

Heartland Alliance International - Iraq

**Invitation for Tender Application
Tender for Selecting Preferred Provider for Project Midline Evaluation**

Tender Reference Number: HAI-IRQ-2024-RFP-003

Heartland Alliance International (HAI) is a non-profit organization headquartered in Chicago, USA. Its mission is to promote and protect the rights of the world's most marginalized and at-risk people. To do this, HAI designs and delivers protection support systems and services that address the needs of populations that are transient, living in poverty and/or subjects of conflict or violence. HAI's programs work in close coordination with local organizations to engage communities in service delivery, capacity-strengthening support, and community mobilization to effect real improvements in the lives of those in need. Our goal is to organize and empower highly vulnerable populations locally, to be self-sustainable and self-advocating. HAI currently implements projects in seven (7) countries Latin America, the Caribbean, Africa, Eastern Europe, and the Middle East.

The subject of this Invitation to tender is to submit firm prices for Project Midline Evaluation, as detailed in attached (Annex A).

To apply:

- ❖ **Please Read all the instructions carefully and submit your tender with two different sealed packages:**

First Package (Declaration of Eligibility)	Scope of work (Annex A), Declaration of Eligibility (Annex B), Copy of Government registrations, Work permission, Bank account details, Tax Clearance, vendor's CV/ Profile including Previous experience.
Second Package Technical & Financial proposal	Annex C (Technical and Financial Proposal)

- ❖ **Please send your Tender to:**

Electronically to :	HAIraqtender@HAIInternational.org
Hard Copy, Sealed (enclosed envelope)	<ul style="list-style-type: none">▪ Sulaimaniyah: Awbara, Darwaza City 1, House No. B69▪ Erbil: Empire Business Towers, T3, floor 14th offices 1.

- ❖ **Timetable:**

Publication date of tender	Oct 17, 2024	Time: 01:00 PM Iraqi Time
Closing date of clarifications	Oct 24, 2024	Time: 04:00 PM Iraqi Time
Closing date of tender submissions	Oct 26, 2024	Time: 05:00 PM Iraqi Time

❖ **Tendering Process policy:**

- Technical Question or need clarification: send Email to HAIraqtender@HAIInternational.org .
- Late Bids are disqualified.
- The bid should be valid for a period of 90 days from the deadline of the submission of the tenders.
- After the deadline, HAI Tender committee will take up to 2 weeks to review and reach out with clarification questions and/or final decision.
- Heartland Alliance HAI will not be responsible for any costs or expenses incurred by the bidders in connection with the preparation and submission of their bids to Heartland Alliance International HAI.
- Bidders must review and comply with the **HAI Code of Conduct**, returning a signed and stamped version as confirmation of their commitment during the bidding process.
- **Failure to Fulfil First Package (Declaration of Eligibility) will constitute an irregularity and may result in the rejection of the tender**
- **The price of this tender is American dollars (USD), which is the only price that HAI will accept.**

Annex B
Declaration of Eligibility

الملحق ب
تصريح أهلية العمل

Vendors/Suppliers:

المقاول :

As a legally authorized representative of the vendor (), I undersigned here:

Name of the authorized representative:

Position of the authorized representative:

Signature:

كمندوب مرخص للتوقيع ثانونيا من قبل صاحب المجهز, اقر بتوقيعي:

اسم الشخص المرخص:

العنوان الوظيفي:

التوقيع:

Declare that the following conditions are applicable to us:

أقر بأن الشروط التالية تنطبق علينا

Requirement	Yes نعم	No لا	المتطلبات
We are registered and authorized company in Iraqi government, registration is attached			نحن شركة مسجلة ومعتمدة في الحكومة العراقية ، التسجيل مرفق
We are registered and authorized company in KRG government, registration is attached			نحن شركة مسجلة ومعتمدة في حكومة اقليم كردستان ، التسجيل مرفق
We have valid Bank account in name of the company. Detail is attached.			لدينا حساب مصرفي باسم الشركة. التفاصيل مرفقة.
Are you bankrupt or in the process of going bankrupt?			هل أنتم مفلس أو في طور الإفلاس؟
Have you been convicted for an offense concerning professional or legal conduct?			هل تمت إدانتك بارتكاب جريمة تتعلق بالسلوك المهني أو القانوني؟
Have you fulfilled all Taxation obligations, Tax Clearance is attached.			هل قمت بالوفاء بجميع الالتزامات الضريبية، تم إرفاق التخليص الضريبي.
Do you employ personnel below the legal working age?			هل تقومون بتوظيف موظفين دون سن العمل القانوني؟
We provide basic social rights and fair working conditions to our employees.			نحن نقوم بتوفير الحقوق الاجتماعية الأساسية ، وظروف عمل عادلة لموظفينا.
Are you on any sanctions issued by the United States Government, United Nations, and European Union?			هل أنت تحت أي عقوبات صادرة عن حكومة الولايات المتحدة والأمم المتحدة والاتحاد الأوروبي؟

