



Terms of Reference

Human Heredity & Health in Africa (H3Africa) End Term Evaluation

RFP NO. RFP/006/2023

JULY 2023

1.0 BACKGROUND

The Science for Africa Foundation (SFA Foundation) is a pan African, non-profit and public charity organisation that supports, strengthens, and promotes science and innovation in Africa. The SFA Foundation is committed to improving the quality of lives of African people and to promoting the uptake of research in communities, industry, and the public sector.

The goal of SFA Foundation is to support stakeholders in addressing the continent's most pressing developmental needs by generating knowledge that solves problems and informs decision-making. The SFA Foundation serves the African research ecosystem by funding excellent research and innovation ideas; enabling interdisciplinary collaboration among researchers; and building and reinforcing environments that are conducive for scientists to thrive and produce quality research that generates new, locally relevant knowledge. SFA Foundation operations are hosted within the International Centre of Insect Physiology and Ecology (icipe) as a programme in the Republic of Kenya.

1.1 Location

The Science for Africa Foundation is located in Nairobi, Kenya, Chiromo Lane, 3 Riverside Drive.

1.2 About H3Africa

H3Africa is an initiative launched in 2012 by the African Society of Human Genetics (AfSHG), the National Institute of Health (NIH), and Wellcome. H3Africa aims to facilitate a contemporary research approach to the study of genomics and environmental determinants of common diseases with the goal of improving the health of African populations. This decision was driven by the recognition that the African continent has remained underrepresented in genomics and environmental research despite having the greatest genetic diversity and being disproportionately affected by major diseases and environmental exposures.

The vision of H3Africa is to create and support a pan-continental network of laboratories that are equipped to apply leading-edge research to the study of the complex interplay between environmental and genetic factors which determines disease susceptibility and drug responses in African populations. Data generated from this effort will inform strategies to address health inequity and ultimately lead to health benefit in Africa. To accomplish this, the H3Africa initiative aims to contribute to the development of the necessary expertise among African scientists, and to establish networks of African genomic/genetics investigators by:

- i. Ensuring access to relevant genomic technologies for African scientists
- ii. Facilitating integration between genomic and clinical studies
- iii. Facilitating training at all levels, and particularly in training research leaders
- iv. Establishing necessary research infrastructure

SFA Foundation is closing the delivery of phase II of Wellcome's funding of the H3Africa programme. Over the last five years (2018-2023), \$11M has been invested in 4 collaborative H3Africa networks spanning over 22 African institutions. The projects are currently on No Cost Extension until December 2023.

The SFA Foundation's theory of change for H3Africa addresses these four strategic areas:

- i. **Scientific quality:** To support human genomics and genetics research that will generate important findings and discoveries relevant to human health through collaborations for genomic research in Africa. SFA Foundation promotes collaborations with well-resourced universities, research institutions, and think tanks to strengthen capacity.
- ii. **Research training:** To expand expertise and experience in genomics-based biomedical research and environmental epidemiology in Africa through research

excellence, skills development and mentoring of the next generation of genomics researchers.

- iii. **Scientific citizenship:** Foster mentorship, leadership, and equitable scientific collaboration and engagement with public and policy stakeholders. SFA Foundation recognizes that for research to achieve real impact, it must be communicated to policymakers and the public. Communicating research findings to policymakers will ensure that the results inform policy. At the same time, cultivating a culture of community engagement is also vital to raise public awareness and interest in science, increase the uptake of new health policies and treatments, and strengthen relationships with local communities.
- iv. **Research management and environment:** To cultivate professional environments to manage and support scientific research. SFA Foundation recognises that developing and supporting research requires that researchers have access to infrastructure needed to support genomics-based and environmental, as well as skilled administrative support to compete globally. Creating supportive, sustainable environments is crucial to developing research capacity.

