Request for Proposals No. FY22-Youth Excel-Malawi-02

Data Collection, Analytics and Reporting Partner for the Youth Excel (YE) Program's Malawi Youth Landscape and Learning Platform (YLLP) Activity

Organization: International Research and Exchanges Board (IREX)

Issue Date: November 29, 2021

Clarifications Deadline: Submit questions by December 6, 2021 by email to Gordon Omondi at gomondi@irex.org with a copy to excelyouth@irex.org, with subject "FY22-Youth Excel-Malawi-02 Questions". Answers to questions will be shared with all applicants online by December 13, 2021.

Service Dates: February 1, 2022 to January 31, 2023; eligible for renewal through May 31, 2025

Response Due Date: December 21, 2021

About IREX

IREX is a global development and education organization. We strive for a more just, prosperous, and inclusive world in which individuals reach their full potential, governments serve their people, and communities thrive. With an annual portfolio of $87 million and over 500 staff worldwide, we work with partners in more than 110 countries in four areas essential to progress: cultivating leaders, empowering youth, strengthening institutions, and increasing access to quality education and information.

About YLLP

IREX is the prime holder of the USAID-funded global *YouthPower* 2: Youth Excel award. Under this award, IREX will be implementing the Youth Landscape and Learning Platform (YLLP) Activity from 2021-2025. The activity will support the USAID/Malawi Mission's implementation of Development Objective 2 (DO2) of their Country Development Cooperation Strategy (CDCS): Youth lead healthy, informed, and productive lives and the ability to collaborate, learn, and adapt across USAID's Program Cycle. YLLP will continuously provide key information on the youth context in Malawi and support the Mission's DO2 Learning Agenda, facilitating feedback loops with relevant stakeholders, including the Government of Malawi, and will also track and report on selected youth indicators. YLLP will implement three tasks: Task 1) Youth Landscape Analyses (two over the life of the activity); Task 2) Facilitating a Learning Agenda and Feedback Loops; and Task 3) Data Collection and Reporting. YLLP seeks a local partner to co-lead Task 3) Data Collection and Reporting over the life of the activity.

Specifications of the Request for Proposals

We are inviting Malawian Organizations (interchangeably referred to as applicants) who are specialized and experienced with the design and management of robust M&E data collection,

analytics and reporting systems, to submit their responses to this RFP. Applicants should be proficient in cross-sectoral data collection and demonstrate a commitment to positive youth development. IREX intends to competitively select this organization to lead and coordinate data collection, management, analytics, and submission to USAID/Malawi's online portal. IREX will provide technical support and oversight to strengthen the capacity of this organization, ensure that their systems appropriately follow USAID MEL guidelines for the indicators identified in the YLLP statement of work, and increase their leadership role over the life of activity.

This RFP does not obligate IREX to pay any costs incurred in the preparation and submission of the bids. Furthermore, IREX reserves the right to reject any and all offers if such action is considered to be in the best interest of organization.

A bidder included (or previously included) in the Specially Designated Nationals list or debarred from federal procurement or any other similar list, will be rejected.

Eligibility Criteria

Eligible	Not Eligible
✓ Registered Organizations	✗ Individual or Group
✓ Local	✗ International
✓ Nongovernmental Organizations or Private Companies	✗ Government Institutions or Political Parties
✓	
✓ Eligible to receive USAID funding: ○ Has or willing to register for DUNS Number ○ Able to sign ADS 303mav Certifications, Assurances, Representations, and Other Statements of the Recipient	✗ Not eligible due to any of the following reasons: ○ Appears on Treasury Department's Office of Foreign Assets Control list ○ Has active exclusions in the System for Award Management ○ Appears on United Nations Security Designation list
	✗ Has received Youth Excel funding or has conflict of interest

Scope of Work

The Data Collection, Analytics and Reporting Partner will co-lead two YLLP workstreams with IREX, as outlined below. It will also provide office space for IREX's two-member YLLP team.

