



German Red Cross –
General Secretariat Division 6 – International Cooperation
Carstennstr. 58
12205 Berlin
Germany

Berlin, the 21.12.2023

Consultant Advisor to support the Surge/Readiness Unit in Prehospital Emergency Care

The German Red Cross (GRC) is inviting quotations for the provision of expert advisory services for Prehospital Emergency Care for its International Cooperation Division, especially for the Surge/Readiness Unit.

The tenderers are requested to read this document carefully and ensure compliance with all instructions therein. Non-compliance with instructions in this document may disqualify the bidders from the tender exercise.

Procurement procedure

The procurement is handled via a public tender.

Context

The International Cooperation Division of the GRC is looking a consultant for the provision of expert support to its staff in Berlin HQ and in its offices abroad with regards to Prehospital Emergency Care

As part of its international cooperation, the GRC currently works in partnership with more than 45 national Red Cross and Red Crescent (RCRC) Societies worldwide and jointly implements projects in humanitarian emergency and relief aid, reconstruction, and humanitarian development cooperation.

In its international cooperation, the GRC contributes to strengthening health care provision for the respective target groups and the National Red Cross and Red Crescent Societies in such a way that they are able to cope with acute emergencies resulting from armed conflicts or natural disasters and recover quickly without jeopardising long-term development prospects.

In addition to the GRC core competencies of emergency aid in the event of crisis, armed conflict and disaster, the provision of shelter and safe water, the promotion of sanitation and hygiene, disaster preparedness, anticipatory humanitarian action, and improving livelihoods, the health sector is another central area of work in GRC international cooperation. Here, GRC concentrates on the following priority areas:

- Extensive education, awareness and training measures as a basis for improving the knowledge of the target groups regarding health care and hygiene.
- Development of best practices to ensure high-quality and effective clinical care for the target groups.
- Improving access to health care for the target groups. To ensure this, functioning structures are used, or temporary structures set up, and local staff are trained to ensure that they can manage the relevant infrastructure (e.g. field hospital).
- Strengthening of local humanitarian capacities to contain the spread of infectious diseases outbreaks at an early stage and to minimise the humanitarian impact of those diseases through infection prevention and control measures.
- Ensuring the active participation of the various target groups in the planning and implementation process. Building temporary infrastructure.
- Ensuring and applying minimum standards, regulations and best practices in all aspects of operational humanitarian aid and capacity building of its partnering RCRC National Societies.

In addition, GRC is a longstanding member and participant of the Emergency Health Technical Working Groups (EHTWG) of the International Federation of RCRC National Societies (IFRC) to harmonize the Emergency Response within the RCRC Movement.

Prehospital Emergency Care

Expected outputs

The objective of the assignment is the provision of expert advisory services to GRC International Cooperation Division staff working in HQ and abroad in relation to Prehospital Emergency Care for GRC. The services are to be provided as part of a framework agreement, which is to be concluded between GRC and the consultant until end of January 2027 which can then be extended once for 12 Months. It will be automatically renewed unless the client terminates the contract in writing three months before the regular contract term. The framework agreement has a financial volume of up to 90.000,00€ net. over the period of 36 months. The anticipated workload is up to 60 working days annually. The consultancy may be conducted remotely.

The tasks of the advisory cut across all health units in GRC's International Cooperation Division and are to be conducted in coordination with the respective Managers Depending on the tasks, the line management lies with the Manager for Prehospital Emergency Care.

The advisor is expected to:

- Develop, organize and implement of trainings in Prehospital Emergency Care, Emergency Health, Water Sanitation and Hygiene (WASH), Operations Management or similar topics for Team 61 in cooperation with the Prehospital Emergency Care manager
- Represent the GRC at relevant working and coordination meetings like the ICRC Technical Working Group on prehospital Emergency Care as a Rapid Deployment Unit
- If required, organise and conduct training sessions and events for the GRC delegations
- Represent the GRC at relevant working and coordination meetings
- Review of relevant publications in connection with GRC foreign projects in the field of health, including the willingness to co-author (if requested by the main author and GRC)
- Evaluate of GRC projects abroad that are related to prehospital Emergency care and health
- Supplement consulting services in the Surge – Emergency Health sector:
 - o Support the development of an ICRC PHEC and First Aid Rapid Deployment Capacity
 - Support the development of the overall Aims of the PHEC & FA RD working group
 - Support the development in the areas identified by the working group
 - Support the mapping and clarification of the legal situation for PHEC-Delegates in various countries
 - Support the setup of the Deployment Capacity
- Support the development of PHEC capability for Host National Societies
- Supplement the GRC' s external representation including the support for the corresponding public communication on the topic of Prehospital Emergency Care in the international cooperation of the GRC.
- Support GRC country representatives and project delegates in the preparation of project outlines and applications.
- Support the further development and establishment of Emergency Health capacity for IFRC, ICRC and RCRC National Societies

