

Terms of Reference (TOR) – End of Project Evaluation
The Project: “Youth Participation and Engagement for a Healthier, Equitable, Safer and United Sri Lanka”

1. INTRODUCTION

Objective of the RFP

The purpose of this Request for Proposals (RFP) is to enter into a contractual agreement with a successful bidder and select a suitable contractor to carry out the following work:

“Youth Participation and Engagement for a Healthier, Equitable, Safer, and United Sri Lanka” was a project funded by the United Nations Peacebuilding Fund. The project aimed to improve access to opportunities for young aspiring leaders to meaningfully engage in promoting social cohesion and development that enhanced their political and civic representation and thereby address the issues of trust and lack of recognition they receive as leaders in their own communities.

As the project concluded in July 2023, WHO, together with UNDP, UNV, and the National Youth Services Council (NYSC), is seeking to hire a service provider to assess the impact, results, data, and lessons learned from the intervention and conduct an overall project evaluation as part of the donor agreement.

About WHO

WHO Mission Statement

The World Health Organization was established in 1948 as a specialized agency of the United Nations. The objective of WHO (www.who.int) is the attainment by all peoples of the highest possible level of health. “Health”, as defined in the WHO Constitution, is a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity. WHO's main function is to act as the directing and coordinating authority on international health work.

Structure of WHO

The World Health Assembly (WHA) is the main governing body of WHO. It generally meets in Geneva in May of each year and is composed of delegations representing all 194 Member States. Its main function is to determine the policies of the Organization. In addition to its public health functions, the Health Assembly appoints the Director-General, supervises the financial policies of the Organization, and reviews and approves the proposed programme budget. It also considers reports of the WHO Executive Board, which it instructs with regard to matters upon which further action, study, investigation or report may be required.

The Executive Board is composed of 34 members elected for three-year terms. The main functions of the Board are to give effect to the decisions and policies of the WHA, to advise it and generally to facilitate its work. The Board normally meets twice a year; one meeting is usually in January, and the second is in May, following the World Health Assembly.

The WHO Secretariat consists of some 8,400 staff at the Organization's headquarters in Geneva, in the six regional offices and in countries. The Secretariat is headed by the Director-General, who is appointed by the WHA on the nomination of the Executive Board. The head of each regional office is a Regional Director. Regional directors are appointed by the Executive Board in agreement with the relevant regional committee.

2. BACKGROUND

Overview

“Youth Participation and Engagement for a Healthier, Equitable, Safer, and United Sri Lanka” was a project funded by the United Nations Secretary-General's Peacebuilding Fund for the period (January 2021 – July 2023). This project was jointly implemented by WHO, UNDP, UNV, and state sector support from the National Youth Services Council (NYSC). The project aimed to “improve access to opportunities for young aspiring leaders to meaningfully engage in promoting social cohesion and development that will enhance their political and civic representation.” The youth parliamentary platform in this regard will act as a springboard for their entry to leadership roles in society and, in the process, help them to start building trust in the existing political institutional mechanisms gradually.

The project employed a “Healthy Settings Approach” as a vehicle for guiding the selected leaders to identify how they can contribute to achieving societal needs of achieving social cohesion and conflict prevention. A ‘healthy setting’ is defined as a place or social context in which people engage in daily activities in which environmental, organizational, and personal factors interact to affect health and well-being. By employing a healthy settings approach, the project aimed to enable young people to identify and influence their day-to-day surroundings, including personal factors that affect community well-being. This was achieved through youth-led designing and implementation of gender-sensitive community action plans to address geographically defined problems affecting social cohesion and create a space for policy dialogues that contribute to long-term systemic transformation. The project also promoted volunteerism as an entry for young people and helped them to determine their priorities, set their agendas, and engage with youth or other actors to pursue their aspirations while helping others in society.

The project has completed a comprehensive survey on youth perceptions to understand the current status and perception about engaging with diverse stakeholders at the regional and community level in promoting a safer and more cohesive environment during the COVID and post-COVID context in Sri Lanka. The project identified Youth Parliamentarians (YPs) as young leaders and built their capacity through training and mentoring to facilitate their constructive engagement in society through resource mobilization to promote social cohesion through healthy settings. The perception survey concluded with the involvement of 110 youth parliamentarians of Sri Lanka and was conducted by 16 KIs. The results have been generated into a detailed report with statistical analysis that has unearthed interesting findings.

