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Terms of Reference for Global Evaluation Framework Agreement (GEFA) – Impact Evaluation

Introduction

1. DFID seeks to establish a new Global Evaluation Framework Agreement (GEFA) to ensure the provision of efficient and effective expert services for the design and implementation of evaluations of ODA delivered by DFID and Other Government Department (OGDs). DFID will award membership to a framework to undertake the detailed design and/or implementation of Impact Evaluation – Globally.
2. The Department for International Development (DFID) leads the UK Government's effort to promote sustainable development and end poverty. DFID's strategy and strategic objectives are outlined in the document UK aid: tackling global challenges in the national interest.¹ This strategy will guide the Department over the next spending period and support delivery of Manifesto commitments.
3. The four strategic objectives of DFID are: strengthening global peace, security and governance; strengthening resilience and response to crises; promoting global prosperity; tackling extreme poverty and helping the world's most vulnerable.
4. DFID is particularly interested in attracting a range of Framework participants are able to provide evaluation expertise on a single thematic area or who can work across a full range of thematic areas, which are detailed later in this document.
5. The current GEFA framework has awarded 72 contracts to the value of £63.85 million from April 2013 – September 2015. Management information currently shows that 81 evaluations to the value of £46.3 Million are due to start between April 2016 and March 2018. It is intended that the GEFA will become DFID's primary route to undertake its evaluations during the period of its operations through framework participants.

Background

6. High quality, strategically chosen evaluations can change development practice, improve delivery, inform decisions about scaling up initiatives and halting those which do not work or are wasteful. DFID's Evaluation Department (EvD) undertook a [Review of Embedding Evaluation in DFID \(REED\)](#) in 2013/14 to understand what has been achieved and gaps in implementation since DFID undertook to decentralise the commissioning and management of evaluations in 2011. Although the embedding evaluation approach has fundamentally changed the way evaluation is managed and used across the organisation, the REED also identified constraints to the delivery of an effective evaluation system.
7. In June 2014 [DFID's Evaluation Strategy](#) was approved, which set out a vision to address the constraints identified by the REED and strengthen evaluation in DFID including strategic prioritisation of DFID's evaluations. Since June 2014, aspects of the

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https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/478834/ODA_strategy_final_web_0905.pdf

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Evaluation Strategy have already been implemented, including restructuring the Evaluation Department (EvD) so that it has a greater role in providing technical support to DFID's decentralised evaluations.

8. Since the REED and development of the Evaluation Strategy, the importance of an emphasis on quality evaluations has increased. The International Development Act 2015 requires the Secretary of State to '*make arrangements for the independent evaluation*' of ODA (HL Bill 67: 5). In line with this requirement ICAI states they will "*assess the quality of existing evidence, including evaluations funded by UK Aid*".
9. The DFID Evaluation Strategy recognises that there has been an enormous increase in planned evaluation activities in DFID and the evaluation advisory support has not reached the anticipated coverage, to the extent that evaluations may not achieve the required quality standards (OECD DAC Evaluation Quality Standards). Based on current management information, as of November 2015, 213 programmes are involved in evaluation activities. This number changes over time as some planned evaluations are not undertaken and new evaluation requirements emerge.
10. DFID is strongly committed to providing Value for Money through the development of a robust evidence base on development effectiveness and impact; understanding what development interventions work, for whom and in what circumstances, as well as which do not and why; learning and improving from its own experience and that of others. DFID requires access to a diverse and high quality supplier base to deliver current and planned evaluations through GEFA.

Requirement

11. DFID's evaluation system continues to commission a significant number of evaluations. As a result, DFID will need to have access to a range of framework participants who are able to provide high quality and internationally recognised evaluation knowledge and skills to design and/or undertake evaluations across the organisation's policy areas and programmes.

12. Recipient

The recipients of the services will be DFID; additionally this service will be accessible for all evaluation and monitoring of overseas development assistance (ODA) by other government departments (OGDs).

The other government departments (OGDs) are:-

- Foreign and Commonwealth Office
- Home Office
- Department of Health
- Department for Business, Energy and Industrial Strategy
- Department for Environment Food and Rural Affairs
- Department for Culture Media and Sports
- Department of International Trade
- Office for National Statistics
- Ministry of Defence
- HM Revenue and Customs
- HM Treasury

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- Department for Education
- Department for Work and Pensions
- Department for Transport
- Scottish Government
- Welsh Government

Scope of Work

13. The purpose of evaluation in DFID is to contribute to improving the impact and value for money of DFID's development spending and support the effective delivery of DFID's Strategic Objectives. DFID needs to produce high quality, independent, relevant evaluations that enable development interventions to be responsive to the poorest people and contribute to their wellbeing. A key contribution that evaluation makes is that it seeks to generate evidence and knowledge that is policy and programme relevant and informs effective decision making.
14. There are three elements that define the scope of this framework: DFID's evaluation typology; the planned coverage of evaluations; and working with others.
15. *Evaluation typology* - In alignment with international standards, *evaluation* in DFID is defined as the: *systematic and objective assessment of on-going or completed projects, programmes or policies, their design, implementation and results in relation to specified evaluation criteria*. The scope of work under the Framework Agreement is for participants to undertake evaluation, and monitoring to high quality. Framework providers awarded Lots for Impact Evaluation will need to be competent in process evaluation and monitoring.
- 15.1. **Impact Evaluation** builds knowledge on what works in development by *establishing causal attribution* in relation to an intervention and its effects. The effects can be positive and negative, primary and secondary, direct or indirect, intended or unintended. Impact evaluation asks specific questions about interventions, for example: To what extent has this male circumcision programme reduced HIV incidence? Has this home solar lighting programme improved educational outcomes?

