

**German Red Cross**  
**Terms of Reference (ToR) for an**  
**Overarching Evaluation of the Global Projects (I and II)**  
**on Contributions to Locally Led Actions**

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## 1. Background

The German Red Cross (GRC) is a member of the International Red Cross and Red Crescent Movement (RCRC Movement). The RCRC Movement is composed of the individual National Societies (NS) in each country/territory (currently 191 are recognized), the International Committee of the Red Cross (ICRC) and the International Federation of the Red Cross and Red Crescent Societies (IFRC) – the network of National Societies which has a secretariat based in Geneva, Switzerland. Each member of the Movement plays a different role in crises, but all are recognized internationally as key actors in humanitarian affairs.

The German Red Cross and the German Federal Foreign Office (GFFO) have been cooperating in the framework of two **Global Projects (GP)** since 2019, which are now currently in their second phase (2023-2025). A key aim of this cooperation is to allow for a more flexible approach towards meeting priority humanitarian needs in case of crises and disasters implemented through GRC's sister Red Cross and Red Crescent National Societies (SNS). Also central to this aim is strengthening SNS' technical and material preparedness and operational capacities to allow for the fulfilment of their respective mandates.

The Global Projects consist of operational and thematic components. Under the operational **Global Project I (GPI)**, GRC aims to “**contribute to the reduction of negative impacts of sudden onset disasters and crises and protracted crises for the affected population**” through the delivery of humanitarian assistance in cooperation with Host National Societies (HNS). There are three different types of responses, namely Immediate Emergency Aid (IEA) in case of sudden-onset disasters or unpredictable sudden aggravation of a crisis, Medium-Term Emergency Assistance (MTEA) in protracted and forgotten crises, and Humanitarian Disaster Preparedness (HDP) including Anticipatory Action (e.g. Forecast-based Financing, FbF) with a focus on community preparedness and HNS capacities. Under the first phase of GPI (2019-2022), GRC and HNS implemented a total of 103 projects in 46 countries. As of publication of this terms of reference (ToR), there have been 40 projects in 32 countries during the current second phase. In addition to individual projects, GPI allowed GRC to invest in surge capacity for rapidly deployable direct support bilaterally to HNS or through the global surge mechanisms of the RCRC Movement (IFRC and ICRC).

The thematically focused **Global Project II (GPII)** aims at “**strengthening and further developing international humanitarian aid and the international humanitarian system**”. It aims at strengthening and further developing the RCRC Movement and the wider humanitarian system to deliver high quality, effective and needs-based humanitarian aid. Building on, developing and promoting new learnings and innovations, GPII provides support to National Red Cross Red Crescent Societies as well as to humanitarian operations in three key thematic areas: Anticipatory Action (AA), humanitarian Disaster Risk Reduction (DRR), and Health (including water, sanitation and hygiene, WASH). Humanitarian Assistance in the Urban Context, Climate Change (CC) and Digitalization/Information Management (IM) are also cross-cutting topics of GPII.

In the first phase, two overarching aspects of the GPI were evaluated, namely (i) the process for implementing Immediate Emergency Aid, and (ii) coordination and complementarity of Medium-Term Emergency Assistance.<sup>1</sup> For GPII, a mid-term evaluation was conducted which focused on

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<sup>1</sup> Executive Summaries/ Factsheets of both evaluations can be found on the GRC website <https://www.drk.de/wirkungsmessung/>.

analysing the impact of the new funding model in terms of strengthening and developing humanitarian aid and the humanitarian system, and to analyse synergies, such as the transfer of knowledge, between the two Global Projects.

In 2024, one evaluation will be conducted for this phase, covering both Global Projects to highlight their linkage and to allow for more strategic recommendations that cover the overarching topic of enabling locally led actions. **The focus of this proposed overarching evaluation shall be on how the German Red Cross, through the Global Projects, contributes to strengthening locally led actions and approaches.**

Local organizations are among the first to respond when a disaster occurs. Being on the ground and rooted in their communities, they often have contextual and situational knowledge, access to affected areas as well as a continued presence after a disaster that many international actors fall short on. Increasing local actors' access to international humanitarian funding, partnerships, coordination spaces, and capacity building was included in the Grand Bargain 2016 as a key vehicle for humanitarian reform; more recently, this expanded to influence and leadership in policy spaces.<sup>2</sup>