Declared by:

Name and Signature and Stamp:

Annex A TERMS OF REFERENCE

Aman II Midline Evaluation

1. Introduction to Heartland Alliance International

Heartland Alliance International (HAI) is a non-profit organization headquartered in Chicago, USA. Its mission is to promote and protect the rights of the most marginalized and at-risk people in the world. To do this, HAI designs and delivers protection support systems and services that address the needs of populations that are transient, living in poverty and/or subjects of conflict or violence. HAI's programs work in close coordination with local organizations to engage communities in service delivery, capacity strengthening support, and community mobilization to effect real improvements in the lives of those in need. Our goal is to organize and empower highly vulnerable populations locally, to be self-sustainable and self-advocating.

HAI currently implements projects in seven (7) countries Latin America, the Caribbean, Africa, Eastern Europe and the Middle East.

2. Project Description

Funded by the US State Department's Office to Monitor and Combat Trafficking in Persons (JTIP), the Aman II project is working towards two objectives. The first is to strengthen the capacity of relevant Iraqi institutions so that they are better able to identify victims of trafficking (VoTs) and, once identified, provide protection and support services to assist with VoTs recovery. The initiative is also collaborating with Iraq institutions on the implementation of Iraq's National Action Plan Against Trafficking, addressing gaps in policy or law while strengthening stakeholder coordination and raising public awareness to better protect victims, prevent trafficking and prosecute traffickers. Sustainable, systems-level capacity to prevent and protect victims and prosecute traffickers is the main outcomes for this objective. The second objective is to provide immediate, effective, tailored protection services to VoTs while at the same time strengthening first responders to provide high quality services. This includes training and one-on-one coaching to build skills in case management, psychosocial support, suicide risk assessment, violence exposure risk assessment, safety planning, self-care, and incorporating trauma-informed care principles.

Aman II is the second iteration of the Aman series of projects. Further information on Aman I will be provided to the successful contractor.

3. Evaluation Rationale and Objectives

HAI is a learning organization and committed to programming excellence through continuous learning / improvement and technical innovation. As this is the second iteration of the *Aman II* initiative and the project is at its midway point, it is at a pivotal point in which assessing programming strengths, weaknesses including technical and operational learnings could offer substantive value to ensuring the project achieves its goals.

The objectives of this evaluation are to:

1. Assess/validate the performance of Aman II at this midpoint in its implementation and estimate its trajectory for the remaining 15 months (January 2025 to March 2026).
2. Identify opportunities/strategies to adjust or adapt programming direction to ensure the project's outcome results (Strategic Objectives/Intermediate Results) are achieved. This may include recommendations to adjust programming activities.

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3. Ensure that the project continues to be relevant – paying close attention to the needs of its participants in Iraq.

This midline assessment of Aman II is an obligation under the award agreement between HAI and JTIP.

4. Evaluation Purpose, Scope and Approach

HAI seeks a Contractor to support/contribute to a midline assessment of *Aman II*.

The purpose of the evaluation will be to measure the project's effectiveness, efficiency, relevance, potential for impact, and potential for sustainability. HAI and the successful contractor will collaboratively design the evaluation methodology to investigate the following questions:

1. Is the project achieving results?
2. Does Aman II continue to provide relevant services/support that are fully aligned with the needs of the participants (including government trainees, etc.)
3. Are resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve outcomes?
4. What evidence is there that support for TIP and the services provided directly by Aman II and indirectly through intermediaries is sustainable?
5. How aligned is the project with local policy, legislation and institutional mandates?

NOTE: The scope/number of evaluation questions may be negotiated with the successful contractor based on time/resources. This evaluation will be conducted in full partnership with HAI's MEL Team as a co-evaluator. As such, this is not designed to be a fully independent evaluation.

The audience for this evaluation is HAI and the donor. Recommendations made should be formative in nature, providing input and guidance to the implementation of the remaining 15 months of *Aman II*. HAI will share the evaluation with staff, partners, and other stakeholders as necessary.

