Deutsches Rotes Kreuz

TERMS OF REFERENCE:

Development of a theory of change and two global project proposals for GRCs humanitarian assistance worldwide

1. Background

The German Red Cross (GRC) and the German Federal Foreign Office (FFO) have developed a new form of cooperation to meet priority humanitarian needs more flexibly by strengthening the capacity of sister National Societies (NS) and providing more effective, efficient and timely aid to those affected by crises and disasters.

This new form of cooperation, in the format of two 'Global Projects', started in July 2019 with a duration of three and a half years. While Global Project I (GPI) focuses on high-quality and context-specific humanitarian aid projects to people particularly affected by disasters and crises, Global Project II (GPII) aims at strengthening the wider humanitarian system by developing new innovative approaches to respond to humanitarian needs more effectively. Both Global Projects are expected to work closely together and to create linkages where possible. The thematic areas covered under GPII are anticipation, disaster risk reduction, health and humanitarian assistance in urban contexts. During the current implementation phase, several evaluations of GPI were carried out (and the learnings are available in a joint format), as well as a mid-term review of GPII and a mid-term evaluation on the overall funding model commissioned by the GFFO.

Monitoring and Evaluation (M&E) under the GPI is primarily based on the overall logframe and the eight sectoral/technical model logframes as well as the GRC M&E Framework already in place. M&E activities are carried out on the basis of the project logframes (fed from the model logframes). The respective project logframes are the basis for internal reporting on project progress. All projects covered under GPII have separate logframes and are monitoring their activities independently but contribute to an overall GPII logframe.

To plan the next funding phase, the consultancy will focus on 4 tasks:

- Developing with the GRC International Cooperation division an overarching and common theory of change connecting both projects;
- Elaborating the logframes for the operational proposal (GPI) and the thematic proposal (GPII) building on the existing logframes and considering major learnings;

- Developing and writing the operational proposal (GPI) and creating linkages to the thematic proposal (GPII) in line with the theory of change;
- Developing and writing the thematic proposal GPII) and creating linkages to the operational proposal (GPI) in line with the theory of change.

2. Purpose and users

The *main purpose* of the consultancy is to develop two proposals (including logical frameworks, hereafter: logframes) to ensure GRC's access to quality funding to support NS worldwide where GRC is supporting. To design appropriate logics of intervention and adequate ways to measure progress and success (indicators) for both Global Projects and optimise synergies between them, an overarching theory of change shall be developed as part of the consultancy. Such theory of change is aimed at enabling a common understanding of the desired outcomes of both Global Projects and their connection in the next phase.

Users are GRC internally (management, regional units, thematic units, country delegations and delegates) and the main donor, the German Federal Foreign Office. The donors' strategic priorities have to be mirrored in both proposals.

3. Scope

The main objective of this consultancy is to help design an integrated approach through a joint **theory of change** for the next phase of the Global Projects and thus optimise potential synergies between the two projects. The theory of change shall outline the overall objectives, outcomes and outputs including the outcomes pathway, across short-term, intermediate and longer-term outcomes, identifying necessary preconditions for contributing to the envisaged overall objectives. The theory of change shall also identify feedback loops where needed, to show complex and non-linear changes over time. This shall be used as the basis for overarching MEAL systems for the projects' implementation and enable GRC to support its Sister National Societies worldwide in continuing to deliver high quality humanitarian assistance and help to further strengthen the humanitarian system.

The consultancy should use the developed theory of change to build on the existing **logframes** and integrate lessons learned from the currently running projects to further consolidate and improve the chosen approaches in the logframes for the next phase of Global Projects. These logframes will be used to monitor the progress and achievements of individual projects under GPI and GPII and enable the overall assessment of milestones. They are used by both GRC HQ and field colleagues.

As part of the consultancy, the logframes shall be complemented by systematic approaches to generate learning and continuously improve our work throughout the projects' duration. Furthermore, the aspect of accountability shall be reflected throughout the design of the projects, including accountability to affected populations, to the donor, the general public and GRC itself.

Thus, the theory of change and the logframes will build the basis for the development of **two closely interlinked proposals (for GPI and GPII)** which will be discussed and negotiated with the German Federal Foreign Office (division S07 and S08). Regular meetings with the representatives of the GFFO will accompany the process and will be coordinated by a dedicated GRC coordinator responsible for the overall planning process.

4. Design and methodology

This planning and proposal writing process will be undertaken by a team of external consultants. The consultants will be supported by relevant colleagues at GRC HQ and field as well as relevant staff of RCRC Movement partners as required. The support is commissioned by the division 6 of German Red Cross, International Cooperation, where 4 departments are responsible for the international work of German Red Cross. The consultants will report to the coordinator of the planning process. Furthermore, MEAL products are to be closely coordinated with the MEAL Cluster to ensure consistency with already ongoing efforts and sustainability of the outputs of the consultancy in the implementation of the MEAL systems after the projects' start.

The consultants will propose a comprehensive methodology for the 4 components in the inception report (Powerpoint presentation) and present/discuss it in an inception workshop. The inception report is to be shared with GRC at least 3 days before the inception workshop. Summary minutes are shared after the inception meeting where major decisions are documented.

The consultants are encouraged to consider several approaches that enable a participatory planning process ensuring that major learnings are incorporated in the new proposals. The methodology must include:

- Desk review of relevant RCRC Movement and GRC documents, incl. guidelines and processes
- Desk review of key project documents of the current GPs (including concepts, proposals, reports, performance monitoring data etc.)
- Key informant interviews and focus group discussions with relevant staff of the GRC and RCRC Movement partners, including colleagues of the respective host NS involved in planning and implementation of GRC medium-term emergency assistance projects
- Participatory workshop methodologies using innovative tools and approaches (virtual meetings)
- Data analysis and synthesis of findings

The consultants will have access to relevant documents, including RCRC Movement, GPI and GPII concepts and procedures as well as documentation of the subprojects, including planning sheets and reports. These documents are confidential. 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.

It is assumed that most interviews will be conducted remotely. The planning workshops will take place remotely or at GRC HQ if the situation allows.

