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**STRIVE Child Reintegration and Family Separation Prevention Symposium Consultant**

**Request for Proposals**

**November 17, 2014 – February 13, 2015**

**Program Background**

STRIVE, an associate award under the FIELD-Support LWA funded by the USAID Displaced Children and Orphans Fund (DCOF), aims to understand if improvements in the economic wellbeing of households translate into child-level impacts. Prime FHI 360 and partners Action for Enterprise (AFE), ACDI/VOCA, CARE, MEDA, Save the Children, implemented four field projects under the STRIVE program in Africa and Asia between 2008 and 2013. Each project pursued a different economic strengthening approach, ranging from savings-led finance to workforce development to value chain interventions.

Coupled with a robust monitoring and evaluation framework and learning strategy, STRIVE tracked and documented the impacts of these diverse interventions on household and child wellbeing including both economic (financial), and non-economic (health, education, nutrition, etc.) vulnerability factors. As a result, STRIVE aims to identify and demonstrate interventions that can sustainably increase household incomes and/or assets and document how such increases improve (or fail to improve) the lives of children.

**Activity Background and Objective of Consultancy**

DCOF has asked FHI 360 to invite a group of experts to a symposium to consider the challenges and opportunities to use targeted economic strengthening interventions to address child separation from households. This symposium will be a 1-2 day thought-leadership event that will inform future pilot activities using economic strengthening as part of intervention packages that aim 1) to support households where children are reintegrating after a period of separation and 2) to mitigate the risks of children becoming separated from their households.

FHI 360 seeks a consultant to:

* Work with STRIVE staff to define the symposium agenda and identify presenters.
* Identify symposium invitees.
* Identify and implement mechanisms for creative, efficient, and effective ways to structure agenda and engage audiences to facilitate maximum sharing of knowledge.
* Provide support on the development of pre- and post-conference materials, which may include developing bibliographies, briefings, minutes, etc.
* Provide technical input on the solicitation for and selection of case studies of relevant projects, to be incorporated into the symposium report, which will be published by FHI 360.
* Lead the writing of the symposium report and work with the project team on post-conference follow-up. FHI 360 will be responsible for report design and formatting, the consultant will be responsible for report content, including the case studies.

**Objective**

The Consultant will work with the project team as a subject matter expert, facilitator, and writer to produce the symposium and associated documentation. The success of this event will be defined by:

1. an engaging learning environment for the participants, leading to
2. the identification of current knowledge gaps and potential programmatic approaches to address them, which are captured in
3. a clear and reader-friendly symposium report, supported by case studies of relevant programs.

**Qualifications**

* Masters degree in a relevant field, such as social work or international development
* At least 5 years of experience working in child protection, with at least 3 years of recent experience in reintegrating children into households and/or preventing child separation from households. International experience strongly preferred.
* Strong writing and interpersonal communication skills.
* Prior experience in creating event agendas.

**Evaluation Criteria**

Only individuals selected for interview will be contacted.

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| --- | --- |
| **Criterion** | **Weight** |
| Writing sample demonstrates strong writing ability | 30% |
| Previous experience and demonstrated knowledge of child reintegration into households/preventing child separation from households | 40% |
| Previous experience writing technical reports | 5% |
| Cost Proposal | 25% |
| *Total* | *100%* |

**Tasks**

The Consultant shall assist the project team with:

* Supporting pre-planning of technical components, including defining the symposium program agenda;
* Recruiting, inviting and defining scope of presenters;
* Identifying symposium invitees.
* Providing technical input on the solicitation for and selection of case studies of relevant projects, and incorporation of case studies into the symposium report
* Providing support on any other necessary pre- and post-conference materials, which may include developing bibliographies, briefings, minutes, etc.
* Leading the writing of the symposium report and working with the project team on post-conference follow-up.

*FHI 360 reserves the right to modify this SOW at any time, based on progress.*

**Duration and Location**

The total duration of the consultancy is expected to be 224 hours (28 days) to be completed by February 13, 2015.

Work shall be completed in the Washington, D.C. area.

