



RIGHT TO PLAY
PROTECT. EDUCATE. EMPOWER.

**Music for Emergencies (M4E)
Randomized Control Trial TOR**

March 2022

1. Right To Play International

Right To Play is a global organization committed to improving the lives of children and youth affected by conflict, disease, and poverty. Established in 2000, Right To Play has pioneered a unique play-based approach to learning and development which focuses on quality education, life skills, health, gender equality, child protection and building peaceful communities. With programming in 16 countries, Right To Play transforms the lives of more than 2.3 million children each year, both inside and outside of the classroom. In addition to our work with children, Right To Play advocates with parents, local communities, and governments to advance the fundamental rights of all children.

Right To Play is headquartered in Toronto, Canada and in London, UK and has operations in North America, Europe, the Middle East, Africa, and Asia. Our programs are facilitated by more than 600 international staff and 31,900 local teachers and coaches. For more information, follow @RightToPlayIntl and visit www.righttoplay.com.

Right To Play is seeking to procure the services of an independent Learning Partner, to help inform implementation of the Music For Emergencies (M4E) project in Lebanon, through a **randomized control trial**.

We foresee the contract as including:

- the development of an evaluation framework design;
- the development, refinement and piloting of data collection instruments;
- fieldwork administration and logistics;
- data collection, review and cleaning; and
- data analysis, reporting and dissemination.

This will also include the writing of all accompanying reports as specified in the key deliverables.

2. Program Overview

The LEGO Foundation's Build Back Better program (January 2022 – March 2023) supports interventions in psychosocial wellbeing (PSS) and education across six countries. The program is composed of six different pilot interventions, each with a specific timeline, results framework and MEL approach, as further outlined below. Despite the short timeframe of the project, it has an ambitious learning agenda, as the design foresees the roll-out of two RCTs and four effectiveness studies.

Build Back Better is enabling Right To Play to strengthen the impact of learning through play amongst parents, caregivers, teachers, children and Ministries of Education. We are doing this through two parallel lines of work. On the one hand, we are developing, piloting and scaling up five open-sourced global learning through play resources across 5 different RTP countries. These include: 1) P.O.W.E.R, a collection of 120 games to foster collaborative play; 2) PACT, a child-centred play-based resource to promote psychosocial wellbeing among children affected by adversity; 3) Music for Emergencies, a package of games to teach children technical music skills

as a way to enhance socio-emotional and leadership skills; 4) Move to Improve, a resource that focuses on the link between cognitive processes and psychomotor skills through the use of play; and 5) Parenting Education, a resource that will support the delivery of at home learning for pre-primary children through the use of play. On the other hand, through the Build Back Better program, RTP is developing an integrated technical assistance model to support Ministries of Education to integrate play-based learning. In Sierra Leone, and in partnership with BRAC and the MBSSE, we are identifying opportunities to integrate play into their policy and practice.

As part of the LEGO Foundation's Build Back Better Program, Right To Play is implementing a music-based PSS project in Lebanon. Right To Play is seeking to procure the services of an independent Research Partner, to help inform the implementation of the Music for Emergencies (M4E) project by supporting piloting and evaluation efforts. We foresee the contract as including the design and implementation of a randomized control trial (RCT), with baseline and endline data collection and analysis.

M4E will consist of a scale-up of a series of music-based interventions in Lebanon, which have been piloted by Right To Play (RTP) Lebanon in several iterations since 2018. These music-based interventions (Music for Development, Music for Social Change, Music for Emergencies) had the common aim to improve vulnerable and at-risk adolescents' life skills and psychosocial wellbeing and help young people to become agents of change in their communities, by advocating and raising awareness about social issues, such as refugee rights, through music. The current Music for Emergencies intervention, which was developed following the Beirut blast in 2020, will focus on supporting children and adolescents navigate situations of trauma and emergency. All pilots have shown some promising (but anecdotal) signs of effectiveness. Due to this limited but encouraging evidence, RTP is looking to carry out more robust research on the effectiveness of the Music for Emergencies manual.