Locally led approaches have always been of relevance to and a strength of the Red Cross Red Crescent Movement, whose National Societies are grounded in a strong volunteer base at community level and mandated through their auxiliary role to support and complement the local authorities on disaster preparedness and in assisting affected populations in case of disasters and crises.<sup>3</sup> The auxiliary role of Red Cross and Red Crescent National Societies is to support their public authorities through humanitarian services, in times of war or peace, while acting in accordance with the Fundamental Principles<sup>4</sup> of the Red Cross and Red Crescent Movement. The auxiliary role means that National Societies are private and independent organisations, but with a recognised public function. This role is reflected and supported by domestic laws, policies, plans and agreements.<sup>5</sup> The Global Projects contribute to this aim by supporting and strengthening sister NS for the fulfilment of their roles and priorities as appropriate within their respective local mandates and contexts.

## 2. Evaluation purpose and users

### Purpose

The proposed evaluation aims (i) to analyse the **contribution of GRC through the Global Projects towards strengthening “locally led action” via the different partnerships and approaches** with Host National Societies implemented in the frame of the Global Projects of GRC and GFFO, and (ii) to **generate learnings** from the different approaches implemented with a view of improving the Global Projects' general programming and impact on locally led action.

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<sup>2</sup> For a review of localization efforts in recent years, see Sabina Robillard, Teddy Atim, Daniel Maxwell, “Localization: A “Landscape” Report”, Feinstein International Center/ Tufts University, 2021, available at <https://reliefweb.int/report/world/localization-landscape-report> (11.03.2024).

<sup>3</sup> Cf. for example <https://www.ifrc.org/happening-now/advocacy-hub/localization> (11.03.2024).

<sup>4</sup> Humanity, Impartiality, Neutrality, Independence, Volunteerism, Unity, Universality.

<sup>5</sup> Cf. <https://www.ifrc.org/who-we-are/international-red-cross-and-red-crescent-movement/about-national-societies/auxiliary> (16.03.2024).

The evaluation takes place half-way through the second phase of the Global Projects. It shall help to ascertain notably the relevance, impact and sustainability of the different partnerships and approaches implemented under the Global Projects in strengthening locally led action, and the findings shall be used to inform strategic decisions for the remainder of the current phase as well as in the design of succeeding phases or other initiatives. The evaluation should thus generate concrete and actionable recommendations for GRC. The findings shall furthermore inform GRC's cooperation with sister National Societies, the RCRC Movement and the wider humanitarian community more generally.

Finally, by analysing the contributions of the Global Projects to strengthening locally led action, this evaluation will also contribute to GRC's accountability towards the localization agenda which is also promoted by GFFO as part of its humanitarian agenda, as well as a wider goal of humanitarian reform.

#### Users of the evaluation

- GRC International Cooperation Division's Senior Management, Grant Managers of the Global Projects, Heads of Regional Units and Country Managers, Heads of Thematic Units and Technical Managers, Surge Unit, the Technical Cluster for Monitoring, Evaluation, Accountability and Learning (MEAL);
- Sister National Societies' staff involved in the Global Projects at a strategic level;
- Direct partners of GPII (e.g. Climate Centre, IFRC and ICRC) and others;
- GFFO Humanitarian Divisions S-07, S-08 and S-09 involved in the Global Projects;
- Other humanitarian organizations involved in promoting locally led approaches.

### 3. Task description

#### Evaluation scope

The evaluation will systematically analyse the contributions towards strengthening locally led action of the different partnerships and approaches that GRC and sister National Societies have engaged in in the context of Global Project I and II up until the beginning of the evaluation exercise.

The evaluation will focus on analysing contributions to the following results for strengthening locally led action:

- (i) Enabling equal partnerships between GRC and sister National Societies;
- (ii) Promoting GRC as a reliable partner;
- (iii) Mainstreaming Movement commitments.

The analysis will cover partnerships and approaches implemented in the following areas:

- (i) Readiness and Preparedness for Effective Response (PER), including for Cash and Voucher Assistance (CVA), GRC's role and contributions to humanitarian DRR, Health and Anticipatory Action, and decision-making and prioritization;
- (ii) Surge mechanisms and risk management;
- (iii) Accountability to Affected Populations (AAP), and coordination and complementarity.

