



TERMS OF REFERENCE (ToR)

Final Project Evaluation

Phase 1 of CRT/GRC BMZ SSF project (2019-21)

“Contribution to the reduction of the negative effects of climate change and to the improvement of resource stewardship in Togo and neighbouring countries”

Main partners:	Togolese Red Cross (CRT)
Donors:	Federal Ministry for Economic Cooperation and Development (BMZ)
Place of assignment:	TRC HQ in Lomé TRC regional offices in the Savane and Maritime Region
Assignment period in Togo:	November/ December 2021
Contact person:	Sarah Kingue Kouta, Country Representative, GRC Togo Charlotte Mayer, Country Manager, GRC HQ

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1. INTRODUCTION & CONTEXT

1.1. *Development and policy context*

Togo is a low-income country located on the Atlantic coast of the Gulf of Guinea, bordering Benin, Burkina Faso and Ghana. With an estimated population of 8.3 million and an average annual growth rate of 2.5%, the country covers an area of 56,600 km². Togo is one of the poorest countries in the world (HDI 2020: rank 167 out of 189). The country's economy is based on agricultural production, which generates 28.2% of the GDP and employs over 60% of the Togolese population. The country's climate is tropical, with significant variations in temperature and rainfall between the northern and southern regions, due to the different type of landscapes. The foremost rural population of Togo is exposed to negative impacts of climate change (flooding, drought), especially in the 3 regions of Maritime, Savanes and Kara, and as a result food insecurity.

Natural disasters and crises are a main obstacle to long-term, sustained development in Togo. A functional DRM is identified as a key factor in positive development that meets the requirements of the Sustainable Development Goals (SDGs) of the United Nations (UN). The fundamental relevance of DRM to developmental policy was emphasized by the adoption of the Sendai Framework for Disaster Risk Reduction (2015 – 2030) (SF) and also by the UN Paris Agreement of 2015. The government of Togo also supports the implementation of relevant international frameworks and emphasizes the decisive role of civil society in achieving sustainable development through engagement.

In this context, the project responds to several development functions:

- The project's objective is integrated with and supportive of national plans.
- Using the experiences gained from the previous project, micro-level capacities will be established in villages, civil society structures will be strengthened and linked to formal and official public structures, to be formalized as a basic operational and replicable model.
- The project partner (meso-level) will be strengthened, enabling it to properly carry out its mission in a more appropriate manner.
- Together with state actors at the macro level, the project contributes to improving the framework conditions in the disaster preparedness sector.
- In contrast to ad hoc approaches, the project's focus on training and strengthening personnel and structures for disaster reduction is targeted at sustainable climate-related disaster risk reduction.
- Also the regional component of climate change and the integration of natural watersheds are taken into account.

1.2. *Socio-political and socio-economical context (incl. gender situation)*

From August to December 2017 the country faced serious political protests by the opposition calling for an end to the 50-year rule by the Gnassingbé family as well as constitutional reforms, including a two-term limit for presidents, voting rights for the Togolese diaspora and revisions to the electoral framework. Before the parliamentary elections on December 20, 2018, the opposition maintained that the necessary conditions were not in place for free and fair polls to be held and called for boycott. As a consequence, the ruling party won the elections with ca 65%. The presidential elections of 25 April 2015 resulted in a victory for the incumbent, Faure Gnassingbé. Thus, securing his third five-year term.

There are overriding concerns for stability in West Africa in view of the growing threat from Islamist terrorist organizations. The opposition tried unsuccessfully to overcome internal divisions between its moderate and radical wings. An alliance of opposition parties and civil society groups organized frequently peaceful demonstrations in opposition to the regime, which were violently suppressed. Yet, the human rights record of the government has improved but remains poor.

Despite undeniable improvements to the framework and appearance of the regime's key institutions during the review period, democracy remains far from complete.

Economic growth remained stable at about 5% per annum. Public investment in infrastructure (e.g. roads, harbor) and increases in agricultural productivity, notably of export crops, had been the key drivers of economic growth. However, growth remains vulnerable to external shocks and the climate and has not been inclusive. Growth was overshadowed by increasing inter-personal and regional inequality as well as an increase in extreme poverty. Moreover, money laundering and illegal money transfers grew alarmingly. The business climate improved considerably, nevertheless. Though the World Bank still defines Togo as low income, fragile stat, the government aims to achieve the status of a developing economy.