RTP's approach to music-based interventions aims to improve the psychosocial wellbeing and life skills of adolescents and youth, helping them realize their potential and empowering them to become agents of positive change in their society. To date, 900 adolescents have participated in RTP music sessions, facilitated by 58 trained coaches. Right To Play has developed three music manuals: Music for Development, Music for Social Change, and Music for Emergencies (an extension of the program, reaching children affected by the Beirut explosion), and created a music software to provide instruction on teaching basic music techniques through play. This mobile, child-friendly music-creating app was designed to be usable by children with limited literacy skills, allowing them to engage with the program during the Covid-19 period. The application will be introduced to children in several ways: a percentage of children of the younger age groups will be supported by coaches to use it, while older youth will be introduced to the application and use it by themselves with frequent follow ups by the coaches or centers they attend. Each of the games in these manuals is connected to set of life skills, specifically leadership, self-agency, problem solving, critical thinking, and assertiveness.

M4E aims to achieve the following project Outcome, which will be the focus of the Randomized Control Study:

- i. Improved resilience, life skills and psychosocial skills among participating children and youth

Project evaluations have shown some promising results among participating young people, although studies carried out by RTP and its evaluation partners have been small-scale: two of the programs (M4D and MfSC) reported improvements in adolescents' psychosocial skills, leadership and agency. Youth leaders also reported having improved knowledge on human rights and advocacy. A more recent study compared students who participated to MfSC less than one year with others who were involved for more than 1.5 years. Findings showed a statistically significant improvement over time; with young people involved for longer reporting better life and psychosocial skills, particularly in terms of leadership and self-agency. However, it should be noted that these studies were small scale and did not include any comparison groups. Due to these promising results, better understanding of the relationship between music-based programming and psychosocial wellbeing is of high priority for RTP.

3. Purpose of Consultancy

Right To Play is seeking to procure the services of an independent Research Partner, to help inform programme implementation through a mixed-methods evaluation applying a Randomized Control Trial (RCT) approach. We foresee the M4E curriculum being implemented among a randomly selected group of eligible participants, and data collection also being carried out in an (also eligible for project intervention) control group.

Through the Build Back Better program, the M4E resource will be piloted through a RCT in 4-6 community centers (informal education centers) across 3 regions of Lebanon (Beirut, North, South directorates – exact locations to be defined). The resource will be piloted among a group of approximately 1,060 child participants and 75 adult supporters. It will be implemented by 5 RTP trainers.

We foresee randomization to take place at the Cohort level (but are open to other suggestions): with data collection taking place with Cohort 1 (taking part in the intervention between August and November 2022) as the 'treatment' and Cohort 2 (taking part in the intervention between December 2022 and March 2023) as the 'control' group. Bidders should suggest improvements upon this suggested methodology, if deemed advisable.

The primary objectives of the consultancy are as follows:

- To produce a rigorous evaluation framework design, including an analytical framework which can be used for the endline evaluation;

- To review, refine and/or develop reliable and valid survey and other measurement instruments;
- To report the baseline starting points and endline achievements against M4E's intended outcomes;
- To produce evidence which facilitates discussion and learning regarding program best practices among project participants, community members, Right To Play staff, partners and institutional stakeholders; and
- To produce evidence which informs organizational strategic learning and improves capacity to carry out quality program design, implementation and monitoring for future phases of M4E, in Lebanon and beyond.

For this purpose, the project is currently seeking a consultancy firm or university research partner to design and implement a Randomized Control Trial that will allow Right To Play to assess the effectiveness and impact of the M4E resource. The Research Partner will be expected to generate strong evidence and learning throughout the lifetime of the project, to help inform program decision-making and organizational learning.

During the lifetime of the project, the Research Partner will:

- Conduct a comprehensive review of the existing documents relating to M4E, including reports from previous iterations of the pilot, the Build Back Better project's MEL plan, monitoring handbook and Theory Of Change.
- If needed, propose adjustments that will strengthen the measurement framework to assure conceptual validity from the baseline, that will feed into the regular monitoring exercises until the final evaluation.
- Design and conduct a randomized control study in collaboration with Right To Play and its partners.
- Design and/or revise existing data collection methodology and tools to be used during all MEL activities.
- Provide recommendations and plans for integration of data collection tools and/or other required data sets necessary for the project MEL activities.
- Produce a comprehensive report using a Right To Play report template to present the baseline study and endline reports, establishing baseline values and accurate status in line with the expected project impact and outcome indicators.
- Facilitate data validation workshops in Lebanon with key stakeholders, project participants and partners, at key learning phases in the project.