- **Workstream 1: Task 3 -** In delivering the YLLP, IREX will support the Mission by collecting and tracking key, prioritized DO2 indicators over the life of the CDCS. The YLLP will use data the Mission gathers from Implementing Partners (IPs) through its standard quarterly and annual reporting requirements and the indicators that YLLP tracks to inform the twice-annual mission portfolio reviews (YLLP will provide data and visuals; the Mission will

present/facilitate portfolio reviews.) While the Mission's IPs will be responsible for collecting data for a vast majority of the DO2 performance indicators, there are indicators that will need to be directly collected by YLLP over the life of the CDCS on an annual basis or as a follow-up after an activity ends to assess post-intervention outcomes.

The successful Data Collection, Analytics and Reporting partner – with IREX support – will review the DO2 Indicator Tracking Table, work with USAID and IREX to identify and prioritize key indicators, develop a data collection and management protocol in line with USAID's Performance Indicator Reference Sheets (PIRS), then compile this together with an inception report and workplan for this task. With approval from IREX, the partner will then customize/develop or procure a data collection and management system, to collect, clean, conduct analysis, and submit data on the indicators as advised by IREX and the Mission. The Mission will also call upon this YLLP partner from time to time to support the analytics and visualization of some of the data that it collects directly from its DO2 Implementing Partners. For this to happen, the partner will be granted access to the Mission's databases as and when necessary, working closely with their MEL lead, as necessary.

A tentative list of DO2 indicators that the YLLP Data Collection, Analytics and Reporting partner will be responsible for directly collecting and/or analyzing data on behalf of the mission, is provided below.

i. Number of youth who participate in civil society activities following social or leadership skills training or initiatives from USG assisted programs. (YOUTH-4)

ii. Percentage and number of youth who participate in civil society activities following soft skills/life skills training or initiatives from USG assisted programs. (Youth-5)

iii. Number of youth who report increased self-efficacy at the conclusion of the United States Government (USG) assisted training/programming. (Pilot USAID Youth)

iv. Number of persons receiving new employment or better employment (including better self-employment) as a result of participation in USG-funded workforce development programs. (EG.6-2)

v. Percent of individuals with new employment following participation in USG-assisted workforce development programs. (EG. 6-12)

vi. Percent of individuals with improved soft skills following participation in USG-assisted programs. (EG.6-13)

vii. Percentage of participants in USG-assisted programs designed to increase access to productive economic resources who are youth (15-29). [IM-level] (YOUTH-3)

viii. Percentage of youth demonstrating increased prosocial norms at the conclusion of USG-funded trainings (or youth perception of improved enabling environment).

ix. Number/proportion (%) of youth represented in_____ (i.e., youth council, municipal, local, Parliament, etc.)

x. Number/proportion (%) of youth participating in: _____ (i.e., community decision-making processes, program design, implementation, community service, etc.)

xi. Number/proportion (%) of youth invited to contribute to _____ by local and national youth serving organizations or institutions (i.e., advisory boards, panels, teams, program planning, etc.)

xii. Percentage of youth accessing youth friendly health services.

xiii. Number of new or expanded health points of service providing youth-friendly services.

xiv. Percentage of health facilities providing youth friendly health services.

xv. Number of child marriages annulled (with disaggregates on return to school participation).

It is expected that the successful bidder will provide a detailed description of how they will either (i) customize, (ii) develop, or (iii) procure this data collection, analysis, and reporting system. It is worth noting that bidders with existing systems that are easily customizable to accommodate reporting against these and other USAID indicators will be at an advantage, as we expect to partner with an organization that can start the data collection, analysis/visualization, and reporting as soon as possible. The bidder should also clearly outline their existing data analytics and visualization capabilities by describing their capacity, experience providing such support, and which technologies they propose to use. We encourage interested parties to propose MEL systems suitable for 'light touch' data collection, aggregation, and visualization needs.

Once the system is in place, the partner will aggregate implementing partner data, and – in line with agreed upon processes in the Inception Report – collect data against identified indicators bi-annually and report this data into the Mission's data management system (DIS). IREX anticipates that YLLP will directly collect some of the data and that existing IPs will also feed their indicator data directly to the partner. YLLP will clean, analyze, and report this data to USAID as per the agreed reporting schedules.