5. Deliverables and Timeline

5.1. Timeline

Date	Task	Responsible person	Days
Beginning of April	Introductory meeting	GRC and consultants	1
Beginning to Mid-April	Inception report: Elaboration of the suggested approach, incl. methodology for the different components	Consultants	4
Beginning to Mid-April	Inception Meeting	GRC and consultants	1
Theory of Change			
Beginning of April	Analysis of relevant documents (remote): guidelines, proposals, logframes, reports, evaluations, mid-term review etc. and briefing meetings	Consultants	4
Beginning of April	Preparation of workshop for the development of a common theory of change	Consultants	2
Mid-April	Facilitation of workshop for the development of a common theory of change	Consultants and relevant GRC colleagues	1
Mid-April	Finalisation of the theory of change based on GRC feedback	Consultants	2
Logframe Development GPI and GPII			
Mid-April to Mid-May	Revision of the GPI and GPII Logframes based on learnings and in accordance with the newly developed theory of change	Consultants	2

Mid-April to Mid-May	Preparation and facilitation of a necessary Logframe Workshops (see 3 suggested below)	Consultants	2
Mid-April to Mid-May	Workshop on GPI Logframe	GRC and Consultants	1
Mid-April to Mid-May	Workshop on GPII Logframe	GRC and Consultants	1
Mid-April to Mid-May	Validation workshop: presentation of the final logframes if needed (draft to be shared with GRC at least 3 days before)	GRC and consultants	1
Mid-May	Finalisation of GPI and GPII Logframes based on the workshops conducted	Consultants	2
Proposal Writing GPI			
Beginning May	Proposal writing process of GPI	Consultants	10
Mid-June	Submission of GPI draft	Consultants	
Beginning of June	Final review workshop	Consultants and GRC staff	1
Mid-June	Elaboration of the final proposal GPI	Consultants and GRC	4
End June	Submission of final GPI proposal	Consultants and GRC	1
Proposal Writing GPII			
Beginning May	Proposal writing process of GPII	Consultants	10
Beginning of June	Submission of GPII draft	Consultants	
Mid-June	Final review workshop	Consultants and GRC staff	1
End June	Elaboration of the final GPII proposal	Consultants and GRC staff	4

End June	Submission of final GPII proposal	Consultants and GRC staff	1
Total			**56**

The consultancy products shall be delivered by end of June. The timeframe might need to be adapted depending on the discussions with the donor. The duration of the contract will be between April and August 2022. The timeframe will be adapted jointly throughout the consultancy.

According to our cost estimate, we assume a total amount of 45.000 Euros net. The upper limit is 55.000 Euros net.

5.2. Products of the consultancy

5.2.1. Inception Report

The Inception Report should clearly demonstrate the envisaged approach, methodology and tools to be used for the planning phase, a clear workplan and responsibilities. Any adjustments and clarification of the ToR are to be highlighted in the inception report.

The Inception Report can be done either in a short inception report with annexes or in a powerpoint presentation as basis for discussion in the inception workshop. The inception report shall be shared with GRC at least 3 days prior to the inception workshop. The summary and decisions of the inception workshop have to be documented and shared with the GRC team.

5.2.2. Theory of Change

The consultants are expected to develop a theory of change with selected colleagues of division 6 (including country delegations). The theory of change should mirror the humanitarian realities, learnings of the current implementation phase and link both global projects to create synergies and foster change within German Red Cross, the Red Cross/Red Crescent Movement and where intended in the humanitarian system. The theory of change should be according to professional standards.

5.2.3. Proposal GPI

The Proposal GPI (operational proposal) will be drafted based on the current proposal. The proposal is estimated to be approximately 45 pages in length. Proposal language is English. Approximately 9-11 annexes/tables have to be developed with the support of the GRC colleagues. The GRC team will support the elaboration of the parts where specific GRC information is required and the annexes. The logframe to be developed as part of the consultancy is one of the annexes to the proposal.

5.2.4. Proposal GPII

The Proposal GPII covers the current four thematic areas, anticipation (including anticipation hub) and disaster risk financing, disaster risk reduction, humanitarian assistance in urban contexts and health. Cross-cutting topics are Information Management and digitization and climate change. The four thematic areas should be strongly linked to each other avoiding working in silos and offering a streamlined support to our country delegations. The proposal covers 3 levels: advice to projects under GPI, development of methodologies or approaches or documentation of lessons learned and policy/advocacy work to further influence the humanitarian system. The proposal is estimated to be approximately 45 pages in length. Proposal language is English. The GRC team will support the elaboration of the parts where specific GRC information is required and the annexes. The logframe to be developed as part of the consultancy is one of the annexes to the proposal.

5.2.5 Review workshop

A review workshop will be organized virtually to discuss and validate the draft proposals. GRC, and possibly relevant RCRC Movement partners will come together (remotely) in the review workshop and might suggest additional recommendations if necessary. The content of the workshop will be decided jointly and either target both proposals (GPI and GPII) or each proposal separately.

The consultants will present a structure for the workshop as part of the preparation process.

The contacts for the administration of the consultancy are:

Contact administration at GRC HQ in Berlin

Contact: Luise Michel

Email: Ausschreibungen-Team64@drk.de

Overall coordination at GRC HQ in Berlin.

Contact: Alexandra Rüth

Email: Ausschreibungen-Team64@drk.de

The focal point for the overall coordination will change after the coordinator for the planning process is on-board. The name and address will be shared.

6. Review quality and ethical standards

The consultants should take all reasonable steps to ensure that the review 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 planning process is technically accurate and legitimate, conducted in a transparent and impartial manner, presenting reliable and representative findings and contributes to organisational learning and accountability.

The final theory of change and the proposals will be reviewed by the GRC team and the final version has to be evaluated based on the feedback provided. The consultants will receive feedback from GRC before the final payment of the contract is approved.

7. Application and selection details

7.1 Qualifications

- Demonstrated experience in designing theory of change and project logframe required
- Demonstrated experience in proposal writing required, preferably for multi-country/global and multi-year projects
- Demonstrated experience evaluating programmes and projects of humanitarian assistance required; experience in DRR, anticipation, working in urban contexts or health preferred
- Demonstrated experience in process analysis and/or organisational development for private/public/non-profit clients preferred
- Working experience within the RCRC Movement preferred
- Fluency in written and spoken English required

7.2 Application material

- **Technical offer**: Concept for the consultancy with approximate number of days for each deliverable (not more than 10 pages). Variants (alternatives to the model solution described in the tender specifications) are allowed and participatory, innovative, quality- and learning-oriented processes are particularly welcome.
- **Financial offer**: Proposed costs with breakdown by deliverables, including consultant rates (indicating the daily rate (8 hours equals one working day)) and estimated person days, expressed in euros. Tenderers from countries outside the euro zone have to quote their prices in euros. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation. The financial offer shall be quoted free of all duties, taxes and other charges, i.e. also free of VAT.
- **CVs of the proposed consultants**: If there is more than one consultant on the proposed evaluation team, please submit the CVs for all team members.
- **Copies or links to relevant project planning processes and proposal developments** undertaken in the last 5 years
- **Signed statement of availability** for **each team member**
- **Signed declaration of conformity**
- **Contact person for the consultancy:** Full name, telephone number, e-mail address, physical address.