4. Scope of Work and deliverables

Following awarding of the contract, inception meetings and initial planning conversations, the evaluation partner's tasks will be as follows:

1. Prepare a short inception report outlining the measurement approaches and methodologies to be employed in executing the assignment. This should include:

- a. Workplan and schedule of activities.
 - b. Description of qualitative and quantitative sampling, including sampling approach, sample size, power, and confidence intervals.
 - c. Detailed methodology of how to collect, triangulate and summarize the primary and secondary data of both quantitative and qualitative nature. This will include draft versions of all data collection tools in English and Arabic.
 - d. Detailed quality assurance protocols to guide data collection/entry, including spot checking protocols.
 - e. Description of gender responsive approaches that will be integrated into the study.
 - f. Description of data analysis processes, including use of data analysis software.
 - g. Detailed indicator protocols that include indicator definitions, data sources, and calculation formulas.
 - h. Due to Covid-19-related health and safety considerations, bidders based outside of Lebanon should prepare for remote management of the data collection process. If international consultants are not able to travel to Lebanon for this assignment, they will be responsible for partnering with local data collection firms and provide remote management, training, and quality assurance.
2. Take a lead role in developing, revising, adapting, translating, and piloting various data collection tools (both qualitative and quantitative) to be used for the RCT, including pre-testing and piloting of tools for linguistic and cultural appropriateness. The consultancy firm will be responsible for all costs associated with planning, training, data collection, quality assurance and reporting, including travel, printing, translations, mobile devices, and training venue(s) and materials.
 3. Actively participate in regular meetings with Right To Play and its partners to consult on research plan, methodology and timeframe, discussing results and findings and agreed recommended follow-up actions.
 4. Manage the data collection processes, providing support, supervision and monitoring of data collection and storage. This includes ensuring the credibility of field data collected by interviewers.
 5. Collect data using mobile devices. All tablets, power banks, and other necessary equipment should be provided by the evaluation partner.
 6. Compile a comprehensive first draft baseline and endline reports based on the field research findings, using a Right To Play report template, and revise report based on feedback from Right To Play and its partners.

7. Prepare and submit a final baseline and endline reports to Right To Play's Global Monitoring, Evaluation and Learning Team, including:
 - a. Copy of the final reports
 - b. Copies of raw and cleaned data sets in both Excel and statistical software formats (e.g. SPSS) including any transcripts, coding frameworks, field notes, as well as annexes of processed results tables and copies of all final data collection tools used (with all levels of disaggregation, including breakdown of geographical areas)
 - c. PowerPoint presentation with summary findings for formal presentation to key stakeholders in Lebanon
 - d. An evaluation brief document summarizing the main findings of the evaluation.

5. Methodology

The Research Partner contract will begin with a document review of all MEL and implementation plans related to the M4E intervention, including a review of the resource itself and engagement with the program team to produce a randomized control trial design for the evaluation. The evaluation should employ mixed methods relevant to the program's measurement framework and evaluation questions.

Sample sizes for quantitative data collection will be calculated using a 95% confidence level and confidence interval of five. The sample sites, samples and groups proposed should enable calculation of statistical significance at baseline and endline. As such, they should account for potential future attrition as these same sample characteristics will be used at endline. Where relevant, sample selection criteria may need to be developed. In depth-engagement with relevant teams at Right To Play will be required to produce an evaluation framework that enables the program to produce critical, rigorous evidence to tell its story in a meaningful way.

The consultancy will entail the development and piloting of all data collection tools and identification of treatment and control groups. Then, a baseline study will be carried out **in June** to enable the program to assess its starting point, from a measurement perspective. The Research Partner is expected to work closely with the Right To Play Lebanon team to successfully conduct the field work. This phase of the research will require the analysis of data collected and the production of a baseline report and products for dissemination, with incorporated and integrated feedback from relevant M4E program staff.

