

# End-Term Evaluation of the Project:

**Increasing readiness of CRM (Malagasy Red Cross) and humanitarian disaster risk reduction to address humanitarian needs of vulnerable people exposed to natural hazards and disasters in informal urban settlements in Antananarivo, Madagascar**

## Request for Proposal

### About this request for proposal

The German Red Cross (GRC) is inviting proposals to conduct an end-term evaluation of the project Urban Disaster Risk Reduction (DRR) project in Antananarivo, Madagascar, as per instructions specified in this Request for Proposal, the Terms of Reference, and applicable annexes.

### 1. Background of the project

The Urban DRR project is implemented in an urban context by the Malagasy Red Cross (CRM) with the support of GRC. It started in April 2020 and will end on 31.12.2022. The purpose/scope of this end-term evaluation is to

- assess the achievement of the project's expected results, indicators, and budget execution
- provide detailed recommendations and lessons learned as well as identify needs for future projects implemented by GRC and CRM, and especially for a follow-up urban DRR project.

GRC supports this end-term evaluation as part of the Global Project I funded by the German Federal Foreign Office (GFFO).

### 2. Type of procedure

The procurement is handled via an **open invitation to tender**

### 3. Brief overview

- Proposed Duration: 21 days between end of September and November 2022
- Deadline for the submission of the tender: 14<sup>th</sup> September 2022
- Tender will be evaluated according to price (30%) and quality/experience (70%) from 0 points (does not meet requirements) to 5 points (fulfils all requirements)
- Client: German Red Cross, Team International Cooperation, Carstennstraße 58, 12205 Berlin; contact person: Miriam Morhart, Country Manager for Southern Africa (Mozambique and Madagascar), [M.Morhart@drk.de](mailto:M.Morhart@drk.de)
- Technical supervision: Jonathan Bureau, Urban DRR project delegate in Madagascar, [J.Bureau@drk.de](mailto:J.Bureau@drk.de)
- Annexes:
  - Terms of Reference
  - Rules of conduct

- Declaration of conformity
- Sample service contract of GRC

### 3. Application details

#### Qualifications

The consultant or the consultant team shall have the following qualifications:

- Graduate of bachelor's degree or equivalent in Disaster Risk Reduction, Development Studies, Social Sciences, International Relations, Political Science or related field
- Professional experience in the humanitarian sector, ideally with focus on DRR
- At least 5 years of professional experience as consultant/evaluator/professional in the humanitarian sector
- In-depths knowledge of DRR; knowledge of DRR in the urban context is an advantage
- Knowledge in WASH in urban context is an advantage
- Knowledge of Readiness/Preparedness projects is an advantage
- High analytical, writing and participation-oriented workshop facilitation skills
- Excellent command of written and spoken English and French
- Knowledge of/experience with the Red Cross Red Crescent Movement is desirable
- Prior experience, knowledge of local language and familiarity with Antananarivo is desirable
- Possession of a valid DIRE or Work Visa for Madagascar is an advantage

#### Application material

- **Financial offer:** Tenderer must quote a net price in Euro including daily rates and travel costs. In case a consultant is not located in Madagascar, but needs to travel there, the flight tickets to/from Madagascar should be included in the financial proposal. Insurance and per diem/DSA are not reimbursed by GRC, thus these should be factored into the daily fee. GRC will facilitate the consultant's accommodation and cover travel costs within Madagascar.
- **Technical offer:** Proposed methods and revised timeline for the end-term evaluation (max. 2p)
- **Professional references:** contact persons of international organizations or INGOS for which similar assignments were accomplished
- **CV(s) of the proposed consultant(s)** – maximum 3 pages: If there is more than one consultant, please submit the CVs for all team members and clarify the team leader position.
- **Key contact information:** Full name of consultant or consulting firm, telephone number, e-mail address, physical address.
- **Declaration of conformity** (fully signed)
- Examples from similar past assignments/reports conducted, to be sent in PDF form in English..

The submission deadline for the complete tender documents in English is **Wednesday, 14<sup>th</sup> September 2022 at 12:00h midday (CET)**. It must state the net price and the period of validity **until 15.10.2022**.

Please submit your application electronically by e-mail to Miriam Morhart, Country Manager for Southern Africa (Mozambique and Madagascar) at [M.Morhart@drk.de](mailto:M.Morhart@drk.de) and Jonathan Bureau, Urban DRR project delegate in Madagascar at [J.Bureau@drk.de](mailto:J.Bureau@drk.de)

The e-mail subject should state: "Urban DRR MDG - Application Consultancy End Evaluation".

GRC reserves the right to continue further communication after submission of quotes via a combination of media (e.g., post, e-mail, phone). Non-written communications are always transcribed for the file.

Only shortlisted candidates will be contacted. GRC shall have the right to award the contract until the expiry of the period of validity!

Alternative offers are permitted and must be marked as such.

## 5. Evaluation & award of contract

The decision for the award of contract will be based on the following criteria and evaluation scheme:

- Pre-condition: Availability in the given timeframe between beginning of October and mid November 2022
- Financial Evaluation (30%)
- Technical Evaluation (70%)
  - Qualification and Experience (20%)
  - Comprehension of the ToRs (10%)
  - Proposed methods and plan for conducting the end-term evaluation (40%)

The evaluation will be carried out by GRC HQ (Country Manager plus an additional technical manager) and by the Project Delegate.

Evaluation scheme:

- 0 points = criteria were not fulfilled
- 1 point = fulfilled criteria inadequately
- 2 points = fulfilled basic criteria
- 3 points = fulfils all criteria
- 4 points = fulfils criteria well
- 5 points = fulfilled criteria very well

The total number of points achieved by the respective offer is calculated by determining the price point value (PPW) and the quality point value (QPW). Based on the point values calculated in each case, the total number of points is determined according to the weighting of price and quality.

For the price, the quotient of the cheapest offer and the offer to be evaluated is formed and multiplied by 100 and the percentage weighting.

*((Cheapest offer price / Offer price to be valued) x 100) x 30% = Price points*

Please note that the school grading system is of course not applicable to the evaluation of the price. Based on the given possible evaluation levels, the quality is evaluated for each award criterion as follows:

*(Points achieved x Factor 20) x Percentage weighting = Quality points*

Example calculation for the 1st award criterion with the highest rating:

*5 (school grade) x factor 20 = 100  
100 x 40% = 40 points*

Calculation of the total points:

*Sum price points + Quality points = Total points achieved*

## 6. Terms of delivery and payment

The invoice must contain GRC reference number. Payment on invoice only, following receipt of services. All invoices must be addressed to: [rechnungsstelle@drk.de](mailto:rechnungsstelle@drk.de).

## **7. Self-Declaration**

The signee of the attached “Declaration of Conformity” (Ref. Annex) assures that:

1. no reasons for exclusion as mentioned per EU guideline 2014/24/EU, Art. 57, Paragraph 1 exists.
2. the tenderer fulfils GRC’s claim on good governance, environmental and social responsibility.
3. the tenderer agrees on participation in checks and audits as described.