



EXPRESSION OF INTEREST

1. Background

Kyambogo University has received funding from the ELMA Foundation, USA, to train a total of 1,000 Early Childhood Education (ECE) caregivers at certificate level and 90 caregivers at diploma level in 13 selected government colleges over a period of thirty-six (36) months.

2. Procurement Requirement

The University now invites sealed Expressions of Interest (EOIs) from qualified and eligible consulting firms/individual consultants for:

S/N	Subject of Procurement
1	Provision of Consultancy Services for Programme Evaluation under the ELMA ECCE Workforce Project

3. Scope of Services

- a) Designing and implementing a comprehensive evaluation framework for the project.
- b) Assessing the effectiveness, efficiency, relevance, and sustainability of the training programme.
- c) Conducting baseline, mid-term, and end-line evaluations.
- d) Providing evidence-based recommendations to strengthen project delivery and outcomes.

4. Eligibility Requirements

Interested consultants must provide information demonstrating that they are eligible and qualified to perform the services, including:

- 1) A cover letter and company/individual profile.
- 2) Proof of legal status (certificate of incorporation/registration or equivalent).
- 3) Experience in programme evaluation in the education sector (at least 3 similar assignments).
- 4) Evidence of key experts with qualifications in Monitoring & Evaluation, Education, and related fields.
- 5) References from at least three (3) clients where similar services have been provided.

5. Shortlisting Criteria

EOIs will be evaluated based on:

- 1) General experience of the firm/consultant.
 - 2) Relevant experience in assignments of a similar nature.
 - 3) Qualifications and competence of proposed key experts.
 - 4) Methodological approach and understanding of the assignment.
- Only shortlisted firms/consultants will be invited to submit detailed technical and financial proposals.

6. Inspection and Clarifications

EOI documents and further information may be obtained from the Procurement and Disposal Unit, Kyambogo University, during working hours (8:00 a.m. – 5:00 p.m., Monday to Friday).

7. Submission of EOIs

Expressions of Interest must be delivered to the address below in one original and two copies clearly marked “EOI for Consultancy Services for Programme Evaluation under the ELMA ECCE Workforce Project” by 28th October 2025 at 11:00 a.m.

Submissions will be opened on the same day at 11:30 a.m. in the presence of bidders’ representatives who choose to attend.

Bids must be delivered to;

**The Procurement and Disposal Unit, Administration Building (1st Floor),
Kyambogo University, P. O. Box 1, Kyambogo, Tel 0414- 287587.**

Arthur Katongole

University Secretary/Accounting Officer

