



Call for Quotations

Consultancy to provide phone-based data collection services

Deadline: 18th March 2024

Summary

Contracting Authority

VVOB – education for development

Julien Dillensplein 1 bus 2A

1060 Brussels

Belgium

Represented By: VVOB in Uganda

Joris Rossie, Country Programs Manager, joris.rossie@vjob.org

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Any questions can be sent by mail to the contact persons, by mentioning the reference of the call for quotations in the subject of the mail. Spoken communication is only permitted to communicate other messages than those referring to the documents of the call or to the quotation, on the condition that sufficient proof is kept of the verbal communication (e.g. a written note, recording, transcript, summary, etc.).

Objective

VVOB in Uganda is seeking a data collection firm with capacity to collect data using phone surveys and submit to VVOB high quality data within stipulated timelines. The consultancy is under a five-year programme, Learning Entrepreneurship and Agriculture Practically (LEAP) being implemented with the Ministry of Education and Sports and teacher training institutions.

Time frame

April 2024 – December 2026

Profile

Eligible firm should have:

- Track record in conducting phone-based research surveys in Uganda/East Africa;
- Verifiable mechanism for checking data quality during and after data collection;
- Customized project management style including;
 - Strategies for training and managing team members/research assistants/enumerators assigned to the assignment
 - Strategies for conducting spot checks during data collection
 - Strategies for ensuring the highest possible response rate during data collection.

Budget range

UGX 114,000,000 – 138,000,000 inclusive of WHT and VAT (estimate for 480 participants)

Procedure

Negotiated procedure without publication but with existing or recommended service providers.

Deadline for proposals

17:00hrs EAT | 18th March 2024

Description of the Assignment

1. Context of the consultancy

a. About VVOB

Founded in 1982, VVOB is a non-profit organization with 40 years of experience in improving quality education systems from a rights-based perspective. VVOB currently has long-term partnerships with education actors in eight countries in the Global South (Cambodia, Ecuador, Rwanda, South Africa, Vietnam, Zambia, Uganda, Kenya), and in Belgium.

In close partnership with the Ministry of Education and Sports (MoES), VVOB in Uganda supports teachers and school leaders to create environments where all learners can develop their full potential and thrive in the 21st century alongside their communities. To realise these objectives, VVOB focuses on capacity development of its strategic and operational partners: ministries of education and institutions facilitating professional development of teachers and school leaders. VVOB aligns its interventions to the policies and priorities of Government partners and invests in strong partnerships towards systemic change.

In Uganda, VVOB is committed to improving quality education in three sub-sectors: early childhood education, primary education and secondary education. More information about VVOB programmes in Uganda can be found [here](#).

This Call for Quotations is part of the Learning Entrepreneurship and Agriculture Practically (LEAP) programme which targets quality improvement at the secondary education level, including secondary level TVET. We are implementing this programme with National Instructors college Abilonino (NICA) the National Teachers College of Mubende and Unyama and Gulu University.

b. About Learning Entrepreneurship and Agriculture Practically (LEAP)

LEAP is a five-year programme (2022-2026) supporting the MoES and other duty bearers in operationalising their vision on competency-based education and promoting agriculture amongst youth. LEAP seeks to equip young people in O-level and TVET with the contacts, skills and motivation to pursue (self-) employment in agriculture. The programme aims at equipping teachers and school leaders to adopt a combination of three practices:

- **Study and Career Guidance (SCG)**, refers to activities that expose learners to the agri-world-of-work and guide them in making personal decisions for (self-)employment options and trajectories in agriculture/agripreneurship (process), so that learners grow their aspirations towards careers in agriculture (motivation), gain contacts with inspirational world-of-work contacts and develop the skills to decide on their preferred career option (outcome). VVOB will focus on equipping teachers to deliver effective curriculum-aligned career talks including having guiding principles for mapping and engaging relevant actors from the world of work.
- **Project-based learning (PBL)**, is a teaching and learning method that engages learners for an extended period of time in investigating and responding to a real world, engaging, and complex question, problem, or challenge that is agricultural or agripreneurial in nature (process) and results in a final product e.g. market study report, garden set up, picture of agricultural produce, sales, poster etc. (artefact) to develop learners' skills in agripreneurship, connect them to world of work contacts and motivate them to pursue agriculture as a career (outcome). VVOB is adopting an in-class sequential model of delivering PBL and is developing project cards to support the approach.
- **Work-based learning (WBL)**, Work-based learning refers to the teaching and learning that occurs during the internship period in which learners are attached to host enterprises to perform real-life tasks with support supervision by a technical person at the host institution and their TVET instructors (process) to gain practical experience, agriculture and work place skills, and contacts in the agri-world-of-work whilst stimulating their aspirations and motivation to pursue a specific career trajectory in agriculture/agripreneurship. This is a specific focus for the activities at NICA.

