1. Invitation to Tender

for Consultant services for the development of Concept Notes, Pro-posals and Provision of Services in the area of DRR, CCA, NbS, EbA and donor diversification for GRC in the Asia and Pacific Region 2026-2029

The German Red Cross (GRC) invites qualified tenderers for the following call:

The International Cooperation Division of the German Red Cross (GRC) seeks expert advisory services and technical support in the development of Concept Notes and Proposals for various donors and partners in the Asia and Pacific Region. Furthermore, the GRC seeks expert advisory services to support donor diversification efforts in the region, including donor and partner mapping and funding strategy development.

This procurement procedure is conducted as a Public Tender – Öffentliche Ausschreibung gem. § 9 Abs. 1 of the German Unterschwellenvergabeordnung (UVgO).

Tenderers are requested to review this document carefully and comply with all instructions. Failure to do so may result in disqualification from the tender exercise.

1.1 Contracting Authority

Deutsches Rotes Kreuz e.V. – Generalsekretariat
Internationale Zusammenarbeit
Team 61 – International Cooperation
Carstennstraße 58
12205 Berlin

1.2 Proposal Submission and binding period

By submitting an offer, the bidder declares that they have fully reviewed, examined, and accepted the tender documents.

The complete and binding offer must be submitted to the contracting authority no later than **30 November 2026,** by **09:00 CET**.

Late submissions will not be considered.

The **binding period**, during which offers must remain valid, extends until **23 December 2026.**

Offers must not contain clauses such as ‘non-binding’ or ‘subject to change’, otherwise the offer may be rejected.

Please submit your offer as follows:

- **via email** to: t61-support@drk.de and k.kleine-cosack@drk.de
- **Subject: Tender documents 2026-ASIA_01**

1.3. Questions on the Tender and Clarification

Requests for clarification and any questions regarding the tender documents must be submitted by 23 November 2026

- **exclusively via email** to Team61-support@drk.de
- **reference: Questions Tender documents 2026-ASIA_01**

The contracting authority reserves the right to make corrections and additions to the tender documents within the tender period. Such information will be communicated to all tenderers in a transparent and non-discriminatory manner and shall become part of the tender documents.

Revisions, additions, answers to questions, etc. are likewise published under https://www.drk.de/das-drk/aktuelle-ausschreibungen/. All documents and information published under this link, are authoritative, regardless of information provided in other formats where the tender may be advertised in addition.

Bidder inquiries will be collected and answered anonymously. Questions should be formulated in a way that prevents any identification of the inquiring party.

Tenderers are responsible for examining the tender documents in full. If a tenderer identifies any inconsistencies, errors, omissions, or ambiguities that may affect the preparation of the tender, they shall inform the contracting authority promptly in order to allow clarification within the ongoing procedure.

By submitting a tender, the tenderer confirms that they have reviewed and accepted the tender documents in their entirety.

1.4 Information on the Framework Agreement

Duration

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

The contract starts with signature and ends ordinarily after 36 months. The advisory services shall be provided following the contract award/signature of contract and last no longer than end of December 2029. GRC estimates on average 40-60 days of work per year depending on the capacity.

The draft Framework Agreement Contract attached to the invitation to submit a proposal outlines the contracting authority's requirements for structuring the contractual relationship with the contractor and serves as the basis for contract conclusion.

During the tender submission period, bidders may propose well-justified modifications to the draft contract as part of the bidder inquiry process. However, after the submission deadline, no changes to the draft contract will be accepted.

If the contract is awarded, the key contractual terms specified in the scope of services and the contract will apply. These terms may be further detailed in the offers submitted but must not be altered.

Budget

The **maximum budget for this consultancy is EUR 95,000 net** (plus taxes, where applicable), covering all fees and associated costs, excluding travel, accommodation and expenses related to workshops and meetings.

