

**Government of Anguilla**  
**Department of Youth and Culture**

**Procurement Notice**

**Procurement #2016/3/DYC/1**

Consultancy to facilitate the establishment of a process and instruments for programme measurement and evaluation for the Department of Youth and Culture (and other Departments within the Ministry of Social Development)

**Areas of Focus**

Performance measurement and program evaluation share similarities but serve different purposes.

**Performance measurement** is the ongoing monitoring and reporting of program accomplishments and progress toward pre-established goals. For many programs, requirements can be met through performance measurement, which includes collecting data on the level and type of activities (inputs) and the direct products and services delivered by the program (outputs).

**Program evaluation** is a systematic process of obtaining information to be used to assess and improve a program. In general, organizations use program evaluations to distinguish successful program efforts from ineffective program activities and services and to revise existing programs to achieve successful results. Conducting evaluations is an integral part of operating and managing a program because it helps to determine whether you are meeting the needs of your client base. The type and application of program evaluation methods depend on the mission and goals of the program.

Both mechanisms support resource allocation and policy decisions aimed at improving service delivery and program effectiveness. **While performance measures can tell you only what is occurring in your program, program evaluation provides you with an overall assessment of whether your program is working** and can help identify adjustments that may improve your program results. Performance measurement data can be used to detect problems early in the process so that you can correct them before it is too late. Program evaluation data are often used when results or outcomes are not readily observable and performance measures are not sufficient to demonstrate a program's results

-Excerpt from OVC Guide on Performance Measurement and Evaluation (2010)

## **Background**

Departments in the **Ministry of Health and Social Development** implement and manage a variety of programmes annually. Each programme provides an array of public services to our clientele. Very few departments engage in robust or targeted performance measurement and programme evaluation.

The training delivered and the tools developed through this consultancy will inform Heads of Departments and their staffs of the importance of performance measurement and programme evaluation and equip them with the wherewithal to implement a robust process of performance measurement and programme evaluation in their respective departments.

## **Methodology and Process**

The proposed consultancy will facilitate training and the development of performance measurement and programme evaluation instruments (in collaboration with the departments):

- Work collaboratively with departmental and ministry staff
- Facilitate a series of interagency consultations /meetings to assess departmental needs in the areas of performance measurement and programme evaluation.
- Evaluate existing performance measurement and programme evaluation processes and instruments
- Facilitate training and practicum exercises with departmental administrators, policy makers and staff.
- Design and create performance measurement and programme evaluation instruments for programmes within the departments.

## **Deliverables and Timelines**

The work is expected to be conducted over a maximum of three months from 15<sup>th</sup> March 2016 to 15<sup>th</sup> May 2016.

Within that timescale the deliverables will include:

1. The facilitation of a series of departmental consultations (number to be agreed).
2. Publication of an interagency needs assessment focused on the current status of performance measurement and programme evaluation strategies and processes within the various departments (number of departments to be agreed on).
3. The facilitation of training workshops.
4. Design and creation of user friendly, tailor-made performance measurement instruments (and where appropriate, easily adoptable across programmes).
5. Design and creation of user friendly, tailor-made programme evaluation instruments (and where appropriate, easily adoptable across programmes).

<b>Timeline</b>	<b>Deliverables</b>
March 2016	1 and 2
April 2016	3
May 2016	4 and 5

## **Budget**

The consultant will be paid \$10,000 US dollars for delivery of all elements of the project.

## **Basis of Payment**

- 50% payment to be paid on approval of the consultancy.
- 25% payment to be paid on receipt of needs assessment report.
- 25% payment within seven days of receipt and acceptance of performance measurement and programme evaluation instruments.

The Department of Youth and Culture (Ministry of Social Development) in collaboration with the Governor's Office through the Anguilla Jubilee Fund, now invites eligible consultants to indicate their interest in providing the services.

Interested consultants must provide information indicating that they are qualified to perform the services (eg. description of similar assignments, experience in similar conditions, embodied in a complete Curriculum Vita [CV], etc.). Consultants may associate to enhance their qualifications.

All information must be submitted in English.

This procurement is open to all qualified consultants. Five (5) hardcopies of your response must be delivered to the address below no later than **Thursday 9th March 2016 at 4:00 pm.**

**Chief Procurement Officer**

Procurement Unit  
Ministry of Finance,  
Government of Anguilla  
The Valley AI-2640  
Anguilla B.W.I.  
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The Department of Youth and Culture reserves the right to cancel the present invitation partially or in its entirety. It will not defray any costs incurred by any applicant in the preparation and submission of applications or this procurement.

Interested consultants may obtain further information between the hours of 8:00am and 4:00pm at the above address or via email [Procurement.Mailbox@gov.ai](mailto:Procurement.Mailbox@gov.ai).