



LAGOS STATE GOVERNMENT

LAGOS STATE EMPLOYMENT TRUST FUND (LSETF)

ENGAGEMENT OF CONSULTANT TO CARRY OUT MONITORING AND EVALUATION EXERCISE FOR THE LSETF/GIZ PROJECT

LSETF/S-C/IC/03/21

FEBRUARY 2021

Deadline for Submission:

1ST March, 2021

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SECTION I - REQUEST FOR PROPOSAL**REFERENCE NO.: LSETF/S-C/IC/03/21**

To:

[Consultant Name]

[Address Line 1]

[Address Line 2]

[Address Line 3]

[Address Line 4]

Attention: [_____]

Dear Sir/Madam,

REQUEST FOR PROPOSAL FOR THE ENGAGEMENT OF CONSULTANT TO CARRY OUT MONITORING AND EVALUATION EXERCISE ON THE LSETF/GIZ PROJECT.

The Lagos State Employment Trust Fund (LSETF) is an agency of the Lagos State Government instituted by law in 2016 to enable and support employment and entrepreneurship opportunities for Lagos State residents.

The Lagos State Employment Trust Fund (“LSETF”), has partnered with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, (a development agency of the German Government that provides services in international development cooperation) to establish an Employability Support Programme to support re-integration of voluntary returnees and potential migrants into Lagos State.

The Project shall target a minimum of 500 voluntary returnees, with gender parity target of 50:50 from the European Union (including prospective migrant communities) residing in Lagos. Through this programme, prospective migrants and returnees in Lagos will gain access to relevant skills to improve their prospects of gaining economic independence.

LSETF is desirous of conducting a Monitoring & Evaluation exercise of the project to objectively assess both on-going or completed aspects of the project, its design, implementation, and results.

The LSETF hereby invites you to submit a proposal to carry out this monitoring and evaluation exercise.

For this purpose, you will find:

- detailed instructions relating to the submission of your Proposal in Section II of this document.
- sample forms for the submission of your Proposal in Section III of this document; and
- detailed scope of work and deliverables, which will be expected from you, in the event that your Proposal is successful. Enclosed is an Annexure to this document.

You are requested to complete the sample forms in Section III, providing us your best offer and return same to us no later than 1st of March, 2021 at 16:00 hours, *preferably through an online submission process on this link:* <https://lsetf.ng/content/upload-your-files>

Your Proposal shall among other things, clearly indicate the information set out in Section II of this document. Your Proposal should also include the completed and signed Form of Contract. The Form of Contract, once signed, will become the contract if your Proposal is successful.

Requests for clarification can be made to Ijeoma Mezu via her contact details set out below, on or before 4pm, 23rd of February, 2021.

Contact No. +234 8030904839

Email: ijeoma.mezu@lsetf.ng

This RFP is transmitted to you solely for preparing and submitting a Proposal and confirmation of your ability to provide the required services. All information, both written and oral, which is obtained in compliance with this RFP, is confidential and you are kindly requested to treat the contents of this letter and all information provided to you in connection with this RFP in the strictest confidence and not to discuss or reveal the contents thereof with or to any third party.

Yours truly,

Tejumola Abisoye
Executive Secretary

SECTION II – INSTRUCTIONS TO CONSULTANTS

A. INTRODUCTION

1. **General** This RFP is issued for proposals to collaborate with LSETF on the Monitoring and Evaluation Exercise for the LSETF/GIZ Project.
2. **Definitions**
 - «Day» means calendar day;
 - «GIZ» means Deutsche Gesellschaft für Internationale Zusammenarbeit;
 - «LSETF» means the Lagos State Employment Trust Fund;
 - «Project Name» means “Request for Proposal for the Engagement of Consultant to Carry out a Monitoring and Evaluation Exercise on the LSETF/GIZ Project”
 - «Proposal» means a Proposal submitted by a Consultant, pursuant to this RFP;
 - «RFP» means this Request for Proposal;
 - «Consultant» means to whom this RFP has been issued and if when selected as the successful bidder, will collaborate with LSETF and GIZ for a Monitoring and Evaluation exercise on the LSETF/GIZ Project;
 - «TOR» means the Terms of Reference, setting out the detailed scope of work required, which is enclosed herewith, as an Annexure; and

B. REQUEST FOR PROPOSAL

3. **Contents of the Request for Proposal**
 - 3.1. This RFP describes the procedure, terms, qualifications, requirements and conditions for the submission of a Proposal
This RFP consists of the following:
 - ❖ The Letter of Request for Proposal in Section I;
 - ❖ Instructions to Consultants in Section II
 - ❖ Sample Forms in Section III, including:
 - the Letter of Proposal; and
 - Form of Contract.
 - ❖ The TOR enclosed as Annexure to this RFP.

