



United Nations
Educational, Scientific and
Cultural Organization

FORM AM 10-7:

**Procurement Notice/Advertisement
Open International Competition (OIC)**

Country of Destination: Malawi

Reference Number: HAR/EHW/O3 Malawi Final Evaluation

Description: Our Rights, Our Lives, Our Future (O³) Malawi Final Evaluation

Deadline for Submission of Tenders: Saturday, 30th September 2023 at 17:00 Harare time

Posting Date: Thursday, 31st August 2023

United Nations Educational, Science and Cultural Organization (UNESCO) hereby invite qualified companies to submit sealed tenders as follows:

DESCRIPTION OF ASSIGNMENT

UNESCO is seeking the services of an external evaluation team to conduct a Final Evaluation of Our Rights, Our Lives, Our Future (O³) Malawi project.

EXPECTED OUTPUTS

The Final Evaluation of Our Rights, Our Lives, Our Future (O³) Malawi project is expected to commence in October 2023 and conclude by February 2024.

The main deliverables for this evaluation are as follows:

1. **Inception report** which elaborates the evaluation framework, adjusted evaluation questions, evaluation methodology, sampling, and work plan with a clear distribution of tasks among team members
2. **Data Collection tools and detailed Report Outline**
3. **Draft Evaluation Report** which includes the populated results framework as well as indicator data tables incorporating all countries as relevant.
4. **Final Evaluation report**, which reflects input from the stakeholder/validation workshop, as well as raw indicator data in any of the following statistical packages (Excel, SPSS).
5. **PowerPoint presentation and 4-5 page summary** of the evaluation findings, conclusions, and recommendations.
6. **Comparative Analysis report**

The purpose of this notice is to provide general information on the requirements for the procurement process and to inform interested suppliers how to obtain a copy of the Solicitation Documents.

Interested companies who wish to participate in the OIC must request for a complete set of Solicitation Documents, available free of charge, from UNESCO contact person at the address shown below.

Your offer comprising technical proposal and sample final evaluation report, and financial proposal, in two separate emails (*one for technical proposal and sample report, and another for financial proposal*), should be submitted electronically to vacancies.harare@unesco.org, without any copy to any other email addresses, no later than **30/09/2023, 17:00 Harare time**. Offers addressed at any other email accounts will be disqualified. It should also be noted that all files together should not exceed 10 MB.

UNESCO reserves the right to amend the documents at any time during the solicitation process. Any amendments or clarifications will be communicated directly to all Bidders who have requested for a complete set of solicitation documents and officially confirmed their intention to submit a sealed tender. No remuneration will be made to companies for preparation and submission of their tenders.

UNESCO Contact Information:

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