The project capacitated 573 young leaders, both elected and non-elected youth parliament members, the federation of youth clubs, and other youth groups representing marginalized communities at the district level. The project designed and delivered 20 modules targeting areas on Understanding the Healthy Settings Approach, Healthy Lifestyles for young leaders, Policy Development, Volunteer Management and Innovative Problem-Solving. To compensate for the lack of female representation in the current youth parliament (10%), the project has worked with the majority of the non-elected female youth parliamentarians, identified the barriers to their entry to political activism, and carved out space in the comprehensive capacity building program for them to strengthen their skills and demonstrate their ability perform in meaningful ways.

The completion of Community Needs Assessments (CNA) by participants and the preparation of multisectoral Action Plans were enhanced through these targeted modules. 314 CNAs were completed across 25 districts in Sri Lanka, covering 192 GN divisions and engaging around 79 Multi stakeholders. In collaboration with provincial coordinators and civil society partners, young leaders executed selected action plans in the provinces.

Outcome 1: Next-generation young leaders productively engaged with state and non-state actors to promote peace and social cohesion.

Outputs 1.1 Capacity of youth parliamentarians and youth leaders enhanced to effectively engage in political and civic spaces and advocate for national unity the setting-based approach for health and wellbeing.

Outputs 1.2: Youth Leaders, community and youth volunteers and civil society jointly/ collaboratively address conflict and emergency-related psychosocial and relational needs in a created healthy community setting.

Outcome 2: Target state and non-state actors to encourage youth voices and advocate national unity and social cohesion using established platforms.

Output 2.1: Target state and non-state institutions exposed to principles and the evidence base relating to the importance of youth participation in national unity and social cohesion approach.

Output 2.2: Target state and non-state institutional platforms strengthened to promote youth responsible participation in developing cohesive, safe and healthy settings

- **Stakeholders**

Youth Parliament/ National Youth Federation/Youth - Youth are the direct beneficiaries of the project. Accordingly, selected youth leaders were provided with the opportunity through a comprehensive capacity-building programme to work both with their peers as well the government and civil society actors, particularly from politically vulnerable areas of conflict and social marginalization in the country.

Communities and CBOs/CSOs – Through the project, the youth leaders in the target districts take took part in Community Needs Assessments to better understand the issues and positivity of their own community. Community-based Organizations (CBOs) and Civil Society Organizations (CSOs) also were mobilized to provide support for young leaders to implement action plans in their selected communities.

Local and National Level Public Officials and Institutions – At the national level, the project the supports broader policy environment in response to increasing youth civic participation and at the national level, the project collaboratively works with GN, and DS divisions to create recognition for the young leadership.

- **Project Implementation Partners**

Non-government: Sarvodaya Shanthi Sena Sansadaya and Seva Lanka

Government: National Youth Services Council and Ministry of Youth and Sports

- **Project Management Structure – this can be described under the project description**

A Project Review Committee consisting of focal points from WHO, UNDP, UNV and a representative from the PBF Secretariat in the UN Resident Coordinator's Office was established. WHO serves as the lead agency and is responsible for coordination amongst implementing partners as well as collating and submitting project reports to the Peacebuilding Support Office (PBSO) and the Peacebuilding Board. WHO, UNDP and UNV focal points are jointly responsible for monitoring and evaluation of respective components as guided by the overall Results Framework. Sarvodaya Shanthi Sena Sansadaya and Seva Lanka are the main CSO implementing partners and coordinate and report on the efforts of twenty-five districts. UNDP reports on the project to UNDP's SDG 16 Portfolio Board which is co-chaired by the External Resources Department and the UNDP implemented components are subject to UNDP's corporate monitoring and compliance requirements.

In this context, the project is seeking to hire a service provider to assess the impact, results, data and lessons learned from the intervention and conduct an overall project evaluation.

3. REQUIREMENTS

Introduction

Characteristics of the provider

Status

The required service provider shall be a consulting company or a team comprising of an International Consultant, with two national consultants operating in the field of evaluation in conflict prevention, combating violent extremism, hate speech, youth leadership and peacebuilding.

Scenario 1: Application by the company/ firm:

The commissioning party shall accept applications from companies/firms capable of meeting the requirements of this consultancy by forming a team of consultants. The team should consist of an international consultant and two national consultants well-versed in the field of evaluation in conflict prevention, combating violent extremism, addressing hate speech, fostering youth leadership, and contributing to peacebuilding.