The evaluation shall assess the current state of affairs of the Global Projects' second phase but taking into account developments made in/ since the first phase. **The evaluation shall also provide**

## **overarching recommendations for the Global Projects and specific recommendations for GPI and GPII.**

### 3.2 Evaluation questions of strategic importance to the Global Projects

Three different areas of analysis with specific questions to be answered through the evaluation are outlined below. **The consultant(s) will detail in the inception report how they intend to operationalize these questions and the methodologies to collect the necessary data for the analysis.** *Corresponding percentages are meant only to guide the evaluation's focus.*

#### **a) Equal partnership with sister National Societies (70%)**

Decision-making on operational and programmatic support (10%)

- How do priorities of the sister National Societies and the Red Cross Red Crescent Movement play into the strategic decision-making of GRC? How are technical, financial and material resources allocated and managed together with the HNS? How do these investments translate into the promotion and sustainability of locally led action?
- How are commitments on the transfer of funds to the HNS for their own management (reference to Grand Bargain commitments) being achieved?

Readiness and PER, including CVA preparedness (20%)

- In what ways have selected measures of institutional preparedness (readiness, including cash preparedness) contributed to locally led action, i.e. quality/appropriateness of services, timely locally led response (NS headquarters and branches)? What support to NS' readiness proved/proves to have a high impact on locally led action? What works and what doesn't?
- In what way does locally led action contribute to stronger National Society capacities, with less support from international actors? What linkages to other local actors emerge (e.g. technical standards, processes and procedures, frameworks)?

Thematic priorities: DRR, Health, and Anticipatory Action (40%)

- How is the German Red Cross perceived as a Movement partner on humanitarian DRR, Health, and Anticipatory Action, as well as a member of the wider humanitarian community?
- What role does GRC play in the development of the thematic areas and of the local capacities on these themes? How do these thematic areas and capacities contribute to locally led actions? How are tools, approaches and innovations adapted, developed and operationalized based on and contributing to locally led action? What works and what doesn't?
- How are GPI and GPII linked and mutually informing each other in order to support locally led operational and programmatic decision-making?

#### **b) Promoting a reliable GRC (20%)**

Surge mechanisms (15%)

- How does the Surge Unit support Host National Societies on immediate response as well as capacity building? How does the Surge Unit support the Red Cross Red Crescent Movement in developing and deploying emergency response resources? How

does the Surge Unit contribute to locally led action? What impacts are seen from locally led emergency interventions?

Risk management (5%)

- How are risks managed together with Host National Societies? What systems are in place to mitigate risks? How are these risks discussed with the German Federal Foreign Office?

**c) Movement commitments (10%)**

Accountability to Affected Populations (5%)

- How have the Global Projects contributed to strengthening accountability of Host National Societies to affected populations? What has worked and what hasn't? How have communities participated in the design, implementation and review of programmes? How have gender and diversity aspects been considered in different project designs and during implementation?

Coordination and Complementarity (5%)

- How have the Global Projects contributed to the alignment of programming and priorities of partners within the Red Cross Red Crescent Movement? What results can be observed regarding coordination in relation to the GPs' framework of implementation?

#### **4. Evaluation design and methodology**

The consultant(s) will propose an evaluation design and methodology as part of their offer. It is expected that they include both qualitative and quantitative methods to triangulate and substantiate findings and that they comply with the IFRC Standards for Evaluation<sup>6</sup>. The offer should be detailed enough to clearly understand the rationale behind the choice of design and methods given the evaluation subject and questions, as well as the feasibility and resources involved. A comprehensive version is to be presented as part of the inception report and agreed upon with GRC in the kick-off meeting.

The proposed design and methodology should take into consideration that the evaluation covers a complex program and is of an overarching nature, with a focus on analysing contribution and distilling learnings. This should be reflected in the design and methodology e.g. by highlighting analytical approaches to tracing contributions and attributing results as well as to triangulating causal linkages.

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<sup>6</sup> **The IFRC Evaluation Standards are:**

1. Utility: Evaluations must be useful and used.
2. Feasibility: Evaluations must be realistic, diplomatic, and managed in a sensible, cost effective manner.
3. Ethics & Legality: Evaluations must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved in and affected by the evaluation.
4. Impartiality & Independence: Evaluations should be impartial, providing a comprehensive and unbiased assessment that takes into account the views of all stakeholders.
5. Transparency: Evaluation activities should reflect an attitude of openness and transparency.
6. Accuracy: Evaluations should be technically accurate, providing sufficient information about the data collection, analysis, and interpretation methods so that its worth or merit can be determined.
7. Participation: Stakeholders should be consulted and meaningfully involved in the evaluation process when feasible and appropriate.
8. Collaboration: Collaboration between key operating partners in the evaluation process improves the legitimacy and utility of the evaluation.

