



SCM /Tender Ref #:	Tender no: DPME 02/2022-23
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<b>Request for proposals for:</b>	<b>Panel of Service Providers:</b> Invitation to serve on DPME panel of researchers, evaluators, sector experts and other related specialists in the generation of evidence for policy for a period of 36 months.
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**Bid closing date and time as well as the date and time of briefing session (if any) are indicated on the attached SBD1. Quotations / proposals received after the closing date and time indicated on SBD 1 will not be accepted.**

**Bidders must provide one original and 5 (five) copies of proposals submitted.**

**Only 1 (one) original price proposal and SBDs are required.**

Estimated project start date:	Expected project duration (Months)
August 2022	March 2025

#### A. BID INFORMATION

Information and guidelines on the format and delivery of bids are contained in the attached bid documents. Please take note of the closing date and date of compulsory briefing session (if any).

#### B. PROPOSAL FORMAT

**A detailed proposal in response to this ToR must be submitted.** The proposal should contain all the information required to evaluate the bid against the requirements stipulated in this terms of reference. The following must be attached to the proposal as annexures:

- The published terms of reference (this document, including Annexure A to this document).
- All other forms / certificates required (see bid documents).

#### C. CONDITIONS OF BID

Detailed conditions applicable to all bids are contained in the bid documents accompanying this Terms of Reference. Only suppliers that meet all the requirements stipulated in the terms of reference and bid documents will be considered.

No late bids will be accepted. Only bids from service providers that attended the compulsory briefing session (if specified above) will be considered. Bids must be valid for a minimum period of 120 days after the closing date.

ENQUIRIES		
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## 1. BACKGROUND

Annexure A contains a detailed description of the requirements for this project, including:

- Background / context
- Problem statement / purpose
- Objectives and scope of project
- Proposed methodology / approach
- Deliverables and time frames

## 2. REQUIREMENTS

This call is for individuals/companies/ organisations to be included on DPME’s Panel of Service Providers (PSP) as described in annexure A. Individuals/Companies may be self-represented or represent an organization and must be registered on the Central Supplier Database (CSD). There is opportunity for both categories to be included on the panel.

### 2.1. Expertise, qualifications and experience required

Bidders will demonstrate minimum qualifications and experience in the role or expertise identified in the table below.

Role/Expertise *	Scope and tasks	Qualification	Experience
Sector expert	<ul style="list-style-type: none"> <li>• The sectors will include <b>social</b> (e.g. health, education, social cohesion, gender, disability, children), <b>economic</b> (e.g. land, rural, macro, micro, small business, international, infrastructure), <b>environmental</b> (e.g. climate change, sustainable development, food security);</li> <li>• Provide high level technical skills, analysis and support aligned to the sector needs</li> </ul>	Minimum: Masters Degree in relevant field of study. A PhD qualification will be an added advantage.	Minimum: 5 years of sector experience as per scope and tasks
Researcher	<ul style="list-style-type: none"> <li>• Search for evidence as per the criteria set out</li> <li>• Organize, collate and prepare the evidence base for analysis and synthesis</li> <li>• Participate in quality control and appraisal of included studies</li> </ul>	Minimum: Honours Degree	Minimum: 2 years of research experience as per scope and tasks
Evaluator	<ul style="list-style-type: none"> <li>• Design and undertake quality evaluations</li> <li>• Provide technical and project implementation support within the DPME in prioritized evaluations</li> </ul>	Minimum: Masters in Economics, Development Studies, International Development, Social Sciences or a relevant field of study.	Minimum: 2 years’ experience as per scope and tasks
Information specialist	<ul style="list-style-type: none"> <li>• Search for relevant information through search engines and organize the information in appropriate categories where requested.</li> <li>• Organize, store and communicate findings from searching phase to the technical task team and strategic committee</li> </ul>	Minimum: Undergraduate degree in Information & Knowledge management	Minimum: 3 years of experience in information/ library services as per scope and tasks
Data analyst	<ul style="list-style-type: none"> <li>• Develop high level data analysis and intelligence from integrated</li> </ul>	Minimum: Undergraduate	Minimum:

