



## **Request for Proposals Final Evaluation of the UB IGNITE Project**

The University of The Bahamas, through the Centre of Entrepreneurship and Innovation, invites qualified Consultants or firms to submit proposals to conduct a final evaluation of the UB IGNITE Project.

**Objective:** To engage a qualified evaluator to assess the performance, impact and sustainability of the UB IGNITE Project and provide strategic recommendations.

### **Scope of Services**

The selected consultant will:

- Design and implement the evaluation methodology
- Conduct stakeholder consultations
- Analyse program performance and outcomes
- Develop a comprehensive evaluation report
- Present findings and recommendations

(See detailed Terms of Reference attached)

### **Deliverables**

- Inception Report
- Draft Evaluation Report
- Final Evaluation Report
- Executive Summary
- Stakeholder Presentation

### **Duration**

The assignment is expected to last 6-8 weeks from contract signing.

### **Proposal Requirements**

Interested consultants/firms must submit:

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## Technical Proposal

- Understanding of the assignment
- Proposed methodology and approach
- Workplan and timeline
- Relevant experience and past projects
- Team composition (if applicable)

## Financial Proposal

- Detailed budget inclusive of professional fees, expenses, etc.

## Supporting Documents

- CV(s) of key personnel
- Examples of previous evaluation reports
- At least two (2) references

## Evaluation Criteria

Proposals will be evaluated based on: technical approach and methodology, relevant experience, qualifications of consultant/team, cost-effectiveness and quality of past work.

## Submission Details

Proposals must be submitted by [Date] via email to [ubnignite@ub.edu.bs](mailto:ubnignite@ub.edu.bs) with the subject line: **Proposal – UB IGNITE Final Evaluation**, cc: [randi.miller@ub.edu.bs](mailto:randi.miller@ub.edu.bs).

## Terms & Conditions

UB reserves the right to accept or reject any proposal. Only shortlisted applicants will be contacted and all materials submitted will be treated as **confidential**.

## Inquiries

For additional information, please contact Randi Miller, Project Coordinator at [randi.miller@ub.edu.bs](mailto:randi.miller@ub.edu.bs)

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