



DIRECTORATE OF SCIENCE TECHNOLOGY & INNOVATION

Human Capital Development Incubator
Directorate of Science Technology and Innovation
Government of Sierra Leone

End-line Evaluation Firm Request for Proposals



Sierra Leone's Education Innovation Challenge
End-line Evaluation

September 2020

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Introduction

The Education Innovation Challenge (EIC) was launched on June 24th, 2019 in 170 government assisted primary schools in 15 of the 16 districts in Sierra Leone. The primary goal was, and still is, to improve competency in literacy and numeracy. The Human Capital Development (HCD) Incubator and the Ministry of Basic and Senior Secondary Education (MBSSE) worked with educational organizations, various stakeholders in education, head-teachers and proprietors in implementing the SLEIC.

The initiative is being implemented in phases. Phase 1, which is currently ongoing, is the incubation and experimentation phase involving government and government-assisted schools, which will be followed by an evaluation of results to determine the relative effectiveness of the interventions and identify those that can be scaled up for Phase 2.

There are two categories of schools in the experiment. The 170 schools in which selected service providers (SPs) are implementing their various innovations/interventions working with the existing teachers, pupils and systems, are the treatment schools. Each treatment school has been paired with a comparable school in the second category which are the control schools. The control schools are similar to the treatment schools (similar number of students, teachers, terrain, etc) but have received no funding, intervention or innovation from any SP involved with the EIC.

The HCD Incubator which is the entity coordinating the implementation of the Education Innovation Challenge is looking to hire a reputable enumerator firm to conduct an end-line evaluation of students' literacy and numeracy in the 2 categories of participating schools explained above for Phase 1. This RFP is an invitation to firms who have experience collecting and analyzing data from Sierra Leone or a country with similar context especially in rural settings like the districts and within short timelines.

Background

His Excellency, President Julius Maada Bio, has laid out a clear vision of Human Capital Development (HCD) focusing on 3 sectors: education (feed the mind), health (take care of the body) and food (feed the belly); with education being the flagship program of his administration. To develop human capital, the Government of Sierra Leone (GoSL) is committed to seeding, translating and scaling sustainable innovations at national level, leveraging on existing data, technologies and partnerships. This work is led by the HCD Incubator at the Directorate of Science, Technology and Innovation (DSTI) in the Office of the President, in collaboration with the Ministry of Basic and Senior Secondary Education (MBSSE), the Teaching Service Commission and other relevant education stakeholders.

The Education Innovation Challenge initiative focuses on the education sector, “feed the mind”. Sierra Leone is looking to technology and innovation to make transformational gains for human capital development. The Education Innovation Challenge has started by **experimenting solutions locally to drive innovations for improving basic reading and math proficiency at the primary school level**. It aims at incubating potential interventions that can feed into the public education system, by working with the existing government

education structures to improve competency in literacy and numeracy, with innovation and technology being the fundamental drivers.

Please refer to the RFP of the Sierra Leone Education Innovation Challenge for more background information on the initiative: <https://dsti.gov.sl/sierra-leone-education-innovation-challenge//>.

Purpose and Intended Impact of Work

Unlike many interventions that focus on output e.g., the number of schools and students participating in the intervention, the Sierra Leone Education Innovation Challenge is focused on the outcome and impact on learning. The end-line evaluation would be to record the improvement or non-improvement of the interventions and innovations carried out by the SPs in the first year (Phase 1) of implementation of the Education Innovation Challenge. The results from this assessment would be leveled against the baseline assessment results and this would provide us with information on the effectiveness of the intervention/innovation.

The **baseline assessment data** has been analyzed and could be assessed through the website of the HCD Incubator: <https://www.eic.hcdincubator.dsti.gov.sl/>The contracted firm will conduct standardized tests in the participating schools at the end of the 2019/2020 school year. The results of these tests are to be thoroughly analyzed and compared against baseline results to determine changes, if any, in performance and related learning outcomes. This data and analyses will help the government to know whether any of the interventions carried out under the EIC interventions are showing promise, i.e. resulting in desired improvements English Language/Literacy and Mathematics/Numeracy, and worth carrying over to Phase 2.