Role/Expertise *	Scope and tasks	Qualification	Experience
	interventions and indicators relevant to policy priority areas	degree in data/information science	3 years' experience as per scope and tasks
Methodology expert: Systematic Review and other basic, applied and synthesis methods	<ul style="list-style-type: none"> <li>Serve as a reference person to guide on principles of systematic searching.</li> <li>Provide technical oversight on research methodologies</li> <li>Provide quality assurance for evidence synthesis assignments</li> </ul>	Minimum: Masters degree in social sciences related field with further training or qualification in research/synthesis methodology	Minimum: Participated in undertaking 2 Systematic Reviews as per scope and tasks
Peer reviewer	<ul style="list-style-type: none"> <li>Peer-reviewing of research and evaluation reports per area of expertise</li> </ul>	Minimum: Masters related to area of need	Minimum: 5 years' experience as per scope and tasks

\*DPME will establish the project team, consisting of internal officials and successful bidders from the PSP in responding to the assignment, according to the coproduction model as outlined in the approach<sup>1</sup>. Bidders/Individuals are required to fulfil at least a single expertise/ role to qualify, subject to meeting minimum qualification and experience required as outlined in paragraph 2.1.

## 2.2. Capacity to undertake research

The following criteria will be considered and where the applicant must demonstrate capacity. Individuals who are applying without this capacity will not be penalized, but must declare where this capacity is not available:

- Access to data sources, internet, search facilities and literature
- Liaison with research institutes, science councils, universities and public knowledge entities (especially where individuals are applying in their private research capacity)
- Networks and partnerships that the individual can bring to the panel

## 2.3. Past performance

The past performance of bidders in executing short term projects or research and analysis produced in rapid turnaround times, without compromising on quality and rigor, will be evaluated using the references supplied by bidders as well as any other information available to the panel. The Department reserves the right to reject a bid if the service provider failed to perform satisfactorily on similar projects. The following must be submitted by each applicant:

- Detailed CV indicating qualifications, previous experience as well as references (references must be contactable).
- Copies of qualifications.

DPME reserves the right to verify all qualifications through the South African Qualifications Authority and to verify experience indicated on CVs with third parties.

## 2.4. Project management

The DPME Research and Knowledge Management (RKM) unit will be the PMO of assignments to be undertaken. A coproduction approach will mean that the internal DPME client will require specific experts and a core skill set for a task to be completed in short/expected turnaround times. There may be several projects undertaken at the same time, depending on demand. Individuals will be matched with a DPME team as per the project

<sup>1</sup> Refer to DPME website:

<https://www.dpme.gov.za/publications/research/Documents/Expanding%20evidence%20synthesis%20through%20coproduction.pdf>

scope and description in annexure A. Individuals representing an organization must reflect this in the proposal process.

### 3. COSTING METHODOLOGY

No costing is required since this is only a panel of pre-approved service providers.

### 4. EVALUATION OF BIDS

#### A. Administrative requirements

Only bids / quotes that comply with all administrative requirements and that submitted all required bid documents (acceptable bids) will be considered during the functional evaluation phase. Only acceptable bids / quotes will be scored by the Bid Evaluation Committee against the functional criteria indicated in this Terms of Reference.

#### B. Scoring of bids (functional criteria)

The following weighting and scoring system will be applied to the evaluation of all functional criteria:

Weight allocation	Scoring system
1 – Value adding requirement (minimum score of 2)	1 – Does not comply with the requirements
3 – Important requirement (minimum score of 6 or 9)	2 – Partial compliance with requirements
5 – Essential requirement / integral part of project (minimum score of 15)	3 – Full compliance with requirements
	4 – Exceeds requirements

**Score per criteria:** The final score obtained by a bidder for each criteria will be calculated by multiplying the weight and the score indicated by each Bid Evaluation Panel member and then by averaging the scores of all panel members. The average score per criteria is expressed as a number.

The **overall score** obtained by a bidder (expressed as a percentage) will be calculated as follows:

For example

$$\text{Overall Score (\%)} = \frac{\text{Sum of average scores for all criteria}}{\text{Sum of weights} \times 4} \times 100$$

#### C. Functional evaluation Part 1 – Quantitative criteria

**Part 1: Minimum functional requirements:** Only one of the minimum criterion scores must be met to qualify to be included in the Panel of Service Providers (PSP). In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. The costing and content of proposals may not be amended.

Bidders/Individuals are required to fulfil at least a single expertise/ role to qualify, subject to meeting minimum qualification and experience required as outlined in paragraph 2.1.

