

Nutrition Embedding Evaluation Programme (NEEP)

Pre-Qualification Questionnaire
Round II



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Definitions

Co-funding: Applicant's non-DFID contribution to the cost of the proposed evaluation. Contribution might be in cash or in kind (i.e., labour, vehicles and fuel for vehicles, materials, tools/products from existing related programme not funded by DFID, etc.).

Nutrition-sensitive interventions: Interventions or programmes that address the underlying determinants of foetal and child nutrition and development—food security; adequate caregiving resources at the maternal, household, and community levels; and access to health services and a safe hygienic environment—and incorporate specific-nutrition goals and actions.

Nutrition-specific interventions: Interventions or programmes that address the immediate determinants of foetal and child nutrition and development—food and nutrient intake; feeding, caregiving and parenting practices; and burden of infectious diseases.

Background

In September 2011, the UK Department for International Development (DFID) committed to reach 20 million children under-five years of age with nutrition interventions by 2015. DFID aims to achieve this target through nutrition-specific interventions to address the immediate causes of undernutrition, as well as nutrition-sensitive interventions that address the underlying causes of undernutrition. The latter involves adjusting and redesigning programmes across a range of sectors (e.g., health, agriculture, and social protection) to make them more likely to deliver impact in reducing undernutrition.

DFID is working in partnership with developing country governments, civil society, and the private sector to scale up nutrition interventions. DFID is fully aligned behind the principles of the global Scaling Up Nutrition (SUN) movement and provides technical and financial support to improve SUN coordination and improve civil society's capacity and voice on nutrition in developing countries.

In an effort to ensure value-for-money and ultimately, increase the impact of nutrition interventions, DFID is committed to expand the evidence base through rigorous evaluation. It is in the context of both DFID nutrition and evaluation priorities that the Nutrition Embedding Evaluation Programme (NEEP) has been developed.

NEEP is intended as DFID's main mechanism for supporting high quality evaluations of DFID's major nutrition programmes and the most innovative civil society nutrition programmes. In so doing, NEEP will generate evidence on the interventions required for tackling undernutrition, which also obtain best value-for-money.

As the NEEP implementer, PATH will issue a maximum of 20 grants to civil society organisations (CSOs) to fund or supplement the funding of evaluations of nutrition interventions. NEEP released its first grants announcement and PQQ in December 2013 to fund Round I grants.

Types of grants

DFID will fund two types of grants under the NEEP Project:

Nutrition evaluation

These grants are intended for CSOs that are interested in evaluating nutrition outcomes of their programmes—especially, previously untested nutrition approaches, or the integration of a nutrition component into ongoing nutrition-sensitive interventions. CSOs could also be working in improving nutrition policy and/or an enabling environment. The selected grantees will be provided with the funds to support the evaluation of the nutrition impact of their programmes. In this second round of grants, NEEP is expecting to fund two to three grants in this category, with a budget of up to £180,000 for each grant.

Supplemental funding for planned and ongoing evaluation activities

These grants are intended for CSOs that have experience implementing evidence-based nutrition programmes and are interested in strengthening and/or supplementing their evaluation by assessing, for example, the scale-up of delivery, cost-effectiveness, or an innovative application of a proven intervention. Applicants could also use the supplemental funding to conduct further data collection, additional documentation and publication, more in-depth analysis, or reassessment of evaluation design. Applicant CSOs should already have some capacity in M&E, but may need additional resources to implement the programme evaluation. In this second round of grants, NEEP is expecting to fund seven grants in this category, with a budget of up to £65,000 for each grant.

Selection process

There is a two-stage selection process for the NEEP grants.

- Interested organisations must submit a response to the pre-qualification questionnaire (PQQ) hereby released by the NEEP team. The NEEP team will review eligible applications and create a shortlist based on the eligibility criteria listed below.
- A tender will then be released to only the shortlisted applicant organisations. At that point, the selected organisations will be expected to submit a full proposal and budget.

Eligibility criteria

To be eligible for these grants, the interested organisations/entities must:

- Implement or plan to implement nutrition-related interventions. These can be either nutrition-specific interventions, nutrition-sensitive interventions, or interventions addressing the enabling environment for nutrition.
- Have secured funds for program implementation. NEEP will provide support for evaluation costs only.
- Be legally registered in the country where the nutrition-related intervention is implemented. Proof of registration/legal status must be submitted with the application.
- Demonstrate ability to receive wire transfers in Pound Sterling (£).
- Submit a brief co-funding plan for the evaluation cost to demonstrate commitment to the success of this initiative. Please indicate the broad budget line items to be covered by co-funding as well as the co-funding source(s). Successful applicants should be prepared to detail co-funding at the RFA stage. The recommended co-funding level is 15% of the requested funds.

- List potential research partners that can engage in the evaluation to support evaluation design and publication of findings.
- Propose a start date between **August 1, 2014 and October 1, 2014**. However, please note that the grant must be completed by **April 30, 2017**.
- Apply to only one of the two categories of grants discussed above. CSOs are allowed to apply to both categories if they are submitting applications for two separate projects.
- Answer all the questions in this assessment.