Terms of delivery and payment

GRC will analyze and discuss the service and support given as well as any draft products with the consultant before each payment of the framework agreement.
The deliverables will be approved by the respective line management at the General Secretariat Berlin.

At the beginning of each specific assignment (individual order), the Consultant shall submit a list of days that (s)he will work on the assignment (á eight hours; outlining the content of the work for each day in a bullet point) and a corresponding invoice stating 30% of the total sum, which will be paid in advance to the fulfillment of the assignment.

At the end of each individual assignment, the Consultant shall submit the list of days worked (á eight hours; detailing the content of the work for each day in a bullet point) and a corresponding invoice stating the remaining 70% of the total sum.

1.5. Tender Timeline

Tender Process Steps	**Timeline**
Publication of the Public Tender	16 November 2026
Deadline for Bidder Questions	23 November 2026
Submission Deadline for Offers	**30 November 2026, 13:00 CET**
Deadline Contracting Authority's Inquiries Regarding Submitted Offers	03 December 2026
Notification of Planned Contract Award	04 December 2026 (tentative)
Contract Conclusion	04 December 2026 (tentative)
Start of Collaboration	07 December 2026
Binding Period for Offers	Until 23 December 2026

1.6. Application

The tender documents consist of the following:

1. Terms of Reference
2. Tender Information
3. Draft contract
4. Order Processing Agreement
5. Declaration of Conformity

6. Code of Conduct of the Red Cross and Red Crescent Movement
7. Rules of Conduct for staff and volunteers on GRC missions

All documents are published on GRC´s website:

https://www.drk.de/das-drk/aktuelle-ausschreibungen/

The **offer** submitted must contain the following documents with information on the bullet points stated. This is a pre-requisite for admission to the tender. **Incomplete dossiers may not be considered:**

- **Letter of motivation:**
  - Summarizing relevant experiences and qualifications for the consultancy;
- **Work Samples of recent comparable work, max. 7 years old,** with clear authorship by the consultant(s) mentioned in the application. Provide 2 work samples that comply with the following minimum requirements:
  - Work samples (at least 1 Work sample must have been executed by the head consultant) must demonstrate an assignment already executed by the consultant(s) in the field of DRR, CCA, NbS, EbA, Livelihoods or similar.
  - Work samples can be a project report, proposal, a case study or a presentation.
  - For each work sample, the bidder has to additionally state the following: Client of the assignment, task, objectives, approach, execution, achievement of objectives, lessons learnt
- **Personnel and Resource Plan**
  - Submit a personnel and resource plan indicating your availability for continuous work throughout the duration of this consultancy, which is expected to last until the end of December 2029. The plan must show the consultant's ability to provide timely services upon individual orders within the timeframe of the framework agreement.
- **Financial Proposal**
  - Provide a detailed financial offer that includes your net daily rate in Euros. Specify that one working day is defined as 8 hours of work. Additionally, as an example, calculate the total sum for a period of 36 months, based on an average of 40 working days per year.
  - needs to be in EURO (EUR)
  - shall **state its validity** until **31 December 2029**
  - The **maximum budget for this consultancy is EUR 95,000** (**net,** excluding VAT), covering all fees and associated costs, excluding travel, accommodation and expenses related to workshops and meetings**.**
  - needs to **state value-added tax (VAT) separately**. Consultants outside Germany must not include VAT in their offer (reverse charge applies)
  - Please indicate your VAT number/taxpayer ID and bank account
- **Signed Declaration of Conformity**
- **Curriculum Vitae** (CV) of all team members, excluding any personal information not relevant to the consultancy.
- **Certificates** as needed to showcase eligibility

Alternate offers (“Nebenangebote”) are not permitted.