- **Workstream 2: YLLP Performance Indicator data collection.** The Data Collection, Analytics and Reporting Partner will also collect, manage, clean, and report on Youth Excel's YLLP indicators as outlined in the AMELP. The partner will use existing Youth Excel (YE) data collection tools and processes as guided by the Global MEL Advisor. These indicators relate to the objectives and results of the global Youth Excel program activities, which the YLLP is part of. The list below provides an overview of the main YLLP/YE indicators that the successful candidate will be required to collect data against and report to the YE MEL Advisor on a quarterly basis.

    i. Number of youth trained in social or leadership skills through USG assisted programs. *(YOUTH-1)*

    ii. Number of laws, policies or procedures adopted and implemented with USG assistance designed to promote youth participation at the regional, national, or local level. *(YOUTH-2)*

    iii. Percent of USG-assisted organizations with improved performance (including disaggregate of public and private schools). *(CBLD-9)*

iv.   Number of persons trained with USG assistance to advance outcomes consistent with gender equality or female empowerment through their roles in public or private sector institutions or organizations. *(GNDR-8)*

v.   Number of IR knowledge products disseminated. *{Custom, YE}*

vi.   Number of engaged users on Youth Excel social media platforms. *{Custom, YE}*

vii. Percentage of participants reporting more equitable intergenerational partnership norms. *{Custom, YE}*

viii. Number of stakeholders (policymakers, decision-makers, authorities, and influencers) committing to specific actions to strengthen PYD outcomes. *{Custom, YE}*

- **Workstream 3: Provide office facilities for IREX staff.** The Partner will provide office space and IT services (including a strong, reliable internet connection) to two (2) YLLP staff for the full activity. The facility is set up with security considerations in mind, has COVID-19 protocol in place, is accessible to persons with disabilities, has reliable power and water systems in place, and is located in a safe and accessible area. In addition to office space for two YLLP staff, the Partner will provide a mailing address and the ability to receive and send mail from the facility, as well as access to meeting rooms requested by staff with reasonable lead time.

This Request for Proposals (RFP) therefore seeks to identify **a Malawian organization to co-lead the Data Collection, Analytics and Reporting** component of the YLLP described above. In close collaboration with the USAID/Malawi Mission, the successful organization will work under the supervision of the YLLP Team Lead and the Youth Excel Program's Global MEL Advisor, to co-design and implement a routine MEL Data Collection, Analytics and Reporting system, for the Mission's DO2 key indicators and other indicators as relevant to the YLLP activity. The successful organization will ensure that youth are central to designing, implementing, and analyzing the data collection and reporting processes where possible.

Instructions for responding to the RFP

The documents to be submitted as your response to the RFP are listed in the Submission Checklist annexed as part of this call. All documents required as part of your response should be submitted by email to Gordon Omondi at gomondi@irex.org with a copy to excelyouth@irex.org and a subject line: **FY22-Youth Excel-Malawi-02 Application** by December 21, 2021, as indicated in the Timeline section of the RFP.

The following requirements should be complied with when submitting your response:

- Please ensure that you submit your response on time. Late submissions will automatically be rejected by IREX.
- Do not submit any additional supporting documentation with your response unless specifically requested to do so as part of this RFP.

- All attachments/supporting documentation should be provided separately to your main proposal response and clearly labelled to make it clear as to which part of your proposal response it relates.
- Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your response.
- Any deliberate alteration of an IREX requirement as part of your response will invalidate your response to that requirement and for evaluation purposes you shall be deemed not to have responded to that requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- All responses must be valid for a period of no less than sixty (60) calendar days from the closing date.

Instructions for Technical Proposal

Provide a narrative and workplan (maximum 10 pages, not including cover page and Annexes) that outlines the following. Any submissions above the page requirements will not be reviewed. Shorter submissions are welcome if the requirements are addressed.