7.3 Selection criteria

The objective of the selection criteria is to assess whether the tenderer has the legal, regulatory, economic, financial, technical and professional capacity to perform the contract. The selection criteria for this call for tenders, including the minimum levels of capacity, the basis for assessment and the evidence required, are specified in the following subsections.

7.3.1 Eligibility criteria

- Tenderer must have a proven record of
    - performing planning process of projects of development or/and humanitarian assistance projects
    - submission of 3 references from companies where one of the proposed team members for the consultancy has successfully completed a similar assignment
    - proposal development for development/climate/humanitarian donors
    - fluency in written and spoken English
- Tenderer must submit all required documents

7.3.2 Award criteria

- Price (30%)
- Quality of technical offer
    - proven understanding of overall task at hand (10%)
    - 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 (30%)
    - relevant experience of consultants (20%)
    - feasibility of workplan given the envisaged timeframe (10%)

Alternative offers are permitted and must be marked as such.

The bid that receives the highest number of points after the qualitative evaluation is to be understood as the most economical bid. The attached framework contract shall be concluded with the bidder of the most economical tender.

The following evaluation scheme will be applied:

- 0 points = not fulfilled. Overall, there are very serious deficits in relation to the respective evaluation criterion or no information that can be evaluated.
- 1 point = insufficiently fulfilled. There are individual serious deficits with regard to the respective evaluation criterion.

- 2 points = sufficiently fulfilled. The bidder meets the respective evaluation criterion, however there are minor deficits.
- 3 points = satisfactorily fulfilled. The bidder fulfils the respective evaluation criterion in an averagely good and plausible manner.
- 4 points = well fulfilled. The bidder fulfils the respective evaluation criterion well and meets the legal requirements.
- 5 points = optimally fulfilled. The bidder fulfils the respective evaluation criterion very well and meets the requirements in full.

The total number of points achieved by the respective offers 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 100and the percentage weighting.

((Cheapest offer price / Offer price to be valued) x 100) x Weighting factor = 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

Calculation of the total points:

Sum price points + Quality points = Total points achieved

8. Submission of quote and further communication

Due to the ongoing global pandemic of COVID-19, 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. 2022-03-001 GP PLANNING GRC- and send it to the following address:

Deutsches Rotes Kreuz e.V.
Generalsekretariat
Bereich 6 - Internationale Zusammenarbeit
Team 64
Carstennstr. 58
12205 Berlin
Deutschland

2. Submission of proposal in E-Mail protected with a password as attachment to **Ausschreibungen-Team64@drk.de** stating "Tender documents" and the reference number "2022-03-001 GP PLANNING GRC".

Tenderers must raise questions online to the e-mail address **Ausschreibungen-Team64@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).

9. Deadline of submission and period of validity

The submission deadline for the complete tender documents is on the **04 April 2022 at 12:00h midday (CEST)**. It must state a period of validity until 06.05.2022. The outcome of the selection process will be communicated before that.

10. Procurement procedure

The procurement is handled via a public tender.

11. 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.
The GRC will use the transmitted data in accordance with the DSGVO.

12. Privacy Policy

After conclusion of the contract, a Data protection declaration (After conclusion of the contract, a data processing agreement shall be concluded between the contracting parties, if required. This shall comply exclusively with the requirements of the General Data Protection Regulation of the European Union.)

13. Annexes

Proposal template Federal Foreign Office in English
Declaration of conformity
Checklist for proposal development
Rules of conduct

Application for an allocation of funds from the German Federal Foreign Office (GFFO) – Divisions S08/S09 – for a project of humanitarian assistance and humanitarian mine action abroad

Logo of the funding recipient

Deliver to:
Federal Foreign Office
Division S09
10117 Berlin
Germany

Project title:

Reference number of the applicant:

The application comprises the following annexes:

☐ **Logframe**
☐ **Financial plan**
☐ Breakdown of countries (for projects carried out in more than one country)
☐ Map of the project region
☐ Project staff overview
☐ List of equipment
☐ Time schedule

Overview data published to IATI Standard

Application in the version of

Application for an allocation of funds from the German Federal Foreign Office – Divisions S08/S09 – for a project of humanitarian assistance and humanitarian mine action abroad

Table of contents

Application for an allocation of funds from the German Federal Foreign Office– Divisions S08/S09 – for a project of humanitarian assistance and humanitarian mine action abroad

Brief overview of the application

Project title: *(max. 150 characters)*	
Applicant/organisation:	
Implementing organisation/ local partner: *(if different from the applicant organisation)*	
Country/Region (and Location) for project implementation	
Description of the crisis: Global IdentifierLDE Number (GLIDE) *cf. http://glidenumber.net* *and/or* Humanitarian Response Plan/Appeal	
Project Outcome *(description in German and in English)*	
Brief description of the outputs and activities: *(max. ½ page)*	
Project Implementation Period:	from to
Total expenditure (in euros): *incl. disaggregation per year (if applicable)*	
Contribution requested from GFFO (in euros): *incl. disaggregation per year (if applicable)*	
Contribution by applicant (own ressources) (in euros):	
Third-party funding (in euros): *incl. disaggregation per year (if applicable)*	
Is this an application for initial or follow-up funding?	☐ initial funding ☐ follow-up funding
Premature start of project authorised, as of:	

Application for an allocation of funds
fromthe German Federal Foreign Office– Divisions S08 and S09–
for a project of humanitarian assistance and humanitarian mine action abroad

1 Applicant organisation and, if applicable, project partner

1.1Applicant Organisation (in Germany)

Name		
Address		
Website		
Legal status		
Person(s) entitled to represent the organisation		
Bank account details	IBAN	
	BIC	
	Name of bank	

1.1.1 Point of contact for the project

in Germany

Full name	
Job title	
Telephone	
Email	

in the project country

Full name	
Organisation	
Job title	
Telephone	
Email	

1.1.2 Financial standing/quality profile

Has your organisation already successfully completed the Partner Capacity Assessment conducted by the Federal Foreign Office for organisations receiving allocations for humanitarian assistance projects? Yes

Comments:

1.1.3 Experience in the project region

Since when has your organisation been active in the project country and, if applicable, in the project region?