The baseline evaluation will serve as a key reference for the endline evaluation, for which data collection is expected to take place in **November 2022**, prior to the second cohort of M4E participants. Research findings will feed into specific deliverables for the M4E pilot, as well as the overarching reporting on the Build Back Better program, which is due to LEGO Foundation in May 2023 and will be led internally by Right To Play.

Data Collection Tools

The evaluation design framework will consist of a toolkit with relevant tools to measure the program's outcome-level indicators and to adequately answer the research questions. Research

partners will critically review existing tools, while new ones will be developed. All tools must be translated into Arabic. The list of tools that will need to be revised and/or developed may include, but is not limited to:

- A PSS survey including elements of the Child and Youth Resilience Measure (CYRM), to be distributed among M4E participants
- Survey and pre-post training tests for M4E coaches
- Focus Group Discussions and Key Informant Interviews (with children, coaches, teachers, and others as relevant)

The research planning process will entail an in-depth training of enumerators, which will include piloting of the instruments to ensure satisfactory reliability and validity. Tools will subsequently be refined after training and prior to data collection.

Data Analysis

Data will be analyzed both quantitatively and qualitatively. The Research Partner will submit an analytical framework as part of the evaluation design process, which will detail the specific analytical methodology that will be used to produce results for each indicator measured and each research question posed.

The Research Partner will be encouraged to use analytical software to analyze both quantitative (e.g. Excel, SPSS, STATA, R), and qualitative (e.g. NVivo, Atlas.Ti) data. Outputs from data analysis will be submitted as part of the deliverables, as will the scripts (or list of commands) with clear notes and guidance for quantitative data (in SPSS, STATA, R).

6. General Conditions of the Consultancy

Steering Committee

A steering committee of key implementation stakeholders (including global and country office staff working on the Build Back Better program) will be formed to guide and inform the research process. They will help to inform the relevance and appropriateness of the evaluation design framework, the data collection tools, and the analytical framework. They will also help to ensure that the research planning and data collection processes are sound, culturally appropriate, and contextually relevant to Right To Play's programmatic needs and to the needs of all relevant stakeholders (i.e. beneficiaries, community members and partners).

Research Partner Expectations:

- The Research Partner will take part in an orientation to M4E's delivery model.
- The Research Partner will submit an inception report including a detailed work plan and time frame for completion of the research.

- The data analysis and draft reports for all deliverables will be shared with M4E project staff with sufficient time for review and feedback, which will be incorporated into subsequent work.
- Preliminary findings for all deliverables will be shared with program staff and relevant stakeholders through data validation workshops.
- After the completion of each deliverable, a presentation will be given to M4E program staff and appropriate stakeholders to share results and recommendations.
- Throughout each phase, the consultancy firm/group will be expected to maintain regular communications with the steering committee to provide progress updates.
- Travel and accommodations for visits to Lebanon will be coordinated, booked, and paid for by the consultancy firm.
- The evaluation approach must follow OECD-DAC evaluation criteria.
- All materials, processes, methodologies, reports, plans and other works provided to the consultancy firm or developed by the consultancy firm on behalf of Right To Play remain the property of Right To Play.
- All data must be stored in a safe and secure location, allowing full access on the part of Right To Play staff during the evaluation process.
- Upon completion of the research, all raw data and analyzed data must be submitted to Right To Play.

7.Roles and Responsibilities

The consultancy firm's roles and responsibilities include, but are not limited to, the following:

- Background research to familiarize themselves with the Build Back better program and the M4E intervention, as well as Right To Play's approach more broadly (through program documents provided by Right To Play).
- Document review of program, monitoring and evaluation plans, including logical models, MEL plans and materials, and existing measurement tools.
- Development of the evaluation design in collaboration with the Right To Play International Steering Committee.
- Development and implementation of a data collection administration and logistics plan in Lebanon (including identifying a suitable control group).
- Development of enumerator training materials, including presentations and manuals.
- Data collection, entry and cleaning, and data analysis.
- Data validation and interpretation through internal review of findings.
- Completion of baseline and endline reports.
- Preparation and presentation of findings and recommendations for each deliverable.