The consultant(s) are furthermore expected to familiarize themselves with the specific understanding of locally led approaches within the RCRC Movement, GRC, and logic of the Global Projects. This includes notably the concept of auxiliary role of National Societies to the public authorities in their respective countries and the nature of the RCRC Movement itself,<sup>7</sup> as well as key approaches implemented in two of the three core areas Anticipatory Action, humanitarian DRR, and/or Health.

At a minimum, the following methods should be considered:

- Desk review of relevant RCRC Movement and GRC documents, e.g. policy, strategy or guidance documents;
- Desk review of key project documents of the Global Projects (including concepts, proposals, reports, evaluations etc.);
- Collection of qualitative data e.g. through key informant interviews (KIIs) or focus group discussions (FGDs) with key persons relevant to the evaluation subject;
- A quantitative survey of Host National Society and other Movement partners;
- A quantitative analysis of secondary data such as field reports and financial transfers to HNS.

The evaluator(s) will have access to all organizational (RCRC Movement/GRC) and project documents relevant to the evaluation. GRC will prepare a preliminary document repository that will be made available to the evaluator(s) at the start of the evaluation through a cloud-based platform. The evaluator(s) are expected to review the repository, engage with GRC on aspects not covered or where the information should be made available in a different form, and commit to using the information made available for analysis. The documents are confidential but can be cited and used in the evaluation process. 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. Following the conclusion of the evaluation, the evaluator(s) commit to deleting the documents shared with them.

The collection of primary data should aim for a high level of participation. Contacts with relevant interview partners will be facilitated by GRC. The following persons will serve as resource persons, as applicable:

- Heads of relevant departments;
- The thematic leads of National Society Development (NSD), (humanitarian) DRR, Anticipatory Action, Health, CVA, Surge and Risk Management as well as other thematic leads or Technical Managers as needed;
- Heads of Regional Units and Country Managers;
- GRC Field Offices;
- Key staff and senior managers of Host National Societies;
- Other select groups as required (e.g. specific RCRC volunteers, Movement working groups on specific topics or consortia between Movement partners);
- Relevant staff of the German Federal Foreign Office.

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<sup>7</sup> For further resources, see <https://www.ifrc.org/who-we-are/international-red-cross-and-red-crescent-movement/about-national-societies/auxiliary> (16.03.2024); IFRC, "Guide to Strengthening the Auxiliary Role through Law and Policy", 2021.



Target areas for primary data collection, including possible in-country visits, will be identified together with the consultant(s). A set of selection criteria will be preliminarily developed by the GRC and discussed with the consultant(s) in the inception phase of the evaluation.

It is also expected that the evaluator(s)/consultant(s) are the same as the ones for whom CVs are submitted in the tender process and that communication will be done through the communicated team lead/main consultant. In case in-country (outside of Germany) data collection is foreseen with national (local) consultant(s) partners, this shall be communicated with the GRC Evaluation Steering Committee, together with the profiles of the national consultants. Furthermore, the team structure will always be discussed with the steering committee beforehand.

The team composition as well as the design and methodology of the evaluation are subject matters of negotiations between GRC and the consultant(s).

## 5. Evaluation process with timetable, deliverables, responsibilities and duties

The evaluation process will be guided by the contracting parties, namely the Evaluation Commissioners, the Evaluation Manager/Evaluation Steering Committee and the evaluator(s). The specific timetable will be agreed by both parties. The consultant(s) should deliver an inception report detailing the methodology and timeframe. Further reporting will consist of a preliminary report, which will serve as basis for a validation workshop, the final report and a factsheet summarizing key aspects, which will be the products to be delivered. The final report shall reflect the validated workshop results.

### Timetable

A total of **40-45 consultancy days** are allotted for this evaluation. The final evaluation report and the factsheet should be submitted no later than **15 November 2024**. A recommendation of timeframe of activities is expected in the submitted tender. Finalization of details of the timeframe are to be done jointly by GRC and the selected consultant(s) – taking into consideration further developments in the different country contexts.