- Support the partnership work including the communication and outreach and the general planning process of the IFRC and ICRC teams with specific considerations for Prehospital Emergency Care and Standard Product Catalogue
- Support field trials and assessments
- Short-term surge assignments to support the implementation of Health, WASH, Relief and CVA activities

Consultant profile

The consultant must meet the following criteria:

Obligatory

- Qualification in Prehospital Emergency Care, minimum Emergency Medical Technician
- Explicit Working Experience in Emergency Medical Services and Dispatching
- Explicit working experience in the fields of Prehospital Emergency Care in the humanitarian sector
- Minimum 3 years working experience in humanitarian assistance or development cooperation or similar experiences.
- Minimum 3 years of working in humanitarian settings abroad.
- In-depth knowledge of the RCRC Movement.
- Experiences in emergency response deployments.
- Experience in supporting and partnering with local partner organizations.
- Ability and motivation to work in a dynamic and international team in a flexible and cooperative way.
- High analytical and concise writing, conversation and presentation skills (in both German and English)
- Ability and willingness to conduct project and on-site visits.

Preferable

- Previous working experience with GRC is of strong advantage
- Language skills in French, Spanish are of strong advantage

Content of tenders and alternative offers

All tenders submitted must comply with the requirements in the tender dossier and comprise of:

- A Curriculum Vitae
- Brief letter of motivation summarizing relevant experiences and qualifications
- A written concept (no more than 3 pages) which should include the following information: Describe the tasks that you will be required to do, how you will implement them, what challenges you are going to expect and how you will overcome these.
- Statement of availability for continuous work from the beginning of the consultancy until end of January 2027
- A signed declaration of conformity (in Annex)
- Financial offer indicating the **net daily rate in Euro (8 hours equals one working day) and total sum** for 36 months, calculating 60 days per year on average.

Alternative offers are permitted and must be marked as such.

Submission of quote and further communication

The following forms of submission of tender proposals are permitted:

1. Submission of quotes, including annexes and supporting documents, in a sealed envelope. Please state on the envelope:

Tender Documents – Please do not open! Ref. 2023-12-21 and send it to the following address:

Deutsches Rotes Kreuz e.V.

Generalsekretariat
Bereich 6 - Internationale Zusammenarbeit
T61/SG Surge
Carstennstr. 58
12205 Berlin
Deutschland

2. Submission of proposal in E-Mail protected with a password as attachment to t.seimetz@drk.de and surge@drk.de stating "Tender documents" and the reference number "2023-12-21_PHEC".

Tenderers must raise questions online to this e-mail address t.seimetz@drk.de and surge@drk.de 4 days prior to the deadline for submission of quote latest, otherwise the extension of the deadline is not feasible anymore.

GRC reserves the right to continue further communication after submission of quotes via a combination of media (e.g. post, e-mail, phone).

Deadline of submission and period of validity

The submission deadline for the complete tender documents is on the 05.01.2024 at 12:00h midday (Europe/Berlin time zone). The tender documents must state the period of validity until 05.02.2024.

Evaluation & award of contract

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

- Qualification in medicine (pre-condition)
- Experience in emergency health response in the in the concerning health sector (30%)
- Quality of written concept in regard of length, problem understanding and solving (30%)
- Availability (pre-condition)
- Daily rate (30%)
- Language skills (Arabic, French, Spanish) (10%)

Evaluation scheme:

0 points =

criteria were not fulfilled

1 point =

fulfilled

criteria

inadequately

1 point is being awarded if the bidder's experience (on the basis of the submitted bid) shows no or only few indications of the area relevant to the contract and/or the concept is insufficiently elaborated and there is no to little reference to the subject matter of the performance.