8.Key Deliverables and Tentative Timeline

The Proposal for the Research Partner role must be submitted no later than the **extended deadline of 4 May 2022** to **Isabella Di Paolo, Monitoring, Evaluation and Learning**

Manager at: [idipaolo@righttoplay.com](mailto:-idipaolo@righttoplay.com) and **Ghinwa Monzer, Monitoring, Evaluation and Learning Officer** at: gmonzer@righttoplay.com.

All questions or clarifications regarding this RFP must be in writing and submitted to [idipaolo@righttoplay.com](mailto:-idipaolo@righttoplay.com) no later than **4 April 2022**. Questions and requests for clarification, and responses thereto, will be circulated to all RFP recipients who have indicated interest in this RFP.

Timeline following awarding of contract

Deliverable	Key Points	Deadline
Contract award date	RTP signs contract with selected evaluator/firm	3 May 2022
Development and piloting of data collection instruments		
Inception meetings, Right To Play consultations and document review	<ul style="list-style-type: none"> Initial consultations will begin once the contract is awarded. Inception Report submitted to RTP RTP review and approve Inception Report 	May/ June 2022
Piloting of RCT tools at small scale	<ul style="list-style-type: none"> Final data collection instruments and translations (revised following pilot during training) 	June 2022
Baseline		
Training of data collectors	<ul style="list-style-type: none"> Data collectors training agenda Final data collection instruments and translations (revised following pilot) Data collectors' training report 	July 2022
Data Collected, Submitted and Analysed	<ul style="list-style-type: none"> Cleaned, raw data shared with RTP 	July 2022
Results validation	RTP facilitate validation workshop with in-country stakeholders in Lebanon	July 2022
Research Partner submits draft baseline report	RTP receive and reviews draft report	July / August 2022

Final Baseline Report	RTP receive and approves final baseline report	August 2022
Dissemination and learning	RTP and key stakeholders participate in an evaluation dissemination and learning workshops	August 2022
Endline		
Training of data collectors, and data collection	<ul style="list-style-type: none"> • Data collectors training agenda • Data collectors' training report 	November 2022
Data Collected, Submitted and Analysed	Cleaned, raw data shared with RTP	November 2022
Results validation	RTP facilitate validation workshop with in-country stakeholders in Lebanon	November 2022
Learning Partner submits draft final evaluation report	RTP receive and reviews draft report	November 2022
Final Evaluation Report	RTP receive and approves final evaluation report	December 2022
Dissemination and learning	RTP and key stakeholders participate in an evaluation dissemination and learning workshop	December 2022

9. Proposed Budget and Payment Schedule

Consultants are asked to provide a draft financial proposal along with their technical proposal for consideration. Right To Play offers competitive consultancy rates in keeping with market value and international NGO standards. Offers of over **CAD 157,000** for the entire evaluation and Learning Study contract will not be reviewed.

The payment schedule will be as follows:

- First payment: After signing of contract agreement with Right To Play (10%)
- Second payment: Submission of final inception report, including revised tools and approach following piloting of instruments (30%)
- Third payment: Submission of final baseline report (30%)
- Final payment: Submission of final endline report and PowerPoint presentations approved by Right To Play (30%)

RTP payment cycle is net 30 days upon receipt of deliverables, goods/services, inspection and acceptance of goods/services as in compliance with the terms of the award and receipt of vendor invoice. Full cooperation with RTP in meeting the terms and conditions of payment will be given the highest consideration.

10. Qualifications

- An academic group or consultancy firm with 7-15 years of experience in the research and/or evaluation field, in quantitative and qualitative data collection, analyzing quantitative and qualitative data, and report writing, including experience in leading Randomized Control Trials.
- Extensive experience creating measurement frameworks, refining indicators, and creating measurement tools for PSS-focused programs.
- Extensive experience managing and designing evaluation studies with children and young people, ideally within a refugee setting.
- Team members with extensive experience in PSS and mental health programming.
- Experience in life skills and behavioral change measurement.
- Experience using participatory and gender-responsive techniques in data collection. Demonstrated experience in data collection with children and adolescents strongly preferred.
- Ability to abide by Right To Play's child protection and child safeguarding policies.
- Extensive experience following OECD-DAC principles for evaluation and measurement.
- Ability to travel to and within Lebanon in support of the study as required.
- Existing network of local data collection firms in Lebanon to conduct data collection.
- Applicants should have a relevant degree in social sciences, international development, statistical sciences, or another related field.
- Excellent skills and experience with data analysis using statistical computing tools (Excel, SPSS, STATA, NVIVO).
- Excellent working proficiency in English and Arabic.