### Deliverables

The deliverables for this evaluation include **(i) inception report, (ii) preliminary evaluation report, (iii) validation workshop, (iv) final report and (v) factsheet**. All consultant(s) works (presentations during kick-off and validation workshop, inception, preliminary and final report, factsheet) must be delivered in **English**. GRC will have ownership of all the deliverables.

A kick-off meeting will be organized by GRC to introduce the process and the consultant(s) to relevant staff.

The **inception report** offers the opportunity for the evaluator(s) and GRC to clarify the contract and the ToR after a first study of the existing project documentation, prior to starting the evaluation exercise. The evaluator(s) will give feedback to GRC about the ToR and their feasibility, can clarify open questions, and suggest changes with regards to the content or direction of the evaluation. GRC places a high value on this report for guiding the remainder of the evaluation process. The inception report will be discussed with GRC and the evaluator(s). Any changes to the ToR need an agreement of both parties as they might change the conditions and thereby the contract between



GRC and the evaluator(s). The inception report of the evaluator(s) should not be longer than 15 pages (excluding annexes) and should contain:

- Key data of the evaluation (project title, project data, commissioner of the evaluation, contractor(s) etc.);
- Feedback on/suggested amendments to the ToR;
- Status of the evaluation preparation (team, timetable, distribution of tasks, reporting);
- **Evaluation design and methodology, including evaluation analysis matrix;**
- Draft version of primary data collection and analysis tools (e.g. surveys, KII guides etc.);
- **Preliminary insights from the secondary data analysis;**
- Draft implementation plan for the evaluation.

Following primary data collection and analysis, the consultant(s) will deliver a **preliminary report** that represents a first version of the final report and follows the same structure. It is based on the **desk review of available documents and analysis of primary information collected** through qualitative and quantitative methods. All findings, conclusions and recommendations as well as the evaluation design, methodology and limitations should be clearly described. The results of the preliminary report will first be discussed with GRC and the partner(s) and will serve as basis for the preparation of the validation workshop, where the consultant(s) will present the preliminary findings and recommendations.

Representatives of stakeholders and the evaluator(s) will come together in a **validation workshop** to discuss and validate the findings, lessons learned, and recommendations proposed by the evaluator(s). Stakeholders might formulate additional recommendations if necessary. It is expected that the evaluator(s) present a **structure for the validation workshop as part of their preliminary report**. A validation workshop may possibly cover the following aspects:

- Presentation and discussion of findings and conclusions;
- Validation of lessons learnt and recommendations by all stakeholders;
- Collection of additional observations or recommendations.

GRC is responsible for the workshop preparation on all administrative and logistics requirements. In case visa are required for entry to Germany to conduct the workshop at GRC headquarters in Berlin, this shall be communicated by the consultant(s) in a timely manner based on the agreed timetable in the inception report.

The **final evaluation report and factsheet** must be delivered a maximum of **7 business days** after the validation workshop and no later than **15 November 2024**. The consultant(s) will give his/her/their recommendations in the final report but should consider and include the validation and recommendations provided by the participants during the workshop. The final report should have a length of approximately 35-40 pages (excluding annexes) and, at a minimum, include the following elements:

- **Factsheet** with key data of the evaluation, incl. main findings and recommendations (3-5 pages);
- Executive Summary – a tightly drafted, to-the-point, free standing document (about 5 pages max.) with the following, fixed structure:
  1. Short project description
  2. Key questions of the evaluation
  3. Key findings
  4. Lessons learned
  5. Major recommendations

- Introduction – with purpose of the evaluation, scope, key questions, short description of the project to be evaluated and relevant framework conditions;
- Evaluation design and methodology, including limitations;
- Key findings with regard to the questions pointed out in the ToR, clearly supported by evidence and analysis;
- Conclusions based on evidence and analysis;
- Recommendations as expected in the ToR, which are relevant and feasible and targeted to the respective audience and of strategic nature. **Separate/individual recommendations for GPI and GPII are expected.**
- Lessons learned as generalizations of conclusions for wider use;
- Annexes (ToR, primary data collection tools, itineraries of field visits, list of consulted persons/organisations, documentation reviewed, literature consulted, full survey findings if applicable etc.)

