

## Invitation to Qualify (ITQ) for Supplier List: Monitoring, Evaluation, Research, and Learning (MERL)

BACKGROUND	RESPONSE MINIMUM CRITERIA		
<ul style="list-style-type: none"> <li>Monitoring, Evaluation, Research, and Learning (MERL) is the basis of MFAT’s Pacific and Development Group’s performance system. MERL provides a systematic approach to gather, assess, manage, and use evidence. To deliver these MERL ambitions, we need to engage a range of different experts to provide additional capacity and capability to ensure our MERL is relevant, effective, efficient, and coordinated.</li> <li>MFAT are establishing a MERL Supplier Panel (The Panel) and a Supplier List (The List). There is a separate RFP for The Panel. This Invitation to Qualify (ITQ) is for The List and has a focus on Māori, Pasifika, in-country and MERL specialist suppliers.</li> <li>We want to ensure we acknowledge the inherent mana and importance specialist knowledge brings via establishing a wider platform to build capability and share learnings.</li> </ul>	<b>CRITERIA</b>	<b>DETAIL</b>	
<b>REQUIREMENTS</b>	<b>1. Health and safety</b>	Confirm you can supply a Health & Safety Plan appropriate for any work undertaken – template guidance provided by MFAT.	<b>Yes/No</b>
<p><b>MFAT’s need for Monitoring, Evaluation, Research and Learning services means we procure expert support in several areas:</b></p> <ul style="list-style-type: none"> <li>Monitoring and Evaluation Framework Design and implementation support including programme logic; theory of change /action and indicator development; and real-time monitoring for results based management.</li> <li>Evaluation: application and value of different evaluation approaches (e.g. formative evaluation, developmental evaluation, real-time evaluation, outcomes harvesting and rapid reviews); using monitoring and evaluation for adaptive change and management.</li> <li>Research: a wide range of multi-disciplinary research (e.g. applied research, policy analysis and literature reviews) commissioned to support evidence informed decision-making.</li> <li>Learning to support organisational learning: design of communication/dissemination products, including infographics; capability development, training and mentoring in monitoring and evaluation research.</li> <li>Peer review, quality assurance advice and support for all of the above.</li> </ul> <p>To be part of The List, please send your response to MERL@MFAT.govt.nz. The List is open, with periodic yearly intakes. There is no contract in place for The List. There will be minimal due diligence material required at the ITQ stage. This would be requested when and if you are contracted for individual pieces of work using the Contract for Services (CFS-MERL). Please see The List Terms of Reference (ToR) for more detailed requirements.</p>	<b>2. Code of Conduct</b>	Confirm you comply with the MFAT Supplier Code of Conduct. <a href="#">MFAT Supplier Code of Conduct</a>	<b>Yes/No</b>
<p><b>WHY RESPOND TO THE ITQ?</b></p> <ul style="list-style-type: none"> <li>Minimal due diligence at the ITQ process</li> <li>Focus on building capability and shared learnings with The Panel suppliers</li> <li>You may have limited capacity or capability over the whole MERL scope of services but are specialists in your areas.</li> <li>Be a part of the MFAT MERL community</li> <li>Efficient 2-page response requirements</li> </ul>	<b>3. Organisational identity</b>	<p>The supplier self identifies as one or more of the following:</p> <ul style="list-style-type: none"> <li>a Māori or Pasifika-owned business based in New Zealand</li> <li>an in-country pacific based supplier</li> <li>a niche specialist in one of MFAT’s thematic or geographic focus areas (listed in the response form).</li> </ul> <p><i>The definition for self-identification &amp; a niche specialist is outlined in the response form.</i></p>	<b>Yes/No</b>
<p><b>EVALUATION PROCESS</b></p> <ul style="list-style-type: none"> <li>Suppliers’ must demonstrate their ability to meet the criteria outlined in the Response section.</li> <li>Please keep your response to under two pages.</li> </ul>	<b>4. Capability and capacity</b>	<p>The supplier has the ability to provide specialised services as per the Terms of Reference (ToR). Below information to be included in response:</p> <ul style="list-style-type: none"> <li>Size of your organisation</li> <li>Brief outline of your organisation’s level of experience carrying out MERL</li> <li>Outline regions of specialisation (based on <a href="#">MFAT’s Four Year Plans</a>)</li> <li>Outline thematic areas you or your organisation specialise in based on MFAT’s thematic areas (maximum three). The thematic areas are outlined on the response form.</li> </ul>	<b>Yes/No</b>
	<b>INDICATIVE TIMELINE</b>		<b>RESOURCES AVAILABLE</b>
	Invitation to Qualify (Open)	Apply any time.	<ul style="list-style-type: none"> <li>Terms of Reference (ToR)</li> <li>Response form</li> <li>Contract for Services (CFS-MERL)</li> </ul>
	First Intake after initial intake is May 2023 then annually thereafter.	Once applications have been assessed the supplier will be contacted with the outcome. This will be annually and not as we receive them.	<p>Please submit an electronic copy of your Response to <a href="mailto:MERL@mfat.govt.nz">MERL@mfat.govt.nz</a>.</p> <p>These will be assessed in May 2023 and then annually thereafter.</p>