In regard to gender, Togo is one of the best-ranked countries in the World Bank's Women, Business and the Law 2020 report. The report measures how laws affect women, professionally mostly, in 190 countries. It also looks at reforms undertaken by businesses between June 2017 and September 2019, across eight areas that are associated with women's economic empowerment.

1.3. Project/Program set up and institutional context – stakeholders

Togolese Red Cross (TRC) is the main partner of the project. It was created more than 60 years ago in 1959 and has more than 64,000 volunteers. TRC, as an auxiliary to the public authorities, assists the Togolese State in the management of epidemics and pandemics (COVID-19, cholera, meningitis, Lassa fever, yellow fever, etc.), natural or provoked disasters, as well as in the implementation of development actions. Since 2009, the TRC has been involved in Disaster Risk Management (DRM). With a wide range of community-based disaster prevention actions and through strengthening of an Early Warning System (EWS) to mitigate the damage caused by floods on Togo's main rivers, TRCs aims to develop and increase community resilience. To date, the TRC has had a significant presence on the ground enabling other actors in the field to share early warning messages and to monitor floods.

The cooperation with **German Red Cross (GRC)** dates back to the 1990's; there has been a continuous presence of GRC delegates in-country since 2004. From 2013 to 2018, the TRC with the support of GRC, implemented a project "Disaster Risk Reduction and Adaptation to Climate Change in Togo". This project was followed by the phase 1 of the BMZ-funded project " Institutional strengthening of disaster risk reduction and climate adaption capacities in Togo " (TOGO/RIC/ACC), currently being implemented between 2019 – 2021.

The Togolese Red cross (CRT) and the German Red Cross (GRC) plan to conduct a final project evaluation for a project that has been implemented in Togo Lomé, as well as in the regions of Maritime and Savanes.

The project is **funded by BMZ** and GRC and was developed with the objective to contribute to a long-term strengthening of disaster preparedness structures and resilience to the considerable risks of natural disasters as well as to the effects of climate change that have become more pronounced in recent years.

The project started in 2019 and will end in December 2021. The final evaluation process is schedules to take place in November 2021.

Indicators at the project objective level:

1. By the end of the project, 80% of the targeted communities had themselves carried out at least 3 disaster risk reduction activities in their Disaster Preparedness Plans (DPP) and Community Action Plans (CAP) (Micro).
2. Until the end of the project, at least 3 disaster preparedness/climate change adaptation activities per year in each of the two regions are successfully carried out jointly by the CRT and the state structures (Meso).
3. Until the end of the project, an initiative for the contextualization of the "model law on the facilitation and regulation of international disaster relief and initial recovery assistance" is submitted to the Togolese State (Macro).

Micro level:

At the micro level, the project is implemented in the two most at-risk regions, the Maritime and the Savanes. Building on existing local structures, with structural support and capacity building, the population of the most vulnerable communes is enabled to develop their capacities for disaster preparedness, climate change adaptation and resource management and to improve their resilience.

Result 1:

Vulnerability of the most vulnerable communities to disasters is reduced through climate-sensitive (natural) resource management; disaster preparedness structures are strengthened; early action is developed and implemented based on early warning systems (micro level).

Indicators:

1. By the end of 2021, 75% of the Mothers' Clubs (MCs) and Men's Committees/Papa Champions (PCs) have carried out at least 3 activities in the areas of climate-sensitive (natural) resource management, disaster preparedness, and income generation to finance their operations.
2. By 2021, in 75% of the 40 villages, the Disaster Preparedness Teams (attached to the Village Development Committees) have successfully completed at least 3 activities of their updated Disaster Preparedness Plans (DPPs) and Community Action Plans (CAPs) with their communities.
3. Until the end of 2021, at least 3 pilot projects for building the resilience of targeted beneficiaries are implemented (e.g. fish farming, market gardening, Farmer Field School, improved stoves, strengthening of flood resistant habitats).

Meso level:

For the effective implementation of activities, actors at the meso level will be strengthened. The main actors in the field of disaster preparedness and climate change adaptation are the ANPC on the part of the state and the *TRC* on the part of civil society. The *creation* of school climate clubs, which link teachers, parents and pupils, act as a multiplier for the rest of society, complementing the volunteers of the CRT and other partner structures at the micro level.