Scenario 2: Application by independent individual consultant:

The commissioning party shall welcome applications from an individual international consultant capable of fulfilling the requirements of this consultancy. The independent consultant is required to assemble a team consisting of two national consultants well-versed in the areas of conflict prevention evaluation, countering violent extremism, addressing hate speech, promoting youth leadership, and contributing to peacebuilding.

Experience

Experience of Team Lead (International)

- Strong technical knowledge and expertise in the areas of monitoring and evaluation for development projects, Gender, Peace, and Social Cohesion.
- At least 7 to 10 years of experience in designing and leading baseline assessments, and evaluations for projects targeting conflict prevention, combating violent extremism, hate speech, and peacebuilding.
- Proven knowledge and understanding of monitoring and evaluation methodologies, including qualitative and quantitative data analysis skills and participatory data collection approaches.
- Knowledge of national and local contexts and governance systems and legal and policy frameworks and previous experience engaging with UN agencies, donors and high-level government stakeholders, and CSOs are preferred.
- Excellent analysis and report writing/communication skills in English.

Qualifications of Team Lead

- International consultant should hold a master's degree in social sciences, humanities, law, human rights, economics, development, or a related field.

Experience of National Consultants

- Strong technical knowledge and expertise in the areas of monitoring and evaluation for development projects, Gender, Peace, and Social Cohesion.
- At least 5 years of experience in designing baseline assessments, and evaluations for projects targeting conflict prevention, combating violent extremism, hate speech, and peacebuilding. Proven knowledge and understanding of monitoring and evaluation methodologies, including qualitative and quantitative data analysis skills and participatory data collection approaches.
- Knowledge of national and local contexts and governance systems and legal and policy frameworks and previous experience engaging with UN agencies, donors and high-level government stakeholders, and CSOs are preferred.
- Gender balance is preferred.
- Fluent competency in Sinhala and Tamil between the two.

Work to be performed

EVALUATION PURPOSE & SCOPE

The purpose of the evaluation is to:

1. Assess the progress made in achieving the expected results.
2. Assess the relevance, coherence, effectiveness, and efficiency, of progress made towards impact, sustainability management and monitoring outlooks of the project
3. Analyze how cross-cutting issues such as gender equality, women and youth volunteering and climate change principles have been integrated into implementation.

Upon completion, the evaluation findings will be incorporated into the final project report to PBSO highlighting overall achievements, lessons learned and best practices. Covering the entire project life cycle from January 2021 to July 2023, the summative evaluation will generate vital evidence on progress towards peacebuilding impacts and examine the **relevance, effectiveness, efficiency, sustainability and contributions towards gender equality objectives** of the programmatic interventions for national and local stakeholders and rights-holders in all twenty-five target districts.

Accordingly, a flexible approach will be adopted, and the evaluation scope and methodology will be finalized in the inception stage with stakeholder consultations and following a rapid assessment, thus may not cover all areas of the Evaluation Criteria attached below.

The evaluation review period will cover the programming period from January 2021 to July 2023. Interventions implemented during the entire project period from January 2021 to July 2023 will be subjected to evaluation. The evaluation will integrate gender equality and human rights-based approaches and be guided by the principles of do no harm, impartiality, transparency, inclusivity and participation.

- Geographic scope: Island-wide from different parts of Sri Lanka.
- Thematic scope: The evaluation will cover all peacebuilding, health and well-being promotion among youth leaders.
- Sampling Scope: The evaluation will be limited to the interventions implemented under all two outcomes of the project targeting 573 young leaders and youth parliamentarians, and project beneficiaries in the community needs assessments and action plan phase.

The primary intended users for this evaluation will be the following stakeholders, but not limited to:

- Government counterparts: Ministry of Sports and Youth Affairs
- Implementing partners: WHO, UNDP, UNV, state counterpart NYSC and CSO's.
- Development actors working in the area of Peacebuilding and reconciliation, including PBSO/PBF.

The evaluation should be carried out by a team of up to 3 experienced and qualified consultants. The team should be led by an international leadership consultant and comprise up to two locally based national experts as well. The evaluation team should also show gender representation and excellent contextual knowledge of the country, and the two local consultants should have proficiency in local languages.