- 3.2. The Consultant shall examine the instructions, sample documents and specifications provided in this RFP and adhere to all instructions and requirements herein, in submitting a Proposal.

4. Amendment of RFP

- 4.1. At any time prior to the deadline for submission of Proposals, the LSETF may, for any reason at its own initiative or in response to a clarification requested by a Consultant, modify the RFP.
- 4.2. All Consultants that have received the RFP will be notified in writing or by standard electronic means of any amendments to the RFP.
- 4.3. In order to afford the Consultants reasonable time in which to take the amendments into account in preparing their Proposals, following a request for clarification LSETF may, at its discretion, extend the deadline for submission of Proposals.

C. PREPARATION OF PROPOSAL

5. Language

The Proposal and all related correspondence shall be in English.

6. Contents of the Proposal

- 6.1. The Proposal shall be divided into two parts: The Technical Proposal and the Financial Proposal.
- 6.2. The Financial Proposal shall consist of the following documents:
- ❖ A written letter in the Form of the Letter of Proposal contained in Section III and duly signed
 - ❖ The signed Form of Contract; and
- 6.3. The Technical Proposal shall consist of the following documents:
- ❖ The Resume of the consultant setting out his/her relevant experience, resource plan and qualifications.

- 6.4. The Technical Proposal shall not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the Financial Proposal.
- 6.5. Any information which the Consultant considers confidential shall be clearly marked as such and shall be treated accordingly.
7. **Currency** The prices should be in Naira
8. **Validity of the Proposal** The Consultant must clearly state the validity period of its Proposal in the Letter of Proposal. No Proposal shall be valid for less than a period of sixty **(60)** days from the date of submission of the Proposal. In exceptional circumstances, the LSETF may solicit the consultant's consent to an extension of the period of validity. The request and the response thereto shall be made in writing or by standard electronic means. A Consultant granting the request shall not be required or permitted to modify its Proposal.
9. **Cost of Preparation of Proposal** The Consultant shall bear all costs associated with the preparation and submission of its Proposal. LSETF shall in no case be responsible or liable for any costs, regardless of its conduct or the outcome of the Proposal. The LSETF reserves the right to annul the Proposal process at any time prior to award of contract, without thereby incurring any liability to the Consultant.
- D. SUBMISSION OF PROPOSAL**
10. **Sealing and marking of Proposal** 10.1. The Consultant shall place the originals of its Technical and Financial Proposals and other supporting documents **in separate sealed envelopes**, marked as such, and in a sealed outer envelope containing both sealed envelopes. However, due to the COVID-19 pandemic, kindly send in your proposals through **an online submission process on this link: <https://lsetf.ng/content/upload-your-files>** in these formats:
1. Technical Proposal (PDF)
 2. Financial Proposal (EXCEL)
 3. Supporting Documents (PDF)

- 11. Deadline for the Submission of Proposal**
- 11.1. Proposals with all supporting documents must be received by the LSETF at the address specified or **preferably the online link specified in Section I** on or before the close of business on the 1ST of March, 2021
- 11.2. Any Proposal received by LSETF after the deadline for the submission specified in paragraph 11.1 shall be returned unopened to the Service Provider.
- 11.3. LSETF may, at its sole discretion, extend the deadline for the submission of Proposals by amending this RFP in accordance with the terms and conditions thereof.
- 12. Clarifications**
- A Consultant requiring additional clarification of any part of this RFP, may notify the LSETF via the contact details provided in Section I. The LSETF will respond in writing, or by standard electronic means to any request for clarification of the RFP that it receives no later than February 23rd, 2021 and may send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultant Providers. If LSETF deems it necessary to amend the RFP because of a clarification, it shall notify any Consultant that has submitted a Proposal prior to such amendment.
- 13. Modification and Withdrawal of Proposal**
- 13.1. A Consultant may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by LSETF prior to the deadline prescribed for submission of Proposals.
- 13.2. No Proposal may be modified subsequent to the deadline for submission of Proposals. No Proposal may be withdrawn in the interval between the deadline for submission of Proposals and the expiration of the period of validity specified by the Consultant in its Proposal Letter.