Result 2:

The capacities of the Togolese Red Cross and state actors in the areas of climate change adaptation and disaster prevention are strengthened (meso level).

Indicators:

1. Until the end of 2021, the CRT's volunteer management system is functional and managed from a harmonized database.
2. Until the end of 2021, the 20 trainers in the CRT's pool of trainers have conducted at least one training session per year for CRT and state structure staff (in RCC / ACC).
3. Until the end of 2021, teachers and parent-teacher committees of schools in the 40 villages are trained on DRR/CCA issues and school clubs carry out at least one activity of their School Action Plans (SAP) per year.

Macro level:

The ANPC is the key player in *TRC* cooperation at state level. The objective is to improve the framework conditions in the field of disaster preparedness and management. Based on the experience and expertise of the micro and meso levels, advocacy work is carried out at the macro level, so that CRT can contribute to the development of general standards and regulations in the field of disaster prevention and improvement of legal framework conditions.

Result 3:

Cooperation and networking with stakeholders is improved and a contribution to the improvement of legal and policy framework conditions in the field of disaster reduction (DRR) and climate change adaptation is made (macro level).

Indicators:

1. Until the end of 2021, the CRT's collaboration with the ANPC on disaster prevention and management is formalized and a proposal for the creation of a National Emergency Fund is submitted (to the ANPC).
2. Until the end of the project, a proposal for the contextualization of the "Model Law on the Facilitation and Regulation of International Disaster Relief and Initial Recovery Assistance" is submitted to the ANPC.
3. Until the end of 2021, a proposal for the dissemination of weather forecasts relevant to agriculture is developed.

The regional level:

In view of other phases of the project, the regional component also contributes to the achievement of the objectives (overall objective) because it raises the transboundary relationships of environmental and climate impacts.

Result 4:

Contact is established with the National Red Cross Societies of neighbouring countries (Benin and Burkina Faso) and possibilities for future cooperation in disaster management around the two shared rivers (Mono and Oti) are assessed (regional component).

Indicators:

1. Until the end of 2021, a meeting with the National Red Cross Societies of Benin and Burkina Faso and their stakeholders in the field of DRR is carried out to explain the vision of the project.
2. Until the end of 2021, a study of opportunities for future regional cooperation around the two shared rivers (Mono and Oti) is being carried out.

2. EVALUATION PURPOSE AND USERS

2.1. Purpose

The objective is to carry out a final project evaluation:

- to assess the results and the impact of the actions carried out in relation to the objectives,
- to make practical recommendations and
- to facilitate learning for the improvement of the design and management of the future phase 2 of the project.

The evaluation is scheduled at the end of the project as part of the final documentation to demonstrate accountability to the donor BMZ and to the beneficiaries.

Therefore, the evaluation should provide a clear picture of the following aspects:

- Detecting real changes on the ground and analysing changes that are attributable to the project intervention.
- Verify and explain the expected results (the basis for verifying the success of the project will be the objectively verifiable objectives, results and indicators mentioned in the project's logical framework).

- Identify and judge unintended results.
- Assess the sustainability of the benefits of the intervention.
- Transfer and adapt experiences from other parts of the country.
- Highlight best practices and lessons learned for future projects.

2.2. Users of the evaluation

The users of the evaluation are mainly GRC and CRT.

3. TASK DESCRIPTIONS

3.1. Evaluation scope

The final evaluation main objective is to consider the design, implementation process, monitoring tools, cooperation with the local branch of the Togolese Red Cross, stakeholders, best practices, and lessons learned, and other elements that may hinder the successful completion of the project.

The consultant is expected to include field visits.

The output of the exercise is a final evaluation report.

3.2. Evaluation criteria (IFRC - OECD-DAC) including specific evaluation questions related to the project/program

a) Relevance

(Analysis to which extent the project activity is suited to the priorities and policies of the target group, recipient and donor.)

- To what extent were the objectives and intended results of the project valid?
- Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives?
- Are the activities and outputs of the programme consistent with the intended impacts and effects?
- Are the outputs/outcomes consistent with the beneficiary actual needs?

b) Effectiveness

(A measure of the extent to which an aid activity attains its objectives.)