2.0 SCOPE OF THE WORK

2.1 Purpose of the evaluation

Implementation of the H3Africa programme is expected to wind down in the third quarter (Q3) of 2023. The end term evaluation will focus on the entire implementation period and will capture:

- a) Lessons learned and best practices: understanding what has worked, and what has not worked as a guide for future planning;
- b) Emerging themes: uncovering innovative ways of working deployed across the 4 projects;
- c) Challenges faced, risk management & planning: understanding the new norms of working including but not limited to post-COVID-19 and measures taken to resolve or mitigate against these challenges;
- d) Preliminary indications of potential impact: addressing the extent and scope, including contributing to capacity development and achieving sustainable development goals;
- e) Sustainability of the projects: the influence ecosystem strengthening has had on the coherence, effectiveness and efficiency of the projects including but not limited to expansion of the projects, financial independence of institutions, and the trickle-down effects.

2.2 Approach

We propose that the objectives above be achieved by:

- a) Collating and analyzing data from standardized projects' annual and end of grant reports with a qualitative lens in line with H3Africa aims and objectives. Notably, the analysis will consider cross-cutting issues of mainstreaming gender, equity, and south-south/inter-H3Africa/north-south cooperation have been addressed. The analysis will also consider whether the SFA Foundation's implementation strategy of the H3Africa programme has been optimum. The findings from this review are expected to demonstrate outcome-driven insights. The analysis will be supplemented with focus group discussions (FGDs) and key informant interviews (KIIs) as needed;
- b) Based on findings from the data review in (a) above, the vendor will supplement any emerging areas of interest and/or gaps identified via both quantitative data collection methods and qualitative data collection conducted through participatory methods including but not limited to: focus group discussions (FGDs), surveys and key informant interviews (KIIs) with stakeholders and/or beneficiaries identified. This step shall be guided by the theory of change as the central reference point and complemented by contribution analysis as well as comparative analysis sampled from across the 4 H3Africa projects.

3.0 DELIVERABLES

The output will be a final report with proposed actionable recommendations no longer than 15 pages, excluding detailed methods and detailed analysis submitted as an annex. The findings

will inform the strategy for future SFA Foundation programmes. The knowledge generated by the evaluation will also inform policy.

3.1 Tentative timelines:

9 - 13 October 2023	Entry meeting and inception report for selected service provider
16 Oct – 03 Nov 2023	Field work (mixed methods)
13 November 2023	Draft evaluation report /H3Africa Pls meeting
08 December 2023	Final report
14 December 2023	Report back meeting with key stakeholders

3.2 Phases of work and deliverables

The following phases of work and deliverables are expected.

a) Preparation and inception

To ensure that all the stakeholders have a shared understanding of the evaluation, an inception report will be submitted. The inception report will detail an account of the evaluation, including summarizing an understanding of this work, the evaluation design, analysis tool, and the measure by which each question will be evaluated. The report will also include a work plan and time frame with clear responsibilities for each task. The inception report will be discussed and agreed upon with all stakeholders.

b) Draft Evaluation report

The draft evaluation report, including inputs of work as outlined in the approach section above, will be submitted to SFA Foundation for review. Consolidated statements from SFA Foundation and our wider stakeholders (H3Africa Pls) will be provided within three weeks following the submission of the draft evaluation report. The report must provide options for strategy, policy, and actionable recommendations.

c) Final report:

A maximum of 15 pages (excluding annexes): The structure of the report should include:

- Executive summary (no more than 1 page)
- Introduction (no more than 1 page)
- Summary of evaluation methodology (no more than 2 pages)
- Key findings
- Conclusion and actionable recommendations
- Annexes – detailed methodology and analysis

4.0 REQUIREMENTS

- a) A vendor with experience in science programmes formulation, implementation and documentation of end term evaluations and deep understanding of best practice in Monitoring, Evaluation and Learning (MEL);
- b) Team with extensive expertise, knowledge, and experience of the African research ecosystem;
- c) Operational excellence and alignment to global quality evaluation standards including but not limited to impartiality, transparency, timeliness, etc.

5.0 TIMELINES

The review will be undertaken from October to December 2023.