1. Cover page, including a) your organization's legal name, address, Malawi registration number, non-profit or for-profit status, DUNS number (if available) and b) your authorized signatory's name, title, phone, email, and signature.
2. Your institutional capacity and past performance, describing at least three (3) relevant projects. (1-2 pages). *(Note that past performance references for these projects must also be provided in Section C of the due diligence questionnaire)*
3. Explanation of how youth will be engaged throughout the activity and how you will leverage the positive youth development framework. (1/2 – 1 page)
4. Specify a detailed description of your data collection, analytics, management and reporting system that will be customized/used for this task. In the absence of an existing system, you may also provide a detailed description of how you would approach the process of developing or procuring a suitable system for this task. (2 pages maximum)
5. Brief explanation of how qualitative and quantitative data collection, management and analytics approaches will be implemented to guarantee data quality and to protect all data.
6. Workplan with a timeline for first six months of engagement *(Pending access to more information that will support development of a full workplan)*.
7. Specify the processes and procedures that will be put in place to minimize the spread of COVID-19 as part of your work.
8. Brief descriptions of any challenges anticipated and propose suitable mitigation measures
9. Annex (not counted in page limit):
   i. Organogram of proposed MEL team.
   ii. CVs for Team Lead(s) and key team members (Limit of 3 pages for each CV).
   iii. Examples of similar tasks undertaken (Limit of 10 pages)

Instructions for Key Personnel

The lead staff members must have the following qualifications:

1. Post graduate degree in relevant fields such as Research Methods, Statistics, or IT/Data Sciences.

2. A minimum of seven years undertaking MEL Data Collection, Analytics and Reporting tasks of a similar nature, for organizations such as IREX and USAID.

3. Demonstrate extensive experience in undertaking similar tasks with USAID (and/or other donors) in Malawi.

4. Demonstrate excellent oral and written English.

5. Excellent analytical skills and report writing skills.

6. Ability to develop or manage MEL data collection systems that integrate reporting for implementing partners with various capacities and reporting needs.

7. Proficiency in advanced data management systems and data analysis/visualization technologies.

8. Knowledgeable in the Malawi youth development sector and other relevant sectors.

10. Evidence of theoretical knowledge and practical application of cross-cutting issues in youth development such as education, gender, and innovation.

Essential

1. Demonstrated experience working with youth and youth-serving organizations, and a variety of public/private sector stakeholders to develop and implement MEL Data Collection and Reporting systems.

2. Significant expertise in Monitoring, Evaluation, Research and Learning.

3. Experience working with USAID MEL Data Collection and Reporting Systems.

4. Experience in working with a variety of implementing partners, across various sectors, to collect, manage and use data for reporting and learning.

5. Experience working across Malawi.

Desirable

1. Experience working with USAID projects in Malawi.

2. Experience in facilitating remote data collection and reporting processes, including capacity building of implementing partners.

3. Experience in a range of implementing partners and sectors.

Instructions for Cost Proposal and Organizational Information

- Subject to the availability of funds, IREX expects to award 1 cost reimbursement subcontract, ranging from USD 65,000 to 85,000 per year. The expected duration of IREX's support or the period of performance is February 1, 2022 to January 31, 2023; eligible for renewal through May 31, 2025. IREX reserves the right to fund any or none of the applications submitted.
- **Renewal:** IREX reserves the right, based on availability of funding and partner performance, to enter into subsequent contractual agreements with the selected partner for a period of up to three years without issuing a new RFP.
- Submit budget and budget narrative in the templates provided.
- For the office space costs, provide a breakdown of the cost allocation showing:
  - Youth Excel's contribution to office costs for your staff
  - Youth Excel's contribution to office costs for 2 Youth Excel Staff
  - The method that you will use in calculating the costs to allocate
- Provide an overview of offered office space and IT services (including a strong, reliable internet connection) for two (2) YLLP staff for the full activity including a brief description of the security set-up, COVID-19 protocol, accessibility to persons with disabilities, facilities, safety and accessibility of the area; availability of a mailing address and the ability to receive and send mail from the facility; as well as access to meeting rooms requested by staff with reasonable lead time.

