**Who can I contact if I have a question or comment about this document?**

Please contact the Evidence Quality and Innovation TWG at [EQITWG@savethechildren.org](mailto:EQITWG@savethechildren.org). as well as SCI Centre Evidence and Learning Team at [CentreEvidenceandLearning@savethechildren.org](mailto:CentreEvidenceandLearning@savethechildren.org)

**Expression of Interest for**

**[Insert title of Research, Evaluation or Assessment]**

[**Attention!!!** This version was last updated in April 2021. If you are reading this in April 2022 or later, please check the MEAL “Supporting Docs” section of the Quality Framework ([here)](https://savethechildren1.sharepoint.com/:f:/g/what/me/EvtNzatd2hlFgFZvAblFe98BeYqbxHcXg_CrZTLdP7Gp8Q?e=4dDyJ6) to see whether a newer version is available. This template is part of a suit of seven resources created in 2021 support the commissioning of Research, assessments and evaluations created by the Evidence Quality and Innovation TWG - click on [this hyperlink to access them all](https://savethechildren1.sharepoint.com/:f:/g/what/me/EvtNzatd2hlFgFZvAblFe98BeYqbxHcXg_CrZTLdP7Gp8Q?e=4dDyJ6)]

Note: All text in blue is instructional information for the individual completing this template about what content to include, and should be removed and replaced with actual content prior to completion.

This form should be used to select (external) consultants in conjunction with the 1) [TOR that was prepared for the study](https://savethechildren1.sharepoint.com/:f:/g/what/me/EvtNzatd2hlFgFZvAblFe98BeYqbxHcXg_CrZTLdP7Gp8Q?e=4dDyJ6) and 2) the [Grid to assess bidders (whether research, evaluation, or assessment).](https://savethechildren1.sharepoint.com/:f:/g/what/me/EvtNzatd2hlFgFZvAblFe98BeYqbxHcXg_CrZTLdP7Gp8Q?e=4dDyJ6) The requirements for the experience, selection criteria and level of detail required in terms of proposed methodology and budget by this form will vary based on the characteristics of your study and the selection criteria identified in [Grid to Assess bidders](https://savethechildren1.sharepoint.com/:f:/g/what/me/EvtNzatd2hlFgFZvAblFe98BeYqbxHcXg_CrZTLdP7Gp8Q?e=4dDyJ6). Therefore, the commissioner of the study should contextualize and update this form accordingly beforehand. It is recommended to keep the requirements as limited as possible. Requesting too much effort upfront to apply for an evaluation may discourage good consultants].

**Section A: General Information**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First Name: | | | | | Last Name: | | | |
| Contact Address: | | | | | | | | |
| Country: | | | | | Contact Phone: (+Area Code) | |  | |
| Email address (mandatory): | |  | | | | | | |
| Applicant Status:  (Please tick one) | Private Individual | | Organization  less than 10 staff | | | Organization  More than 10 staff | | Other  Please Specify |
| If Private company or Other, Who will be main Lead for this call? | | | |  | | |  | |

**Section B: Proposal: Methodology and Approach**

*[Based on the study TOR specifics, you can ask either for a full proposal, or for a shorter expression of interest form. Remember that the details in your TOR should give the consultant the possibility to have informed decisions on the methodology suggested]*

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.
* 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 ToR. Note: If this study is an evaluation, please make sure that the proposed design accounts for all 20 criteria contained within Save the Children “Evaluation Quality Scoring Tool”, which are shown in the ToR.

**Section C: Project Management**

*[Based on the study TOR specifics, you should adapt this section – again, it is preferable to only request a short, top-line description to avoid an excessive burden on the consultants at the time of application. (for example, instead of full timeline plan, you can ask only for an estimate of the total number of days. The same applies to the approach to management. Make sure you there is alignment between what you request in the EOI and your Assessment Grid in the Competitive Bid Analysis]*

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 D: Experience**

*[In the Assessment Grid for the Bidders, you will find several areas of experience suggested. Once you choose and adjust based on your context and specifics, make sure you reflect it as relevant in this section as well. In the Scoring Guidance of Assessment Grid you can see each area with definition. Remember that the more detailed your TOR is, the easier it would be for the consultant to develop informed proposal. At the same time, be mindful to request adequate amount of detail and don’t overwhelm the consultant with excessive requests at this stage]. Below you can see some* ***examples*** *of criteria that could be added that have been taken from the grid. Make sure to look at the grid and replace these examples with the type of experience/expertise that would be needed for your study.*

* 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 field of [insert thematic area/s], particularly in relation to [insert sub-thematic area]
* Demonstrate your experience and track record of leading [insert theme/type of study] -research, evaluations, assessments or other consultancy work in [insert country name] that is sensitive to the local context and culture, particularly [select all that apply: 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, including oral and written proficiency in [insert required languages]
  + 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 TOR

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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**

*[As in other sections of this form, you can adjust the Budget requirement format based on the specifics of your TOR. For example, you can either request overall total budget, as well as detailed budget. You can find the format suggestion below as well]*

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.

*[Please see below an example of the budget form that you can include for reference. Please note, specifying a daily rate and a number of days won't make sense in some case. So, it is recommended to keep the format of budget flexible, and indicate that we will be using the budget to understand value for money and therefore will appreciate details such as breakdown of cost types, and number of days for different team members if applicable]*

### Personnel Allocations

1. Proposals will be judged against reasonableness of the proposed costs.

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] |
| Stage 1 | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Sub Total* |  |  |  |  |  |
| Stage 2 | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Sub Total* |  |  |  |  |  |
| Stage 3 | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Sub Total* |  |  |  |  |  |
| TOTAL  (All Stages) |  |  |  |  |  |

### Personnel Rates

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Expected number of days** | **Daily Rate** | **Taxes** | **TOTAL** |
| [Project personnel] |  |  |  |  |
| [Project personnel] |  |  |  |  |
| [Project personnel] |  |  |  |  |
| [Project personnel] |  |  |  |  |
| [Add rows as needed] |  |  |  |  |
| **TOTAL** |  |  |  |  |

### Cost Elements

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Element** | **Budget allocated** | **Taxes** | **TOTAL** |
| Inputs (please specify) |  |  |  |
| Outputs (please specify) |  |  |  |
| Travel (please specify) |  |  |  |
| Support costs (please specify) |  |  |  |
| Other disbursements (please specify) |  |  |  |

**Section F: EoI Submission details:**

Please mention the name and contact details of the person submitting the proposal

Name : Email Address:

|  |
| --- |
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