



Issue Date: May 19, 2023
Due Date for Questions: May 23, 2023, 5:00 PM Sri Lanka Standard Time
Due Date for Applications: June 4, 2023, 5:00 PM Sri Lanka Standard Time

Reference: USAID Sri Lanka and the Maldives MODEL Activity

Subject: Call for Consultants – Assessment Team Lead for Capturing Lesson Learned on Civil Society Impact (CSI) Activities of Local Organizations

The USAID Sri Lanka and the Maldives Monitor, Document, Evaluate and Learning (MODEL) Activity, implemented by ECODIT LLC, is seeking applications from qualified consultant offerors to provide professional Assessment Team Lead services as described in the Scope of Work herein. ECODIT anticipates awarding one (1) consultant agreement via this solicitation. ECODIT reserves the right to award more or fewer awards than anticipated.

Technical and contractual questions concerning this solicitation should be submitted to akhachatryan@ecodit.com, copying kumudhat@model-activity.com, by May 23, 2023, 5:00 PM Sri Lanka Standard Time.

No communication is permitted except by the instructions above. Contacting MODEL Activity or ECODIT personnel (either directly by the Offeror or indirectly through a lobbyist or other person acting on the Offeror's behalf) in an attempt to influence this procurement: (1) may result in an Offeror being deemed a non-responsive Offeror, and (2) may result in the Offeror not being awarded a contract.

This solicitation in no way obligates ECODIT to award a consultant agreement nor does it commit ECODIT to pay any costs incurred in the preparation and submission of an application. ECODIT bears no responsibility for data errors resulting from transmission or conversion processes.

All applications must be valid for a minimum of 90 calendar days.

ECODIT appreciates your responsiveness and looks forward to a mutually beneficial business relationship.

Sincerely,

Ratheesan Arumugam

Chief of Party

USAID Monitor, Document, Evaluate and Learning (MODEL) Activity

SCOPE OF WORK

DESCRIPTION OF SERVICES

C.1 Background

ECODIT is a United States based international consulting and development firm dedicated to working with governments, businesses, and local communities around the world to advance environmentally- and socially- responsible development. Since its founding in 1993, ECODIT and its affiliated companies have managed more than 250 projects/contracts for diverse clients in more than 50 countries. We provide technical assistance services ranging from quick-turnaround assessments and evaluations to design and implementation of complex long-term multi-million-dollar projects.

ECODIT received an award for the USAID/Sri Lanka and the Maldives Monitor, Evaluate, Document and Learn (MODEL) Activity (the Activity). The purpose of the Activity is to expand and strengthen the Mission's capacity and resources so that USAID/Sri Lanka and the Maldives is better able to operate as a learning organization that will strengthen development effectiveness in both Sri Lanka and the Maldives. The activity will work closely with USAID/Sri Lanka and the Maldives to drive the learning agenda forward, ensuring that monitoring, evaluating, reporting, and outreach are clearly fact-based and inclusive.

C.2 Description of Services

This assessment will capture lessons learned to use in the replication of best practices and implementation mechanisms. Specifically, the consultant should identify ways for USAID to better support local partners in Sri Lanka. The assessment should document the assistance provided to local organizations by USAID and other stakeholders and recommend services and tools that USAID can use to roll out additional local awards more rapidly and effectively, while managing risk.

This assessment should also measure the success and challenges of local organizations to establish operational capacity when implementing USAID awards throughout each of the specific stages in the programming cycle. For example, award start-up, implementation, including sub-awardee viability assessment and subaward processes, completion and closeout. The evaluation does not require the assessment of local organizations' progress toward achieving the technical milestones and results of their awards or their achievement of development outcomes.

Tasks

- Design the Assessment Framework and Develop the Assessment Plan and Timeline
- Conduct Desk Study
- Conduct Data Collection as per the approved Assessment Framework
- Develop Operations Management Guidelines
- Write Draft Report
- Review and integrate feedback into final report
- Develop a presentation slide deck and present findings to USAID and MODEL
- Submit Final Report
- Develop a one-page brief on Sri Lanka's experience with localization
- Other demands requested by USAID Sri Lanka Mission or MODEL Activity pertaining to the assessment

Deliverables

- Inception report including assessment design addressing the assessment questions, data collection methodology and tools.
- Conducting of out-brief discussion on initial findings.
- First draft report after three weeks of data collection
- Final report in addressing the comments within 5 days of receiving comments including detailed lessons learned for use by USAID to establish the internal and external resources needed to expand USAID's localization efforts in Sri Lanka. This document should include an executive summary with the primary audience of the Mission Director.
- One-pager combining text and graphics that can be used to inform other USAID missions and USAID/Washington senior leaders of Sri Lanka's experience with localization and resources required to expand localization.
- Presentation to USAID mission, including a leave-behind PPT with expanded notes section (script) that the Mission can use to make the same presentation in the future.

** Level of Effort (LOE) or number of days and final budget amount will be negotiated with the selected consultant.*

C.4 Requirements

Eligibility Requirements

- A Masters degree in international development or any related field
- At least 15 years of experience in international development, especially with civil society capacity building and/or civil society programming
- Fluent in English
- Experience in evaluating local organizations' operational capacity and financial viability to manage donor funded projects.
- Familiarity and prior experience in working with USAID or USAID funded activities is preferred.
- Prior experience capturing best practices, challenges overcome and lessons learnt from the donor funded projects implemented in past, identifying existing gaps and providing recommendations
- Demonstrated experience in developing operations guidelines
- Must be capable of good communication and interpersonal skills, and have strong report writing skills in English.
- The assessment is planned to conduct from early June to Mid-August 2023.

Submission Requirements

All applications must include the following documents:

1. CV
 - a. Up-to-date CV must show how the applicant meets the above eligibility requirements
2. Cover letter
 - a. Summarize how the applicant can achieve this Scope of Work