

Strategic Evaluation of GRC's SSF Programmes since 2011

Request for Proposal

About this request for proposal

The German Red Cross (GRC) is inviting proposals to conduct a strategic evaluation of its social structural funding (SSF) programmes implemented across 19 countries since 2011 as per instructions specified in this Request for Proposals, the Terms of Reference (ToR), and applicable annexes.

1. Background of the project

Social structural funding is a funding instrument of the German Federal Ministry for Economic Cooperation and Development (BMZ) that aims at establishing and/ or strengthening functioning civil society structures in specific areas of development policy, among others in the area of "promotion of national aid societies" which is of relevance to the German Red Cross. SSF programmes promote sustainable change at multiple levels of society (micro, meso, macro) and can last for a duration of between 9-12 years, divided into three-year projects (phase I, II, III). GRC has been implementing SSF programmes since 2011 in 19 countries to strengthen the role and capacities of the Red Cross/ Red Crescent (RCRC) societies in partner countries and to improve the political, legal or budgetary framework conditions that are essential to their mandate and main tasks as National Aid Societies and auxiliaries to the public authorities in the humanitarian field. Several programmes have a focus on disaster risk management (DRM). Since 2017/ 2018, a more systematic approach has been adopted in the planning of new programmes.

The purpose of the proposed strategic evaluation is to systematically analyze achievements and shortcomings of SSF programmes implemented since 2011, more specifically to

- a) Create specific organisational learning for GRC and involved National Societies with regards to strategic planning and implementation of SSF programmes, in particular determining factors and conditions in-country, in the National Societies, in the National Societies' networks and relations to relevant public authorities and in the partnership between the National Societies and GRC that contribute to or hamper effective and efficient planning, implementation and management on all levels (micro, meso, macro).
- b) Contribute to improving the planning and implementation of ongoing and upcoming SSF programmes and projects. To this end, the evaluation shall specifically identify successes and challenges in the projects and give indications on potential changes in programme and project setup and target setting.
- c) Identify factors contributing to (a) sustainability of outcomes and impacts of SSF-projects on micro, meso, and macro levels, and (b) connectedness to other programmes of the National Society and other relevant actors in the area addressed by the respective SSF-programme.

2. Type of procedure

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

3. Brief overview

- Proposed duration: 44 days between mid-August/ September and 30th November 2023
- The tender shall be valid until 5th October 2023
- Deadline for the submission of applications: 6th August 2023, 23:59 midnight CEST
- Tender will be evaluated according to experience (40%), technical quality of the proposal (30%), and price (30%) from 0 points (does not meet requirements) to 5 points (fulfils all requirements)
- Client: Deutsches Rotes Kreuz e.V., Team 63 Movement & Institutional Partnership, MEAL Technical Cluster, Carstennstraße 58, 12205 Berlin, Germany; Contact person: Mr. Byron Nonato, MEAL Technical Cluster Lead, b(dot)nonato(at)drk(dot)de
- Annexes:
 - 01 Terms of Reference
 - 02 Declaration of conformity ("Bietererklärung bei Abgabe eines Angebots")
 - 03 Code of Conduct
 - 04 Sample service contract of GRC
 - 05 Data protection form ("Auftragsverarbeitung DSGVO")

4. Application details

Qualifications

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

Essential:

- All key members of the evaluation team have at least 5 years' experience in conducting evaluations in international development cooperation and/ or humanitarian assistance, with samples of relevant evaluations provided as part of the application. A proven record of delivering professional results is required for every team member.
- Proven record in leading strategic/ multi-country evaluations, coordination, management.
- Proven experience in working in the field of international development cooperation/ humanitarian assistance with RCRC Movement, NGOs/ INGOs or other aid organizations.
- 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.
- Fluency in English.

Preferable:

- At least one team member with proven knowledge and experience of BMZ funding instruments, preferably SSF (either through experience in implementation of BMZ/ SSF projects or evaluations of BMZ/ SSF projects/ programmes).
- Knowledge and experience in Disaster Risk Management (DRM), capacity building.
- Experience working in the regions relevant for the evaluation.
- Evaluation team members with knowledge of Spanish, French or Arabic are an advantage.