E. OPENING AND EVALUATION OF PROPOSAL

- 14. Opening of Proposal by the Purchaser**
- 14.1. The LSETF shall open all Proposals received after the deadline indicated in the Request for Proposal with only the Evaluation Committee in attendance. The Technical Proposals shall be opened and evaluated prior to the opening of the Financial Proposals.
- 14.2. The Minutes of the opening of the Proposals will be prepared.
- 15. Evaluation And Comparison of Proposal**
- 15.1. The Evaluation Committee shall evaluate and compare the Proposal as follows:

❖ Examination of the Technical Proposal in order to confirm conformity with TOR contained in the RFP and the substantial responsiveness of each Technical Proposal to the RFP. For this purpose, a substantially responsive Proposal is one that conforms to all terms and conditions of the RFP without material deviations. LSETF's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without any recourse to extrinsic evidence.

❖ Upon examination of the Technical Proposals, the Evaluation Committee shall select the Technical Proposals that are **substantially responsive** and examine the Financial Proposals submitted with such Technical Proposals. In examining the Financial Proposals, the Evaluation Committee shall verify any arithmetical errors. For example, if the Proposal in figures is different from the Proposal in words, the amount in words shall prevail. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

F. AWARD OF CONTRACT

- | | |
|---|---|
| <p>16. Award of Contract</p> | <p>16.1. LSETF with the recommendation of the Evaluation Committee shall award the contract to the individual whose Proposal has been determined to be substantially responsive to the requirements of the Request for Proposal and the lowest responsive evaluated price, i.e. based on the quality of the items quoted for the performance of the services and in accordance with the specifications.</p> <p>16.2. LSETF reserves the right to accept or reject any Proposal, to annul the RFP, or reject all Proposals at any time prior to the award of contract, without thereby incurring any liabilities to the Consultants and without any obligation to inform the affected Consultants of the grounds of its action.</p> |
| <p>17. Notification of Award</p> | <p>Notification of the award shall constitute the formation of the contract between the Consultant and the LSETF. This Notification shall be sent by registered mail, inviting the Consultant to act as a consultant in accordance with the conditions of the Request for Proposal and enclosing the countersigned Form of Contract.</p> |
| <p>18. Fraud and Corruption</p> | <p>18.1. The personnel of the LSETF and the Consultant shall adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract. In pursuance of this principle, they shall abstain at all times from corruption or fraudulent practices. Corruption and fraudulent practices are defined as follows:</p> <p style="margin-left: 40px;">a) “<i>corrupt practice</i>” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;</p> |

- b) “*fraudulent practice*” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - c) “*collusive practices*” means a scheme or arrangement between two or more Consultants with or without the knowledge of the LSETF, designed to establish prices at artificial, noncompetitive levels;
 - d) “*coercive practice*” means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a contract.
- 18.2. The LSETF shall reject a proposal for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

SECTION III – SAMPLE FORMS**A. LETTER OF PROPOSAL**

(to be completed by the Consultant)

Date: _____

Request for Proposal N^o: (fill in name of requested service)

To: (fill in name of Procuring Entity)

Attn: *(name of responsible officer)*

Address:

Having examined the documents regarding the Request for Proposal, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to bid for and deliver the required services in conformity with the said Request for Proposal for the sum of ~~₦~~-----*[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Financial Proposal attached herewith and made part of the Proposal.

I undertake, if my Proposal is accepted, to carry out the monitoring and evaluation exercise on the LSETF/GIZ Project for a period of (...) days in accordance with the delivery schedule specified in the Schedule of Requirements.

