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## Standing Offer for the Provision of Monitoring and Evaluation Services to the JURIST Project

### Request for Proposals (RFP)

June 15, 2020

#### 1. TITLE

JURIST – Standing Offer for Research and Evaluation (STORE) services.

#### 2. OBJECTIVE

The objective of the STORE is to establish a pool of pre-qualified monitoring & evaluation (M&E) consultants who can provide the project with research, monitoring and evaluation services until its completion (2023).

#### 3. DOCUMENT

This Document describes the JURIST project; the scope of services required of M&E consultants; the tendering and contracting processes related to the STORE; the information required of bidders; and the evaluation criteria to use to assess bids and select consultants for the pool.

The term “consultant” in this Document refers to individuals or organisations, who have the required research and M&E expertise.

#### 4. JURIST PROJECT

The Judicial Reform and Institutional Strengthening (JURIST) project is being implemented on behalf of the Heads of Judiciaries of CARICOM member states by the Caribbean Court of Justice with funding from the Government of Canada. The end date of the JURIST project is March 31, 2023.

JURIST supports judicial sector reform in the region. The expected outcomes of the JURIST project include improved delivery of gender-responsive and customer-focused court services, more efficient case management and case disposition, and better public education and engagement by judiciaries.

The participating countries and jurisdictions include Barbados, Belize, Guyana, Jamaica, Trinidad and Tobago, and OECS countries such as St Lucia, Antigua and Barbuda and Dominica.

In the 2020-21 work plan, the project will support the following types of activities: consultations, baseline studies, design and planning, training, provision of technical assistance and equipment for court systems development, public education delivery, research, monitoring and evaluation.

For more about the JURIST project, visit our website: [www.juristproject.org](http://www.juristproject.org)

## **5. REQUIRED RESEARCH AND M&E SERVICES**

The JURIST Monitoring, Evaluation and Learning (MEL) Plan guides the implementation of M&E activities in the project. M&E serves a threefold purpose: enabling accountability, informing project management and supporting learning and improvement, including through sharing of model practices.

The JURIST project implements five types of research, monitoring and evaluation activities. Evaluators selected for the STORE will support the project in the delivery of these activities.

1. *Country Activity Monitoring.* This monitoring identifies the progress being made in project activities, the effectiveness of activities, and the extent to which they are contributing to outcomes as planned. The monitoring will deliver information, analysis, learning and recommendations for improving activities in the country.
2. *Activity Reviews.* These reviews assess the extent to which the project and its parts are operating as intended. They examine project activities' conformance to governing requirements, design specifications, professional standards or client expectations. Activity reviews produce recommendations for improving the relevance, effectiveness and sustainability of activities.
3. *Thematic Studies.* These studies examine priority issues related to the project, its implementation and achievement of outcomes. The project carries out research and produces studies in areas across its three components.
4. *Results Studies.* These studies examine individual, organisational and community cases to understand and illustrate qualitative results of the project; the changes and benefits of the project; the factors explaining performance; and the conditions and practices facilitating or constraining the use of new knowledge and skills in the work place.
5. *Model Learning.* This research is focused on the development of information and material for promoting 'model' project activities (such as the SOMC) to other jurisdictions in the region. The research engages stakeholders in participatory processes as experience and knowledge gained is codified for the benefit of other jurisdictions

In addition to these activities, the M&E consultants in the STORE are expected to support learning and capacity building as required in the project.

## **6. WORK LOCATIONS**

The possible work locations for the delivery of M&E services include countries and jurisdictions participating in the project: Barbados, Belize, Guyana, Jamaica, Trinidad and Tobago, and OECS countries including St Lucia, Antigua and Barbuda and Dominica. The project office is located in the Caribbean Court of Justice in Trinidad and Tobago.

While some monitoring will be carried out in remote locations via internet, the project will give preference to qualified M&E consultants in the countries and jurisdictions above.

## **7. DELIVERABLES**

The main deliverables of the M&E assignments are work plans and reports. The latter contains monitoring findings, data, learning and recommendations for the project. In addition, M&E consultants could be asked to prepare information, make presentations or give briefings based on their monitoring and research. The M&E consultants also contribute to end-of-year project reports.