For optimal impact each is to be implemented in a **gender-responsive manner and in collaboration with actors from the agriculture world of work (WoW)** that promote environmentally sustainable agriculture practices. The existing curricula for O-level agriculture and entrepreneurship accommodate two of the three practices (SCG and PBL) while the curriculum for agricultural TVET accommodates all three.

LEAP focuses specifically on secondary entrepreneurship and agriculture education and training. This includes, O-level, which is lower secondary in the Ugandan education system. It consists of four years of schooling (Senior 1-4, S1-S4), at the end of which students undertake O-level exams in at least 8 subjects. Since 2021, agriculture is an elective vocational subject in the O-level curriculum; entrepreneurship is a

mandatory course in S1-2 and an elective in S3-4. Besides O-level, LEAP targets lower and upper secondary agriculture BTVET, or so-called Uganda Community Polytechnic Certificate in Agriculture (UCPC-A) and National Certificate in Agriculture (NCA). Across Uganda, there are 2,690¹ O-level schools, 36 BTVET schools that offer the UCPC in Agriculture and 129 that offer the National Certificate in Agriculture.

LEAPs **direct intervention is targeted at improving the pre-service training (PRESET)** of O-level student-teachers in agriculture and entrepreneurship and TVET student-instructors in agriculture **as well as in-service training (INSET)** for O-level teachers of agriculture and entrepreneurship and their school leaders.

In summary, LEAP aims at the following four results:

- Result 1: NICA's Agriculture Department provides quality pre-service training (PRESET) that equips student-(assistant) instructors with competences to deliver effective, gender-responsive agriculture and entrepreneurship education.
- Result 2: Gulu University's Agriculture and Business Education departments, NTC Mubende's and NTC Unyama's Agriculture and Business Studies Departments provide quality pre-service training (PRESET) that equips student-teachers with competences to deliver effective, gender-responsive agriculture and entrepreneurship education.
- Result 3: NTC Mubende and Unyama provides quality continuous professional development (CPD) that equips in-service O-level teachers and school leaders with competences to deliver effective, gender-responsive agriculture and entrepreneurship education.
- Result 4: MoES creates improved conditions for evidence-informed scaling of quality PRESET and CPD so that newly qualified O-level teachers and BTVET (assistant) instructors and in-service O-level teachers and school leaders ensure delivery of effective, gender-responsive agriculture and entrepreneurship education.

Call for Quotations

1. Technical Provisions

VVOB has developed a measurement tool on teacher self-efficacy (TSE) to be administered to student-teachers and student-instructors in four teacher training institutions in Uganda twice each year (baseline and endline) every year from 2023 to 2026. This is part of ongoing studies within the LEAP programme to generate evidence to inform the scalability of the programme interventions namely study and career guidance, project-based learning and work-based learning. A firm is sought to program and administer the measurement tool using phone surveys and submit the cleaned data to VVOB for analysis. The length and content of the measurement tool would remain relatively the same (~60 questions) throughout the research period (2023 to 2026). The number of targeted respondents may differ each year but with a minimum of 150 respondents each year. VVOB will provide a completed measurement tool in MS word format and the contact information of all targeted respondents at the start of each measurement period. In 2023-2024, only two out of the four institutions will be participating in the research study. Therefore, the estimated target number of respondents in 2024 is 161.

VVOB seeks a firm with a strong and verifiable mechanism for collecting high quality data including ensuring the highest possible response rate. Specifically, we shall assess the firm's technical bid according to the following criteria:

- a. The firm's track record in conducting phone-based research surveys in Uganda/East Africa
 - Preference will be given to experience in the education sector
- b. The firm's mechanism for checking data quality during and after data collection.
- c. The firm's project management style including
 - Strategies for training and managing team members/research assistants/enumerators assigned to the assignment
 - Strategies for monitoring enumerators during data collection, to assure high quality data collection.
 - Strategies for checking data quality in real time, and rigorous methods of correcting data errors.
- d. The firm's plan for data cleaning and submission of both raw and clean datasets
- e. The firm's overall cost-effective and competitive financial proposal

2. Main Responsibilities, Expected Deliverables and Proposed Timeline

The assignment will run for 30 months from the time of signing the contract with a successful bidder. The successful bidder will commit to conduct the first baseline data collection between April and May 2024. Below

¹ The operational partners of LEAP serve approximately 628 O-level schools in the regional catchment areas.

we outline major activities, expected deliverables and indicative dates. Note: these are indicative, and the consultant should in their submission make further elaboration and reasonable justification for adjusted timeframes.