Submission process

- Applications in response to the PQQ must be submitted to NEEP@path.org no later than **11:59PM Eastern Daylight Saving Time (GMT-5 hours), Sunday, May 11, 2014**.
- Applications must be submitted in English.
- Applications must be submitted in electronic format only.
- Applicants must submit a coversheet stating the name of the organisation submitting the application, the project title (if applicable), the country where the proposed project will be implemented, the proposed project dates, the requested amount of funding in Pound Sterling, contacts of the primary individual responsible for the application as well as contact information of an alternate responsible person, and the type of grant for which the application is being submitted. The coversheet does not count toward the page limit on the PQQ response.
- Applicants must submit a brief co-funding plan and description of the potential research partner as an annex to their PQQ response. The co-funding plan and the description of the potential research partner should not be longer than half-page in length each. Neither of these documents will count toward the page limit set for the PQQ response.
- Applications received after the deadline will not be considered.

Formats and requirements

Applicants must submit their responses as a Microsoft Word attachment to an email to the NEEP team. The subject of the email should be: <Organisation name> NEEP PQQ Response.

For example, the email submission from a hypothetical organisation called ABC would have the following subject line: ABC NEEP PQQ Response.

Please make sure to name your PQQ response as: NEEP PQQ response_<Organisation name>_<Date of submission in ddmmmyyy format>.

For example, a PQQ response from the hypothetical organisation ABC submitted on December 18, 2013 would be named: NEEP PQQ response_ABC_18122013.

In addition, please make sure that any other requested document, e.g., proof of registration, organogram chart, proof of bank account being able to receive Pound Sterling, co-funding plan, is labelled as follows: <Name of document>_<Organisation name>_<Date of submission in ddmmmyyy format >.

Responses to the PQQ must be no longer than five pages. Annexes do not count toward this page limit.

Evaluation criteria

Applications will be evaluated based on the following criteria:

1. **Relevance:** Is this evaluation relevant with respect to addressing the burden of undernutrition?
2. **Innovation:** Will this evaluation test an innovative approach to tackling undernutrition?
3. **Impact:** Can this evaluation assess impact of nutrition interventions?
4. **Scalability:** Will the evidence generated from this evaluation be applied towards scalable interventions?
5. **Organisation management capacity:** Is the applicant organisation able to properly manage a grant?
6. **Ability to co-fund:** What are the resources and capacity to provide co-funding?
7. **Partnerships:** What is the ability of the CSO to establish relationships with potential research partners?

Disclaimers

By submitting a response to this PQQ, the applicants consent to the disclosure of the documents submitted with their responses to the reviewers involved in the selection process—both internal and external to PATH.

A response to this PQQ does not constitute an award commitment on the part of PATH, nor does it commit PATH to pay for any costs incurred in the preparation or submission of a response. PATH reserves the right to reject any and all offers, if such action is considered to be in the best interest of NEEP.

This PQQ request does not commit PATH to make an award or a full award. PATH may (a) reject any or all applications and/or (b) waive informalities or irregularities in applications received.

Communication of results

All applicant organisations will be contacted via email on/about May 31, 2014, with information on the status of their application. At that point, shortlisted organisations will be invited to submit a full proposal.

Questions

Please address all your questions to the NEEP team at NEEP@path.org.

NEEP pre-qualification questionnaire (PQQ)

I. MANAGEMENT CAPACITY: Maximum one page, excluding the organogram

a. Funds management experience:

Please describe your organisation's experience in receiving and managing funds/grants from donors. Please be specific about who the donors are and how funds from different donors are separately accounted for, if applicable.

What is the current funding level managed by your organisation? For international organisations, what is the current level managed by the country office applying for a NEEP grant?

b. Financial performance:

Please describe your organisation/office's performance in previous financial audits. If not applicable, please describe your organisation/office's ability to handle scrutiny of financial performance by briefly discussing your accounting system and the checks and balances in place to ensure appropriate and accurate disbursements of funds.

c. Organisational structure:

Please describe your full organisational structure including any sub-offices (attach an organogram chart of local office).

- For international organisations, please describe the organisational structure of the country office which is implementing the nutrition-related intervention to be evaluated. Please provide an organogram of the country office.

Please provide a short description of the role of each of your finance and administration staff in the day-to-day management of projects.

II. INTERVENTION: Maximum two pages

1) Context:

- a) Describe the context in which you are implementing your current or planned nutrition intervention. Include information on the burden of undernutrition (include citations).
- b) Programme rationale. Mention any formative research and/or needs analyses conducted prior to the intervention.

2) Programme objectives: List the programme objectives of your current or planned nutrition intervention.

3) Programme design:

- a) Summarize the nutrition-related intervention
- b) Geographical scope of intervention
- c) Primary and secondary target groups and the number of target beneficiaries
- d) Start and end dates of the intervention
- e) Source of funding for program implementation

III. PROPOSED EVALUATION: Maximum two pages

1) **Rationale:**

- a) Rationale for conducting an evaluation of your nutrition-related intervention.
- b) Provide information on existing evaluations and evidence, providing references where necessary.

2) **Evaluation question(s):** List the main research questions the proposed evaluation will aim to answer.

3) **Evaluation outcome(s):** List the primary outcomes of interest the proposed evaluation will aim to measure.

4) **Evaluation design:**

- a) Please describe the proposed evaluation design (e.g., experimental, quasi-experimental, or non-experimental).
- b) If evaluating programme impact, describe how control group(s) will be identified.
- c) Describe sampling strategy.
- d) If the intervention is ongoing, indicate whether reliable baseline information is available.

5) **Capacity:**

- a) Please describe organisational capacities in M&E. Include information on existing M&E systems.
- b) Specify previous experience, if any, on measurement of nutrition outcomes.
- c) Describe potential research partners and expected roles.