<b>Expertise</b>	<b>Evaluation criteria</b>	<b>Weight</b>	<b>Min Score</b>
Sector expert	<ol style="list-style-type: none"> <li>1. No post-graduate qualification</li> <li>2. Masters qualification with limited sector experience</li> <li>3. Relevant Masters and/or PhD qualification with 5 years sector experience</li> <li>4. Proven expertise demonstrated through portfolio of successfully completed quantitative and/or qualitative research and evaluation projects or policy development</li> </ol>	3	9
Researcher	<ol style="list-style-type: none"> <li>1. Undergraduate degree with limited research skills in qualitative/quantitative methodology</li> <li>2. Honours degree with 2-3 years research experience</li> <li>3. Master degree or equivalent qualification with more than 3 years research experience</li> <li>4. Proven expertise demonstrated through portfolio of successfully completed quantitative and/or qualitative research and evaluation projects or policy development</li> </ol>	3	9
Evaluator	<ol style="list-style-type: none"> <li>1. Undergraduate degree but no experience in conducting evaluations</li> <li>2. Undergraduate degree with theoretical training on evaluations</li> <li>3. Postgraduate degree with knowledge and skills in designing and undertaking evaluations</li> <li>4. Postgraduate degree with knowledge and experience of conducting more than 5 evaluations as a lead evaluator nationally and/or internationally</li> </ol>	3	9
Information specialist	<ol style="list-style-type: none"> <li>1. Basic skills in information services</li> <li>2. Certificate/Diploma as an information specialist and demonstrates 2-3 years of experience in searching for evidence</li> <li>3. Undergraduate qualification and has undertaken systematic searching for specific policy areas</li> <li>4. Undergraduate/post graduate qualification, specializing in information services and has worked as an information specialist for 1-2 Systematic Reviews</li> </ol>	3	9
Business Intelligence / data specialist	<ol style="list-style-type: none"> <li>1. Basic knowledge of data systems</li> <li>2. Certificate training and 1-2 years of experience in data systems</li> <li>3. Diploma/Undergraduate qualification in data systems/science and 2-5 years of experience in the generation of data sets and data analysis using MS Excel or other agreed platforms</li> <li>4. Postgraduate qualification specializing in data systems, more than 5 years of experience in data analysis and knowledge of power pivot tables</li> </ol>	3	9
Methodology expert: Systematic Review and other evidence synthesis methods	<ol style="list-style-type: none"> <li>1. Undergraduate degree but no experience in conducting Systematic Reviews</li> <li>2. Undergraduate degree with theoretical training on SR</li> <li>3. Postgraduate degree with knowledge and experience in conducting at least 2 SRs</li> <li>4. Postgraduate degree with knowledge and experience of conducting more than 3 SRs nationally and/or internationally</li> </ol>	3	9
Peer reviewer	<ol style="list-style-type: none"> <li>1. Post-graduate qualification without any sector experience</li> <li>2. Masters qualification in related field with 3-5 published articles in peer-reviewed journals</li> <li>3. Master/PhD qualification with 5 years' experience as an expert or related field of work</li> <li>4. Recognized sector expert with PhD and more than 15 publications in relevant sector or related field of work</li> </ol>	3	9

## 5. CONTRACT MANAGEMENT

The successful bidder will be informed in writing by the Department of Planning, Monitoring and Evaluation.

Bidders should note that:

- All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DPME.
- All right, title and ownership of any Intellectual Property developed by or for the Service Provider or DPME independently and outside of execution/production of the Deliverables related to this bid, and provided during the course of this project ("Background IP") shall remain the sole property of the party providing the Background IP.
- To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DPME shall acquire no right or interest therein, save that, upon payment of the applicable consideration, the Service Provider shall grant DPME a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.
- All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DPME unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DPME in and to the Bespoke Deliverables. DPME shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables for the purpose of performing its obligations under this project.
- The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DPME.
- The Copyright of any Bespoke Deliverables shall vest in DPME.

## 6. SPECIAL CONDITIONS APPLICABLE TO THIS BID

6.1 This call is aimed at recruiting as many members to the panel as possible, who meet the criteria set out.

6.2 Service Providers are not guaranteed any awards for the duration of the existence of the panel.

6.3 Depending on the response to serve on this panel, DPME reserves the right to advertise Request For Proposals (RFPs) as and when required per project, on a rotational basis.

6.4 DPME reserves the right to invite open bids as and when required.

6.5 DPME reserves the right to cancel the panel.

6.6 Detailed and comprehensive CVs to be submitted with the application by referring to the required expertise, qualifications and experience required, as per paragraph 2.1