Scope of Work and Terms of Reference

The primary role of the enumerator firm is to conduct a holistic assessment in all 340 schools (treatment and control schools), analyze the data and produce a document that could be used by the Government of Sierra Leone for decision making. The firm will be responsible for hiring, training and supervising the enumerators that will administer the assessment test, including all logistical arrangements to ensure the smooth and successful implementation of the activity.

The HCD Incubator and MBSSE have developed an assessment tool that was used for the baseline assessment. The contracted firm will work with the HCD Incubator to provide thought leadership on revising the tool for the purpose of the end-line evaluation.

Deliverables

The contract will be awarded in time to ensure enumerators are trained and prepared to conduct the baseline assessment at the start of the school year between October and November 2020. The contracted firm will have the following deliverables:

- A detailed work plan for approval by the HCD Incubator together with a detailed and precise timeline for execution of the work plan.

- Work with HCD Incubator and MBSSE to revise and finalize assessment tool
- Hire need enumerators to conduct end-line evaluation in all 340 participating schools across the 15 districts
- Train the hired enumerators and cleaning the data collected at the end of the data collection process
- Conduct end-line evaluation
- Compile and analyze end-line data
- Submit detailed report of the end-line evaluation

Terms of Reference

The contracted evaluation firm will be responsible for the following:

- Development of work plan and timelines (in agreement with HCDI) for conducting end-line evaluation in all 340 participating schools.
- Hiring of enumerators/data collectors and supervising the baseline assessment.
- The HCD Incubator and evaluation firm will finalize the assessment tool to be used for the assessment. The evaluation firm will be responsible for training the hired enumerators on the methodology of the data collection and safeguarding policy. The firm will be responsible for supervising the enumerators throughout the implementation period.
- Ensure that the data collectors have access to the assessment tool to cover the needs of the baseline survey, including obtaining any required copyright or other permissions for proprietary surveys.
- Organization and provision of logistical support (transport, per-diem, etc.) to data collectors and supervisors while data is collected
- Implementation of designed methodology with the approval of the HCD Incubator.
- Implementation of checks and controls designed in conjunction with the HCD Incubator to ensure the quality of the information being collected during the survey's implementation and a protocol for returning to the field if necessary when errors for assessment results reach a certain threshold.
- Compilation of assessment results, ensuring relevant quality control of data entry, including double entry, consistency and range checks.
- Cleaning of collected data, ensuring it is credible for decision making.
- Submission of detailed document on the evaluation outcomes and the raw data to the HCD Incubator.
- Provide a mechanism for the validation of data should the HCD Incubator team need clarification or validation of the submitted data

Proposal submission, requirements and evaluation

Proposal submission guidelines

This Request for Proposal should be submitted with the following documents attached in addition to your technical and financial proposals:

- Business registration / renewal certificate
- NRA clearance (including tax identification number)
- NASSIT Clearance
- Municipality / Local Council business license

Technical proposal

There is no fixed format for the technical narrative of the proposal. At a minimum, the Technical Proposal should contain the following:

- Background information on the firm
- Proposed methodology for the implementation of services
- The firm's relevant experience and the expertise of its staff (including CVs of main project team that will lead implementation)
- Where applicable, references to similar work done and client contact details

Financial proposal

The government of Sierra Leone expects service providers to reflect value for money throughout the development of their financial proposal. This will be critical in the evaluation process. Financial proposals should be developed using Microsoft Excel, clear formulas and calculations, with the following considerations:

- Assessment will be done in ~340 schools across 15 districts (Falaba is not among the implementing districts) in Sierra Leone with an average of 30 students per school.
- The financial proposal should include all logistical arrangements for the enumerators that will be contracted by the selected firm to conduct the assessment.
- We expect the firm to propose rates for this work and evaluation will be based on competitive financial proposals received in this bid.
- The enumerator firm will be responsible for providing the enumerators with devices for gathering data.
- Successful proposals will go through a negotiation stage where costs will be reconsidered. Hard to reach schools will be considered for an additional amount, if justified.

