



KMOP-POLICY CENTER ASBL (KMOP-PC)

Square Charles Maurice Wiser 13,
1040 Etterbeek, Belgium Region
email: procurement@kmop.org

Date: 22-04-2026

SUBJECT:

Request for Quotation No.4/2026 - Provision of External Evaluation Services for the Project “Mainstreaming Gender Equality in SSA Academia (MAGNETISE)”, Project No. 101237680

To Whom It May Concern,

KMOP – POLICY CENTER (KMOP-PC) intends to award a contract for the provision of External Evaluation Services in the context of the European project “Mainstreaming Gender Equality in SSA Academia (MAGNETISE)”, under project No. 101237680.

The evaluation will be conducted in line with the relevant EU standards, aiming to assess the effectiveness, efficiency, relevance, and impact of the project activities and results, particularly in relation to gender equality mainstreaming in higher education.

BRIEF DESCRIPTION OF THE PROJECT

The project “Mainstreaming Gender Equality in SSA Academia (MAGNETISE)”, (project No. 101237680), aims to strengthen the capacity of Higher Education Institutions (HEIs) in Sub-Saharan Africa, particularly in South Africa and Uganda, to develop and implement institutional policies promoting gender equality. The project focuses on transferring know-how for the design and application of comprehensive Gender Equality Plans (GEPs).

The action adopts a holistic approach, supporting HEI staff through targeted capacity-building activities, while engaging students in awareness-raising initiatives to foster inclusive academic environments. It also promotes collaboration with civil society and policy stakeholders to create synergies and contribute to systemic change in the higher education sector.

Key activities include the development of GEPs, staff training, the creation of a digital knowledge hub, awareness campaigns, and policy dialogue initiatives, alongside measures to ensure the sustainability of project results.



DESCRIPTION OF WORK / ToRs

Task / Responsibility	Description / Deliverables
Development of External Evaluation Plan	Prepare a detailed plan outlining the evaluation methodology, processes, timeline, and Key Performance Indicators (KPIs) to assess project performance.
Quality Assurance & Evaluation Support	Monitor and assess the quality of project activities, outputs, and overall implementation in line with the Quality Assurance and Evaluation Plan (QAEP) developed by the Project Director/Coordinator.
Mid-term Evaluation Report	Conduct an interim assessment of project progress, evaluating the effectiveness, efficiency, and relevance of activities implemented; provide recommendations for improvement.
Final External Evaluation Report	Independently assess the overall effectiveness, efficiency, relevance, and impact of the project; provide recommendations for future interventions and a final external evaluation report.
Ensure Independence of Evaluation	Maintain objectivity and impartiality throughout the evaluation process, in line with EU standards and the project's QAEP.

Duration of Services

The provision of the above-mentioned services shall take place during the period **May 2026 – 31st October 2028**.

Validity of Offers

Submitted offers must remain valid for a minimum period of **60 calendar days** from the submission deadline.

MINIMUM TECHNICAL REQUIREMENTS

The selected expert will be responsible for the provision of external evaluation services in the context of the MAGNETISE project, including:



- Developing the External Evaluation Plan, detailing evaluation methodology, processes, and KPIs.
- Monitoring and assessing the quality of project activities, outputs, and overall implementation in line with the project's Quality Assurance and Evaluation Plan (QAEP).
- Conducting the Final External Evaluation and producing the Final External Evaluation Report, assessing the effectiveness, efficiency, relevance, and impact of project activities and results.

Submitted offers will be evaluated based on the following criteria:

- A brief description of the provider/expert, including relevant expertise.
- Confirmation of eligibility to participate.

If more than one provider meets the above technical standards, the contract will be awarded to the provider offering the most economically advantageous financial offer.

FINANCIAL REQUIREMENTS

Interested providers are kindly requested to submit a financial offer in EUR (excluding VAT) by completing the attached Annex I – Financial Offer Form, which should include the following:

- Total cost for the full assignment (covering the period 05/2026 – 31/10/2028)
- Any additional charges, if applicable (please specify clearly)

Please note the following:

- All quoted prices must be final and fixed, and cover all activities, deliverables, and overheads related to the assignment.
- The cost of bid preparation, submission, or negotiations, including any travel or communication expenses, will not be reimbursed and cannot be included in the financial offer.
- The standard payment terms of KMOP are net 30 days from the receipt and acceptance of the final deliverables and upon submission of the relevant invoice.

REQUEST FOR CLARIFICATIONS

Clarification requests should be sent by email to: procurement@kmop.org
Deadline for clarification requests: April 27, 2026, 23:59 (local Belgium time).
Bidders are requested to keep all questions concise.



SUBMISSION OF OFFERS

Offers should be submitted:

- **By email:** procurement@kmop.org
- **Or by post:** on the above postal address.


The **subject line / envelope** must clearly state: "MAGNETISE"- External Evaluation Services

Deadline for submission: May 4, 2026 at 23:59 (local Belgium time).

Late submissions will not be considered.

Evaluation of offers: The award criterion will be the most economically advantageous offer, provided the minimum technical requirements are met.

Authorized Representative



KMOP
POLICY CENTER ASBL
Square Charles Maurice
Wiser 131040 Etterbeek
TVA: BE0757535356

**Christina Papapostolou,
Managing Director**

Annexes:

- ANNEX I: Financial Offer Form
- ANNEX II: Declaration of Eligibility & Compliance



Annex I - Financial Offer Form

in the context of the project “Mainstreaming Gender Equality in SSA Academia (MAGNETISE)”, under project No. 101237680

Description of Services	Unit	Total Cost (EUR, excl. VAT)
Full assignment (05/2026 – 31/10/2028)	Lump sum
Additional Costs (if any)	Lump sum

- The above price is **final and fixed**, covering all activities, deliverables, and related expenses.
- This offer remains valid for 60 calendar days from the submission date of the current offer.
- VAT (if applicable): €.....
- **Grand Total (incl. VAT): €.....**

Date:

Signature & Stamp:



Annex II – Declaration of Eligibility & Compliance

in the context of the project “Mainstreaming Gender Equality in SSA Academia (MAGNETISE)”, “under project No. 101237680

I, the undersigned, representing the company/organization (or acting as an independent expert), hereby declare that:

1. The applicant is eligible to participate in the present procedure and is not subject to any grounds of exclusion.
2. The applicant has not been convicted of professional misconduct and is in compliance with tax and social security obligations under applicable laws.
3. The applicant is not in a situation of conflict of interest with respect to this assignment.
4. All information provided in the submitted offer is true, complete, and accurate.
5. The applicant accepts the terms and conditions of the Request for Quotation and commits to deliver the services in accordance with the requirements.

Date:

Name of Applicant/Company:

Legal Representative (if applicable):

Signature & Stamp (if applicable):