- To what extent were the objectives achieved / are likely to be achieved?
- What were the major factors influencing the achievement or non-achievement of the objectives?
- To what extent could the intended target group be reached?

c) Efficiency

(Efficiency measures the outputs – qualitative and quantitative – in relation to the inputs. It is an economic term which is used to assess the extent to which aid uses resources in order to achieve the desired results.)

- Were activities cost-efficient?
- Were objectives achieved on time?
- Was the programme or project implemented in the most efficient way compared to alternatives?

d) Impact

(The positive and negative changes produced by a development intervention, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental and other development indicators.)

- What has happened as a result of the programme or project and why?

- What real difference has the activity made to the beneficiaries?
- In how far had the intervention influence on the resilience of the beneficiaries?
- How many people were reached?
- What would have happened without the activity?

e) Sustainability & Connectedness

(Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Connectedness refers to the need to ensure that activities in complex emergencies, natural disasters and acute needs are implemented in a way that assists LRRD and supports the resilience of affected people.)

- To what extent did the benefits of a programme or project continue after donor funding ceased?
- In how far were activities linked/ connected to other future action and actors?
- Is the contribution to resilience of beneficiaries sustainable?
- Which measures were implemented to achieve sustainability?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the programme or project?

4. EVALUATION DESIGN AND METHODOLOGY

4.1. Evaluation team

External Evaluator, with qualification as follows:

- Essential
 - At least 5 years' experience in conducting evaluations
 - A proven record in delivering professional results. (Consultant is required to send samples of relevant evaluation).
 - In-depth knowledge and experience in Disaster Risk Management (DRM) projects
 - Knowledge of strategic and operational management of humanitarian and/or development operations, as well as proven ability to provide strategic and practical recommendation to key stakeholders.
 - Strong analytical skills and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations, and prepare well-written reports in a timely manner.
 - Language skills: Fluency in written and spoken French and German, ideally in conjunction with good skills in written English.
- Preferable
 - Experience with administration and evaluation of BMZ SSF
 - Knowledge/experience of the Red Cross Movement
 - Experience working in Western Africa

4.2. Participation of stakeholders

- CRT representatives including the DRR Manager, CRT regional branch coordinator and M&E manager
- TRC/GRC project team including regional and national coordinators
- TRC regional branch coordinators

- GRC representative

4.3. Sources of information

The evaluator will have access to all relevant project documents like project proposal, project management documents (Logframe, activity plan, budget), monitoring tools, project reports (narrative and financial), evaluation reports, audits etc. These documents are confidential but can be cited and used in the evaluation process. Information which could do harm to any stakeholder if published should be treated in a confidential way. The decision about the publication is the right of GRC.

4.4. Methodology

The evaluator should use the available secondary data for analysis. For the collection of primary data, participatory methods should be applied. The choice of methods will have to be presented and described by the evaluator and will be approved by GRC in the kick-off meeting. The IFRC standards for evaluation¹ should be respected and are the framework and basis for the evaluation.

5. EVALUATION PROCESS WITH TIMETABLE AND REPORTING

The evaluation process has different phases and is described in the following paragraphs. The process will be guided by the contracting parties. The timetable will be agreed by both parties. The consultant should deliver a concept for the evaluation process in form of the inception report. Further reporting will consist of a preliminary report, which will serve as basis for an evaluation workshop and the final report, which will be the product to be delivered, including the validated workshop results.

5.1. Timetable

Dates	Task	Responsible person	Days/person
22-23 November 2021	Introductory meeting + preparatory work	GRC (HQ) and consultant	2
24-25 November 2021	Analysis of relevant documents including indicators reports + meeting /interviews with CRT/GRC project staff. Preparation of Inception report	Consultant	2
26 November 2021	Delivery of inception report for review and agreement	Consultant, GRC representative, DRR Manager, Project national coordinator	1
27/28 Novembre 2021	International travel to Togo	Consultant	1
29-30 Novembre 2021	Development of data collection tools and finalisation of the methodology with the M&E manager and project team	GRC and consultants	1
	Kick off meeting	CRT/GRC and consultant	1
1-7 Decembre 2021	Implementation of evaluation in-country (travel to Savane region 2 days, field 7 days, travel to Maritime region 1 day,)	CRT agents, CRT/GRC project team, Consultant	7
9-10 Decembre 2021	Preparation and presentation of preliminary findings (Lomé)	Consultant	2