Evaluation Criteria

The evaluation will assess the project's results and evaluate the *relevance, coherence, efficiency, effectiveness, Impact & sustainability* of the actions

Relevance: the extent to which the project has contributed to addressing the needs identified in its design	• Were the project's objectives, Theory of Change and Intervention strategies relevant to the needs and priorities of youth within the context of Sri Lanka over 2021-2023?
	• How relevant was the targeting and selection of youth groups reached through this project?
Coherence: the extent to which the project addresses synergies and interlinkages between the work carried out by WHO, UNDP, UNV and NYSC.	• Did this intervention establish synergies and interlinkages with other interventions which have similar objectives carried out by WHO, UNDP, UNV and relevant Government/non-Government development partners?
	• What were the comparative advantages of WHO, UNDP, and UNV in implementing this project? How well did the partner agencies coordinate, jointly-plan and jointly-implement to ensure coherence?
Effectiveness: the extent to which the project has implemented its major activities targeting the beneficiaries to reach output and outcome-level results	• How effectively did the project reach its target groups?
	• To what extent was the project's overall planned results achieved at output and outcome levels? What were the reasons for any non-achievement?
	• Were there any unexpected results or unintended consequences of the results (both positive and negative)?
	• To what extent did the project make timely adjustments to its strategy to maintain its effectiveness?
Efficiency: the extent to which the project resources were managed	• Have financial and human resources been allocated sufficiently and strategically to achieve project outcomes?

well in proportion to the results achieved	• Have the outputs been delivered in a timely manner?
	• How has the project ensured value for money through the use of the most cost-efficient methodologies to achieve planned results?
Impact: the extent to which the project has achieved measurable change based on planned results	• Did the intervention reinforce existing discrimination and power structures or was it transformative? In which way/s? • What are the most significant changes achieved through this project for youth?
Sustainability: the extent to which the project has potential for sustainability	• How were local and national capacities changed through this project?? • How resilient are the project's outcomes and will they sustain beyond the project lifespan? • What partnerships/relationships were built through the project, and will they contribute to the sustainability of the project results? • To what extent is there evidence that capacities, knowledge, relationships, mechanisms and systems established through this project are sustainable and would continue to contribute to social cohesion beyond the project duration?
Gender Equality and Human Rights: the extent to which the project has integrated gender, disability and human rights into the program design and implementation	• To what extent did the project actively identify and include marginalized and excluded youth groups and ensure disability inclusion during the design and implementation of activities? • Was there an effort to involve young men / young women equally? Does the project address harmful gender norms and/or facilitate the transformation of gender roles that can contribute to peacebuilding?
Project Management and Monitoring	• How effective were the project's monitoring and evaluation strategies to inform decision-making? • How effective was the project's results framework to measure results?

EVALUATION MANAGEMENT

The evaluation process supervision will be led by WHO with joint input from UNDP and UNV. An Evaluation Reference Group (ERG) – will be established and engaged systematically at key milestones of the evaluation process to facilitate the conduct of a transparent and participatory evaluation. It is the responsibility of the ERG, where applicable, to approve the final evaluation terms of reference, endorse the selection of the evaluation team and approve all evaluation outputs and methodological decisions. ERG will include the senior management of the recipient organizations, PBSO representative, and stakeholder representatives. The ERG will be consulted to validate and provide feedback to strengthen the accuracy, relevancy and quality of the deliverables. A designated

Evaluation Manager from WHO will be nominated who shall correspond with the evaluation team lead on all contractual matters and communicate the feedback of the ERG for consideration and incorporation.

WHO, as the lead recruiting agency, shall enter into a contractual agreement either with a company/ firm or with the International Consultant. The tentative duration of the assignment is between 1 February - 31 March with an estimate of 35 working days each for the three team members, allocated equally across all evaluation stages.

The selected organization or the International Consultant shall be contractually responsible for the completion and submission of the deliverables outlined below. The International Consultant's responsibilities include the provision of technical expertise and overall direction in support of the data collection and field efforts led by the National Consultants, and the management of all communication and coordination with the WHO Evaluation Manager. Whereas the International Consultant's assignment will be home-based (remote) with no travel to the project sites, the National Consultant/s will be primarily responsible for the data collection as per the approved methodology in the inception report.

Key requirements

METHODOLOGY

The final evaluation will be an impartial, transparent, inclusive and participatory process, gaining feedback, perspectives and experiences from relevant project participants/beneficiaries, stakeholders and partners. The overall evaluation design will be non-experimental and rely primarily on qualitative data collection (interviews and focus group discussions) and analysis methods aligned with the principles of gender equality and human rights. The rationale behind key methodological decisions, including sample selection and data collection tool development and administration, and their limitations should be systematically elaborated in the inception report.

To ensure the accuracy and credibility of the findings, data should be triangulated with the use of multiple primary and secondary data collection methods and sources, including but not limited to desk reviews, document analysis, key informant interviews with stakeholders and thematic experts and case studies, and reviewed and validated through consultations with the evaluation management and reference groups.