## **8. GENDER EQUALITY**

Canada, the main funder of JURIST, invests significant resources promoting gender equality and empowering women through its aid program. Canada's priorities in gender equality are set out in its Feminist International Assistance Policy (FIAP) statement. The JURIST project is an important vehicle for delivering gender responsive results in the judicial sector in the region.

At the same time, the project is guided by other thematic priorities of its stakeholders. These include providing access to courts for people with disabilities and people from disadvantaged communities. The project expects to use its monitoring resources to collect evidence of results achieved related to gender equality and other thematic priorities.

## **9. STAKEHOLDERS**

The stakeholders include Global Affairs Canada (GAC); the Caribbean Court of Justice (CCJ); participating heads of judiciaries, judicial officers and court staff; the Eastern Caribbean Supreme Court; and other regional institutions such as the Caribbean Association of Judicial Officers (CAJO).

## **10. TENDERING PROCESS**

This tendering process is designed for the JURIST project to identify and select M&E consultants who are qualified to deliver the research and M&E services outlined in this Document. Selected consultants will be invited to enter into a Standing Offer arrangement with the JURIST project to provide these services until project completion in 2023.

The competition for the STORE is open to all regional and international M&E consultants. Consultants can be individuals or groups of individuals. Preference will be given to consultants who are based in countries participating in JURIST.

Any interested M&E consultant, a so-called tenderer, can submit to JURIST a proposal for their services to [jurist@juristproject.org](mailto:jurist@juristproject.org). The proposal should include:

- A statement (3 pages) of the consultant's capabilities and experience with regards to the scope of services described in this Document;
- A Curriculum Vitae for the consultant; and
- A financial proposal comprising the daily fee of the consultant.

The competition for the STORE opens on June 22, 2020. It will remain open throughout 2020 to allow for ongoing recruitment of specialists to the roster.

The project will make Standing Offers available to consultants at senior and intermediate levels of experience. The project will negotiate and sign contracts for individual M&E assignments with those consultants who have Standing Offers.

#### **11. CAPABILITY STATEMENT**

All tenderers must complete a Capability Statement consisting of three parts: (1) information about a the proposing consultant(s); (2) information about the consultants' areas of expertise; (3) a brief summary of the consultants' experience, capability and competencies, especially in terms on monitoring capacity building in the justice sector.

The summary of the proposing consultant should include, but not be limited to, a brief description of two recent M&E projects (including budget, timeframe, and location) and the name and contact details of the person who commissioned or managed the work. The Capability Statement should be 3 pages.

#### **12. CURRICULUM VITAE**

All tenderers must send the CVs of all proposed individuals to the JURIST project. The CVs should contain, but not be limited to, personal information about the individual (name, education/dates, employer, citizenship); information about the M&E assignments undertaken by the individual in relation to the types of M&E and research activities that the project will undertake; and a statement signed by the individual attesting to the veracity of the contents of the individual's CV, the Capability Statement, and the expected daily rate.

The signed statement is a mandatory, non-rated component of the individual's CV.

An individual's CV is not to exceed 3 pages (not including the space required for the signed statement).

#### **13. PROPOSAL SCORING**

The JURIST project will score the various parts of the proposals received in the following ways:

- Capability Statement – 25 points
- CV – 50 points
- Financial proposal – 25 points

#### **14. RIGHTS OF CONTRACTING AUTHORITY**

The JURIST project, as the Contracting Authority, reserves the right to:

- a. Reject any proposed individual on a winning proposal to join the STORE;

- b. Select a consultant for the STORE who scored lower than another non-winning consultant, in the case where the selected consultant addresses a need for M&E services that no other consultant in the STORE addresses;
- c. Remove a consultant from the STORE, in the event of the consultant's non-compliance with the terms of the Standing Offer arrangement;
- d. Add an M&E consultant to the STORE following a competition similar to this one;
- e. Negotiate contracts with any consultant in the STORE for any number of assignments; and
- f. Enter into negotiation with any consultant in the STORE to establish the daily rate for individuals required for M&E assignments.