CONSULTACY OPPORTUNITY

Call for proposals to undertake a data quality assessment

This call for proposals outlines the delivery of a data verification study for VSO. VSO is a UK registered company and charity.

1   Context: VSO's work in partnerships

Voluntary Services Oversees (VSO) is the world's leading independent international development organisation that works through volunteers to fight poverty in developing countries. VSO's high impact approach involves bringing people together to share skills, build capabilities, promote international understanding and action, and change lives to make the world a fairer place. VSO works in Asia Pacific and Africa.

For VSO, partnership is a mutual long-term commitment between VSO and another organisation to achieve common objectives focused on challenging inequality and exclusion. Partnership is based on a common set of values, equity within the relationship, a shared vision of success and a mutual commitment to working and learning together.

The partnership portfolio consist of around 500 partners from 22 countries working in three thematic sectors; livelihoods, education and health. 27% of countries have less than 10 partners, 18% 10 to 20 partners and 55% more than 20 partners. The spread of type of partners include seven categories (International organisation (e.g. UN or INGO),Government department or office, Network group or forum, CSO/CBO, Primary or secondary school, Training institute, college or university, Health service delivery facility, Cooperative/association and Business/private enterprise).

2   VSO's M&E framework

VSO's Monitoring and Evaluation (M&E) framework comprises:

- The VSO Global Results Framework (GRF) sets the outputs and outcomes that VSO monitors 2014-5 and 2015-6. It includes 5 top global indicators (3 outputs and 2 outcomes) per thematic sector (health, education and secure livelihoods).
- The VSO results dashboard is the reporting interface.
- The main data gathering tool is the Partnership Monitoring and Learning Tool (PMLT). The PMLT is the mechanism by which VSO collects core global data needed to inform our reporting at a global level/global results framework. It collects partner-level information on inputs, activities, outputs and outcomes at organisational level, and service delivery change at community level.
- The PMLT manual and data protocols aim to ensure information is comparable across all countries. VSO data protocols are the sets of definitions and guidance that ensure the collection of consistent and verifiable data throughout VSO countries. These include definitions of, for example, who to identify as beneficiaries without double counting, and rules on how to calculate inputs.

- The partnership review (PR) guidelines describe the workshop for joint analysis and data validation between VSO and its partners.
- The partnership review is a workshop in which each partner and VSO review its partnership objectives, capacity building outcomes and experience over the last year in order to capture learning for the adaptation and improvement in its programmes.

The main quantitative data collected for the GRF refers to the number of intermediate beneficiaries and ultimate beneficiaries. The qualitative data is the progress reported on a four-point Service Quality scalar tool for each programmatic area (education, health and livelihoods) and a five-point Organisational Capacity scalar tool tracks progress of partner organisations in 10 key areas. Both scales are part of the data protocols included in the PMLT manual and gathered as part of the PMLT process

3 Data verification tasks

This data verification study will assess the accuracy and reliability of the data collected via the PRs and PMLTs. The tasks are:

- Undertake a verification of VSO's partnership data received through the PMLT via a representative sample (to be determined as part of the scoping phase).
- Verify the quality of the data generated in VSOs PR process and provide an assessment of the quality of that data. The assessment should include answers to the following questions:

  Are the data VSO and its partners collect reliable[1] and accurate[2]? In particular,

- Is the quantitative information reliable and accurate? In particular, are the beneficiary numbers given in the PMLT accurate? Are the data provided by the partners reliable and accurate?
- Is the qualitative information reliable and accurate? In particular, are the scores using the scales reliable? Do the qualitative statements come from a consistently and correctly applied process and protocols?

The methodology, including sampling, data tracing and triangulation, needs to be agreed upon during the scoping phase.

4 Scope

This assignment is limited to partners across a representative sample of VSO's work (based in Health, Education and). Field visits will allow for data tracing and engagement with selected

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[1] Definition reliability: -the data generated by a program's information system are based on protocols and procedures that do not change according to who is using them and when or how often they are used. The data are reliable because they are measured and collected consistently

[2] Definition accuracy: - Accurate data are considered correct: the data measure what they are intended to measure. Accurate data minimize errors (e.g., recording or interviewer bias, transcription error, sampling error) to a point of being negligible.

partners from sampling, and stakeholders including partners, VSO Programme Managers, Country Directors and Regional M&E Managers.

5   Deliverables

The final report will be approximately 25 pages in length, including executive summary, scope, detailed methodologies used, analysis, findings and assessment of the data quality, and recommendations, plus relevant appendixes (including data gathered).

6   Milestones

Tasks	Suggested deadline
Scoping and methodology agreed	6 March
Engagement and field verification visits planned and scheduled	13 March
Field verification and distance based interviews completed	31 March
Preliminary findings and Outline of Report including key messages shared (verbal only - no report)	2 April
Draft Report delivered	13 April
Final report produced	17 April

7   Selection criteria

VSO is committed to delivering the best value for money. The contracts will be awarded to the tender that is most economically advantageous. This will be determined in the light of the price and the quality of the tender. The successful tender will be the one providing a high level of quality (for which it will be given a mark). Tenders with a mark below 50% will not be considered. The quality of the tender will be assessed as a function of the following criteria:

- Understanding of VSO's requirements (Terms of Reference) (20%)
- Appropriateness of the proposed methodology, (50%)
- Expertise and experience of the team (15%)
- Budget and quality of work plan (organisation of work, and allocation of tasks and human resources, for example, specify which tasks are done by which team member) (15%).

VSO may choose to interview a number of short-listed tenders before a contract is awarded. Interviews will be then be held during the week commencing 23 February 2015.

8   Proposal submission and contact

If you have any questions relating to the requirements of the tender, please contact Julia Mensink, VSO's Monitoring and Evaluation analyst. All proposals should be submitted electronically by 23 February 2015 12 noon GMT to Julia.Mensink@vsoint.org in Microsoft Word or Adobe PDF 2014. Late proposals will not be accepted.