6. Evaluation Design and Methodology

This design and methodology for this evaluation should generate the highest quality and most credible evidence available to answer the evaluation questions listed above. Focus should be given to both assessing project activities and their influence on the outcome results (strategic objectives, intermediate results) of the project.

Prior to commencing data collection, the contractor will develop and present, for HAI's review and approval, a short, concise written inception plan. This plan shall detail the evaluation approach, a methodology that describes scheduled evaluation activities, sampling strategy, proposed evaluation tools, and a data analysis plan. The methodology should follow a participatory, mixed methods approach.

NOTE: All quantitative data will be provided by the project. The Contractor will not be required to collect any quantitative data.

HAI expects the methodology to include, but not be limited to, the following activities:

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- **In-depth Interviews (IDD):** An IDI is a qualitative research method used to collect detailed and comprehensive information from an individual on a specific topic or issue. It involves a one-on-one conversation between the interviewer and the participant, allowing for open-ended questions that encourage the interviewee to share their thoughts, experiences, perceptions, and feelings in depth.
- **Key Informant Interviews (KIIs):** A KII is a qualitative research method used to gather information from individuals who are particularly knowledgeable or experienced on a specific topic, issue, or community. These individuals, known as "key informants," have specialized knowledge or insights due to their roles, expertise, or lived experiences, making them valuable sources of information.
- **Focus Group Discussions (FGDs):** An FGD is a qualitative research method where a small group of people (usually 6 to 12 participants) engages in a guided discussion on a specific topic, facilitated by a moderator. The goal of a focus group is to generate insights through the interaction and collective views of participants, allowing the researcher to explore their opinions, experiences, and attitudes.
- **Observation:** Observation is a qualitative data collection method involves systematically watching, recording, and analyzing behaviors, actions, and interactions of individuals or groups in a specific setting to gain insights into their experiences, practices, and social dynamics. It allows researchers to gather real-time data in natural contexts, often providing a richer understanding of how people behave or interact in real life, beyond what they might report in interviews or surveys.

NOTE: No survey work is required for this evaluation.

7. Ethical principles and evaluation standards

The assessment will be guided by the guiding principles including i) humanitarian principle of do no harm, ii) participant-centered approach, iii) compliance, and iv) best practices for protecting personal information in the humanitarian sector.

Where relevant, the ALNAP criteria for the Evaluation of Humanitarian Action and the quality standards for the Development Evaluation of the Development Committee (DAC) of the OECD shall guide the evaluation and internationally agreed evaluation principles in response to the 2030 Agenda for Sustainable Development including usefulness, credibility, independence, impartiality, ethics, transparency, human rights, gender equality and professionalism.

HAI will provide the evaluation team access to all relevant project documents, including but not limited to:

- The original grant agreement and subsequent modifications to the grant agreement including relevant donor communication (if relevant);
- Quarterly/monthly reports, theory of change, meeting minutes, workplans and management reviews developed as part of routine project monitoring;
- Results Management Plan and any relevant data sets, data collection tools; and
- Any relevant meeting and technical reports.

Content analysis and developing descriptive statistics from project collected data are the main analytical methods to be used.

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8. Expected Evaluation Products and Delivery Schedule

The following are the expected main deliverables of the evaluation:

- **Inception Report:** An initial report describing the evaluation including: i) the methodological approach, ii) the Evaluation Matrix, iii) the data collection techniques and tools, iv) sampling strategy, v) analysis plan, vi) strengths and limitations, and vii) a short Work Plan, including a schedule of activities (10 pages max).
- **Draft Evaluation Report:** Following analysis of the project-generated quantitative data with contract-generated qualitative data, the Contractor will prepare a draft evaluation report with preliminary findings, main conclusions and recommendations. The draft assessment report must use the format provided by HAI and follow the guidelines set out therein.
- **Presentation of the draft Evaluation Report:** The Contractor will present a draft of the Evaluation Report to HAI through a webinar-type presentation. The briefing will include a discussion on the content of the draft, including the achievements and problems identified, as well as any recommendations that HAI has regarding possible modifications to the approach, analysis and results obtained. The Contractor will consider HAI's comments and revise the evaluation report based on their judgement and only as appropriate.
- **Final Evaluation Report:** The Contractor will submit the Final Evaluation Report, which will address HAI's observations on the Draft Evaluation Report. The report should contain clear references to the important information and data available in the annexes. The report should contain an appropriate number of specific, actionable recommendations for the project including identifying those responsible and timelines. or implementing them and possible deadlines (if applicable). The evaluation report should be 15 pages maximum, including an executive summary but excluding annexes. Any information that is not relevant to the overall analysis should be moved to the annexes. The report must be submitted in English.

