RFP - Summative Evaluation of FoF MENA Women’s Leadership Project

**BIDDERS Q & A SESSION**

***ATTENTION: After requests from bidders, the deadline for submission of proposals is extended to 2 September 2023.***

**A virtual Q & A session for potential bidders was organized on 22 August 2023. The MAIN questions and responses are summarized below:**

1. **Travel requirements?**

Virtual is possible - some fieldwork is preferable.

Ideally the evaluation team will include consultants in each country.

FoF can provide names of evaluators and translators in Jordan, Morocco, Tunisia

2**. Budget?**

Under 90k USD.

3. **Do you prefer conducting the evaluation by a consulting company or individual evaluators?**

No preference.

4. **Start and end date**

The project is at the end of implementation. Timelines are firm - funding ends in March, project paperwork completed by June 2024.

Project activities will wrap up in December 2023.

5. **Stakeholder Engagement & “respondent fatigue”**

Some evaluation fatigue by implementing partners is due to this being a long project (8yrs) and the ongoing, heavy reporting requirements of the funder for performance assessment and follow-up on training and activities. Many focus groups and interviews have already taken place.

The project has a rich set of existing information and analyses, including a project database by country, year, partner, indicator etc.

All this said, project partners are engaged and will likely be eager to explore new questions on strategic impact, reasons for outcomes, innovations or shortfalls.

6. **Was there a mid-term evaluation?**

No formative evaluation. However an external consultant reviewed indicators at the mid-point. That study will be made available to evaluators.

7. **How many implementing partners in each country?**

Some partners have been involved for multiple years, such as government ministries, universities and certain civil society organizations. Others for shorter term. The number of partners varies each year in each country. Average between 4-8 country partners per year.

8. **Language expectations**

The evaluation deliverables will all be in English.

Language is very important as Arabic and French are working language in Jordan, Morocco and Tunisia.

If a local evaluator is included in the evaluation team, they can offer interpretation and local knowledge. Otherwise, the Forum of Federations has a list of good translators.

9. What challenges has the project faced?

Hoping for the proposals and evaluation questions to help address this.

Always a challenge with multi-country, multi-sector projects to coordinate. Have a clear methodology to be applied across the 3 countries for consistency and ease of analysis and consolidation of information and data for final evaluation report.

Having local consultants helps. Important to coordinate with local partners, have a clear methodology.

10. **Is the evaluation strategic or project-focussed?**

Strategic, using project examples, to draw out lessons and impacts.

How did the overall project make a difference, in what ways (or not)?

Many project-based assessments are available in annual reports, thematic and periodic studies.

11. **Logistical support by FoF?**

Minimal. FoF field offices can prepare lists and facilitate contacts for evaluator, but are very busy running final year activities and wrapping up the project.

Partners have meeting rooms; all virtual-savvy.

12. **Site visits?**

Time and budget allowing, a good idea.