Proposal scoring rubric

Scoring Category	Points possible
<i>Technical proposal</i>	
Expertise and experience of the Firm/team	20
Methodology	20
Service provider's capacity to deliver	20
<i>Financial proposal</i>	
Costed budget that reflects value for money	40
Total	100

Qualification of the prospective enumerator firm

The enumerator firm must demonstrate capacity and capabilities in the following to be considered for this activity:

- Have legal status enabling the organization to perform the above-mentioned tasks.
- Be an expert in fieldwork required for assessment surveys and evaluation
- Strong capacity and experience in planning and organizing survey logistics, including the design and implementation to ensure high quality data.
- Demonstrate skills in project management.

- Ability to report to the HCD Incubator evaluation team effectively on progress of the work, including the submission of interim entered data and the identification of noticeable difficulties.
- Ability to conduct a full evaluation of a programme including: data collection, analysis and development of a document that could be used for decision making
- Capacity to store and maintain data in a manner that protects respondents' identities as applicable.
- The evaluation will potentially be published at an international scale. Firm will be required to have knowledge and experience in publishing evaluation reports
- Be ready to assume work as soon as possible.

How to submit your application

This Request for Proposal (RFP) will be published via the following links on the website of the Directorate of Science Technology and Innovation (www.dsti.gov.sl) under the 'Request for Proposals' menu. It will also be on the Ministry of Basic and Senior Secondary Education (MBSSE) website and sent to the District Education Offices of the MBSSE as well as being shared via social media platforms. This RFP will have a 4 weeks duration (please see application timelines below) during which applicants are expected to develop and submit their proposals to [**proposals@dsti.gov.sl**](mailto:proposals@dsti.gov.sl).

Should you have any questions about this RFP in advance of the submission deadline of **17:00 on September 29, 2020** please email [**proposals@dsti.gov.sl**](mailto:proposals@dsti.gov.sl).

Applications should be submitted by email to [**proposals@dsti.gov.sl**](mailto:proposals@dsti.gov.sl). Only complete applications including 1. a technical proposal following the above guidelines and 2. a financial proposal in Microsoft Excel using formulas and clear calculations will be eligible for evaluation.

Application Review and Payment Terms

Application Timelines

Tue Sep 1, 2020:	Issuance of proposal
Tue Sep 29, 2020	Submission deadline, 17:00 GMT
Wed Sep 30 - Wed Oct 21, 2020	Review of submissions, notification of selected firm and award of contract

Application Review and Selection

Submitted applications will be reviewed by a credible evaluation committee. Scoring will be based on the demonstration of a clear pathway for implementing this activity and the listed scoring rubric categories [above](#). Selection will be done by the evaluation committee based on the firm's track record, experience and capability.

The selected firm will be contacted by the evaluation committee to engage them and negotiate technical details of the implementation. This will include ascertaining their ability to conduct the work against the above deliverables and terms of reference. It may include review of their technical proposal and recommendations for improvement, negotiation of financials submitted by the applicant where applicable. At the end of the engagement, the selected firm should have clarity on what is required of them and their obligations in making the end-line evaluation a success.

Payment Terms

Further information on the payment terms and structure will be discussed during negotiation with the selected firm.

Terms and Conditions

The HCD Incubator is not obligated to accept any of the proposals submitted or to enter into an agreement with any of the applicants. The HCD incubator reserves the right to reject any or all responses, to waive any technical requirement, and to select the firm that, in the Incubator's judgment, best meets the requirements of this project and the needs of the Sierra Leone Education Innovation Challenge.