1. Application Procedure

Interested consultants should submit their dossier by 10th July 2022, 12:00 am (CET) to Philipp Polanski (email: surge@drk.de).

The consultant must submit the following tender documents:

- Curriculum Vitae
- Brief letter of motivation summarising relevant experiences, publications if applicable and qualifications for the consultancy (expertise and experience in Urban WASH and RC/RC approaches and tools for emergencies)
- Sample of previous written work and organised webinars, meetings, etc.
- Daily rate (net sum)
- Statement of availability for continuous work from July 2022 onwards for at least 9 days per months
- Signed declaration of conformity

The selection of the consultant will be based on the following criteria:

- Demonstrated expertise and experience in Urban WASH (20%)
- Demonstrated expertise and experience in RC/RC approaches and tools for emergencies (20%)
- Relevance and quality of sample previous work (20%)
- Daily Rate (30%)
- Proven record of managing agile processes, coordination and/or project management (10%)

The following evaluation scheme will be applied:

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

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.

((Cheapest offer price / Offer price to be valued) x 100) x 30% = 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

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

5 (school grade) x factor 20 = 100
100 x 40% = 40 points

Calculation of the total points:

Sum price points + Quality points = Total points achieved

Supplement
The bidder(s) with the highest overall score will be awarded a framework contract. Tender prices must remain valid until 10th August 2022.

2. Procurement Procedure

2.1 Procedure type
The procurement is handled via an open tender.

2.2 Deadline of submission and period of validity
- Deadline of submission is 10th July 2022, 12:00 am (CET).
- Your quote must state the period of validity until 10th August 2022.

2.3 Further communication

- Participants must raise questions in writing 7 days prior to deadline for submission of quote latest, otherwise the extension of the deadline is not feasible anymore.
- GRC reserves the right to continue the further communication after submission of quotes via a combination of media (e.g. post, email, phone).