The structure can be extended by the evaluator(s) by additional points if necessary.

GRC will analyse the final report, especially the feasibility of the recommendations proposed by the evaluator(s). The final report will have to be approved by GRC.

### 5.3 Responsibilities and duties

#### GRC:

- Will provide all relevant documentation to the evaluator(s);
- Will facilitate the arrangement of interviews (online and in-person) with evaluation participants;
- Will facilitate logistics in case of field travels in cooperation with the respective sister National Societies and provide security briefings as per GRC regulations;
- Will prepare the logistics for the validation workshop;
- Will provide timely feedback on and approve the deliverables from the evaluation;
- Will cover all fees as specified in the contract signed by both parties;
- Will maintain overall coordination between GRC headquarters, GRC Field Offices, sister National Societies and other Movement partners involved.

#### Consultant(s):

- Will define and specify the design, methodology, and tools, timeframe and intended outputs/outcomes of the various stages of work;
- Will conduct the necessary meetings, interviews, workshops, focus groups etc.;
- Will specify any arrangements required for potential field visits;
- Will specify arrangements required to organize the validation workshop;
- Will submit all deliverables (inception report, preliminary and final report, validation workshop workplan/presentation, factsheet) in English based on the agreed structure and as per the agreed timeline;
- Will revise the preliminary report based on the feedback received from GRC;
- Will follow the timeframe agreed and shall communicate any unforeseeable change as soon as possible.

## 6. Evaluation quality and ethical standards

The evaluator(s) should take all reasonable steps to ensure that the evaluation 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 evaluation is technically accurate, reliable, and legitimate, conducted in a transparent and impartial manner, and contributes to organisational learning and accountability. Therefore, the evaluator(s) should adhere to the IFRC Standards of Evaluation (see above).

The final report will be evaluated by GRC based on a checklist of criteria. The evaluator(s) will receive feedback from GRC before the final payment of the consultant contract is approved.

## **7. Dissemination of evaluation results and their application**

The following organisations will receive the full final report, including the factsheet: GFFO, GRC, relevant SNS. The factsheet/executive summary will be made publicly available on the GRC website. The factsheet and executive summary may be shared in additional fora.

Evaluation results and accepted recommendations will be used for ongoing and future programming, both in the context of the Global Projects and GRC international cooperation, by GRC, as well as by SNS and other relevant partners and stakeholders for organisational learning. A management response and implementation plan shall be developed and implemented in an agreed upon timespan to ensure the application of the recommendations by the user group of the evaluation.

## **8. Application, award, and contractual details**

### Qualifications

Essential (compliance required for admission to tender):

- All key members of the evaluation team have at least 3 years' experience in conducting evaluations in international development cooperation and/or humanitarian assistance;
- Experience in working in the field of international development cooperation/humanitarian assistance with RCRC Movement, international/local non-governmental organizations (NGOs) or civil society organizations (CSOs) or other aid organizations such as international organizations or development banks;
- Strong research, methodological and analytical skills, and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations, and prepare well-written reports;
- Fluency in English.

Preferable:

- Experience and expertise in conducting complex/overarching/strategic/multi-country/multi-sectoral evaluations;
- Experience and expertise in cooperation with and strengthening of national/local actors through international cooperation, with experience on institutional capacity-building and/or localization approaches and in-country preferred;
- Expertise and experience in evaluation and research methods and process facilitation, with a diverse range preferred.

Evidence of fulfillment of the above-mentioned aspects is assessed based on the documents submitted with the application dossier, notably the letter of motivation, team members' CVs.

### Application

The tender is handled via an **open procedure**.

The **tender documents** consist of the following:

1. Terms of Reference
2. Code of Conduct of the Red Cross Red Crescent Movement
3. Rules of Conduct for staff and volunteers on GRC missions
4. Draft contract
5. Declaration of Conformity
6. Order Processing Agreement
7. Questions answered by the Client as well as corrections made by the contracting entity to the tender documents.

All documents are **published** on GRC's website:

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

Revisions, additions, answers to questions etc. are likewise published under the link quoted. All documents and information as well as only those documents and information published under this link are authoritative, regardless of information provided in other fora where the tender may be advertised in addition.

