

## Concept note template

### Transnational Research on Education Quality barriers for Refugees in Poland, Moldova, and Romania

#### Section A: Proposal: Methodology, Approach, Data Analysis, Innovation

Demonstrate your understanding of the study requirements and provide your proposal for how you would approach the study. Your proposal will be assessed on the following criteria:

- The proposal clearly articulates the objective(s) of the study. It shows the bidder's understanding of the stakeholder's expectations.
- The proposed approach and methodology is robust, appropriate (actionable, sensitive, responsible) and indicates that it will achieve the requirements of the study. Explain the methodology you will adopt based on the intervention description and key questions from the **CORE REQUIREMENTS & SPECIFICATIONS**.
- The data collection and analysis plan

#### Section B: Project Management

Demonstrate your understanding of the activities to be implemented, defined roles and responsibilities of team members, a project plan with proposed timelines for each major activity/deliverable, use of project management tools/practices and commitment to deliver on time. Indicate total number of days that would be needed to carry out the activities.

#### Section C: Experience

- Demonstrate your experience and track record in conducting studies of a similar nature to that required for this assignment
- Demonstrate your experience and track record in conducting studies in the relevant fields
- Demonstrate your experience and track record of leading -research, evaluations, assessments or other consultancy work that is sensitive to the local context and culture, particularly [child rights, gender equality, ethnicity, religion and minority groups and/or other factors]
- Indicate your leadership experience (experience of team leader), along with the skillset of the team
  - Describe the Project lead's coordination experience in leading studies of a similar scale, and managing a team of diverse team of specialists.
  - Nominate the key personnel and resource pool who will perform the work in relation to this contract. Your response will be assessed on whether the skills and experience of key personnel adequately covers all areas of expertise and experience required, and your combined team resources (number of members) as required to implement the activities within the set timeframe. Please indicate the 'personnel type' for each key personnel using the types outlined in the table below for the next question.
- Demonstrate your experience and track record in conducting ethical, inclusive and participatory studies involving: a) children and b) marginalised, deprived and/or vulnerable groups

Please indicate below at least five recent studies you have undertaken in the last 3 years, explaining what type of services you provided (submit copies as well, if possible), as relevant to this RFQ

Organisation to which services were provided	Value of programme evaluated in US\$	Year	Services offered e.g. Final Evaluation, Mid-term evaluation etc..	Contact details for references: Name, Position and Contact Information

## Section E: Budget

Save the Children seeks value for money in our work. This does not necessarily mean "lowest cost", but also considers the quality of the service being provided. The proposal will be assessed against the coverage and reasonableness of personnel allocations and rates, along with overall cost elements. This means that personnel allocations and rates have comprehensive coverage of costing elements/units and adequacy of budgeting into specific costing elements. The allocated amounts, unit cost and number of required units should be reasonable to achieve the objectives of this study and those amounts are necessary to achieve the objectives of the evaluation effectively. The budget line items are relevant for the successful implementation of the activities of the whole study process. There are no unnecessary or unrelated cost elements (to achieve the objectives of this study) being budgeted for.

## Personnel Allocations

Use and adapt the table below to outline how much time has been allocated for the proposed team members to complete the required activities and deliverables. Indicate the type and number of personnel allocated, for example 1x5 days (one individual for 12 days = 12 days) or 3x10 days (three individuals for 10 days each = 30 days).

Role / number of days / daily rates. If applicable, also includes other applicable costs.

Activity/ Deliverable	[Project personnel]	[Project personnel]	[Project personnel]	[Project personnel]	[Add columns as needed]
<b>Stage 1</b>					
<b>Sub Total</b>					
<b>Stage 2</b>					

<b>Sub Total</b>					
<b>Stage 3</b>					
<b>Add rows if needed</b>					
<b>Sub Total</b>					
<b>TOTAL (All Stages)</b>					

### Personnel Rates

1) Please detail the daily rates for key categories of project personnel in the schedule below.

	<b>Expected number of days</b>	<b>Daily Rate (gross)</b>	<b>TOTAL</b>
[Project personnel]			
[Project personnel]			
[Project personnel]			
[Project personnel]			
[Add rows as needed]			
<b>TOTAL</b>			

### Cost Elements

2) Please specify all non-personnel related cost-elements that are budgeted for in this proposal.

<b>Element</b>	<b>Budget allocated</b>	<b>TOTAL</b>
Inputs (please specify)		
Outputs (please specify)		
Travel (please specify)		
Support costs (please specify)		
Other disbursements (please specify)		
[Add rows as needed]		
<b>TOTAL</b>		