Cost Restrictions:

- Funds provided under the terms of this RFP shall not be used to finance any of the ineligible or restricted commodities as per ADS 312 Eligibility of Commodities.
- Any purchases or activities deemed unnecessary to successfully complete the activity, including any subcontractor's headquarters expenses that are not directly linked to the implementation of the proposed project.
- Any costs unallowable under USAID and/or federal regulations such as referenced 2 CFR 200 Subpart E Cost Principles and FAR 31.2 Cost Principles for Commercial Organizations.

Clarification Requests

- All clarification requests should be submitted to Gordon Omondi at gomondi@irex.org with a copy to excelyouth@irex.org, with subject "FY22-Youth Excel-Malawi-02 Questions". Answers to questions will be shared with all applicants online by December 13, 2021, as set out in the Timelines section of this RFP. IREX is under no obligation to respond to clarification requests received after the Clarifications Deadline.
- Any clarification requests should clearly reference the appropriate section of the RFP.

- IREX reserves the right to issue any clarification request made by you, and the response, to all potential suppliers.
- IREX may at any time request further information from potential suppliers to verify or clarify any aspects of their response or other information they may have provided. Should you not provide supplementary information or clarifications to IREX by any deadline notified to you, your proposal response may be rejected in full, and you may be disqualified from this procurement process.

Evaluation Process and Criteria

Youth Excel review: The panel, comprised of selected Youth Excel staff, Youth Advisory Council members, and USAID staff, will use the below criteria for responses to assess the proposal design.

Initial assessment: Responses will be reviewed for completeness with those responses correctly completed with all relevant information being moved to the second final stage of review. Any responses not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a response is rejected at this point it will automatically be disqualified and will not be further evaluated.

Final evaluation: Any response that is moved to the final stage will be evaluated in accordance with the evaluation methodology set out below. Organizational information provided as part of RFP response may also be verified as part of this stage.

Evaluation criteria: Responses from potential suppliers will be assessed using the criteria and weightings below and will be assessed entirely on the response submitted. Previous or current relationships with suppliers cannot be considered when evaluating submissions unless the previous/current experience is clearly evidenced within the response.

Criteria	Description	Weighting
Institutional Capacity and Past Performance	● Bidder has requisite depth of experience managing tasks of similar scope, magnitude, and complexity. ● Bidder has experience of delivering similar work in Malawi or other developing contexts/countries.	25

Technical approach / Methodology	● Extent to which the proposed approach is responsive to the desired outcomes ● Understanding of the prioritization and sequencing of activities and tasks, feasibility of proposed timelines.	30
Quality of key personnel for the assignment	● Key personnel demonstrate the requisite expertise, experience, language skills, other capabilities, and gender balance necessary to support the proposed technical approach, while remaining cost-effective. ● Key personnel are representative of Malawian diversity.	20
Cost/Price	● Overall costs proposed are realistic for the work to be performed. ● Costs reflect the applicant's understanding of the requirements and are consistent with the technical application. ● Costs are reasonable, allocable, and allowable.	25

Annex 1: Submission checklist:

1) Technical proposal in MS Word (maximum 10 pages, not including cover page and Annexes), inclusive of workplan, with the following attachments:

    A) Organogram

    B) CV(s) for Key Personnel (Limit of 3 pages for each CV)

2) Cost proposal, composed of:

    A) Budget in MS Excel

B) Budget Narrative in MS Word

3) Certifications

I, [Applicant Signatory Name and Title], certify that [Applicant Organization Name] is a local entity organization that:

Is legally organized under the laws of [Country]; Has its principal place of business or operations in [Country];
Is majority-owned by individuals who are citizens or lawful permanent residents of [Country];
Is managed by a governing body, the majority of whom are citizens or lawful permanent residents of [Country];

And is a: [select one]

Youth-led organization whose Chief Executive Officer or other leaders are under the age of 35, and whose Board of Directors are predominantly under the age of 35.
Youth-serving organization that has a mission, mandate, or programs with an expressed priority of serving or supporting youth under age 35.

[Signature]
[Title]
[Organization]
[Date]