Please also state whether your organisation is already registered in the project country and whether you have a country office there (number of employees, if applicable).

Which projects funded by the German Federal Government have you implemented during the last four years or are you currently implementing in the project country/region?

Please list your projects individually according to ministries or divisions. If projects were funded by the GFFO, please also provide the reference number.

Which projects of humanitarian assistance and/or humanitarian mine action not funded by the German Federal Government have you implemented during the last four years or are currently implementing in the project country/region?

Please list projects funded by other international donors (e.g. ECHO, UN-OCHA/Country-Based pooled funds)

If your organisation has already (in the last four years) implemented humanitarian assistance projects in the project country: Which were the sectoral and regional priorities?

1.2 Cooperation with one or several partner organisations

Are you implementing the project with one or several partners? ☐

Which partner(s) are you cooperating with for the implementation of the project?

Should you cooperate with several partners, please provide a separate overview (table below) for each.

Name:	
Address:	
Website:	

Name:	
Address:	
Website:	

Name:	
Address:	
Website:	

Name:	
Address:	
Website:	

Name:	
Address:	

Website:	

Please answer the following questions for each project partner:

1.2.1 Is the partner an international NGO or a national/local actor?
"National/local actor" is to be understood according to definition in Work Stream 2 (localisation) of the Grand Bargain

1.2.2 How are tasks distributed between your organisation and your partner organisation(s)?
Please describe the sharing of responsibility for project planning and coordination, implementation of project measures, participation in cluster meetings, monitoring, tenders, assessments and evaluation.

1.2.3 Which qualifications and/or experience in humanitarian assistance does/do your project partner(s) have?
Please specify the relevant humanitarian sector(s)/cluster(s). If you intend to cooperate with a partner for the first time for the proposed project, please indicate whether and if so, which projects the partner has already implemented with other aid organisations.

1.2.4 Does your project partner have a code of conduct to avoid (financial) irregularities and ethical misconduct, as well as a set of procedures to investigate suspected irregularities? Are these rules comparable to your standards?

1.2.5 How do you ensure that your project partner complies with your standards?

1.2.6 Does your project partner have a security concept? ☐

1.2.7 In which areas does your organisation see a need for capacity development for your partner and how is this addressed

1.2.8 ? In which areas of humanitarian assistance does your local partner see a need for capacity development?

1.2.9 Do you plan to transfer all or part of the funding to your partner(s) who will then manage these funds?
This response must correspond to the indication in the financial plan (overview, p. 2).

☐ no
☐ yes, to an international partner. Allocation amount:
☐ yes, to a local partner. Allocation amount:
"National/local actor" according to definition in Workstream 2 (localisation) of the Grand Bargain

1.2.10 How will you ensure the proper use and accounting of the funding transferred to partner(s)?
Please explain the overall mechanisms of coordination, supervision and control put in place in relation to partners.

Has/have your local partner(s) passed a Partner Capacity Assessment during the past three years that was conducted by a different donor organisation (e.g. OCHA, UNHCR)? If yes, what was the outcome?

2 Current situation and needs analysis of the project

2.1 Project region

Where is the project being implemented (country, region, location)?

Please attach a map of the project region.

2.2 Current situation

Please describe the situation in the project region.

in protracted crisis e.g. information on the recent developments (max. 1 page)

2.3 Needs analysis

Please describe the humanitarian needs that the planned project intends to address with regard to:

Region(s)

Please briefly describe the humanitarian needs in the project region (compared to other regions in the project country).

Target group(s)

Please describe the humanitarian needs of the target group(s) and the number of people affected.

Sector(s)

Please describe the needs in the targeted sectors (compared to other sectors).

How do you assess the evolution of humanitarian needs in the course of the project?

Which sources are you basing your needs analysis on? Are you using primary or secondary data?

Has your organisation, or has your partner, conducted assessments? ☐

If yes:

Date of the assessment:

The assessment is attached to this application. ☐

3 Project planning (response analysis)

3.1 Consideration of Federal Foreign Office strategies

How does the project take into account

- -the thematic and regional priorities of the respective humanitarian countries/crisis strategies of the German Federal Foreign Office the German Federal Foreign Office strategy for humanitarian assistance abroad,
- German Federal Foreign Office humanitarian sector strategies (e.g. for WASH, food and nutrition, Humanitarian Mine Action etc.).

cf. https://www.auswaertiges-amt.de/de/aussenpolitik/themen/humanitaerehilfe

3.2 Lessons Learnt

Which recommendations arising from a previous evaluation and/or lessons learnt from earlier projects are relevant for the project, and how were these taken into account during project planning?

3.3 Coordinating activities with other organisations

Are other non-governmental, state or international actors conducting similar projects in the project region? If yes, please specify.

How do you plan to use synergies with other projects and actors?

Is there a risk of duplication?

How do you (and/or your partner organisation(s)) contribute to the coordination of local and international humanitarian assistance in the project country/region?
For example, by participating in international NGO coordinationworking groups such as the Cash Working Group, and coordination efforts with local authorities.

What role do you or your partner organisation(s) play in cluster/sector meetings and/or in the Humanitarian Country Team?
This includes, e.g. serving as lead/co-lead in a cluster/sector or a sub-cluster/sub-sector.

Is the project part of an international appeal (response plan/appeal/other)?
If yes, please indicate the project code.
If not, please explain.

3.4 Target groups

3.4.1 Selection of targeted beneficiaries

Indicate the number of direct beneficiaries (both individuals and households, if applicable).

Which groups of persons will the project target (e.g. internally displaced person, refugees, members of host communities)? For each group, please indicate the respective share (in %) of the overall number of beneficiaries.

How will the beneficiaries be selected, and based on which vulnerability criteria?

3.4.2 Gender and age-specific data

Please provide disaggregated data for the target group(gender, age and disability). Please also indicate the respective share (in %) of the overall number of persons affected for each category.

Please list data separately for different regions and/or sub-categories.

Age group	Male		Female	
	#	%	#	%
< 5		%		%
5-17		%		%
18-49		%		%
50 and >		%		%
Total		**%**		**%**

Share of persons with disabilities in the target group	%

To determine the share of persons with disabilities, the Washington Group Short Set of Questions on Disability should be used (http://www.washingtongroup-disability.com/washington-group-question-sets/short-set-of-disability-questions). This will avoid adding to the stigmatisation of people with disabilities.

If disaggregated data cannot be provided at the time of submission of this application, please estimate the figures. If this is not possible, please indicate at what time during the course of the project data will be collected.

