



1. Request for proposals

Guidelines for the Submission of Proposals

What is the format for the proposal?

Given the below Terms of Reference, the proposal should contain, at minimum, the following elements:

1. Evaluation design: overall evaluation approach; key evaluation questions to address; methodology for data collection (including key resources and informants) and analysis; report preparation and report outline.
2. Composition of the evaluation team: summary of collective and individual expertise.
3. Evaluation work plan based on the general timeframe.
4. Task management: delineation of responsibilities within the team; mechanisms for ensuring high quality of deliverables.
5. Budget to implement the proposed evaluation design.
6. Institutional profile – brief description of relevant experience.
7. Annexes (supporting documents): CVs of the evaluation team; sample of an evaluation report prepared by proposed evaluation team leader; company brochure; two references (names and contact information of organizations that have previously engaged the company in a similar assignment)

What criteria will be used for the selection of the consulting firm/individual(s)?

1. Soundness of evaluation design to meet the purposes of the evaluation.
2. Evidence of the subject and evaluation expertise of the proposed team.
3. Realistic work plan to implement evaluation design.
4. Effective task management approach and mechanisms.
5. Track record of the company/individual consultants.
6. Value for money.

When is the proposal due?

Proposals are due by 16 May 2008.

To whom should the proposal be sent?

Please e-mail your proposal to AFT.Evaluation@oecd.org