An inception report must be carried out as the first task of the evaluation team to finalize key evaluation criteria and corresponding questions and to inform the design and methodological choices. An Evaluation Matrix should be developed as part of the Inception Report incorporating insights from relevant stakeholders, including WHO, UNDP, UNV, NYSC and, PBSO/PBF and, and the review of available project-related information. The following information will be supplied by WHO, UNDP, UNV and NYSC to support the inception process:

- Full project document, results-based monitoring framework used to measure performance and updated conflict analysis.
- Available monitoring data and relevant information collected at output level and beyond.
- Key project outputs such as knowledge products, reports and agendas from meetings and workshops.
- Relevant policies and knowledge products produced in the project's operating environment, including existing national and regional data and evidence, and/or data from similar projects.
- A comprehensive list of beneficiaries and stakeholders and contacts for data collection.

- An introductory letter to facilitate data collection and consultations with project stakeholders.

The inception report would be reviewed and required to get approved by ERG and the PBSO before proceeding ahead with the data collection and field work.

EVALUATION ETHICS

Evaluation processes and methods should be culturally sensitive and ethically valid to protect the privacy and confidentiality of the participants and should not cause physical or emotional distress. The evaluation team should closely consult or, strictly abide by the “Do No Harm” principle and as noted.

The evaluation team should have both personal and professional integrity and abide by the [UNEG Ethical Guidelines](#) for evaluation and the [UNEG Code of Conduct for Evaluation in the UN system](#) to ensure that the rights of individuals involved in the evaluation are respected. The evaluation team must act with cultural sensitivity and pay attention to protocols, codes and recommendations that may be relevant to their interactions with women. As part of the Inception Report, the evaluation team will develop a specific protocol for the conduct of the evaluation and data collection in line with WHO Guidelines on conducting research. All data collected through the evaluation is the property of WHO and must be provided to the organization, if requested, in a word format. In addition, WHO information security policy on protecting the integrity and confidentiality of data must be adhered to. The evaluation team must explicitly declare their independence from any organizations that have been involved in designing, executing or advising any aspect of the WHO Sri Lanka project that is the subject of evaluation. The selection process will ensure that the evaluation team does not have any relationship with the project in the past, present or foreseen in the near future. If any wrongdoing is uncovered, the WHO Legal Framework for addressing non-compliance with UN conduct must be followed. Evaluators will be required to ensure evaluation participant safety and wellbeing, through considering sensitives in data collection (tools and process) and evaluation team, providing plans for data security, confidentiality and participant anonymity.

Deliverables

	Description
Deliverable 1 1. Inception Report	1. Compilation and submission of a draft Inception Report to the Evaluation Reference Group. The draft Inception Report must incorporate an implementation plan and an evaluation methodology based on the findings of the national consultant’s Rapid Assessment. 2. Incorporation of feedback and/or additional findings provided by the Evaluation Reference Group into the finalized version.
Deliverable 2 2. Presentation of Preliminary Findings and	1. Presentation for a virtual debriefing session (for ERG) held prior to the completion of data collection activities to identify gaps and address issues. 2. Submit the draft Preliminary Findings Report to the Evaluation Reference Group and Evaluation Management committee following data collection

Submission of Draft Report	3. Incorporate feedback and/or additional findings provided by the Evaluation Reference Group and other project stakeholders. 4. Submit the final Preliminary Findings Report to the Evaluation Reference Group.
Deliverable 3 3. Final Evaluation Report, Two-Page Evaluation Findings Brief and Innovative Programme Learning document	1. Submit the following documents to the Evaluation Reference Group and Evaluation Management Committee. • Draft Final Evaluation Report (English) • Please note that the number of drafts to be submitted will vary according to the feedback of the ERG • Draft a Two-Page Evaluation Findings Brief (English) 2. Present the final evaluation findings to the Evaluation Reference Group. 3. Incorporate feedback received by the Evaluation Reference Group and submit the finalized documents to WHO/: • Final Evaluation Report (English) • Final Two-Page Evaluation Findings Brief (English) All documents highlighted in this section must follow relevant UN guidelines and processes outlined and formatted in accordance with project branding guidelines for technical publication.

Place of performance

Project Locations in Sri Lanka

Timelines

Start date – 1 February 2024

End date – 31 March 2024

Duration – 2 months

Reporting requirements

The selected company/ firms or the international consultant will be expected to submit a detailed report upon delivery of all agreed activities along with a detailed summary of the expenditure incurred against the proposed budget.