I agree to abide by this Proposal for the period specified in the Request for Proposal as of the date of the opening of the Proposal and it shall remain binding upon me and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

I understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign this Proposal for and on behalf of _____

B. FORM OF CONTRACT

THIS AGREEMENT made this ____ day of _____ 2021 between the LSETF having its principle place of business at 16 Billings Way, Oregun, Ikeja and [name of Consultant] of registered address of the Consultant] (hereinafter called “**Consultant**”):

WHEREAS LSETF invited Proposals for the engagement of a Consultant to carry out a monitoring and evaluation exercise on the LSETF/GIZ Project and has accepted a Proposal by the Consultant to collaborate with it, for the exercise for the total sum of ~~N~~-----[contract price in words and figures] (hereinafter called “**Contract Price**”).

LSETF and the Consultant shall be hereinafter jointly referred to as the “**Parties**” and individually as a “**Party**”.

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

RESPONSIBILITIES of each Party

Both Parties have agreed to undertake the following responsibilities under this Agreement:

1.1 Responsibilities of the LSETF & GIZ

- i) LSETF shall provide necessary information, documents and materials reasonably requested by the Consultant for the execution of its service.
- ii) It shall ensure the establishment of an enabling environment to the Consultant for the smooth discharge of its obligations.
- iii) Monitor submission of reports by the Consultant.
- iv) Timely payment of agreed sums to the Consultant as per the agreed terms and conditions, contained herein.
- v) Ensure the deduction and remittance of any taxes as may be required by law.

1.2 Responsibilities of the Consultant

- i) The Consultant shall use its expertise and reasonable care in preparation of the deliverables;
- ii) Ensure efficient performance of its obligations under this Memorandum of Understanding;
- iii) Ensure speedy implementation of the service and deliver within the agreed time frame;
- iv) Submit all required reports and feedback to the LSETF;
- v) Conduct interviews and meetings with project stakeholders and training partners

2. Remuneration

- i) **Service delivery** - The LSETF shall pay the Consultant the Contract Price, in accordance with the milestones to be agreed by the Parties. This payment will be inclusive of all agreed expenses.

3. Indemnity

The Consultant hereby undertakes to indemnify and hold the LSETF harmless against all losses, costs, fees, expenses, damages and liabilities suffered by the LSETF, or associated with any third-party claim brought against the LSETF arising from any breach by the Consultant or any party engaged to enable performance of its obligations hereunder.

4. Confidentiality & Intellectual Property (IP)

- 4.1 Each Party acknowledges and agrees that any and all information relating to other Party, including, without limitation, intellectual property (IP), the contents of this Agreement, business, financial and legal information, technical processes and formulae, source codes, names, addresses and information about users and advertisers, product designs, sales, costs and other unpublished financial information, product plans, and marketing data are confidential and proprietary information of the Party providing it.
- 4.2 All intellectual property including training content, training material, presentations, manuals developed for this program will be owned by the LSETF and any infringement on the rights arising therefrom will be subject to legal action. The Consultant will not use any of the materials including techniques and methodology shared during this program for any other commercial purpose for the duration and upon completion of the program.
- 4.3 Each Party agrees that it shall take reasonable steps, at least substantially equivalent to the steps taken to protect its own proprietary information, for a period of 5 years from the date the confidential information was disclosed by the other Party, to prevent disclosure of any such confidential or proprietary information, other than to its employees or professional advisors who must have access to such information to perform such Party's obligations hereunder, unless otherwise compelled to do so by law or otherwise, by a court of competent jurisdiction.
- 4.4 To the extent that such information is publicly known, already known by, or already in the possession of the non-disclosing Party without breach of this Agreement; or is independently developed by the non-disclosing Party without use of the confidential information; or the information is rightly obtained by the non-disclosing Party from a source other than the disclosing Party; or is required to be disclosed by law, regulation, or court order, after prompt prior notification to the other Party of the required disclosure; then there shall be no restriction on the disclosure of such information.
- 4.5 For the avoidance of doubt, in the event that the Parties have signed a non-disclosure agreement, that agreement shall take priority in the event of any conflict between the terms of that agreement and this Agreement regarding the use of either Party's confidential or proprietary information.
- 4.6 These confidentiality restriction terms shall apply to any disclosure by an affiliate of a Party, and each Party shall be liable for any breach hereof by its affiliate(s).
- 4.7 Unless otherwise provided herein, each Party will only issue press releases, public statements or public messages concerning this Agreement or the subject matters thereof with the prior written consent of the other Party, which consent may not be unreasonably withheld or delayed.
- 4.8 **Supplies and Services**
"We underscore the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in

connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also underline the importance of adhering to minimum social standards (“Core Labour Standards”) in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the country of Nigeria. We will inform our staff about their respective obligations and about their obligation to fulfill this declaration of undertaking and to obey the laws of the country of Nigeria”.