11/12 Decembre 2021	International travel out of Togo	Consultant	1
13 Decembre 2021	Workshop report validation	Consultant	1
14-17 Decembre 2021	Final report preparation	Consultant	4
18 Decembre 2021	Report reception and final discussion	Consultant and GRC	1
Total			24

5.2. Reporting

5.2.1. Inception report

An inception report offers the opportunity for the evaluator/s and GRC to clarify the contract and the ToR after a first study of the existing project documentation. The inception report of the evaluator should not be longer than 5 pages. The evaluator/s will give feedback to GRC about the ToR and their feasibility. This is the point where the evaluator, based on the information from the secondary data, can clarify open questions and possibly change the content or direction of the evaluation as well. The inception report should be delivered before the evaluation starts. It should contain:

- The key data of the evaluation (Project title, project data, commissioner of the evaluation, contractors, ...)
- Feedback / Amendment of the ToR – suggestions for ToR amendments if necessary
- Status of the evaluation preparation (team, timetable, distribution of tasks, reporting)
- Evaluation design: Chosen methods, approach, steps for their implementation.
- Tools for their implementation (questionnaires, data processing and analysis etc.)
- A draft implementation plan for the evaluation

The inception report will be discussed with GRC and the evaluator. Any changes of the ToR need an agreement of both parties, because they might change the conditions and thereby the contract between GRC and the evaluator/s.

5.2.2. Preliminary report

All findings, conclusions and recommendations including the evaluation methodology should be described and presented by the evaluator in a short preliminary evaluation report. The results of the preliminary report will first of all be discussed with GRC and the partner/s and will serve as basis for the preparation of the evaluation workshop. The report will be presented by the evaluator in the evaluation workshop.

5.2.3. Evaluation workshop

Representatives of stakeholders and the evaluator will come together in the evaluation workshop. The workshop will be organized in order to discuss and validate findings, lessons learned and recommendations proposed by the evaluator. Stakeholders might formulate additional recommendations if necessary. Possible content of an evaluation workshop:

¹ The IFRC Evaluation Standards are:

1. Utility: Evaluations must be useful and used.
2. Feasibility: Evaluations must be realistic, diplomatic, and managed in a sensible, cost effective manner.
3. Ethics & Legality: Evaluations must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved in and affected by the evaluation.
4. Impartiality & Independence; Evaluations should be impartial, providing a comprehensive and unbiased assessment that takes into account the views of all stakeholders.
5. Transparency: Evaluation activities should reflect an attitude of openness and transparency.
6. Accuracy: Evaluations should be technical accurate, providing sufficient information about the data collection, analysis, and interpretation methods so that its worth or merit can be determined.
7. Participation: Stakeholders should be consulted and meaningfully involved in the evaluation process when feasible and appropriate.
8. Collaboration: Collaboration between key operating partners in the evaluation process improves the legitimacy and utility of the evaluation.

- Presentation and discussion of the preliminary evaluation report
- Validation of lessons learnt and recommendations by all stakeholders
- Collection of additional observations or recommendations

It is expected that the evaluator presents a structure for the workshop as part of their preliminary report. GRC and partners are responsible for the workshop preparation and all related logistics.

5.2.4. Final report

The final evaluation report should consider the validation of the stakeholders during the final workshop and has to be delivered **no later than three weeks** after the workshop. All consultant works, inception-, preliminary- and final report should be delivered in **German and French**.

The consultant will give his/her recommendations but should incorporate the validation process during the workshop in the final report, including additional recommendations from the workshop participants. The report will have to be approved by German Red Cross. The final report should, as a minimum, include the following elements:

- Key data of the evaluation (from the inception report)
- Executive summary – a tightly drafted, to-the-point , free standing document (about 5 pages max) with all key findings, lessons learned and recommendations
- Introduction – with purpose of the evaluation, scope, key questions, short description of the project to be evaluated and relevant framework conditions.
- Evaluation design and methodology
- Key findings with regard to the questions pointed out in the ToR
- Conclusions based on evidence and analysis
- Recommendations as expected in the ToR, which are relevant and feasible and targeted to the respective audience
- Lessons learnt, as generalizations of conclusions for a wider use
- Annexes (ToR, list of consulted persons/organisations, consultes documentation, literature, etc.)

