# Annexures

## Annex A - Team Experience Matrix Template

Name of Project: The appointment of a panel of service providers to provide advanced Monitoring, Evaluation, Reporting & Learning (MERL) expertise and services to the Jobs Fund.

Service Provider Name: <add>

RFP Reference: <add>

Overall Project Lead/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broad area 1: Monitoring & Evaluation Planning Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broad area 2: Project/Application Review and Analysis Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broad area 3: Planning & Conducting Evaluations/ Case Studies/ Research Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broad area 4: Business Intelligence Database Analytics Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broad area 5: Knowledge Production Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the team’s experience in the table below.

(Add additional rows where necessary)

| **#** | **Name of Team Member** | **Role in Project** | **List Key Capability Area**  (as per the ToR) | **Reference Experience in Key Capability Areas**  (reference specific projects team members have worked on) | **Duration of Experience for each Project**  (in months) | **Reference**  (list name, organisation, and contact details) |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | E.g.: Thandi Smith | E.g.: Knowledge Development Lead | 1. E.g., Content Development | e.g.   1. Worked as Senior Content Developer at Social Impact Services International. Core responsibilities included:    1. The development of Learning Papers for distribution to key stakeholders (private sector partners and government departments)    2. The development of social media content for Social Impact Services International’s website, Facebook page and Twitter. | 36 months | Zamile Ndlovu,  CEO of Social Impact Services International,  (c) 089 456 7812,  (e) zamile.ndlovu@siservices.org |
| 1. … |  |  |
| 1. … |  |  |
| 1. E.g., Communications Strategy | E.g.   1. Communications Manager at YWP Fund (a development finance service provider focused on….). Core responsibilities included:    1. The development of Internal Communications Strategies for the YWP Fund and the implementation thereof.    2. The development of External Communications Strategies for the YWP Fund and the implementation thereof (social media, targeted events, targeting publications). | 24 months | Theresa Naidoo, Programme Director YWP Fund, 097 123 4567, tnaidoo@ywp.co.za |
| 1. … |  |  |
| 1. … |  |  |
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| 2 | E.g.: Priya Kistnasamy | E.g.: Project lead | E.g., Challenge Funds | Worked as Programme Director at the XYZ Challenge Fund in Kenya. Core responsibilities included… | 36 months | Queen Oliphant, XYZ Challenge Fund Director, 089 456 7812 |
| Project lead on the Mid-line Evaluation of ABC Challenge Fund in Pakistan. Core responsibilities included… | 8 months | Catherine Gregory, Evaluation Specialist for ABC Challenge Fund, 077 234 9900 |
| … |  |  |
| E.g., Mixed Method Evaluations | Lecturer in Post-graduate Evaluation Methodology at University of Knightsworth | 24 months | Prof. Jacob Dylan, Head of Psychology University of Knightsworth, 011 764 2229 |
| Project lead on the Youth Workseekers Placement (YWP) Fund Summative Evaluation. Methodology included… | 4 months | Theresa Naidoo, Programme Director YWP Fund, 097 123 4567 |
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## Annex B - Resource Matrix Template

Name of Project: The appointment of a panel of service providers to provide advanced Monitoring, Evaluation, Reporting & Learning (MERL) expertise and services to the Jobs Fund.

Service Provider Name: <add>

RFP Reference: <add>

Overall Project Lead/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broad area 1: Monitoring & Evaluation Planning Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broad area 2: Project/Application Review and Analysis Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broad area 3: Planning & Conducting Evaluations/ Case Studies/ Research Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broad area 4: Business Intelligence Database Analytics Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broad area 5: Knowledge Production Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This matrix will highlight the anticipated number of workdays for the project per resource.

(Add additional rows where necessary)

| **Name of Team Member** | **Role** | **Skills** | **Number of Days** |
| --- | --- | --- | --- |
| 1. Priya Kistnasamy | E.g., Overall Project Lead | E.g., Project Management, Budget Management, Case Study Methodology Expert, Challenge Fund Expert. | E.g., 40 days |
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