11. Proposal Application Submission

Interested organizations are requested to submit proposals including the following documents:

- Cover letter
- Detailed Technical Proposal, clearly demonstrating a thorough understanding of these Terms of Reference and with specific focus addressing the purpose and objectives of the assignment, methodology to be used, and suggested sampling criteria (maximum 8 pages). Please note that the proposal should outline the approach to the entire evaluation cycle and learning study.
- Financial Proposal: Detailed budget breakdown based on expected daily rates and initial work plan (in CAD).

Additional attachments should include:

- Initial draft of the proposed work plan in Gantt chart style.
- Capabilities Statement of the firm, organization, or group, highlighting previous experience and expertise in areas listed in the "Qualifications" section detailed above.
- CVs of all key team members who will be part of the evaluation team, clearly stating their roles and responsibilities.

- Proposed governance structure, including management of local study teams, coordination of field work, and quality assurance process.
- Two writing samples, ideally reports that the firm, organization, or group has led authorship on.

The proposals must be prepared in two separate volumes: i) Technical Proposal; and ii) Financial Proposal. The Technical Proposal and Financial Proposal must be kept separate. Technical Proposals must not make reference to pricing data in order to be evaluated strictly on the basis of technical merit.

a) Technical Proposal Requirements/ Proposed Plan and Approach

The Technical proposal should describe how the offeror intends to carry out the activities set out in the Terms of Reference. The proposal should be concise, specific, complete, and demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved. It must demonstrate the offeror's eligibility, as well as their capabilities and expertise in conducting each step of the activity.

Offerors should include only information necessary to provide a clear understanding of the proposed action and the justification for it. Greater detail than necessary, as well as insufficient detail, may detract from a proposal's clarity. Please assume that the reader is not familiar with the particular context in which the project will be implemented. The use of jargon and acronyms should be minimized as much as possible. If acronyms or abbreviations are used, please include a separate page explaining the terms.

b) Financial Proposal Requirements

Financial proposals should meet the following requirements:

- The offeror should submit their most competitive and complete financial proposal, including a fixed unit cost and total cost proposal for completion of works as described in the Terms of Reference.
- All costs must be stated in Canadian Dollars (CAD).
- A fixed price must be provided for each category of deliverable, each of which will be considered a fixed price budget for that specific segment of work. The price of the sub-contract to be awarded will be an all-inclusive fixed price. No profit, fee or additional costs can be included after the award. All items and services must be clearly labeled and included in the total offered price.
- The offered price must include comprehensive insurance, shipping and handling charges, and state INCOTERM, if any.
- Please indicate all prices exclusive of VAT, Excise or other taxes.
- The offeror should submit a financial proposal budget narrative.

A detailed budget narrative that justifies the costs as appropriate and necessary for the successful completion of proposed activities should be attached to the budget. The budget narrative should

clearly describe the project and cost assumptions. All proposed costs must be directly applicable to performing the work under the award and budgeted amounts should not exceed the market cost/ value of an item or service.

The budget narrative should be of sufficient detail so that someone unfamiliar with the offeror or the planned activities could review and adequately understand and grasp the assumptions, reasonableness and calculation method used.

The budget narrative must be prepared using Microsoft Excel. Supporting information must be provided in adequate detail for conducting a comprehensive analysis.

c) Capabilities and Past Performance

The offeror must submit a capabilities statement along with documentary evidence of past performance. The capabilities statement should not exceed five (5) pages in length and will be used to evaluate the offeror's organizational, financial, and technical capacity, in relation to the Terms of Reference. The Capabilities Statement must include but is not limited to: size of the agency, financial resources available to complete this work, staffing competencies and capabilities, past experience performing similar work with other donor organizations, and a company profile and/ or brochure.

