



# Answers to the Questions Received in Response to SAIIA's Call for Proposals for an Evaluation

1. The quality of our input during the SAIIA Futures Programme foresight workshop series will be highest after completing the majority of the M&E process.

- a. Is it therefore reasonable to assume that (part of) this workshop series will be conducted after expected completion of the evaluation?

**Answer: Yes, most foresight workshops will take place after the majority of the evaluation is completed. It is crucial to involve the team of consultants, especially the team leader, in co-creating the new strategy through these workshops. No preparation will be required from the evaluator to participate in the foresight workshops.**

- b. How many workshops will held in the series, and how long will each take?

**Answer: Tentatively, we are planning for at least 3.5 full days of in-person workshops to collaboratively develop a draft strategy with the team of consultants, particularly the team leader, and other stakeholders. Follow-up virtual workshops will be organized to finalize the strategy.**

- c. Will there be any planning or pre-work required for these workshops (outside of the research, such as presentations of preliminary results)?

**Answer: No preparation to attend the foresight workshops required. A brief 10 minute presentation on the preliminary results will be beneficial to the foresight workshop process. The FP will engage with the team of consultants especially the team leader in a 1 hour meeting before the foresight workshop series to communicate expectations and align objectives to ensure coherence and maximum inputs**

2. Will the inception report, comments, execution plan and progress reports be completed via email, or are these meetings that will be scheduled with the team and SAIIA?

**Answer: Communication between the team of consultants and SAIIA, through emails and meetings, will be maintained throughout the evaluation process. The number of meetings will be determined during the inception meeting with the selected team of consultants.**

3. Does the Youth Programme represent a cross-cutting theme, and is it directly part of the evaluation? Or is this something to be considered as background information, and as a resource for the workshops and future agenda?

**Answer: The Youth Programme operates as an independent initiative, although youth-related issues are also integrated across several of our research programmes. An**

***independent review of the Youth Programme was conducted and completed in December 2023. The evaluation team is expected to review this report and incorporate a summary of the Youth Programme Review into the evaluation report.***

4. Is there a weighting to the three components of the evaluation? I.e. the independent evaluation of results over the time July 2021 – May 2024, the areas of improvement and the input for the strategy formulation?

***Answer: There is no specific weighting assigned to the three components, as they are interrelated. We look forward to seeing how the various proposals will integrate these sections in their methodology.***

5. Has there been an evaluation process of the period prior to 2021-2025, and if so is it possible to share the outcome of that process?

***Answer: SAIIA's last evaluation for the research programmes was done four years ago. Relevant documents will be shared with the selected team of consultants.***

6. Is it possible to provide an estimate of the amount of documentation, in pages, that will be provided to inform the review process?

***Answer: Unfortunately not.***

7. Are the required interviews with stakeholders required to be in person or virtual?

***Answer: A combination of both depending on location, availability and budget.***

8. Is attendance of the SAIIA Futures Programme foresight workshop series in person, or virtual?

***Answer: Both in person and virtual.***

9. Is SAIIA and/or SIDA able to provide a bandwidth for the budget of the process?

***Answer: Not more than R850,000 and the budget must be in Rands.***

10. Could you let me know if you are seeking consultants and proposals from particular geography or this is open globally?

***Answer: Open to all consultants across the globe.***

11. Timeframe: Is there flexibility in the time frame allocated for the evaluation? Given that the end of the year is approaching and the level of stakeholders the evaluation is targeting (policy and decision-makers), we don't think it is realistic to expect people to make themselves available on short notice and towards the annual holiday period. A more feasible timeframe would be October 2024 – March 2025.

***Answer: Will discuss this with the selected team during inception. Stick to the timelines given in the ToRs for the sake of your application.***

12. Sample: how many engagements with external stakeholders (target actors, partners, project participants, bellwethers, etc. do you envisage? The 15 interviews refer to SAIIA internal team members only, correct?

***Answer: Please disregard the 15 interviews specified in the ToRs. We will leave it to the consultants to propose a representative sample of the various stakeholders. The final number of interviews will be discussed and agreed upon with the selected team.***