5. Non-Poaching/Dealing/Solicitation

Neither Party shall approach, poach or otherwise solicit the clients / trainers or employees introduced by the other Party unless otherwise agreed by such Party formally by email or written letter.

6. General

- 6.1 The Parties agree that this Agreement creates valid and binding obligations on the Parties.
- 6.2 The relationship of the Parties is that of independent parties, and nothing in this Agreement shall constitute or be deemed to constitute a joint venture, relationship of agency or any other relationship other than that of independent contractors unless otherwise agreed and stated in future agreements between the Parties.
- 6.3 Each Party warrants that, to the best of its knowledge and belief, no conflict of interest exists or is likely to arise in the performance of its obligations under this Agreement. Each Party will promptly notify the other in writing immediately if a likely conflict of interest arises during the course of the Agreement.
- 6.4 Neither Party may assign or transfer or purport to assign or transfer any of its rights or obligations under this Agreement without the prior written consent of the other Party, such consent not to be unreasonably withheld.
- 6.5 This Agreement may be amended or varied in writing by mutual written consent of both Parties.
- 6.6 Each Party shall pay its own costs of preparing this Agreement and performing its objectives under this Agreement, unless otherwise agreed in writing.

7. Terms and Termination

- 7.1 The Parties agree that this Agreement shall commence on the Effective Date and shall remain in force for their mutual benefits until this Agreement is otherwise terminated in accordance with the provisions of herein
- 7.2 This Agreement and the obligations set forth herein shall terminate:
 - 7.2.1 Upon mutual consent of the Parties;
 - 7.2.2 By either party, provided one (1) month notice is given in writing to the other party of its intention.
- 7.3 Upon notice by the defaulting party, if either party commits a breach of the terms hereof and fails to cure such breach within seven (7) days of receipt of written notice from the other party requesting that it cures the breach;

8. Notices

Any notice required to be served pursuant to the terms of this Agreement shall be in writing and may either be hand-delivered, sent by courier, facsimile and or electronic mail. Such

notice shall be sufficiently and properly served upon delivery if hand-delivered. If sent by courier, three (3) days after same is properly addressed, prepaid and deposited with the courier company. If the notice is sent by facsimile or electronic mail, it will be deemed as having been properly served upon transmission and due receipt of reply. Any notice required to be given hereunder shall be addressed to the address of each Party as stated herein, or such other address as a Party may communicate to the other Party.

9. Governing Law

This Agreement, its interpretation or any dispute concerning it shall be governed by and construed in accordance with the laws of the Federal Republic of Nigeria.

10. Report

The Consultant shall submit a Progress Report, draft and final report in **soft and hard copies** to the LSETF. The Consultant also agrees that the Reports will be provided at any time upon request by the LSETF.

11. Payment terms

The LSETF will make the payments to the Consultant in accordance with the payment milestones stipulated in the Terms of Reference.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed the day and year first above written.

was affixed to this Agreement

In the presence of

CONSULTANT

The Common seal of
THE LAGOS STATE EMPLOYMENT TRUST FUND
was affixed to this Agreement

In the presence of

DIRECTOR

EXECUTIVE SECRETARY

ANNEXURE I

TERMS OF REFERENCE

Background Information

This Terms of Reference (“**TOR**”) describe the tasks to be performed by one or more Service Providers.

The Lagos State Employment Trust Fund (LSETF) is an agency of the Lagos State Government instituted by law in 2016 to enable and support employment and entrepreneurship opportunities for Lagos State residents.