Activity	Deliverables	Indicative dates	Responsible
Open call for quotations		12 th February	VVOB
Submission of Questions/ Answers		16 th February – 7 th March	Prospective bidders & VVOB
Deadline for responding to Call of quotations		18 th March	Prospective bidders
Review & Decision-making phase		19 th – 26 th March	VVOB
Award of contract		26 th – 30 th March	Consultant & VVOB
Onboarding & Inception	Onboarding meeting	Week of 8 th April	Consultant & VVOB
	Final agreement on timelines	Week of 8 th April	Consultant & VVOB
	Programming of measurement tool in KoboCollect or similar platform		
	Sharing of final measurement tool	Week of 8 th April	VVOB
Task 1: Preparing for data collection – team set-up and system set-up.	1.1 Presentation of data collection protocols and a data management system that will assure data quality throughout data collection	Week of 8 th April	Consultant
	1.2 Training of team members	Week of 15 th April	Consultant & VVOB
Task 2: Data collection	2.1 Evidence of completed phone surveys	Week of 22 nd April	Consultant
	2.2 Report on strategies deployed to increase response rate	Week of 22 nd April	Consultant
	2.3 Report data quality	Week of 22 nd April	Consultant
Task 3: Data cleaning and submission	3.1 Cleaned-up and raw data, as well as data cleaning files submitted to VVOB in the agreed formats	6 th May	Consultant
	3.2 Feedback session with VVOB, if required. Note that the feedback provided for 2024 should also be implemented in the 2025 and 2026 cycles.	7 th -9 th May	Consultant & VVOB
2025 Data Collection	1. Evidence of completed phone surveys 2. Report on strategies deployed to increase response rate 3. Report on quality of data collection 4. Cleaned-up data submitted to VVOB in the agreed formats 5. Feedback session with VVOB, if required	February – September 2025	
2026 Data Collection	1. Evidence of completed phone surveys	February – September 2026	

	2. Report on strategies deployed to increase response rate 3. Report on quality of data collection 4. Cleaned-up data submitted to VVOB in the agreed formats 5. Feedback session with VVOB, if required		
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3. Implicit Declaration of Honour, Compliance and Integrity of Bidders

In accordance with Article 39 of the Royal Decree, the fact of submitting an offer constitutes an implicit declaration on honour that the bidder is not in one of the situations of exclusion referred to in Articles 67 to 69 of the Law (Belgian Law of 17 June 2016) on public contracts (Official Gazette of 14 July 2016) and the Royal Decree of 18 April 2017 on public contracts in the conventional sectors (Belgian Official Gazette of 9 March 2017).

3.1. Compulsory grounds for exclusion

The contracting authority shall, at any stage of the procedure, exclude the bidder from participation in the award procedure if it is established that the bidder has been convicted through a final judgment on the merits for one of the following offences:

- i. participation in a criminal organisation,
- ii. corruption
- iii. fraud
- iv. terrorist activities, offences connected with terrorist activities or inciting, aiding or attempting to commit such an offence
- v. money laundering or terrorist financing,
- vi. child labour and other forms of trafficking in human beings
- vii. employment of illegally staying third-country nationals.

Evidence to be submitted by the bidder:

- declaration on honour in ANNEX A

3.2. Exclusion ground relating to tax and social security debts

At any stage of the award procedure, the contracting authority shall exclude the participation of a bidder who does not fulfil their obligations relating to the payment of taxes or social security contributions.

Evidence to be submitted by the bidder:

- declaration on honour in ANNEX D

3.3. Compliance with VVOB's Codes of Conduct

Compliance with VVOB's Codes of Conduct is extremely important to the contracting authority. Any bidder found to be in default on this point will be automatically excluded from the procedure.

The bidder will conduct itself at all times in accordance with (i) VVOB's General Code of Conduct, (ii) VVOB's Child protection policy and (iii) VVOB's Youth protection policy (hereinafter the Codes of Conduct). The Codes of Conduct form part of VVOB's Integrity Policy, which can be consulted at www.vvob.org.

The bidder will further ensure that all personnel and (sub)contractors involved in the execution of this contract, as well as all affiliated companies, comply with the Codes of Conduct.

In case of credible accusations that the bidder or one of its staff members, branches or (sub)contractors has violated the Codes of Conduct, VVOB may terminate the contract with immediate effect and without compensation through written notification.