Offerors which are firms and not individuals must include in the capabilities statement that they have the financial viability and resources to complete the proposed activities within the period of performance and under the terms of payment outlined below. RTP reserves the right to request and review the latest financial statements and audit reports of the offeror as part of the basis of the award.

d) Other Requirements

Please provide other requirements such as business registration information (copy of registration or incorporation etc.), applicable trade license or equivalent, company tax registration or equivalent, institutional brochures, publications, financial audit statements, etc.

12.Evaluation Criteria

RTP intends to issue a fixed price purchase order/ sub-contract to the offeror(s) who best meet the criteria specified in this RFP and are determined to be responsible and eligible sub-contractor to provide the required goods/services.

Proposals will be evaluated first to ensure that they meet all mandatory requirements. To quality for review, a proposal must include all documentation as listed. Proposals that fail to meet these requirements will receive no further consideration.

Eligible proposals will be evaluated and ranked by a committee on a technical basis according to the criteria below. Those proposals that are considered to be technically acceptable shall then be evaluated in terms of cost.

For the purpose of selection, the evaluation will be based on the following weighted point scale (totaling 100 points) of the proposal in its entirety, including, but not limited to, the following:

No.	Criteria	Points
1	<p>Technical Approach, Methodology and Implementation plan</p> <ul style="list-style-type: none"> • Comprehensiveness of proposal approach. Clarity and appropriateness of proposed activity. • Implementation plan and proposed timeline are realistic and include all proposed elements of activity. • Responsiveness to Terms of Reference. 	40
2	<p>Capabilities and Past Performance</p> <ul style="list-style-type: none"> • Organizational, financial and technical capabilities and resources to implement this work. • Previous successful past experience implementing similar activities. 	20
3	<p>Proposed Costs</p> <ul style="list-style-type: none"> • Reasonableness of proposed budget based on scope of activities proposed. • Summary budget, detailed budget, and budget notes included. • Comparative lowest price. 	30
4	Deliverable timeframe	10
	Total	100

13. Terms of Award

This document is a request for proposals only, and in no way obligates RTP or its donor to make any award. Please be advised that under a fixed price contract the work must be completed within the specified total price. Any expenses incurred in excess of the agreed upon amount in the sub-contract will be the responsibility of the sub-contractor and not that of RTP or its donor. Therefore, the offeror is duly advised to provide its most competitive and realistic proposal to cover all foreseeable expenses related to provide requested goods/services.

All deliverables produced under the future award/ sub-contract shall be considered the property of RTP. RTP may choose to award a PO/ sub-contract for part of the activities in the RFP. RTP

may choose to award a PO/ sub-contract to more than one offeror for specific parts of the activities in the RFP.

The Offeror's technical and cost proposals must remain valid for not less than 120 calendar days after the deadline specified above. Proposals must be signed by an official authorized to bind the offeror to its provisions.

Language

The proposal, as well as correspondence and related documents should be in English.

Negotiations

The offeror's most competitive proposal is requested. It is anticipated that any award issued will be made solely on the basis of an offeror's proposal. However, the Project reserves the right to request responses to additional technical, management and cost questions which would help in negotiating and awarding a PO/sub-contract. The Project also reserves the right to conduct negotiations on technical, management, or cost issues prior to the award of a PO/sub-contract. In the event that an agreement cannot be reached with an offeror the Project will enter into negotiations with alternate offerors for the purpose of awarding a PO/sub-contract without any obligation to previously considered offerors.

Rejection of proposals

RTP reserves the right to reject any and all proposals received, or to negotiate separately with any and all competing offerors, without explanation.

Incurring costs

RTP is not liable for any cost incurred by offerors during preparation, submission, or negotiation of an award for this RFP. The costs are solely the responsibility of the offeror.

Modifications

RTP reserves the right, in its sole discretion, to modify the request, to alter the selection process, to modify or amend the specifications and scope of work specified in this RFQ.

Cancellations

RTP may cancel this RFP without any cost or obligation at any time until issuance of the award.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

To learn more about how we are and what we do, please visit our website at www.righttoplay.com.