

Final Evaluation Quote Instructions

Background

Deaf Worlds (DDW) is a deaf-led non-profit organization that supports the self-determination of signing Deaf communities through local capacity building.

We are in search of a final evaluation firm for our current project “Social Inclusion of the Deaf” based in Santo Domingo, Dominican Republic. This program, funded by the United States Agency for International Development, provides organizational training, capacity building and human rights training to the Dominican Republic’s National Association of the Deaf (Asociación Nacional de Sordos de la República Dominicana, ANSORDO).

The anticipated period of performance is October 1st – November 15th, 2021. This will be a Firm Fixed Price purchase order.

Timeline:

8/16/21 12 pm EST: Questions Due to ddwteam@deafworlds.org (must be submitted via email; no phone calls please)

8/23/21 12 pm EST: Final Quote Due to ddwteam@deafworlds.org

8/25/21: Interviews with DDW team (finalists only)

8/31/21: DDW issues decision

**Dates are subject to change and will be communicated to interested parties (those who submit questions and/or confirm interest via email to ddwteam@deafworld.org).*

Proposal Instructions: Please provide the following documents separately in electronic format (either .pdf, .doc, or .xlsx to History Estill-Varner:

- 2-page (12 pt font, 1 inch margin) capability statement that demonstrates offeror’s ability to complete the tasks associated with Final Evaluation.
- 3-page description of methodology for the Final Evaluation inclusive of associated challenges and mitigation strategies.
- Firm Fixed Price budget inclusive of a concise narrative showing pricing to be fair and reasonable.

Evaluation Criteria: DDW will evaluate offerors on the following criteria in order of importance: (1) capability statement, (2) methodology, (3) challenges and mitigation strategies, and (4) cost.

DDW Point of Contact
Name: History Estill-Varner Title: Co-Executive Director Email: hvarner@deafworlds.org

Final Evaluation

Statement of Work (SOW)

Background

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Place of Performance: Place of performance is negotiable, depending on the Contractor’s proposed data collection methodology. In-person meetings with DDW (in the U.S.) will not be required. Data collection sites may include: Dominican Republic. Data analysis, cleaning, and report writing can happen anywhere.

Objective of the SOW

- Objective 1: Conduct a final evaluation of the Social Inclusion of the Deaf Program as it comes to an end.
- Objective 2: Understand program effectiveness and opportunities for improvement in follow on and similar programs
- Objective 3: Understand program impacts on ANSORDO and the Deaf community.
- Objective 4: Gather success stories and interesting anecdotes to better describe the work.

Tasks

1. Develop Work Plan in accordance with deliverables and timeline and includes relevant challenges specific to evaluations of deaf organizations in Dominican Republic.
2. Provide suggestions on improving efficacy of the evaluation objectives.
3. Provide translation and interpretation plan for communication in sign and in writing to stakeholders.
4. Develop Evaluation Plan draft and final.
5. Develop survey or interview instruments for KIIs, focus groups or other data collection tools.
6. Provide 2 page infographic summarizing top level findings on objective 2 to share with USG and DR stakeholders
7. One short (8 page) summary of overall findings, challenges in survey implementation, limitations, and lessons learned for future similar projects.

8. Hold weekly 30-minute progress calls, followed by summary email, with DDW staff to update on any issues and needs to produce timely and quality deliverables as noted below.

Deliverables:

#	Deliverable	Due No Later Than (business days post signed purchase order)	Description
1	Kickoff meeting	5	Technical and contractual POCs from vendor and DDW meet to review contract and discuss moving forward.
2.	Draft Work Plan	10	Includes a draft description of the proposed methodology, survey tools, tentative timeline with start and stop dates for data collection and analysis, and description of analysis plan. Identifies important personnel including program manager, points of contact for technical and contractual issues, as well as expected risks and mitigation strategies.
3.	Finalized Work Plan	25	Includes any requested revisions to Draft Work Plan.
4.	Data Collection	25-74	Collect Data.
5.	Weekly Meeting/Update	Ongoing	Update DDW on progress of deliverables, outstanding requirements, forecasting challenges, interesting anecdotes and findings. Each meeting will be preceded by a summary email.
6	Summary of Findings	75	Short (8 page) summary of overall findings, challenges in survey implementation, limitations, and lessons learned for future data collection projects.
7.	Infographic	75	One page infographic showing pertinent programmatic effectiveness information
8.	Close Out Brief	85	Summary discussion with DDW on process and findings of data.

Payment Schedule:

Deliverable	% of Total Firm Fixed Price Amount
Final Work Plan	25%
Data Collection	25%
Final Survey Report and Cleaned Dataset	25%

Final Out Brief	25%
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Required Contractor Experience and Qualifications:

- Demonstrated ability to complete the requested tasks in the specified timeline.

Period of Performance

October 1st – November 15th, 2021

Reporting

Contracts POC	Technical POC
Name: Sachiko Flores Title: Co-Executive Director Email: sflores@deafworlds.org	Name: History Estill-Varner Title: Co-Executive Director Email: hvarner@deafworlds.org