VVOB may decide to suspend the agreement temporarily in anticipation of the investigation into an alleged breach of the Codes of Conduct by means of a written notification sent to the bidder.

Evidence to be submitted by the bidder:

- declaration on honour in ANNEX A.

3.4. Compliance with Sanctions Laws

The bidder represents and warrants by submitting an offer that neither it nor any personnel, affiliates or (sub)contractors:

- is the subject or the target of any sanctions as laid down in (1) the UN Security Council consolidated list, (2) the Special Economic Measures Act (SEMA – Canada), (3) the EU restrictive Measures, (4) the Treasury’s Office of Foreign Assets Control (OFAC) List, (5) the HM Treasury’s Office for Financial Sanctions Implementation Consolidated list, or (6) the List of Subjects of Sanctions of the State Secretariat for Economic Affairs (SECO – Switzerland) (hereafter the “Sanctions”)
- is the target of Sanctions pursuant to the country or territory where it is located, organized or resident.
- will directly or indirectly use the proceeds of the envisaged contract, or lend, contribute or otherwise make available such proceeds to any person or entity in violation of any Sanctions laws.
- has knowingly engaged in or are knowingly engaged in any dealings or transactions with any person that at the time of the dealing or transaction is or was the subject or the target of Sanctions or with any sanctioned country.

Evidence to be submitted by the tenderer:

- declaration on honour in ANNEX A.

By submitting their offer, the bidder and the head of organization of the bidder give their express consent to a vetting of the person or legal entity and head of the organization and any other individual named in the proposal by VVOB by subjecting them to a sanctions list screening using cloud-based software.

3.5. Compliance with United Nations regulations

The bidder declares by submitting an offer that he complies with all applicable laws, rules and regulations; industry standards; ILO and UN conventions, including but not limited to the UN Universal Declaration of Human Rights; the UN Convention on the Rights of the Child; the UN convention on Elimination of Discrimination against Women; the UN Global Compact; the UN Convention against Corruption and the OECD Guidelines for Multinational Enterprises.

Evidence to be submitted by the tenderer:

- declaration on honour in ANNEX A.

4. Requirements

Prospective bidders must meet the administrative requirements for their bid to be assessed for the technical and financial requirements. Only bidders who score at least 60% in their technical bid will have their financial bid assessed.

4.1 Administrative requirements

- i) identity of the bidder: business name, legal form, nationality, address, telephone number, e-mail address, contact person and Tax Identification Number, Social Security Number.
- ii) proof regarding compulsory grounds for exclusion (see requested documents in point 3.1)
- iii) proof of compliance with the tenderer's obligations regarding the payment of taxes and social security contributions (see requested documents in point 3.2.)
- iv) declaration on honour concerning compliance with VVOB’s Codes of Conduct (see point 3.3) and compliance with Sanctions Laws (see point 3.3)
- v) account number with denomination on which the payments must be made, stating the name and address of the bank and the BIC/SWIFT code

4.2 Technical requirements

Technical proposals should contain the following sections:

- i) Technical offer with an understanding of the assignment described in this call for quotations and the description of the proposed services. The applicants should deliver a proposal in English that contains at least these sections:
 - o Technical proposal (+ specify deliverables). This should include Detailed methodology (including methods for enumerator training, data collection, and data quality management, that assure high quality data is collected.) and workplan that respects the technical provisions, indicative activities and timeframes described in this call for quotations.

- o Gantt chart (timeline)
- ii) Bidder's profile and proven expertise including the following:
 - a. Summary of experience in similar assignments and attached/linked evidence with information supporting the required expertise.
 - b. The bidder's profile and short CVs (no more than 5 pages) of participating personnel with details of qualifications and experience, related to the assignment at hand.
 - c. Copies of recommendations from previous assignments by the bidder
 - d. Team composition, outlining the names and roles of each team member, and indicating the lines of communication between the team members and with VVOB.

VVOB does not allow the submission of free variants.

VVOB does not allow the submission of options.

Recourse to subcontractors:

- The use of subcontracting is allowed, and the bidder indicates in their quotation

ATTENTION: Only tenders that meet at least 60% of the maximum points on the technical criteria will be considered for evaluation

4.3 Financial requirements

A financial proposal/budget including for example number of days and price per day (if applicable, per member of the team), and including overheads, VAT, WHT, and other specific costs.

5. Evaluation Criteria

VVOB will award the contract to the bidder who has submitted the most economically advantageous offer as determined on the basis of the following awarding criteria:

a. Technical criteria (weight 60/100 points)

Only proposals that have at least 60% of the maximum points on the technical requirements will be considered for evaluation of the financial part.