Payment will be released upon satisfactory completion and once the final and revised versions of the deliverables outlined, incorporating the feedback of ERG, are reviewed, and approved. Payment shall be made within 30 days of receipt of the corresponding invoices. All travel-related costs must be included in the financial proposal as a lumpsum amount. Payment for travel costs will be made upon submission of evidence of travel. The contract price is fixed output-based according to the deliverables specified below. Cost Breakdown as per Deliverable*

Evaluation Criteria

The Technical Proposal will be assessed based on the 3 major criterias as shown in the table below.

Summary of Technical Proposal	Total Points
Section 1. Experience and Qualification of Team Lead	30
Section 2. Proposed Methodology, Workplan and Approach	20
Section 3. Experience of Team	20
Total	70

Details of evaluation criteria and marking scheme:

Technical Proposal Evaluation Criteria		
Section 1. Experience of Team Lead (International)		Points obtainable
1.1	Strong technical knowledge and expertise in the areas of monitoring and evaluation for development projects, Gender, Peace, and Social Cohesion.	5
	At least 7 to 10 years of experience in designing and leading baseline assessments, and evaluations for projects targeting conflict prevention, combating violent extremism, hate speech, and peacebuilding.	5
	Proven knowledge and understanding of monitoring and evaluation methodologies, including qualitative and quantitative data analysis skills and participatory data collection approaches.	5
	Knowledge of national and local contexts and governance systems and legal and policy frameworks and previous experience engaging with UN agencies, donors and high-level government stakeholders, and CSOs are preferred.	5
1.2	Qualification of the Team Lead	10
	International consultant should hold a master's degree in social sciences, humanities, law, human rights, economics, development, or a related field.	
Total Section 1		30

Section 2. Proposed Methodology, Workplan and Approach		Points obtainable
2.1	Methodology/ Approach / Realistic Workplan	15
2.2	Tasks defined for the scope of work and aligned to TOR	5
Total Section 2		20

Section 3. Experience of Team		Points obtainable
3.1	Strong technical knowledge and expertise in the areas of monitoring and evaluation for development projects, Gender, Peace, and Social Cohesion.	5
	At least 5 years of experience in designing baseline assessments, and evaluations for projects targeting conflict prevention, combating Violent Extremism, hate speech, and peacebuilding. Proven knowledge and understanding of monitoring and evaluation methodologies, including qualitative and quantitative data analysis skills and participatory data collection approaches.	5
	Knowledge of national and local contexts and governance systems and legal and policy frameworks and previous experience engaging with UN agencies, donors and high-level government stakeholders, and CSOs are preferred.	5
3.2	Demonstrated inclusion of Sinhala and Tamil speaking team members in project team	5
Total Section 3		20

A. RECOMMENDED PRESENTATION OF PROPOSAL

The application should contain:

1. **A technical proposal and an Expression of Interest** expressing willingness to take up the assignment. The proposal should include company profile, relevant experience of similar assignments undertaken, and a list of previous clients.
2. **Updated CVs of the proposed team members-** include qualifications/competencies and relevant past experience in similar projects,
3. **A sample of similar work undertaken by the institution** (preferably by the proposed team members)

4. FINANCIAL PROPOSAL

The financial proposal should satisfy the following:

The calculation of fees should indicate the Total Cost for an ***“all-inclusive”*** cost in Sri Lankan Rupees (LKR) for the breakdowns, as per the ToR (refer to annexure one). The cost should be all inclusive covering all relevant locations and outputs indicated in ToR.

5. HOW TO APPLY

To apply please email to: sesrIserviceprocurement@who.int Email subject heading: 'YPI - End of Project Evaluation'. The application should contain:

- **A technical proposal.** The proposal should include company profile, relevant experience of similar assignments undertaken, list of previous clients.
- **Examples of similar work undertaken by the institution** (preferably by the proposed team members)
- **A financial proposal** – detailed breakdown of the costing

ANNEXURE ONE – COSTING TABLE

Description	Unit Type	No. of Unit	Unit Rate (LKR)	Amount (LKR)	Remarks
1. Personnel Services					
a. Team Leader					
b. Team Member/s					
Add members if required					
2. Stakeholder meetings/workshops					
3. Out-of-pocket expenses					
a. Travel costs					
b. Communications					
c. Others (please specify)					
4. Other related costs (please specify)					
Total Cost					