3.4.3 Inclusion analysis

How are special needs and abilities of girls/women and boys/men of all age groups with and without disabilities taken into account in the planned measures?

Which target groups require special support or protection?

e.g. girls/women, boys/men, persons with disabilities or of specific age groups, members of religious or ethnic minorities

To what extent can girls/women and boys/men of all age groups with and without disabilities have access to the planned humanitarian activities?

Does your organisation, or your local partner, face significant obstacles when trying to reach girls/women and boys/men of all age groups with and without disabilities?

3.4.4 Participation of target population and accountability to those affected by crisis*?*

In what ways are people affected by the crisis (girls/women and boys/men of different ages, with and without disabilities) equally involved in planning, implementation and evaluation of the proposed project?

Please elaborate on how those in need have been involved in the planning, how they are being informed about project activities and which opportunities they have to provide feedback and complaints anonymously.

How do you ensure that feedback and complaints are being dealt with in a timely and adequate manner and that lessons learnt translate, if necessary, into an adaptation of project activities?
Describe your internal processes which ensure an adequate dealing with feedback and complaints and, where appropriate, touch upon difficulties and obstacles.

3.5 Selection of the transfer modality

3.5.1 Please estimate the value of cash, vouchers and/or in-kind assistance which will be transferred to recipients as well as, if possible, the value of services which will be delivered to recipients (per fiscal year, 01/01/20xx to 31/12/20xx).

Total value	**Financial year 2021**	**Financial year 2022**	**Financial year 2023**	**Financial year 2024**
of cash transferred to recipients	€	€	€	€
of voucher-based assistance provided to recipients	€	€	€	€
of in-kind assistance given to recipients	€	€	€	€
of services delivered to recipients	€	€	€	€

3.5.2 Please also estimate the related programme costs for each modality. Use your own definition of "programme costs" and briefly explain what you count as such and what not.

Related programme costs	**Financial Year 2021**	**Financial Year 2022**	**Financial Year 2023**	**Financial Year 2024**
for cash	€	€	€	€
for voucher-based assistance	€	€	€	€
for in-kind assistance	€	€	€	€
for services	€	€	€	€

Definition of "programme costs" (gleich zum dt. Antragsformat)

Explain why this modality or mix of modalities was chosen to deliver the best outcomes for the affected persons.
If you chose cash and / or voucher-based assistance, provide information about e.g. preferences of the target group, functionality of the markets, social acceptance, availability of payment systems, corresponding capacities of the implementing organization.

3.6 Project outcomes and indicators

3.7 Project activities and timeline

There is a time schedule (cf. annex) that lists the relevant dates for the activities. ☐

Describe the implementation of the activities.

Please describe the preparation, implementation and content of the planned actions, including the chosen transfer modalities.

3.8. Various funding categories (IATI classification)

Share of overall expenditure in %	Category
	Camp Coordination and Management
	Child Protection
	Disaster Preparedness
	Early Recovery
	Education
	Emergency Telecommunications
	Food Security
	Gender Based Violence
	Health and Medical
	Housing, Land and Property
	Logistics
	Mine Action
	Nutrition
	Protection
	Shelter and Non-Food Items
	Water, Sanitation, Hygiene
100%	Total

3.9 Exit strategy / link to development cooperation

What are your considerations for connecting the project to sustainable cooperation (connectedness/nexus)?

What options are there in case the humanitarian crisis persists (e.g. local actors taking over the project, securing future funding from other donors and/or international organisations)?

3.10 Risks

What is your assessment of the risks mentioned in the logframe , and how do you plan to address these in case of occurrence?

Risks (cf. logframe, with regard to: Outcome, Output 1, Output 2 etc.)	Risk assessment (low/middle/high)	Risk management

3.11 Preventing a negative impact (the "do no harm" principle)

How are you ensuring that measures will not have a negative impact?

Explain how any negative effects are avoided or mitigated by active intervention (e.g. environmental damage, deterioration of the safety of beneficiaries, social tensions with local communities, damage to the local economy).

3.12 Restrictive measures / EU sanctions

UN sanctions are implemented as EU restrictive measures ("EU sanctions"). There are also EU restrictive measures which are not based on a UN sanction or which supplement the UN sanctions with more extensive restrictions.
EU restrictive measures apply directly within the territory of the European Union to all legal persons incorporated or registered under the law of an EU Member State, to all nationals of EU Member States and to all transactions wholly or partly carried out within the territory of the Union. Violations are punishable under the respective national law (in the case of intentional acts) or subject to a fine (in the case of negligent acts). The German Government is obligated to abide by the restrictive measures and may not award allocations that contravene the respective prohibitions.

For the correct application of EU restrictive measures (sanctions) the following questions in particular need to be examined:

Are natural or legal persons (partner organisations and leading employees, companies etc. - if known by name) who have a connection to the project or its implementation, listed at www.finanz-sanktionsliste.de?

Are natural or legal persons (partner organisations and leading employees, companies etc. - if known by name) who have a connection to the project or its implementation, listed at www.finanz-sanktionsliste.de? ☐ yes ☐ no

Would a sanction (implemented by EU law) apply to the project region (cf. www.sanctionsmap.eu) ☐ yes ☐ no

If yes:

What limitations could this impose on the project?

Do (humanitarian) exceptions apply to all of these limitations? ☐ yes ☐ no

If yes:

Must an official waiver be obtained from the competent authority for this purpose? ☐ yes ☐ n0

4 <u>Monitoring and evaluation</u>

As a rule, the German Federal Foreign Office conducts a performance review of the projects receiving funding. In certain cases, it may commission an external evaluation. Therefore the following information is required:

Please describe how you intend to implement Monitoring, Evaluation, Accountability and Learning (the MEAL approach) within the project:

4.1 Monitoring

How will you guarantee that the project is constantly monitored, with a view to tracking progress, maintaining quality standards and reacting swiftly when operating conditions change?

In the event of remote monitoring: How will this be done?

How often will you require your partner organisation(s) to submit financial reports?

4.2 Evaluation

Is an internal or external scientific evaluation of the project planned?

What kind of evaluation is planned?
(e.g. ex-ante, mid-term, ex-post, real-time)

What is the goal of this evaluation?

For external evaluations:
How will the evaluation be funded?
(e.g. by your organisation, by the German Federal Foreign Office or by other donors?)

5 Visibility

5.1. Visibility measures

Please briefly describe what you are planning to do to generate publicity and guarantee the visibility of the project and of the German contribution? Which website will be used to keep interested members of the public up to date on the progress of the project?