**Deliverables and Due Dates:**

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| --- | --- | --- | --- |
| **Tasks\*:** | **Deliverables** | **Estimated LOE (days)** | **Expected Due Dates** |
| *Pre-planning:** Meet with FHI 360 team to brainstorm symposium content and program agenda.
* Identify audience demographic and core invitees
* Work with FHI 360 team to begin identifying and scheduling presenters
* Provide input into solicitations for case studies for the symposium publication and where to publicize the solicitation.
 | * Draft agenda
* List of initial invitees
* List of proposed presenters and their topics
* Written input into case study solicitation
* List of outlets for case study solicitation
 | 5 days | Nov 26, 2014 |
| *Symposium preparation:** Work with FHI 360 to ensure that all presentation slots are filled, including direct outreach to prospective presenters.
* Work with FHI 360 to ensure 20-30 invitees with appropriate experience and expertise are confirmed for the event, including direct outreach to attendees.
* Assist FHI 360 in evaluating responses to the solicitation for case studies.
 | * Final draft agenda
* Final list of attendees
* Final presenter list
* Written evaluation of case studies
 | 10 days | December 31, 2014 |
| *Event delivery** In coordination with STRIVE team, facilitate symposium
 | Debrief report | 3 days | Within 5 working days of the event end (January 31, 2014, at latest) |
| *Post-event follow-up** Draft input into symposium report, including case studies and other inputs defined in collaboration with FHI 360
* Share with FHI 360 and other stakeholders for feedback
* Review and Finalize symposium report
 | * Draft input into Symposium report
* Review and finalized Symposium report (incorporating feedback)
 | 10 days | February 13, 2015 |
| *Total* |  | **28 days**  |  |

\*The specific tasks may be adjusted with written approval from one of the technical monitors named below.

**Payments:**

Fee payments will be made based on level of effort linked to deliverables, as approved by FHI 360 technical staff. To initiate payment for consulting fees, the consultant must submit a signed consultant invoice (template will be provided) to the project monitors. LOE should be supported by a timesheet.

Cost reimbursable additional expenses may include travel, printing, and communication costs. Expenses should be reported in an expense report itemized by expense and supported by receipts.

Payments will be made in US dollars in the form of a check, unless circumstances require a wire transfer (consultant is responsible to provide justification for wire transfer). The consultant is responsible for any bank fees or loss that occurs when his or her bank receives the wire transfer.

**Submission Requirements:**

To apply, please send the following to Jessica Bachay at **jbachay@fhi360.org** by October 27, 2014:

* Statement of qualifications for the role (2 pages maximum)
* Resume/CV
* List of references with contact information
* Completed FHI 360 Biodata
* Proposed daily rate
* Technical writing sample (3 pages)

**Disclaimers:**

* FHI 360 may cancel solicitation and not award
* FHI 360 may reject any or all responses received
* Issuance of solicitation does not constitute award commitment by FHI 360
* FHI 360 reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions
* FHI 360 will not compensate offerors for response to solicitation
* FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
* FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
* FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
* FHI 360 will be contacting all offerors to confirm contact person, address and that bid was submitted for this solicitation.

**Standard Requirements:**

* All proposals must include the following format requirements:
* English language only
* Font size 12 or larger
* Line spaced 1.5 or larger
* Include name, date, name of RFP, and page number as a header or footer throughout the document.
* All proposals must be received by the closing date and time indicated at the top of this RFP.
* Proposals that are incomplete or are received after the deadline may not be considered.
* Any questions about this RFP must be made in writing to the above contact person via email at [jbachay@fhi360.org] and must reference the RFP name. For all inquiries, please provide a contact person’s name, phone number and email address.
* Issuance of this RFP does not constitute an award commitment on the part of FHI 360, nor does it commit FHI 360 to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant consultant agreement cannot be made until funds have been fully appropriated, allocated, and committed by FHI 360's donors. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant; should circumstances prevent award of a consultant agreement, all preparation and submission costs are at the applicant's expense.

*Certification of Independent Price Determination*

(a) By submitting an offer, the offeror certifies that--

 (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; (ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Offeror understands and agrees that --

(1) Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

(2) Discovery of any violation after award to the offeror will result in the termination of the award for default.