder consultations | Desk review report | 16 | 10/08/2023 |
| Field visits including debriefing | Draft report | 15 | 30/09/2023 |
| Data analysis, debriefing and presentation of draft evaluation report including two sustainability strategies (strategic and implementation plan) for Activities 7 and 8 (draft) to the project team | | 31 | 31/10/2023 |
| Validation of the report | Draft final report | 14. These 14 days won't be counted as working days as the report will be circulated via email for the validation. | 14/11/2023 |
| Finalization of the report incorporating additions and suggestions provided by all key stakeholders concerned | Final report | 7 | 30/11/2023 |
| Total | | 80 | |

7. Expected deliverables

| No. | Item | Description |
|-----|------------------|--|
| 1 | Inception report | <p>To ensure that the evaluator(s), the UNESCO project team, and KOICA Senegal have a shared understanding of the evaluation, the inception report should detail the evaluator(s)' understanding of the assignment and how the evaluation questions will be addressed.</p> <p>The inception report will include the following:</p> <ul style="list-style-type: none"> Evaluation matrix that summarizes the evaluation design, methodology, evaluation questions, data sources, collection and analysis tools for each data |

| | | |
|---|-------------------------|--|
| | | <p>source, and the measure by which each question will be evaluated.</p> <ul style="list-style-type: none"> • Scope of work, work plan, and time frame. • Proposed schedule of tasks, activities, and deliverables, with clear responsibilities for each task or product. <p>All key stakeholders will discuss and agree on the inception report.</p> |
| 2 | Draft Evaluation report | <p>The draft end-of-project evaluation report will adhere to the agreed format and be submitted to the UNESCO project team and technical committee for review and feedback. A select number of stakeholders will also be invited to provide comments within 10 days of receiving the report.</p> <p>The evaluation report will be thoroughly reviewed to ensure it meets the necessary quality standards. It should include strategic options and recommendations, as well as a draft sustainability strategy for Activities 7 and 8. The UNESCO project team is responsible for ensuring a timely review and validation of the evaluation report.</p> |
| 3 | The final report | <p>The final evaluation report, including comments from the validation, should be submitted to the UNESCO project team within 7 days. The report should have a clear structure and content covering the scope of the evaluation, sustainability strategies for Activities 7 and 8, and appendices. It should include the following:</p> <ul style="list-style-type: none"> • Executive summary • Introduction • Description of the evaluation methodology • Situational analysis of the outcome, outputs, and partnership strategy • Analysis of opportunities to provide guidance for future projects • Key findings, including best practices and lessons learned • Detailed sustainability strategies for Activities 7 and 8 • Conclusion and recommendations • Appendices: charts, terms of reference, field visits, people interviewed, and documents reviewed <p>The final evaluation report should also ensure the clarity of the proposed format and quality criteria of the report. It is the responsibility of the UNESCO project team to make timely arrangements for the review and validation of the report.</p> |

8. Payment schedules

The assignment fee will be disbursed upon the completion of the following milestones:

- 30% after the inception report has been adopted.
- 40% after the draft report has been presented.
- 30% after the final report has been approved.

The lump sum consultancy fee will cover all consultancy expenses and remain fixed, regardless of any changes in cost components. The company will provide a detailed budget, which will be reviewed and approved by UNESCO.

9. Qualifications

9.1. Company qualifications criteria

The company must possess the following qualifications:

- A minimum of 2 years of experience in program formulation, monitoring, and evaluation
- Good knowledge of the Gambian education system will be an asset

9.2. Evaluation expert Qualifications criteria

Required qualifications.

The evaluator or at least one member of the evaluation team must possess the following qualifications and expertise:

- A master's degree in education, social sciences, public policy, statistics, Business and administration, or a related field.
- Extensive knowledge, expertise, and experience in evaluating TVET policies, strategies, programs, and projects.
- At least 10 years of experience working with international organizations and donors.
- A minimum of 10 years of experience in program formulation, monitoring, and evaluation.
- Expertise in conducting gender assessments for capacity development projects.
- Excellent written and verbal communication skills in English.

Desirable qualifications

The evaluator or at least one member of the evaluation team must possess the following qualifications and expertise:

- Good knowledge of the Gambian education system.
- Previous experience of working with the UN/multilateral/bilateral organizations.

ANNEX III - Price Schedule Form

GENERAL INSTRUCTIONS

1. The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. If the contractor is required to travel in order to perform the work described in the TOR, a lump sum must be included in the total amount or to be listed separately. No travel shall be reimbursed.

2. It is the policy of UNESCO not to grant advance payments except in unusual situations where the potential contractor whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNESCO, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made.

Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemize the amount requested and provide a time-schedule for utilisation of said amount.

| Financial Proposal / Price Schedule | | | | | |
|--|-------------------------------------|-------------------|--------------------------------|----------------|-------------------------|
| Request for Proposal Ref: | | | | | |
| Total Financial Proposal [currency/amount]: | | | | | |
| Date of Submission: | | | | | |
| Authorized Signature: | | | | | |
| | Description of Activity/Item | No of Consultants | Rate per Day [currency/amount] | No of man-days | Total [currency/amount] |
| 1. | Remuneration (expert's fees) | | | | |
| 1.1 | | | | | |
| 1.2 | | | | | |
| 1.3 | | | | | |
| 1.4 | Others (please specify) | | | | |
| | Description of Activity/Item | No of Consultants | Rate per Day [currency/amount] | No of man-days | Total [currency/amount] |
| 2. | Other Expenses | | | | |
| 2.1 | Travel | | | | |
| 2.2 | Per Diem Allowances | | | | |
| 2.3 | Communications | | | | |
| 2.4 | Reproduction and Reports | | | | |
| 2.5 | Equipment and other items | | | | |
| 2.6 | Others (please specify) | | | | |
| | | | | | |

ANNEX IV – Vendor Information Form

General Information

| | |
|-----------------|--|
| Company Name: | |
| City, Country | |
| Web Site URL: | |
| Contact Person: | |
| Title: | |
| Phone: | |
| Email Address: | |

Expertise of the Bidder

| | |
|--|--|
| Line of Business, area of expertise: | |
| Type of business (manufacturer, distributor, etc): | |
| Years of company experience: | |
| Main export countries/area: | |
| Past Contracts with other UN organizations: | |

References: Please provide at least three references including contact details for contracts for similar services to the one requested under this consultancy:

| Organization Name/Country: | Contact person: | Telephone: | Email: |
|----------------------------|-----------------|------------|--------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
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