6 Financing

6.1 Authorization period

from to

6.2 Early start of the project

We hereby confirm that the project has not yet begun.	☐
We hereby request authorisation of a premature start of project activities.	☐ Start of project activities on

The German Federal Foreign Office has already authorised a premature start of project activities. *(e.g. based on the project outline)*	☐ Email from the Federal Foreign Office dated contains the authorisation of a premature start of project activities on .

6.3 Financing-related information

6.3.1 A detailed list of planned revenue and expenditure is contained in the financial plan (cf. Annex). ☐

6.3.2 For projects carried out in more than one country:
Does the breakdown of countries (cf. Annex) give an overview of the amounts allocated annually for each of the respective countries? ☐

6.3.3

Overall project expenditure:	euros
Own contribution (% of overall expenditure)	euros
Third-party funding applied for/secured	euros
Contribution requested from GFFO	**euros**
Total funding required in **2018**	euros
2019	euros
2020	euros
2021	euros

If the own contribution is less than 10% of the overall expenditure, please explain the reason for this.
Public funding is in general only of a complementary nature (principle of subsidiarity). The applicant organisation must do everything in its power to raise own resources for financing. If no own funds are provided to finance project expenditure, you have to describe the reasons in detail. You should support the reasons with verifiable documents (e.g. overview of donations received for the crisis/country concerned and of ongoing projects for which the donations have already been used; if necessary, proof of a decline in the volume of donations).

6.3.4 Have you already applied for or received any other publicly funded grants for this project?

☐ yes

☐ no

Comments:

6.3.5 Will the overall financing of the project be secured with the funds requested from the Federal Foreign Office?

☐ yes

☐ no

6.4 Initial funding or follow-up funding

This application is for

- initial Federal Foreign Office funding ☐
- follow-up funding ☐

For follow-up funding:

Proof of employment of funds for the previous project has been submitted to the German Federal Foreign Office. ☐

German Federal Foreign Office reference number of the previous project:

6.5 Lump sums

6.5.1 Lump sums for direct project expenses (A.1 to A.4)

For which purposes are lump sums foreseen in the financial plan? Please explain.

Budget line (e.g. A.1.3)	Comment

6.5.2 Lump sum for indirect support costs (“Administration expenses”)

A lump sum for indirect support costs is being applied for. ☐

<u>If yes:</u>

For details on the amount and use of the lump sum refer to the financial plan, table “Breakdown of Lump sum for Administration expenses". ☐

An adequate share of the lump sum (%) will be passed on to the partner organisations that are implementing the project. ☐

Please explain why you consider the share of the lump sum intended for the partner(s) "to be adequate".

6.6 Disbursement of project funds

<u>Request procedure</u>:
As a rule, funds for <u>expenses in projects of humanitarian assistance abroad</u> are allocated by way of the “request procedure”. Funds may only be requested insofar and no more than as it is needed for payments due immediately following the outlay. Due to special circumstances when implementing humanitarian aid projects <u>abroad</u> an extended <u>expenditure period (after disbursement) of three months</u> may be permitted (special circumstances are f. e. the transfer to local partners, inadequate banking system in project countries, delay in bank transfers in project countries, volatile project context with need for short-term adjustments of activities and timetable.

The special permission of a prolonged expenditure period does not apply to funds requested for projects of humanitarian assistance with outlays within Germany.

<u>Call procedure:</u>

In the case of allocations > 500,000 € and the spending of funds in Germany, the disbursement is generally made in the form of a "call for funds". In the call procedure, the funds must be disbursed immediately (i.e. within three days) after disbursement to the grant recipient.

☐ The project will be implemented **abroad**.

☐ The funds should be made available under the **request procedure** with an **extended expenditure period of three months** for the following reasons:

OR

☐ The project will be implemented **in Germany.**

☐ The funds will be made available in the **call procedure** (if allocation amount > 500,000 €).

☐ The funds should be made available in the **request procedure** (with a six-week expenditure period) for the following reasons.

6.7 Equipment

Will equipment be purchased for the project that exceeds 800 euros in value? ☐ yes ☐ no

Equipment means durable items that can be used multiple times,

If yes:
More detailed information is provided in the list of equipment in the annex.

6.8 Value added tax

Are you entitled to deduct value added tax under section 15 of the German Turnover Tax Act? ☐ yes ☐ no

7 Publication in databases

*The **attached Overview of IATI data** will be published in a publicly accessible database. Only in exceptional, duly substantiated cases, the data will not be published.*

Do you have any reservations against publishing certain data contained in the application and logframe in publicly accessible databases (compare overview of IATI, cf. annex)? ☐ yes ☐ no

If yes, which data should not be published? Please explain the reasons for that.

8 Statement of commitment

The applicant organisation confirms that the prohibition of better employment is taken into account in the case of staff costs, and that the salaries of local staff shall be both reasonable by national and local standards and take account of any minimum wages set down in law and/or collective bargaining agreements.

Personal data will be processed within the application. The legal basis for this data processing is Art. 6 I lit. e) DS-GVO i.V.m. § 3 BDSG, as these data are required for the fulfilment of tasks (approval and management of allocations for humanitarian aid projects abroad). The applicant organisation confirms that it has obtained the consent of the persons concerned in accordance with Art. 7 EU-DS-GVO with regard to the transfer of the personal data contained in the submitted documents to the Federal Foreign Office. The Federal Foreign Office is hereby authorized to use the personal data internally.

Place	Date
Signature 1	***Signature 2***

Declaration of conformity

- according to procurement procedures for humanitarian actions -

The candidate

____
name/company

____
address

represented by

____
representative's name

____
address

assures that **<u>none</u>** 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

Checklist for proposal development

Project title:	Global Projects
Country:	Global
Type of exercise:	development of project proposals
Title of the products:	theory of change, proposals incl. Logframes
Author/s:	
Date of delivery:	
Qualitycheck by: (name and position)	
Remarks for consultant appraisal	