2 points =

fulfilled basic criteria

2 points are being awarded if the bidder's experience (on the basis of the submitted bid) shows a few indications of the area relevant to the contract and/or the concept is only partly sufficiently elaborated and there is little reference to the subject matter of the performance.

3 points =

fulfils all criteria

3 points are being awarded if the bidder's experience (on the basis of the submitted bid) shows sufficient indications of the area relevant to the contract and/or the concept is sufficiently elaborated and there is relevant reference to the subject matter of the performance.

4 points =

fulfils criteria well

4 points are being awarded if the bidder's experience (on the basis of the submitted bid) shows good indications of the area relevant to the contract and/or the concept is well elaborated and there is good reference to the subject matter of the performance.

5 points =

fulfilled criteria very well

5 points are being awarded if the bidder's experience (on the basis of the submitted bid) shows excellent indications of the area relevant to the contract and/or the concept is very well elaborated and there is outstanding reference to the subject matter of the performance.

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.

$$((\text{Cheapest offer price} / \text{Offer price to be valued}) \times 100) \times \text{Weighting factor} = \text{Price points}$$

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:

$$(\text{Points achieved} \times \text{Factor 20}) \times \text{Percentage weighting} = \text{Quality points}$$

Calculation of the total points:

$$\text{Sum price points} + \text{Quality points} = \text{Total points achieved}$$

In case of competitive procedure, GRC reserves the right to award a contract based on the first non-negotiated offer.

The GRC may – but is not obliged to - ask each tenderer individually for clarification of its quote including, samples, breakdowns of prices etc. within a reasonable time limit to be fixed by the evaluation committee. The samples will remain property of the GRC. The tenderer must bear possible additional costs for a sample delivery abroad.

Terms of contract

The award will lead to a framework agreement with GRC for the period of 36 months, which is attached to this tender as a draft.

GRC intends to conclude a framework agreement. The maximum volume of the framework agreement is finally set at 90.000,00 EUR (net) – respectively 30.000,00 EUR (net) per year. The contract ends automatically after reaching the budget limit. The Contractor shall not be entitled to be awarded certain orders or a certain number of orders.

The contract starts from signature and ends ordinarily after 36 months.

GRC plans on working and communicating closely with the consultant via online communication channels and will discuss and agree on concrete tasks and products in short briefings when needed but at least once a month.

The draft contract sent with the invitation to tender contains the specifications of GRC of the contractual relationship with the consultant and is the basis for the processing of the contract after its award.

In the event of the contract being awarded, the key contractual points listed in the specifications/framework agreement shall apply. These key points of the contract may be further specified in the bids.

The consultant shall be informed in writing or e-mail of the use of the option no later than three months before the end of the contract term. In the event of this option being exercised, the prices

stated in the financial offer shall remain fixed for the further term of the contract.

Proposed timeframe

The advisory services shall be provided following the contract award/signature of contract and last no longer than end of January 2027. GRC estimates on average 60 days of work per year depending on the capacity.

Terms of delivery and payment

GRC will analyze and discuss the advice and support given as well as any draft products with the consultant before each monthly payment of the framework agreement.

The deliverables will be approved by the respective line management at HQ in Berlin.

At the end of each quarter, the Consultant shall submit a list of days worked (á eight hours; detailing the content of the work for each day in a bullet point) and a corresponding quarterly invoice stating the total sum.

The payment of the invoice for the first Quarter of 2027 of the assignment will correspond to the final payment.

Costs and ownership of tenders

Costs incurred by the tenderers in preparing and submitting the quote requests are not reimbursable. The GRC retains ownership of all quotes received under this quote request. Consequently, tenderers have no right to have their tenders returned to them.

Confidentiality and publication

All recipients of tender documents, whether they submit a tender or not, shall treat the details of the documents as confidential as possible.

According to German/European procurement law information about the award of contract (name of company, type of product, extent, and duration of contract) might be made open to the public unless you disagree within your quotation, giving the reason of refusal.

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.

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