2. Evaluation Criteria

The contract will be awarded to the most advantageous offer based on the following evaluation criteria:

2.1. Proof of Eligibility

Essential (compliance required for admission to tender):

- All key members of the consultant team have at least a bachelor’s degree in disciplines related to developmental studies, environmental studies, political science, regional studies of Asia or other studies, proven to serve the purpose of the consultancy’s tasks.
- All key members of the consultant team have at least 3 years of working experience in the field of DRR, CCA, NbS, EbA, Livelihoods or similar (demonstration through self-declaration)
- At least one member of the consulting team must be fluent in German
- All key members of the consultant team must be fluent in English
- All key members of the consultant team must have at least 2 years work experience in Southeast Asian countries
- All key members of the consultant team must have high analytical, technical and concise writing, conversation and presentation skills in English. 1 key member must have these skills also in German.
- The consultant must have the ability and willingness to conduct international project, partner and on-site visits
- At least 1 key member of the consultant team must have Training and Facilitation skills
- At least one member of the consultant team must have at least 2 years' experience working with the Red Cross Red Crescent Movement in Asia

Preferable (without rating):

- Previous working experience with German Red Cross is an advantage
- Knowledge of additional local languages of Philippines, Bangladesh, Myanmar, Indonesia are an advantage.

Evidence of fulfillment of the above-mentioned essential aspects is assessed based on the documents submitted with the application dossier, notably the letter of motivation and the consultant(s)’ CVs and certificates. In case the consultant team should add new members to its team within the timeframe of the framework agreement, those members must evenly fulfill the above mentioned essential requirements.

2.2. Evaluation Criteria

Candidates will be assessed using the following criteria:

Criteria	Weighting within the overall score	Maximum possible score
1. Quality of Work Samples Relevance and quality of comparable work, including clarity, strategic coherence, methodological quality and suitability for the intended audience.	40%	40
2. Personnel and Resource Planning Evaluation of the proposed staffing plan and the consultant's ability to provide timely services upon request	20%	20
3. Price (net)	40%	40
Sum	100%	**100**

2.3. Description of evaluation criteria

The evaluation of the award criteria is carried out by the contracting authority.

How it is evaluated:

- Each criterion is assessed on a points scale (as indicated per criterion), where higher points represent the higher score and 0 points the lowest.
- The weighting assigned to each criterion determines its percentage contribution to the overall score.

1. Work Samples

Weighting: 40%

Evaluation Focus:

- Relevance and quality of comparable work assignments
- Relevant very high quality work samples, showing a concise understanding of their subject matter, highly suitable methodology as well as relevant, realistic outcomes tailored to the target audience

What is evaluated:

- Submitted quality of work samples:
    - Relevance and quality, including clarity, strategic coherence, methodological quality and suitability for the scope

2. Personnel and Resource Plan

Weighting: 20 %

Evaluation Focus:

- Relevance and detail of the personnel and resource plan for the framework period

What is evaluated:

- Ability to provide services within a certain timeframe upon individual order
- Ability to provide services by suitable qualified consultant personnel

- Ability to cover relevant Asian countries (incl. minimum Philippines, Myanmar, Bangladesh, Indonesia, Malaysia) and technical sectors throughout framework period with qualified consultant services
- Level of adaptability and readiness

3. Price (net)

Weighting: 40 %

Evaluation Focus:

- The proposed cost of the work

What is evaluated:

- Proposed fee (net)
- The cheapest offer will receive the highest points

2.5 Assessment Method

The total score achieved by each offer is calculated by determining the quality point value (QPV). Based on the calculated point values, the total score is determined according to the weighting of price and quality.

For each price sub-criterion, the score is calculated as the quotient of the lowest offer and the offer being evaluated, multiplied by 100.

The evaluation is carried out by the contracting authority using a points scale, where 100 points represent the best possible rating and 0 points the worst. Each evaluation is justified in writing. The score achieved by the bidder for each award criterion is weighted according to the table (weighting).

∑ *Achieved points per quality criterion (1)* × *Weighting* = *Quality points*

To determine the quality point value, all achieved quality points per award criterion are summed up.

To calculate the total points, all weighted points achieved are added:

∑ *Price points* + *Quality points* = *Total points*