	Quality criteria	-2	-1	**0**	**1**	**2**	**Comments**
1.	**Utility**						
1.1	**Completeness**						
	Are the products following the requierements of the ToR? If any, were changes and deviations pre-agreed with GRC?						
	Do the annexes to the proposal sufficiently support the content of the proposal?						
1.2	**Structure**						
	Does the proposal follow the structure of the given proposal template of the donor, including annexes?						
	Do the chapters follow a clear logic and is the proposal comprehensible?						
1.3	**Style**						
	Is the proposal, including annex, easy to read, faultless, using clear, diversified and correct language?						
	Are references to other documents clear and graphs and tables clearly labelled and useful in explainng the information presented?						
1.4	**Relevance**						
	Are the final products relevant for the purpose(s) of the exercise, stated in the ToR? Do they serve the purpose?						
	Does the logframe summarise well the logic of intervention and provides a solid basis for monitoring progress and achievements (indicators, means of verification)?						
2.	**Feasibility**						
	Is the description of the planned project realistic?						
	Is the expected attributed effect of the project described in a plausible way in relation to planned resources and external factors?						
3.	**Accuracy**						
3.1	**Analysis of the subject-matter**						
	Is the subject-matter of the proposal clearly and completely described in a correct way? (Context, planned project implementation process, beneficiaries, acting partners and their roles, stakeholders, etc.)						
	Does the theory of change and/or logframe correctly reflect what and how it shall be achieved with the project? (Input, activity, output, use, outcome, objectives for impact)						
3.2	**Applied methodology**						

	Was the choice of methodology appropriate and justified for the purposes of the consultancy ?						
	Were all relevant stakeholders involved? Are the sources of information correctly listed and is the choice appropriate?						
4	**Ethics and Legality**						
4.1	**Data protection**						
	Are the rights and the well being of the identifiable persons protected? Is anonymity secured where needed or when asked for?						
4.2	**Appropriate behaviour of the consultant/s**						
	Was the behaviour of the evaluator/s vis-à-vis all stakeholders allways appropriate during the proposal development process?						
5.	**Need for amendments**						
	Was the need for amendments during the proposal development process reasonable?						
6.	**Final appraisal**						
	The proposal gets the following mark (X from 34 possible):						

Explanatory statement:	**The products have** **Positive aspects:** **Negative aspects:** **Conclusion:** **Recommendation:**

Criteria benchmarks:

2	The criteria was fully achieved, perhaps minimal amendment
1	The criteria was predominantly achieved, some amendments necessary
0	The criteria was only partly achieved, amendments were high
-1	The criteria was nearly not achieved, amendments were very high
-2	The criteria is not applicable

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 CRESCENT 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 harrassment 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, comprimising 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.

Contract for services

The German Red Cross, Carstennstraße 58, 12205 Berlin,
represented by Christian Reuter, Secretary General

- hereinafter referred to as the Client

concludes the following contract with

#NameAdressConsultant

- hereinafter referred to as the Consultant

Art. 1 Description of services and duties of the Consultant

(1) The Consultant is responsible for the development of two proposals (including logical frameworks, hereafter: logframes) to ensure GRC's access to quality funding to support National Red Cross and Red Crescent Societies worldwide where GRC is supporting. To design appropriate logics of intervention and adequate ways to measure progress and success (indicators) for both Global Projects and optimise synergies between them, an overarching theory of change shall be developed as part of the consultancy. Such theory of change is aimed at enabling a common understanding of the desired outcomes of both Global Projects and their connection in the next phase. While Global Project I (GPI) focuses on high-quality and context-specific humanitarian aid projects to people particularly affected by disasters and crises, Global Project II (GPII) aims at strengthening the wider humanitarian system by developing new innovative approaches to respond to humanitarian needs more effectively. Both Global Projects are expected to work closely together and to create linkages where possible.

(2) For detailed Information on Responsibilities and Tasks of the consultant and of the client refer to the Terms of Reference Annex 1 to this contract.

(3) As a Consultant, when carrying out activities on behalf of the Client, especially when travelling to project countries of the Client, the Consultant complies with German

Red Cross "Rules of Conduct for staff and volunteers of the GRC on mission", which becomes part of the contract as Annex 2.

(4) The Consultant shall not be subject to any right of instruction or direction on the part of the Client with regard to the scheduling and organization of the course of activities. The Consultant undertakes to directly observe the safety and security instructions of the Client in connection with the execution of the contract. The Consultant shall immediately obey the instructions of the Client to carry out an immediate departure from a project country, if the security situation requires it after its evaluation, or if damage from the International Red Cross and Red Crescent Movement can be averted.

(5) The Consultant undertakes to perform the services to be rendered under this contract in a professional manner and to the best of its knowledge and belief.

(6) The following apply as integral parts of the contract:

- Annex 1: Terms of Reference "Development of a theory of change and two global projects for GRCs humanitarian assistance worldwide"

- Annex 2: Rules of Conduct for staff and volunteers of GRC on mission

- Annex 3: The offer of the Consultant as of xx.xx.2022

- Annex 4: Signed Declaration of conformity

Art. 2 Duties of the Client

(1) The Client shall pay a total of xxxxx,xx € to the Consultant (plus the respective statutory value added tax valid at the time of invoicing to be paid by the Client in Germany) for the services listed in Art. 1. according to the offer of the consultant as of xx.xx.2021, Annex 3 to this contract. No additional remuneration shall be paid, unless additional services are mutually agreed upon between the Client and the Consultant.

(2) The Consultant will organize all travel arrangements, including booking of hotels and flights, prior consultation, and agreement with the Client. In such cases, travel costs will be paid by the Client upon reception of original invoices and relevant

supporting documents in accordance with the Federal Travel Expenses Act (Bundesreisekostengesetz).

(3) Remuneration shall be payable in three instalments as follows:

- 10% upon submission of the final inception report,
- 15% upon submission of the final theory of change;
- 35% upon submission of the draft proposals;
- 20% upon submission of the final proposals;
- 20% upon finalisation of the assignment.

They shall be payable 15 days after acceptance of the service and the submission of a written auditable invoice by the Consultant to the Client.

(4) The Client appoints a main focal point from the International Cooperation Division to ensure that there is an adequate flow of communication.

Art. 3 Right of termination

(1) The extraordinary termination of this contract for cause may be declared without notice, especially in the case of a gross violation of duty or inability to render a service to the required standard.

(2) In the case of termination pursuant to Para. 1, the Consultant shall only be entitled to a proportion of the remuneration agreed in Art. 2 Para. 1 if and to the extent to which the Client believes he has an interest in it and wishes to retain or take receipt of it. The level of the partial entitlement shall depend on what proportion of the project has been implemented at the time notice of termination is received. If the Consultant has received more remuneration than that to which he is entitled, it must be repaid.

(3) Notice of termination must be given in writing.

Art. 4 Extraordinary reporting obligations

(1) If the Consultant realizes that he will be unable to provide a service at all, in the required manner, to the required standard or by the required deadline, or if he becomes aware that this is a distinct possibility, he must undertake to inform the Client accordingly without delay. The information must be put in writing together with a detailed description of the situation. If the Consultant is going to be unable to meet the agreed deadline for services, he must state the date by which it will be possible to provide the service.