Key findings, conclusions and recommendations should be presented in a clear and transparent way, possibly put next to each other in a table to demonstrate the logic.

The report can be extended by the evaluator/s by additional points if necessary.

5.3. **Responsibilities and duties**

- CRT/GRC will:
 - will select, recruit, and contract an international consultant (GRC HQ Berlin)
 - will be responsible for all related logistic, bookings, payments for the evaluation process and its facilitations
 - Make available to the consultants all necessary briefing materials and be available top respond to questions and requests
 - Be involved closely in the evaluation process with a GRC counterpart signing off the documents
 - Maintain full ownership, copyright and responsibility for publication
- The consultants will:
 - Be responsible for determining the evaluation methodology, schedule, content, and materials required for meetings, interviews and workshop.

- Be responsible for leading and facilitating the evaluation process and for the writing of a final report. The final report will be produced in draft from the lead consultant for presentation to CRT/GRC for comment, and shall be revised based on feedback received

6. EVALUATION QUALITY AND ETHICAL STANDARDS

The evaluator/s should take all reasonable steps to ensure that the evaluation is designed and conducted to respect and protect the rights and welfare of people and the communities of which they are members, and to ensure that the evaluation is technically accurate, reliable, and legitimate, conducted in a transparent and impartial manner, and contributes to organisational learning and accountability. Therefore, the evaluator/s should adhere to the evaluation standards of the IFRC (**See as well footnote page 10**).

The final report will be evaluated by GRC based on a checklist of criteria (see Annex). The evaluator/s will receive feedback from GRC before the final payment of the consultant contract is approved.

7. DISSEMINATION OF EVALUATION RESULTS

The following organisations will receive the final report: GRC (Togo office and HQ), CRT, BMZ

The final evaluation is a CRT/GRC/BMZ internal document and cannot be shared nor published outside these stakeholders. The accepted recommendations should be used by: GRC (Togo office and HQ) and CRT.

The follow up should be organised and a respective plan should be developed and implemented in an agreed timespan, to ensure the application of the recommendations by the relevant stakeholders of the evaluation.

8. APPLICATION PROCEDURE

Interested consultants should submit their dossier by until October 18th 2021 to Charlotte Mayer (C.Mayer@drk.de) stating "Application for Consultancy End-term Evaluation SSF Togo".

The application should include:

- Curriculum Vitae
- Brief letter of motivation summarising relevant experiences and qualifications for the consultancy
- Technical proposal: the technical proposal should contain the following elements:
 - a) A chronogram for how the consultant proposes to complete all tasks
 - b) A description of the proposed methodology
- Financial proposal: the financial proposal will indicate:
 - a) The financial proposal is inclusive of daily fees and applicable taxes
Please indicate in your financial proposal: daily fees + % of taxes = overall fees
 - b) the validity of your offer.

Flight tickets to/from Togo, insurance and per diem/DSA are not reimbursed by GRC, thus these should be factored into the daily fee. The financial proposal needs to be in EUR.

(GRC will facilitate the consultant's accommodation and cover travel costs within Togo).

GRC will not consider incomplete dossiers.

9. EVALUATION CRITERIA OF THE APPLICATION

The decision for the award of contract will be determined via method Credit points divided by total price; ratio 50/50%. Credit points will be added up through the following criteria:

A =Technical Proposal,

B = Experience as a consultant* and knowledge about BMZ SSF Projects

C = Comprehension of the ToRs.

Weight:

A =Technical Proposal=60%,

B = Experience as a consultant and knowledge about BMZ SSF Projects= 30%

C = Comprehension of the ToRs = 10%)

Applied Scoring system:

5 points: Excellent

4 points: Very good

3 points: Good

2 points: Sufficient

1 point: Bad

0 points: Insufficient

10.ABBREVIATIONS

TRC Togolese Red Cross

GRC German Red Cross

BMZ Federal Ministry of Economic Cooperation and Development (Germany)

Declaration of conformity

- according to procurement procedures for humanitarian actions -

The candidate

name/company

address

represented by

representative's name

address

assures that **none** of the following points apply:

- a) The candidate or company are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- b) The candidate has been convicted of an offence related to his professional conduct by a judgement which has the force of *res judicata*.
- c) The candidate has been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- d) The candidate has failed to fulfil obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he is established, with those of the country of the contracting organisation or those of the country where the contract is to be carried out.
- e) The candidate has been the subject of a judgement that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the German Red Cross or European Union's financial interests.
- f) The candidate has been declared to be in serious breach of contract for failure to comply with his contractual obligations pursuant to another procurement procedure or grant award procedure financed by the German Red Cross or European Union's budget.