Interested candidates should **submit** their dossiers

by **30 April 2024, 23:59 CEST**  
to Mr. Byron Nonato, MEAL Technical Cluster Lead  
via email to [t63meal@drk.de](mailto:t63meal@drk.de) with [b.nonato@drk.de](mailto:b.nonato@drk.de) in copy  
stating as subject **"Application for Overarching Evaluation of the Global Projects - 2024"**  
in **English** language.

The **dossier** to be submitted must contain the following documents/ information as a pre-requisite for admission to the tender, **both with regards to the documents as well as the aspects to be covered therein – incomplete dossiers will not be considered:**

- Letter of motivation:
  - Summarizing relevant experiences and qualifications for the consultancy;
  - Providing 2 reference persons;
  - Stating the validity of the offer (until 30 June 2024)
- Technical proposal, including:
  - Brief summary/outline of the consultant(s)' understanding of the localization discourse, the Red Cross Red Crescent Movement, the auxiliary role of National Societies, and what locally led approaches mean in the context of the Red Cross Red Crescent Movement, as well as the consultant(s)' understanding of key Anticipatory Action, humanitarian DRR, and/or Health (2 out of 3) approaches implemented by the Red Cross;
  - Evaluation design and methodology;
  - Timetable for how the evaluator(s) propose(s) to complete all.
- Financial proposal:

- Financial proposals need to be in Euro (EUR) and show value-added tax (VAT) separately. Interested consultants who are registered outside of Germany must not include VAT in their offer. The evaluation of their offer will consider the net price plus the statutory VAT in Germany. Based on the “reverse-charge procedure”, GRC will pay respective statutory VAT in Germany. Please indicate your VAT number/taxpayer ID with your offer.
- Financial proposals should show daily fees inclusive of any cost the consultant(s) may incur that are not linked to primary data collection in-country as excluded below and need to be shown exclusive of VAT. Financial offers will be assessed on this basis.
- GRC will cover travel and accommodation cost incurred in connection with primary data collection in line with the Bundesreisekostengesetz (Federal Travel Cost Act), in addition to potential country-specific visa cost. Where not arranged or covered directly by GRC in line with internal cost and security guidelines, costs are reimbursed upon submission of **original** receipts in line with the Bundesreisekostengesetz. Further costs that the consultant(s) may incur in line with international travel, e.g. insurance or per diems, are not covered and must be factored into the calculation further above.
- Where the consultant(s) foresee further cost linked to primary data collection in line with their proposed evaluation design, e.g. for enumerators, translators, facilitators etc., yet the cost cannot be specified at the point of the tender due to e.g. countries of primary data collection not yet having been determined, they must include an overview of the cost categories and proposed way of budgeting. These costs will be agreed in writing during the inception phase and are covered by GRC in line with internal guidelines.
- Examples of recent comparable work, max. 5 years old, with clear authorship by the evaluator(s) mentioned in the application:
  - At least 2 evaluations (if full reports may not be shared for confidentiality reasons, executive summaries and/or factsheets including at least a description and outline of the approach and methodology applied).
- Curriculum Vitae (CV) of all team members
- Signed Declaration of Conformity.

Based on an initial ranking as per the criteria stated below, 3 candidates with the highest score will be invited to **present** their **offers** in an **online meeting** via MS Teams of approx. 45 minutes in English language with representatives of the evaluation commissioners. In case of a tie for rank 3, both candidates shall be invited for a presentation. The presentations are expected to have a length of max. 20 minutes and to highlight relevant experience and qualifications; the consultant(s)´ understanding of localization/locally led approaches in the context of the auxiliary role of National Societies within the Red Cross Red Crescent Movement; the evaluation design and methodology; and the anticipated workload and timetable. These aspects will also be discussed during the meeting. The anticipated timeframe for presentations is **6<sup>th</sup> – 10<sup>th</sup> May 2024**. The presentation will be documented.

Used tool for the presentation:	Microsoft Teams Meeting (GRC will send an invitation)
Length of presentation:	Max. 20 minutes
Time for questions from GRC:	Max. 25 minutes

**Note: The bidders are prohibited to present new documents that were not submitted with the offer. Presentations may not exceed 20 minutes.**

Applicants must raise **questions** in writing by **23 April 2024, 18:00 CEST**, to the above-mentioned email addresses. Questions and answers will be published in an anonymized form on GRC's procurement website under the link referenced above. They then form an integral part of the contract documents. **Candidates are strongly encouraged to contact GRC to clarify questions regarding the documents to be submitted, the content of these documents, as well as the content of the presentation.**

GRC reserves the right to continue further communication after submission of quotes via a combination of media (e.g. post, email, phone). GRC may – but is not obliged to – ask each tenderer individually for clarification regarding their quote within a reasonable time limit, to be determined by the evaluation committee.