(2) The Consultant must disclose immediately if a petition for the initiation of insolvency proceedings has been filed against her or if such proceedings have been instituted.

Art. 5 Rights of use / Intellectual property

(1) The Consultant shall grant the Client transferable, exclusive rights of use to the services/results of services described in more detail in Art. 1, without restriction as to

territory, time or subject-matter. This includes the right to replicate the results, process them in any way, develop them further, modify them or reorganize them in any way whatsoever, and to make similar use of the results created in this way.

(2) The Client is also entitled to grant the rights of use described in Para. 1 to all member associations, in particular all regional associations and the nursing staff association of the GRC, as well as to local sections, local branches, associations, enterprises and other institutions which they incorporate. This also includes all affiliated enterprises or institutions of the associations, branches and institutions named in Sent. 1 as well as all associations, branches, enterprises and institutions which also include at least the name of the German Red Cross in their title.

Art. 6 Third-party rights

(1) The Consultant gives her/his assurance that the contractual service is free of third-party rights which might exclude or restrict the Client's use of the service pursuant to the contract.

(2) If, following the conclusion of the contract, claims are made which arise from an infringement of property rights, as a result of which contractual use of the contractual service is impaired or prohibited, the Consultant must undertake - at the Client's discretion either to modify or replace the contractual service in such a way as to ensure that it is no longer affected by the property rights whilst still complying with the terms of the contract, or to acquire rights which entitle the Client to use the contractual service without restriction or additional cost to himself pursuant to the provisions of the contract. If the Consultant is unable to do so within a period of 20 calendar days from assertion of the infringement of property rights, the Client must grant the Consultant a reasonable extension of at least 14 calendar days in which to rectify the situation. If the Consultant fails to meet this extended deadline, the Client shall be entitled to withdraw from this contract in whole or in part, or to demand a reduction in the Consultant's remuneration and compensation or indemnification for fruitless expenditure. No extension need be granted if it is apparent that the Consultant is unable to rectify the situation or refuses to do so.

(3) The Consultant assumes sole liability as well as responsibility for any legal defense vis-a-vis the party asserting an infringement of property rights. The Consultant is, in particular, entitled and obliged to conduct all legal disputes arising from these claims at her own expense, and to indemnify the Client comprehensively against any third-party claims at the latter's initial request.

(4) The Client shall inform the Consultant immediately in writing if claims are asserted against her for an infringement of property rights.

Art. 7 Data protection & Confidentiality

The Consultant undertakes to observe confidentiality with respect to all matters of the Client to which she/he has or will become privy while fulfilling this contract; this undertaking shall survive the termination of this contract. The Consultant will also ensure that all relevant regulations regarding the protection of personal data will be respected.

After conclusion of the contract, a data processing agreement shall be concluded between the contracting parties, if required. This shall comply exclusively with the requirements of the General Data Protection Regulation of the European Union.

Art. 8 Obligation to surrender possession

When the contract ends, the Consultant shall be obliged to surrender to the Client all documents and data supplied to her, including any copies which have been made. These remain the property of the Client. Copies of any documents prepared by the Consultant in connection with this commission must be given to the Client if and to the extent to which the latter requires them for the purpose of documenting or advancing the project.

Art. 9 Set-off I Right of retention

The Consultant may only offset claims if his/her counterclaims are undisputed or have been legally established. The Consultant shall only be entitled to claim rights of retention on the basis of counterclaims arising from the same contractual relationship.

Art. 10 Qualified clause requiring written form

Any addendum or amendment to the contract or to an agreement to annul the same shall only be effective if confirmed in writing. This requirement may only be waived in a written declaration.

Art. 11 Jurisdiction Agreement

This agreement is governed by German law. Jurisdiction is Berlin.

Art. 12 Severability clause

If individual provisions of this contract are ineffective or impracticable or become ineffective or impracticable after the conclusion of the contract, this shall not affect the validity of the contract and its annexes. Ineffective or impracticable provisions are to be substituted by provisions whose economic effect as closely as possible approximates that which the parties to the contract intended with the ineffective or impracticable provision. The above provisions shall apply mutatis mutandis to cases where there is an omission in the contract or its annexes. Sec. 139 of the German Civil Code shall not be applicable.

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German Red Cross Consultant

Deutsches Rotes Kreuz e.V.
Generalsekretariat
Bereich Internationale Zusammenarbeit

Deutsches Rotes Kreuz

Answering bidder questions as of 25.03.2022

Questions regarding tender „Development of a theory of change and two global project proposals for GRCs humanitarian assistance worldwide"

Question 1: Would it be possible to extend the deadline until the 4th of April?

Answer to question 1: Yes, we herewith extend the deadline until the 4th of April, 12:00 midday (CEST).

Question 2: There is a statement that the timeline might need to be adjusted based on discussions with the donor. Is there a possibility that the deadline for completing the proposals might be brought forward?

Answer to question 2: The GRC team will try to organise the process in an efficient manner. The submission of the proposals is so far expected to be end of June. Should an earlier submission with the different inputs of GRC colleagues in high-quality be possible, we would welcome the earlier completion of the process. Given the complexity, we nevertheless do not commit to a planned earlier submission considering the current framework conditions.

Question 3: The application material requests copies or links of relevant project planning processes or proposals. Proposals we have written are usually considered confidential. Would it be sufficient to provide a list of proposals written that have been successful in winning funds from institutional donors?

Answer to question 3: Yes, a list of successful proposals is sufficient (mentioning the donor, volume, theme etc.).

Question 4: There is a request for submission of 3 references. Can you confirm that this is providing the names of referees such that you can contact them, rather than the referees writing a reference that we would submit?

Answer to question 4: Yes, please provide the names of referees allowing German Red Cross to get in contact with them.

Question 5: In the attachment to the TOR there is a Checklist for Proposal Development. Is this a checklist that you would use to review the proposals that are written for the FFO through this consultancy, or does this have another purpose?

Answer to question 5: Yes, exactly. We will use the checklist to assess the quality of the proposals written as part of this consultancy. This will also inform the feedback the consultant(s) will receive during the final stages of the proposal development and after completion of the task.

Question 6: Can you confirm how long the next phase of the global projects is expected to be?

Answer to question 6: The next phase is expected to cover 3 to 4 years depending on the outcome of strategic discussions with the GFFO.