The Contractor shall respect environmental legislation applicable in the country where the services have to be rendered and internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour.

The candidate also guarantees access to the relevant financial and accounting files and documents as well as other project related information and company registration data for the purpose of financial checks and audits or due diligence testing conducted by

- the European Commission,
- the European Anti-Fraud Office (OLAF),
- the European Court of Auditors and
- by chartered accountants / consultants / auditors commissioned by the German Red Cross or the relevant donor.

Furthermore he confirms to work together with above mentioned parties when contacted directly. The refusal to share requested data and documents may lead to disqualification from tender processes and cancellation of closed contracts.

place, date

signature

RULES OF CONDUCT

for staff and volunteers of the German Red Cross on mission for

- **the INTERNATIONAL COMMITTEE OF THE RED CROSS (ICRC)**
- **the INTERNATIONAL FEDERATION OF RED CROSS AND RED CRES-
CENT SOCIETIES (FEDERATION)**
 - **the GERMAN RED CROSS (GRC)**

As staff and representatives of the German Red Cross, we are personally and collectively responsible for upholding and conforming with the highest standards of ethical and professional conduct. All staff and representatives of the GRC shall therefore, at all times and in all circumstances, refrain from acts of misconduct, and respect the Fundamental Principles of the Red Cross Movement and the dignity of those whom the Red Cross aims to assist.

The regulations outlined below apply to all delegates, their dependents accompanying them, local staff, volunteers and consultants deployed within the scope of a relief operation or programme or project of the above-mentioned organization. For convenience, all such persons will be referred to as “field personnel” for the purposes of this document. Field personnel going on mission with the ICRC or the Federation, as the case may be, will be requested to sign a binding Code of Conduct similar to these Rules. All field personnel is expected to behave accordingly, both on duty and in private, and to practise working methods that will build public confidence. Field personnel is expected to be available for action beyond usual working hours, particularly during emergencies. All field personnel must be permanently aware of the fact that any impropriety on their part may have negative consequences for many human beings.

The components of the Red Cross Movement often act in situations of war, internal disorder or other emergencies. Working in such circumstances can expose field personnel to physical danger that should not be underrated. All field personnel must therefore exercise moderation, keep a certain discipline and strictly follow the security rules established by the Red Cross organization in charge of current operation or programme.

Since the Red Cross is a purely humanitarian organisation, its credibility and acceptance among the international community depend essentially on the respect of the Fundamental Principles and the amount of trust which governments will put in these Principles. Red Cross field personnel on mission must therefore at all times and under all circumstances, whether on duty or not, refrain from saying or doing anything that might be perceived to violate the Fundamental Principles, particularly those of Impartiality and Neutrality.

Likewise, family members staying with field personnel in a country of assignment must not contravene the Fundamental Principles, particularly those of Impartiality and Neutrality, whether in word or deed.

The Fundamental Principles of the International Red Cross and Red Crescent Movement

unanimously adopted by the XXth International Red Cross Conference in Vienna, October 1965

Humanity

The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.

Impartiality

It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

Neutrality

In order to enjoy the confidence of all, the Movement may not take sides in hostilities or engage in controversies of a political, racial, religious or ideological nature.

Independence

The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

Voluntary service

It is a voluntary relief movement not prompted in any manner by desire for gain.