Application dossier

- Curriculum vitae of all team members
- Letter of motivation summarising relevant experiences and qualifications for the consultancy
- Technical proposal covering the following elements:

- A chronogram for how the evaluator/s propose/s to complete all tasks (please use the timetable proposed in the ToR– changes should be kept to an absolute minimum).
- A methodology for the evaluation.
- Financial proposal:
 - Financial proposal should consist of daily fees and applicable taxes
 - Daily fees + % of taxes = overall fees
 - Please do not include a breakdown of prices, the financial overview should only state the daily fees and applicable taxes. VAT needs to be clearly stated separately.
 - The offer should be in EUR.
 - Daily fees need to be inclusive of insurance and visa costs, as well as any other costs that may be incurred for travelling prior to departure from home country as well as during in-country travel for this evaluation.
 - Fees should also include translator and enumerator costs.
 - International and local travels will be arranged by GRC, as per internal guidelines.
 - Hotel accommodations in countries to be visited will also be arranged by GRC, as per internal guidelines for cost and security.
 - **Interested consultants who are registered within the EU (but not in Germany) must not include VAT in their offer. The evaluation of the offer will consider the net price plus the statutory VAT in Germany. Based on the “reverse-charge procedure”, GRC will pay respective statutory Value Added Taxes in Germany. Nevertheless, please indicate your VAT number/ taxpayer ID with your offer.**
- Filled out declaration of conformity
- Examples of previous comparable work (at least an Executive Summary of a recent work – at most 5 years old)
- At least two reference persons
- Filled out data protection form
- Validity of your offer needs to be a minimum of 60 days.

The submission deadline for the complete tender documents in English is **Sunday, 6th August 2023, 23:59 midnight CEST**. It must state the net price and the **validity period for 60 days until 5th October 2023**.

Please submit your application electronically by email to Mr. Byron Nonato, MEAL Technical Cluster Lead, at T63MEAL@drk.de, copying b.nonato@drk.de.

The e-mail subject should state: “**Application for BMZ SSF Strategic Evaluation**”.

Questions/ clarifications may be asked in writing via email to T63MEAL@drk.de, copying b.nonato@drk.de, until **31st July 2023, 12:00 noon CEST**.

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 mid-August/ September and 30th November 2023
- Financial Evaluation (30%)
- Evaluation of Qualification and Experience (40%)

- Knowledge and expertise in conducting strategic/ multi-country evaluations of development assistance projects/programmes (40%)
- Experience in working in developing countries in either capacity building programming or working with national partner organisations (35%)
- Proven ability to carry out participatory workshops (15%)
- Proven experience with BMZ in either programming or conducting evaluations (10%)
- Evaluation of Technical Quality of Proposal (30%)
 - Proven understanding of overall task at hand (30%)
 - Pertinent and credible methodology proposed to cover the scope of the task at hand with a sufficient level of sophistication and detail to generate reliable results (40%)
 - Feasibility of workplan given the envisaged timeframe (30%)

The evaluation will be carried out by GRC HQ (MEAL Technical Cluster, supported by evaluation steering committee), and with support of the GRC Delegations in the programmes/ projects selected for in-country primary data collection.

Evaluation scheme:

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

0 points =
criteria were not fulfilled

1 point =
fulfilled criteria inade-
quately

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 =
fulfilled 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 =
fulfilled 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.

$$((\text{Cheapest offer price} / \text{Offer price to be valued}) \times 100) \times 30\% = \text{Price points}$$

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:

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

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

$$5 (\text{school grade}) \times \text{factor 20} = 100$$
$$100 \times 42\% = 42 \text{ points}$$

Calculation of the total points:

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

6. Terms of delivery and payment

Payment schedule (upon receiving invoice from consultant):

- 30% upon signature of contract
- 20% upon GRC approval of inception report
- 50% upon GRC approval of finalised report

Payment on invoice only, following receipt and approval of services. Payment within 14 days following receipt of correct invoices. The invoice must contain the GRC reference number. All invoices must be addressed to: 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.