



**RIGHT TO PLAY**  
PROTECT. EDUCATE. EMPOWER.

**Play and Care Together (PACT)**  
**Learning Partner TOR**  
April 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](http://www.righttoplay.com).

Right To Play is seeking to procure the services of an independent Learning Partner, to help inform implementation of the Play and Care Together (PACT) pilot in Lebanon and Pakistan, through a **quasi-experimental study** and **randomized control trial**, respectively.

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 Ministry of Basic and Senior Secondary Education (MBSSE), we are identifying opportunities to integrate play into their policy and practice.

**As part of the Build Back Better program, Right To Play is interested in carrying out robust research on the effectiveness and impact of the Play and Care Together (PACT) resource.**

PACT was developed by Right To Play to provide psychosocial support (PSS) through play and peer support. Right To Play is seeking to procure the services of an independent Research Partner, to support implementation and piloting of the Play and Care Together (PACT) project in Lebanon and Pakistan. We foresee the contract as including the design and implementation of two studies: i) a quasi-experimental study in Lebanon; and ii) a randomized control trial (RCT) in Pakistan, each with baseline and endline data collection and analysis.

PACT is a PSS resource which supports young people experiencing and living in difficult circumstances by encouraging them to share their life experiences while developing knowledge and skills to support other children and young people. It does this with guidance and support from Adult Coaches (young adults with lived experiences from local communities) who, using PACT's training manual, train youth Peer Supporters in PSS skills and how to lead the sessions. The Peer Supporters use PACT PSS games to co-lead sessions for at-risk children (often their own peers), supporting them to cope and recover from stressful situations, including those related to Covid-19. The project aims to increase children's and young people's life skills, access to PSS and improve their overall resilience to situations of crisis - all through the power of play.

The PACT resource has been piloted, at a small scale, as part of an emergency response project in Lebanon, which was implemented in the aftermath of the Beirut explosion from July to November, 2021. A small-scale evaluation of the project found positive results among participants, in terms of improvements in their PSS scores; however, there are important limitations. First, the project was not implemented fully, as only Adult Coaches facilitated sessions. As such, there is no evidence on the peer support aspect of the program to date. Second, implementation was very short – only over a period of two months with each implementing center. Third, the study was a pre-post assessment of children's PSS scores, and did not include any comparison group.

The PACT pilot aims to achieve the following interrelated Outcomes, which will be the focus of the Learning Studies:

- i. Improved resilience, life skills and psychosocial skills among participating children and youth
- ii. Improved resilience, life skills and psychosocial wellbeing among Peer Supporters

Due to the high priority given to assessing the effects of the PACT resource, ahead of potential scale-up across other countries where Right To Play is active, this pilot aims to generate further evidence on PACT's effects on children's and young people's resilience in the face of crisis in two different contexts. It also aims to further investigate the effectiveness of peer support mechanisms to improve children and young people's PSS.

### 3. Purpose of Consultancy

Right To Play is seeking to procure the services of an independent Learning Partner, to help inform programme implementation through two separate, but inter-linked studies in Pakistan and Lebanon.

**In Pakistan, the PACT resource will be piloted with children from classes 7 and 8 in 10 elementary, middle and secondary schools in Sindh province**, reaching a total of approximately 1200 students of age 12-15, 80 Peer Supporters and 10 Adult Coaches. Students in these schools will be reached in two cohorts: one running between August and November, and the second between December and March. We foresee that, given the program's size, we would assess the effectiveness of the resource through mixed-methods evaluation applying a Randomized Control Trial (RCT) approach, with the PACT PSS 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.

**We foresee randomization to take place at the Cohort level** (but are open to other suggestions): with data collection taking place with Cohort 1 as the 'treatment' (with children taking part in August – November 2022) and Cohort 2 (with children taking part in November – February 2023) as the 'control' group. Following this, Cohort 2 schools will only take part in project monitoring (led by Right To Play) rather than a program evaluation. However, we are open to other suggestions from bidders.

In Lebanon, the PACT resource will be piloted 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 560 child participants, 25 Peer Supporters and 40 Adult Coaches. It will be implemented by 5 RTP trainers.

Due to the smaller project size in Lebanon, we foresee the effectiveness of the intervention to be assessed through a **quasi-experimental study**, where treatment education centres will be compared to a carefully matched control group.

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 PACT'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 PACT in Lebanon and Pakistan, 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 and quasi-experimental study that will allow Right To Play to assess the effectiveness and impact of the PACT resource. The Research Partner will be expected to generate strong evidence and learning throughout the lifetime of the program, 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 PACT, 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 and a quasi-experimental evaluation 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 and dissemination workshops in Lebanon and Pakistan 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, Arabic, Urdu and other languages as relevant.
  - 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 should prepare for remote management of the data collection process. If international consultants are not able to travel to Lebanon and/or Pakistan 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 both studies, 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 in both countries, 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 reports based on feedback from Right To Play and its partners.