6.0 HOW TO APPLY

Proposals from bidders should include a technical proposal (of no more than 10 pages) and a financial proposal (not more than 3 pages) and must include the following:

6.1 Technical Proposal:

- a) An overview of your approach and methodology to the evaluation engagement;
- b) An engagement plan that demonstrates a clear understanding of the engagement;

- c) Bidder's profile - detailing relevant experience from similar assignments along, but not limited to, the themes below:
 - Extensive experience in developing and conducting end term evaluations and actionable implementation plans for development organizations.
 - Technical knowledge of the science space in Africa and experience supporting clients operating across the continent.
- d) Bidders are encouraged to include any additional information or approaches they believe would demonstrate added value to the scope of this evaluation engagement.

6.2 Financial Proposal:

- a) The financial proposal shall clearly indicate the total fees disaggregated to enable scaling of services;
- b) The rates quoted should be inclusive of all taxes (withholding tax must be clearly captured) and delivery costs, must be in US Dollars (\$) and shall remain valid for (90) days.

7.0 SELECTION PROCESS

The evaluation of the proposals shall involve Technical and Financial analysis. The first five bidders based on the agreed pass mark will be subjected to a presentation on their capacity on the above scope, and the first two successful bidders shall have their financial quotations considered. The best bidder shall then be considered for negotiation for the award. Responses will be evaluated based on the following criteria:

Mandatory Documents
Certificate of incorporation/ Registration certificates (All bidders)
Pin Certificate/ Tax Compliance certificate (Local Bidders)

7.1 Technical Score (Weight 80%)

Criteria	Score
A clear understanding of terms of reference leading to a clear methodology and work plan	40%
Evidence of similar assignments in the last 5 years and at least 3 references/recommendations	25%
Composition and verifiable competencies of the proposed project team for the assignment	15%

7.2 Financial Scores (Weight 20%)

Criteria	Score
Proposed costs for delivery of the assignment	20

8.0 TERMS AND CONDITIONS

This document contains proprietary and confidential information. Bidders may use or reproduce the information detailed within this document and any other supporting information only to provide a response to this request for proposal. No commitment will be made to any bidder unless a contract has been awarded and signed by both parties.

SFA Foundation reserves the right to cease this exercise at any time. During the period of this activity, no contact should occur between any members of the bidder's staff and SFA Foundation staff in relation to this exercise other than through the designated contact points as detailed within this request for proposal. It is however recognised that pre-existing relationships if any, will be respected.

9.0 ETHICS

Bidders are required to observe our procurement ethical code of conduct which includes but is not limited to observing the highest standard of ethics regarding corruption, collusion, conflict of interest, and fraud. If the bidder does not observe confidentiality or ethical practices, they shall be disqualified from any future work.

10.0 NON-DISCLOSURE AND CONFIDENTIALITY

The information contained within this document or subsequently made available to the bidders is deemed confidential and must not be disclosed without the prior written consent of the SFA Foundation unless required by law.

11.0 INDEPENDENT PROPOSAL

By submitting a proposal, the bidder warrants that the fees in the proposal have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition as to any matter relating to such fees, with any other potential consultant or with any competitor.

12.0 PROPOSAL SUBMISSION PROCESS

It should be noted that this document relates to a request for proposal only and not a commitment to enter into a contractual agreement. In addition, SFA Foundation will not be held responsible for any costs associated with the production of a response to this request for proposal.

12.1 Instructions on the Proposal Submission Process

- a) The deadline for submission of proposals is **Wednesday 15th August 2023 at 1700 hrs EAT.**
- b) Request for Clarifications should be sent to procurement@scienceforafrica.foundation by **Monday 31 July 2023 at 1700 hrs EAT.**
- c) Responses to this request for proposal should be strictly sent by email to: procurement@scienceforafrica.foundation. The subject should be **RFP/006/2023 Request for Proposal for End-of-Term Evaluation for Human Heredity & Health in Africa (H3Africa) Grant.**