Deliverables	Due date
Inception Report / Draft Data Collection Tools (10 pages maximum)	November 15, 2024
Draft Evaluation Report (15 pages maximum)	December 15, 2024
Presentation of Draft Evaluation Report	December 16, 2024
Evaluation report final	December 31, 2024

9. Desired Qualifications of the Contractor

HAI seeks the services of one (1) Contractor to implement this evaluation. The Contractor will receive support from HAI's project team, as well as HAI's Monitoring & Evaluation team.

To be considered, the Contractor should possess the following qualifications:

- Advanced degree in a related field.
- Five (5) years of experience designing, developing and leading successful participatory, non-experimental evaluations, preferably related to human rights, trafficking in persons and vulnerable populations. Preference is given to candidates with specific technical experience in programing covering one or more of the following: (i) trafficking in persons, (ii) protection services (legal, mental health), (iii) capacity strengthening, and/or (iv) public awareness.

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- Sound understanding and experience applying a mixed methods approach with experience using a range of techniques and tools. This includes contextually relevant tool design; innovative and remote data collection methods; sampling procedures; facilitation; and interview skills.
- Proven ability to adhere to ethical guidelines when conducting evaluations involving minors, including ensuring confidentiality and obtaining informed consent.
- Experience working with governments, non-governmental organizations (NGOs), or international organizations on human rights-based programs.
- Understanding of international legal frameworks on human rights.
- Strong analytical skills, including the ability to synthesize complex data into clear, actionable recommendations.
- Excellent communication skills (oral and written), with the ability to present complex findings clearly and concisely to both technical and non-technical audiences.
- Cultural sensitivity and experience working in different cultural contexts, especially in low- and middle-income countries
- Fluency in English.

Aptitudes/Attitudes

- Affinity and commitment to the mandate of Heartland Alliance International.
- Autonomous, efficient and organized person, responsible and with initiative.
- Focus on results and persistence to achieve achievements, guaranteeing quality, punctuality and order.
- Ability to handle confidential and sensitive material with care
- Patience and a good sense of humor.
- Respect for diversity and interculturality.

10. Evaluation Management and Oversight

HAI will partner with the Contractor during contract period. HAI will assist the Contractor with finalizing the evaluation methodology and work plan and assist in identifying and providing key project documents for the Contractor to review during the contract period. HAI will provide overall logistical support and assistance to the Contractor, as needed and when possible. HAI will provide transportation, data collection/entry support, etc., as approved in the evaluation's work plan.

The Contractor is responsible for completing all evaluation-related activities listed in the approved methodology and work plan, in partnership with HAI's local project and logistics staff. The Contractor will advise HAI prior to each of those activities. The Contractor will be responsible for completing and submitting to HAI the evaluation products listed in Section 8 of this document. The Contractor will be responsible for procuring his/her own work/office space, computers, Internet access, printing, and photocopying throughout the evaluation. The Contractor will be required to make his/her own payments for such services. The Contractor will be responsible for any expenses beyond the fee provided by the Company as determined in this document.

11. Budget/Schedule of Payments

1st installment: 50% upon signing this agreement.

2nd installment: 50% upon review and approval by HAI of all items listed under the 'Evaluation Products' section of this TOR and receipt of invoice from the Contractor.

Annex C
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12. Proposal Submission guidelines

To be considered for this contract, please submit the following, **in English**, to haiiraqtender@hainternational.org on or before **Sunday October 26, 2024 at 17:00 (Arabian Standard Time)**:

1. A letter of interest, indicating how your skills and experience meet the qualifications listed above;
2. A résumé or CV (no more than four pages);
3. A writing sample (no more than three pages);
4. A draft budget, including consultation fees and an estimate of all other evaluation-related expenses (including travel), with a maximum amount of \$5,000 USD.

Incomplete submission packages and submission packages that do not adhere to the page limits stated above will not be considered. As this is an independent evaluation, current employees of HAI or HAI's implementing partners are not eligible to apply for this work.

Signed and stamped copies of all ToR pages should be provided

Name of Company/firm/contractor:

Authorized Representative Name:

Email :

Mobile No.:

Address:

Date:

++ END ++