7. Prepare and submit 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 or Stata) 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 and Pakistan
  - 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 PACT pilot, including a review of the resource itself and engagement with the program team to produce the evaluation's design. Control groups should be matched to sampled program sites to participate in evaluation activities, which will ultimately enable evaluators to better assess which changes achieved during the program life cycle are attributable to the program intervention. 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 in both countries. Then, a baseline study will be carried out to enable the program to assess its starting point in both Lebanon and Pakistan, from a measurement perspective. The Research Partner is expected to work closely with the Right To Play Lebanon and Pakistan teams 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 PACT 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 February and March 2023. Research findings will feed into specific deliverables for the PACT 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 baseline 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, Urdu and other local languages, as relevant. The list of tools that will need to be revised and/or developed may include, but is not limited to:

- Survey and pre-post training tests for Adult Coaches and Peer Supporter
- A PSS survey including elements of the Child and Youth Resilience Measure (CYRM), to be distributed both among PACT participants and Peer Supporters
- Focus Group Discussions and Key Informant Interviews (with children, Peer Facilitators, Adult 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 PACT'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 PACT 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 PACT project staff and appropriate stakeholders to share results and recommendations.
- Throughout each phase, the Research Partner will be expected to maintain regular communications with the steering committee to provide progress updates.
- Travel and accommodations for visits to Lebanon and Pakistan 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 PACT pilot, 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 and Pakistan (including identifying suitable control groups).
- 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), **Ghinwa Monzer, Monitoring, Evaluation and Learning Officer** at: [gmonzer@righttoplay.com](mailto:gmonzer@righttoplay.com) and **Rimsha Asmat** ([rasmat@righttoplay.com](mailto:rasmat@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**.

**Timeline following awarding of contract: Lebanon**

<b>Deliverable</b>	<b>Key Points</b>	<b>Deadline</b>
Contract award date	RTP signs contract with selected evaluator/firm	16 May 2022
<b>Baseline</b>		
Training of data collectors	<ul style="list-style-type: none"> <li>Data collectors training agenda</li> <li>Final data collection instruments and translations (revised following pilot)</li> <li>Data collectors' training report</li> </ul>	July 2022
Data Collected, Submitted and Analysed	<ul style="list-style-type: none"> <li>Cleaned, raw data shared with RTP</li> </ul>	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 2022
Final Baseline Report	RTP receive and approves final baseline report	July 2022
Dissemination and learning	RTP and key stakeholders participate in an evaluation dissemination and learning workshops	July 2022
<b>Endline</b>		
Training of data collectors, and data collection	<ul style="list-style-type: none"> <li>Data collectors training agenda</li> <li>Data collectors' training report</li> </ul>	February 2023
Data Collected, Submitted and Analysed	Cleaned, raw data shared with RTP	February 2023
Results validation	RTP facilitate validation workshop with in-country stakeholders in Lebanon	March 2023

Learning Partner submits draft final evaluation report	RTP receive and reviews draft report	March 2023
Final Evaluation Report	RTP receive and approves final evaluation report	March 2023
Dissemination and learning	RTP and key stakeholders participate in an evaluation dissemination and learning workshop	March 2023

### Timeline following awarding of contract: Pakistan

Deliverable	Key Points	Deadline
Contract award date	RTP signs contract with selected evaluator/firm	13 May 2022
<b>Development and piloting of data collection instruments</b>		
Inception meetings, Right To Play consultations and document review	<ul style="list-style-type: none"> <li>Initial consultations will begin once the contract is awarded.</li> <li>Inception Report submitted to RTP</li> <li>RTP review and approve Inception Report</li> </ul>	June 2022
Piloting of RCT tools at small scale	<ul style="list-style-type: none"> <li>Final data collection instruments and translations (revised following pilot during training)</li> </ul>	June 2022
<b>Baseline</b>		
Training of data collectors	<ul style="list-style-type: none"> <li>Data collectors training agenda</li> <li>Final data collection instruments and translations (revised following pilot)</li> <li>Data collectors' training report</li> </ul>	July 2022
Data Collected, Submitted and Analysed	<ul style="list-style-type: none"> <li>Cleaned, raw data shared with RTP</li> </ul>	August 2022
Results validation	RTP facilitate validation workshop with in-country stakeholders in Pakistan	August 2022

Research Partner submits draft baseline report	RTP receive and reviews draft report	August 2022
Final Baseline Report	RTP receive and approves final baseline report	September 2022
Dissemination and learning	RTP and key stakeholders participate in an evaluation dissemination and learning workshops	September 2022
<b>Endline</b>		
Training of data collectors, and data collection	<ul style="list-style-type: none"> <li>• Data collectors training agenda</li> <li>• Data collectors' training report</li> </ul>	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 Pakistan	December 2022
Learning Partner submits draft final evaluation report	RTP receive and reviews draft report	December 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 195,000** for the Learning Study across two countries will not be reviewed. The payment schedules 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.
- Experience carrying out evaluations and research in MENA and South Asia regions, ideally including Lebanon and Pakistan.
- Extensive experience following OECD-DAC principles for evaluation and measurement.
- Ability to travel to and within Lebanon and Pakistan in support of the study as required.
- Existing network of local data collection firms in Lebanon and Pakistan 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).
- Team members with excellent working proficiency in English, Arabic, Urdu and other local languages, as relevant.

## **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 qualify 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><b>Technical Approach, Methodology and Implementation plan</b></p> <ul style="list-style-type: none"> <li>Comprehensiveness of proposal approach. Clarity and appropriateness of proposed activity.</li> <li>Implementation plan and proposed timeline are realistic and include all proposed elements of activity.</li> <li>Responsiveness to Terms of Reference.</li> </ul>	40
2	<p><b>Capabilities and Past Performance</b></p> <ul style="list-style-type: none"> <li>Organizational, financial and technical capabilities and resources to implement this work.</li> <li>Previous successful past experience implementing similar activities.</li> </ul>	20
3	<p><b>Proposed Costs</b></p> <ul style="list-style-type: none"> <li>Reasonableness of proposed budget based on scope of activities proposed.</li> <li>Summary budget, detailed budget, and budget notes included.</li> <li>Comparative lowest price.</li> </ul>	30
4	<b>Deliverable timeframe</b>	10
	<b>Total</b>	<b>100</b>

## 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](http://www.righttoplay.com).