#### Award

The decision for the award of contract will be determined via credit points assigned to the dossiers submitted according to the following criteria:

- The offered technical approach demonstrates a high level of (50%):
  - Understanding of the overall task at hand, with consideration to the auxiliary role of the Red Cross Red Crescent Societies, institutional cooperation and localization approaches, as well as key approaches in Anticipatory Action, humanitarian DRR, and/or Health (and WASH) implemented by the Red Cross (20%);
  - Suitability of methodology proposed to cover the scope and complexity of the task at hand with a sufficient level of detail to generate reliable results (20%);
  - Feasibility of timetable/ workplan given the envisaged timeframe (10%).
- The quality of the submitted work samples with regards to the suitability of the design and methodology applied to the task at hand (10%);
- The presentation demonstrates a high level of understanding, professionalism in presentation and engagement (10%);
- Price (30%).

#### Applied scoring system:

- |           |  |
|-----------|--|
| 5 points: | Fulfilled criteria very well (5 points are being awarded if the bidder's technical proposal, presentation, and/or work samples (based on the submitted bid) show 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.) |
| 4 points: | Fulfilled criteria well (4 points are being awarded if the bidder's technical proposal, presentation, and/or work samples (based on the submitted bid) show 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.)                       |
| 3 points: | Fulfilled all criteria (3 points are being awarded if the bidder's technical proposal, presentation, and/or work samples (based on the submitted bid) show 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.)      |

- 2 points: Fulfilled basic criteria (2 points are being awarded if the bidder's technical proposal, presentation, and/or work samples (based on the submitted bid) show 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.)
- 1 point: Fulfilled criteria inadequately (1 point is being awarded if the bidder's technical proposal, presentation, and/or work samples (based on the submitted bid) show 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.)
- 0 points: Criteria not fulfilled.

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:

$$\left( \left( \text{price of the cheapest offer} / \text{price of the offer to be evaluated} \right) \times 100 \right) \times \text{weighting factor} \\ = \text{price points}$$

The school grading system is of course not applicable to the evaluation of the price.

The quality for each award criterion is evaluated as follows:

$$(\text{points achieved} \times \text{factor } 20) \times \text{percentage weighting} = \text{quality points}$$

Calculation of total points:

$$\text{price points} + \text{quality points} = \text{total points achieved}$$

#### Contractual details

Applicants will be requested to sign and abide by the Code of Conduct and the Data Protection Form as part of the contract.

GRC will pay the consultant(s) awarded the contract **30% upon signing of contract, 30% upon GRC approval of the inception report, and 40% upon GRC approval of final report.** The consultant must provide an invoice containing his contact details, the services provided, bank details, and VAT number/ taxpayer ID and should allow at least two weeks for the processing of the payment.

Should there be any additional payment obligations on the part of GRC as agreed in the contract, e.g. related to travel expenses, the submission of original receipts is required for the payment.



## 9. Abbreviations

AA	Anticipatory Action
CSO	Civil Society Organization
CVA	Cash and Voucher Assistance
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
EUR	Euro
GFFO	German Federal Foreign Office
GP	Global Project(s), consisting of Global Project I (GPI) and Global Project II (GPII)
GRC	German Red Cross
HDP	Humanitarian Disaster Preparedness
HNS	Host National Society
ICRC	International Committee of the Red Cross
IEA	Immediate Emergency Aid
IFRC	International Federation of Red Cross and Red Crescent Societies
IM	Information Management
MEAL	Monitoring, Evaluation, Accountability and Learning
MTEA	Medium-Term Emergency Assistance
NGO	Non-Governmental Organization
PNS	Partner National Society
RCRC	Red Cross Red Crescent
SNS	Sister National Society
ToR	Terms of Reference
VAT	Value-added tax
WASH	Water, Sanitation and Hygiene

## 10. Annex

1. Draft contract
2. Code of Conduct
3. Declaration of Conformity
4. Data Protection Form
5. One-pager – Global Project I
6. Two-pager – Global Project II