16. Coverage

This framework has time, geographic, thematic and intervention dimensions to its work.

- 16.1. The framework will be operational from September 2016 – August 2018, with the option of extending for two (2) periods of one year.
- 16.2. For Lot 1 the Framework Agreement has global coverage (including the UK) and evaluations will be undertaken in a wide range of different geographic locations and contexts, primarily where DFID operates,² including fragile and conflict affected states (FCAS).
- 16.3. The Framework Agreement will cover requirements for monitoring and evaluation in a range of themes, including but not limited to: Human development

² <http://www.dfid.gov.uk/Where-we-work>

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(e.g. education, health, water supply, social protection and sanitation); humanitarian assistance; economic development (e.g. infrastructure, social services, production); governance and security (e.g. public sector reform, anti-corruption); climate change.

- 16.4. The Framework Agreement will be used in response to evaluation requests from across DFID's portfolio on project, programmes or policy.³ and other government departments spending ODA.

17. Working with others

Framework participants will be required to share knowledge and experience on undertaking development evaluations with, for example, each other, development partners and key stakeholders (from governments to small NGOs) to help further development the professional practice of evaluation.

Method

18. It is envisaged that GEFA will comprise a variety of Framework participants ranging from consortium arrangements with significant breadth to other specialist, more niche suppliers. In exceptional circumstances following the award of the framework new suppliers may be allowed to join existing consortia but only with the absolute agreement of DFID. Consortia can be constructed specifically for the bid under a lead supplier who is awarded on the Framework. Exclusivity agreements that prevent suppliers from working with different suppliers are not acceptable as stated in the Priorities and Expectations of Suppliers letter issued by the Secretary of State.⁴

19. Bids will be assessed based on framework participant's expertise and ability to deliver the scope of work.

Expertise

20. Each framework participant will need to demonstrate the following for each type of Evaluation Typology:

- 20.1. Delivered evaluation/monitoring of that type to a high quality.
- 20.2. Manage a consortium (if applicable) to deliver that type of evaluation (especially, relevant for impact evaluation)
- 20.3. Experience in implementing high quality methods, analysis and synthesis in the delivery of that type of evaluation/monitoring and have improved its application.
- 20.4. Appropriate internal quality control mechanisms in relation to that type of evaluation/monitoring
- 20.5. Relevant codes of conduct for evaluations/monitoring (including on beneficiary feedback)
- 20.6. Good practice in working with marginalised groups

³ Spending Departments likely to access the GEFA include, but are not restricted to DFID's bilateral, multilateral, private sector, civil society, policy and research departments.

⁴https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/214287/stat-priorities-expectations-suppliers.pdf

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- 20.7. Good practice in undertaking evaluation from a gender perspective – with reference to the International Development (Gender Equality) Act 2014. Procedures and processes in place to ensure high ethical standards in their design, implementation and dissemination of evaluations and or monitoring.
- 20.8. Communication and dissemination of evaluation findings to a wide range of audiences using appropriate tools and formats.
- 20.9. For Lot 1 the supplier should have a stable team with expertise and capacity to draw upon for the set type of evaluation/monitoring activity and the given region throughout the framework period.

21. Coverage

- 21.1. Framework participants must demonstrate their understanding of the development context in different environments. For example if they are to work in fragile states participants will have to demonstrate their understanding of the effects of the security situation on the evaluation process. It is important to be able to be innovative in the application of high quality approaches to overcome the operational challenges of undertaking evaluation in these environments and other challenging circumstances.
- 21.2. Framework participants will need to demonstrate that they can engage appropriate local expertise from the countries in which they work.
- 21.3. Framework participants must demonstrate that they are competent in a specialist thematic area or can competently deliver evaluations in a range of themes.
- 21.4. Framework participants can conduct evaluations of projects and/or policies and/or programmes in the lots they are bidding for.

22. Working with others

- 22.1. Framework participants are members/ or willing to be members of a professional evaluation association whose members are bound by ethical standards and/or codes of practice.
- 22.2. Framework participants have demonstrated competence to share knowledge and experience on development evaluations for a range of stakeholders
- 22.3. Framework participants have knowledge and undertake leadership on emerging good practice in evaluation.
- 22.4. Framework participants should engage constructively with quality assurance on their evaluations (It should be noted that activities identified as an evaluation will go through DFID's evaluation quality assurance process regardless of its budget).
- 22.5. Framework participants will have established quality assurance arrangements that support the quality, independence, credibility, utility, integrity and ethics of their evaluation processes. Framework participants will need to consistently demonstrate adherence to international evaluation standards (e.g. OECD-DAC

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Evaluation Standards); knowledge and leadership in current and emerging good practice in evaluation.