Unity

There can be only one Red Cross or Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

Universality

The International Red Cross and Red Crescent Movement, in which all societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

The undersigned pledges himself / herself

1. to respect and promote the Fundamental Principles of the Red Cross and Red Crescent Movement (humanity, impartiality, neutrality, independence, voluntary service, unity and universality);

2. to pay due respect to the religious beliefs, customs and habits of the population of the country of assignment, and to conduct himself / herself accordingly;
3. to observe strictly the laws and regulations of the country of assignment, including those concerning security, illegal drugs, traffic rules and currency exchange. Delegates who knowingly contravene such laws and regulations cannot expect any support from the Red Cross.
4. to enquire on the rights and obligations deriving from the legal status of the relevant Red Cross delegation in the country of assignment and to observe strictly the corresponding obligations;
5. to respect and to promote respect for the emblems of the Red Cross and Red Crescent;
6. never to use or to have in his / her possession weapons or ammunition at any time;
7. to denounce sexual abuse and sexual harassment, unauthorised physical or psychic pressure, neglect or harassment by any delegate, particularly among beneficiaries, as gross misconduct. All forms of sexual activity with children (persons under the age of 18) are forbidden as a matter of principle, even where this would seem to be in line with local custom, and will cause immediate dismissal of the delegate concerned. Misestimation of a person's age will by no means protect a delegate from sanctions. Any exchange of money, employment, goods or services for sex, sexual favours or other forms of humiliating, degrading, compromising or exploitative behaviour are forbidden;
8. to dress in a manner appropriate to the assignment, avoiding any impression of military status and to refrain from wearing Red Cross and Red Crescent insignia when not on official duty (except a lapel pin) unless security regulations require otherwise
9. to abstain from undertaking any public, professional or commercial activities outside of those specified in the delegate's Job Description or Mission Instructions without permission from GRC HQs
10. to refuse, courteously but with determination, any financial or material gifts or promises of such gifts or other advantages (particularly of sexual nature) except for the token presents which are customarily offered;
11. not to commit the Red Cross financially unless officially authorized to do so
12. to administer the entrusted funds and relief supplies with precision and diligence and to be prepared to account for the use of funds and other resources at all times
13. to use working equipment provided by the GRC (eg. smartphones, laptops, etc.) exclusively for business purposes. Their private use is not allowed;
14. to keep GRC HQs, the Federation or the ICRC informed of his/her activities and movements at all times, and not to leave the country of assignment or to take local leave without having obtained formal permission
15. to be prepared, should the circumstances require, for transfer to another Red Cross assignment, subject to its compatibility with his/her qualifications

16. to return, at the conclusion of the mission, all Red Cross material and equipment including identity cards and insignia of the Red Cross issued to him/her unless agreed otherwise
17. to observe discretion during the assignment and in relation to anything he/she may witness when carrying it out, including during the period following the assignment;
18. to avoid making references to political and military situations in the country or region of assignment in official or private communications, such as conversations, telephone calls, radio messages, letters, telefaxes or e-mails unless authorised to do so;
19. to refrain from sharing any information with the media, delivering lectures, giving interviews, handing out or publishing written reports or research findings resulting from a mission or handing out photos, slides, films or other electronic data carriers related to a mission without having a general or specific authorization of GRC HQs to do so (cf. Mission Instructions). This applies during the period following the assignment, too;
20. to follow the instructions of the Head of Delegation and GRC HQs, particularly when security is concerned. If a delegate or an accompanying family member fails to observe the above rules, the Head of Delegation will have the authority to arrange for an immediate repatriation of the person concerned.

Disciplinary procedures

In the event of any violation of these Rules of Conduct, the staff member shall be informed in writing of the allegation(s) made against him/her and shall be given appropriate time to respond to such charges (normally ten (10) working days in the case of misconduct, but an extension of these terms may be agreed if appropriate). The human resources department of GRC HQs may take appropriate disciplinary decisions upon receipt of the staff member's comments.

Delegates who are accompanied by family members are fully responsible for their acts during his/her mission. All accompanying family members must sign the Rules of Conduct (except for children under 14 years of age). If a family member violates the Rules of Conduct, GRC HQs has the right to order the family member's repatriation and to hold the delegate responsible.

GRC HQs reserve the right to claim reasonable compensation for damages and costs arising from any violation of the Rules of Conduct. This includes the costs of a return journey to Germany or any other place of residence. Such steps taken under these disciplinary procedures will not preclude further administrative and legal action.

If field personnel develops suspicions regarding violations of the Rules of Conduct, they have the duty to report such suspicions through the proper channels or, if this is considered inappropriate, directly to the persons in charge at GRC HQs.