The Lagos State Employment Trust Fund (“LSETF”), has partnered with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, (a development agency of the German Government that provides services in international development cooperation) to establish an Employability Support Programme to support re-integration of voluntary returnees and potential migrants into Lagos State, through the provision of:

- Skills Development Training and Job Placement opportunities
- Additional soft skills training
- Mentoring & Counselling of beneficiaries
- Start-up tools to 20% of the target beneficiaries

The Project shall target a minimum of 500 voluntary returnees, with gender parity target of 50:50 from the European Union (including prospective migrant communities) residing in Lagos. Through this programme, prospective migrants and returnees in Lagos will gain access to relevant skills in order to improve their prospects of gaining economic independence.

LSETF is desirous of conducting a Monitoring & Evaluation exercise of the project to objectively assess both on-going or completed aspects of the project, its design, implementation and results.

2.0 Objectives of the Monitoring & Evaluation Assignment

An evaluation of this project is needed to determine the relevance of activities and achievement of objectives;

- level of implementation efficiency and effectiveness;
- project impact and its sustainability.
- Recommendations to improve the design and implementation of future Employability Support Projects building on findings from the evaluation.

The objectives of the evaluation will mainly focus on:

- Evaluating the achievements of the project measures and their contribution to objectives.
- Assessing the effectiveness and efficiency of the project.
- Identifying issues encountered through implementation.
- Drawing lessons learned through the project implementation.

- Recommendations on types of actions needed to address immediate problems and in designing similar projects in the future.

3.0 SCOPE OF WORK

Within the context outlined above, LSETF seeks to recruit a consultant to conduct an evaluation of the project.

The scope of the evaluation should cover the following:

- The project measures, objectives, activities and their relevance to the outcome statement.
- The implementation and selection of the target groups.
- Issues and challenges related to the implementation of the project.
- Impact of the vocational skills program on enhancing the trainee's chances to get jobs in the marketplace.
- Level of cooperation and support of the responsible and relevant parties especially the private sector.

4.0 METHODOLOGY:

The Consultant is expected to work with the Employability Project Team at the Lagos State Employment Trust Fund, Mentoring Consultants and Approved Vocational Training Centres (VTCs). Based on the objectives and scope of work outlined above, the consultant is expected to devise an approach to address the following criteria:

- Project Management
- Project Design
- Relevance and Appropriateness of Project
- Efficiency and Effectiveness of Project
- Impact and sustainability

5.0 Duration and Proposed Payment Terms

The duration of the assignment is for 20 working days from the date of contract award.

Payment Terms:

20% advance payment one week after commencement of work

80% balance payment after completion of service/deliverables acceptable by the Project Manager

6. 0 Reports and Schedule of Deliverables

The consultant will be expected to provide the following reports:

- Evaluation project document (containing proposed methods, tasks, activities and deliverables and data collection procedures)
- Inception report
- First draft of evaluation
- Final evaluation
- Debriefing meeting report

The expected deliverables will be agreed with selected consultant upon engagement.

1. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

a) Minimum qualifications required:

- Advanced university degree in Public Administration, Economics, Statistics or any social science related discipline;
- Experience in youth employment issues and earlier experience in evaluation.
- Fluency in English is required.
- Full computer literacy

b) Competencies:

The candidate should be able to:

- work under pressure against strict deadlines,
- think out-of-the-box,
- present complex issues persuasively and simply.
- contextualize global trends in accordance with the dynamics of the operating (working) environment.

c) General professional experience:

- Extensive experience in fields of employment and youth.
- Solid knowledge of the Lagos economic and labour market context, government structure and relevant state policies.
- Experience in evaluation.

2. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. 2-10 pages proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology and work plan approach

2. Financial proposal (which includes a breakdown of consultancy fees)

3. Personal CV including previous experience in similar projects with at least 3 references

Noting that, only applications which include the above, will be considered.

3. EVALUATION

Individual consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications and financial proposal. The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only the highest ranked candidates who would be found qualified for the job will be considered for the Financial Evaluation.

Technical Criteria – 70% of total evaluation – max. 70 points:

- Technical expertise – maximum points: 15
- Methodology and work plan approach – maximum points: 20
- Educational Qualification of the Consultant – max points: 10
- Previous working experience in similar assignments – max points: 25
- Financial Criteria – 30% of total evaluation – maximum 30 points.

Total

- Maximum 100 points