Criterion	Weight	Descriptors used to award points				
		1 Very weak	2 Weak	3 Satisfactory	4 Good	5 Very Good
Understanding the assignment	10	The proposal presents an inaccurate interpretation of the the assignment = 2 points	The proposal presents the consultant's understanding of the assignment using exact content of the CfQ = 4 points	The proposal presents an accurate summary of the assignment = 6 points	The proposal reflects the consultant's own interpretation of the assignment = 8 points	The proposal presents the consultant's original interpretation that enriches the purpose of the assignment = 10 points
Methodology & workplan	30	The proposal presents a methodology & workplan that is not relevant to this assignment = 6 points	The proposal presents a methodology & workplan that partially operationalises the key activities listed in this CfQ. = 12 points	The proposal presents a minimal explanation of the methodology & workplan, but is aligned to all the key activities in this CfQ = 18 points	The proposal presents an adequate explanation of the methodology & workplan that is in line with this assignment = 24 points	The proposal presents a clear, adequate and original approach to completing the assignment within reasonable timeframes = 30 points
Bidder's profile & experience (see CfQ for details of what will be considered to evaluate experience and evidence)	20	Experience and evidence provided are not relevant to the assignment = 4 points	1-2 experience and evidence provided are from a different sector with a different purpose = 8 points.	Has provided 1 relevant experience and evidence = 12 points.	Has provided 1-2 relevant experience and evidence and in the education sector = 16 points	Has provided more than 2 relevant experience and evidence and in the education sector =

b. Price criterion (weight 40/100 points)

Evaluated on the basis of the rule of three whereby the cheapest offer receives 40 points.

6. Submission

Submit your administrative documents, technical and financial proposal to Kakula Wandu kakula.wandi@vjob.org and John William Okello jw.okello@vjob.org, by 17:00 East African Time on 18th March 2024 mentioning the following in the email subject: 'quotation ref VVOB_CFP_2023_UGA_005'. Please ensure that your bid is one PDF document signed by the authorized representative of your institution. All bidders will be notified of the outcome of their proposal.

ANNEX A: Declaration on honour concerning the grounds for exclusion

Reference of the procurement:

I, the undersigned [*insert name of the person signing this form*]:

declares it its own name (*if the economic operator is a natural person or in the case of a declaration by a director or a person with powers of representation, decision-making or control over the economic operator*)

or

declares as representative of (*if the economic operator is a legal person*)

full legal name (*for legal persons only*):

Full legal form (*for legal persons only*):

full official address:

company registration number:

that the company or organisation that he (or she) represents / he (or she):

- a) has not been the subject of a final judgment on the merits for one of the following offences:
 - i. participation in a criminal organisation
 - ii. corruption
 - iii. fraud
 - iv. terrorist activities, offences connected with terrorist activities or inciting, aiding or attempting to commit such an offence
 - v. money laundering or terrorist financing
 - vi. child labour and other forms of trafficking in human beings
 - vii. employment of illegally staying third-country nationals
- b) is not bankrupt or in receivership, has not ceased or suspended trading, is not subject to a court settlement or other arrangement with creditors and is not involved in any similar proceedings under national laws and regulations;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) that (s)he will conduct (her)(him)self at all times in compliance with VVOB's Codes of Conduct referred to in the call for quotations. The bidder will further ensure that all personnel and (sub)contractors involved in the execution of this contract, as well as all affiliated companies, comply with the Codes of Conduct.
- e) that neither it nor any personnel, affiliates or (sub)contractors:
 - is the subject or the target of any sanctions as laid down in (1) the UN Security Council consolidated list, (2) the Special Economic Measures Act (SEMA – Canada), (3) the EU restrictive Measures, (4) the Treasury's Office of Foreign Assets Control (OFAC) List, (5) the HM Treasury's Office for Financial Sanctions Implementation Consolidated list, or (6) the List of Subjects of Sanctions of the State Secretariat for Economic Affairs (SECO – Switzerland) (hereafter the "Sanctions")
 - is the target of Sanctions pursuant to the country or territory where it is located, organized or resident.
 - will directly or indirectly use the proceeds of the envisaged contract, or lend, contribute or otherwise make available such proceeds to any person or entity in violation of any Sanctions laws.
 - has knowingly engaged in or are knowingly engaged in any dealings or transactions with any person that at the time of the dealing or transaction is or was the subject or the target of Sanctions or with any sanctioned country.
- f) that, should the contract be awarded, he (she) will provide on request proof for one or more of the abovementioned situations.

Full Name, Date and Signature



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