22.6. In addition, Framework participants will need to demonstrate strengths in:

- General administration, management and timeliness
- Financial management
- Flexibility to respond to changing needs and demands
- Relationship management
- Managing ethics in evaluation and monitoring of international development programmes and projects

Management, Reporting and Review

23. DFID's Procurement and Commercial Department (PCD), will be responsible for ensuring the smooth running of mini-competitions for Lot 1. The Evaluation Department will work with PCD to support monitoring, management, performance and ongoing use of the Framework.

24. The framework participant must make available appropriate management, quality control (technical reviewers, editors, proof readers, etc) replacement of expertise, secretariat and any other support staff necessary to undertake a monitoring or evaluation activity. The framework participant will assign a Project Director to each evaluation they are commissioned to undertake. The Project Director will have overall responsibility for the evaluation and formal contacts with the contracting authority.

25. Framework participants will be required to report regularly on the progress of each assignment, as will be set out in the Contract awarded.

26. Framework participants' performance will be reviewed annually against their delivery (on-time, on-scope, on budget, to quality standards and contribution to evaluation practice). These reviews will be shared with the supplier and internally within DFID. Framework participants must attend supplier management meetings with DFID on request, either in person or by video conference, at their own cost. Historically, these meetings have taken place twice a year. Suppliers are required to report management information quarterly.

Transparency

27. DFID has transformed its approach to transparency, reshaping our own working practices and pressuring others across the world to do the same. DFID requires suppliers receiving and managing funds, to release open data on how this money is spent, in a common, standard, re-usable format and to require this level of information from immediate sub-contractors, sub-agencies and partners.

28. It is a contractual requirement for all Suppliers to comply with this, and to ensure they have the appropriate tools to enable routine financial reporting, publishing of accurate

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data and providing evidence of this DFID – further IATI information is available from; <http://www.aidtransparency.net/>

Conflict of Interest

29. The Supplier that provides EQuALS cannot be involved in DFID's Global Evaluation Framework Agreement (GEFA).

Timeframe

30. The Framework Agreement will initially be for a period of two years with the option of two further one year extensions. The GEFA will be reviewed after one year to ensure that it is meeting the evolving needs of DFID's work in evaluation.
31. For the avoidance of doubt, the framework participant's provision of services related to a Framework Agreement shall be on a non-exclusive basis. DFID reserve the right to contract with or employ directly third party contractors, consultants or employees to provide similar services at any time.

Procurement and Contractual Requirements

32. Although it is not possible to determine in advance the precise scope of each requirement DFID will endeavour to provide reasonable notice periods for all upcoming work, and detailed Terms of Reference produced for each requirement.
33. It is envisaged that mini-competitions for all Lot 1 will have a timescale of approximately 2 - 4 weeks from issue of invitation to tender to award of call-down contract. However from time-to-time there may be a requirement for a "fast-track" mini-competition where there is an extremely urgent requirement.

Duty of Care

34. The Supplier is responsible for the safety and well-being of their Personnel (as defined in Section 2 of the Contract) and Third Parties affected by their activities under this contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.
35. The Supplier is responsible for ensuring appropriate safety and security briefings for all of their Personnel working under this contract and ensuring that their Personnel register and receive briefing as outlined above. Travel advice is also available on the FCO website and the Supplier must ensure they (and their Personnel) are up to date with the latest position.
36. This Procurement may require the Supplier to operate in a seismically active zone and is considered at high risk of earthquakes. Minor tremors are not uncommon. Earthquakes are impossible to predict and can result in major devastation and loss of life. There are several websites focusing on earthquakes, including <http://geology.about.com/library/bl/maps/blworldindex.htm>. The Supplier should be comfortable working in such an environment and should be capable of deploying to any

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areas required within the region in order to deliver the Contract (subject to travel clearance being granted).

37. This Procurement may require the Supplier to operate in conflict-affected areas and parts of it are highly insecure. Travel to many zones within the region will be subject to travel clearance from the UK government in advance. The security situation is volatile and subject to change at short notice. The Supplier should be comfortable working in such an environment and should be capable of deploying to any areas required within the region in order to deliver the Contract (subject to travel clearance being granted).
38. The Supplier is responsible for ensuring that appropriate arrangements, processes and procedures are in place for their Personnel, taking into account the environment they will be working in and the level of risk involved in delivery of the Contract (such as working in dangerous, fragile and hostile environments etc.). The Supplier must ensure their Personnel receive the required level of training and, if required, complete a UK government approved hostile environment training course SAFE (Security Awareness in Fragile Environments). The course should be booked through DFID and factored into the commercial tender) or safety in the field training prior to deployment.
39. If you are unwilling or unable to accept responsibility for Security and Duty of Care as detailed above, your ITT will be viewed as non-compliant and excluded from further evaluation.