

Invitation to Tender

Review of the localization workstreams and a mapping of the existing capacity development initiatives in eight countries

Reference Number: DEU1030 EU Supply RTF N° 235415

Bonn, 28.02.2020

Welthungerhilfe (www.welthungerhilfe.de) is one of the large and respected private organisations in the field of development cooperation and humanitarian aid in Germany. It carries out projects in 39 countries and campaigns for fairer cooperation with developing countries. If you are prepared to dedicate yourself to carrying out consultancies under sometimes difficult conditions and you match the requirements set out below, we look forward to receiving your application.

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1. Introduction

The consortium partners of the Localisation Programme “ToGHETER” (Welthungerhilfe, Caritas Germany, Diakonie Katastrophenhilfe and Malteser International) are seeking to hire a consultant team to review the localisation workstreams and existing capacity development initiatives in eight countries.

The programme will be implemented from March 2020 to February 2023 in altogether eight countries (Bangladesh, Colombia, Indonesia, Myanmar, Pakistan, Ethiopia, Democratic Republic of Congo (DRC) and Somalia or another African country t.b.d.) with funding from the German Federal Foreign Office (AA). Each consortium member will have the operational lead in two of the participating countries.

2. Framework conditions

Under the overall guidance of the Programme Management Unit (PMU), the consultant team shall undertake a general and country-specific literature review and a qualitative field study in each country of operation.

The consultant team shall comprise an international team leader and at least one local consultant per country.

The consultants should take all reasonable steps to ensure that the study respects and protects the rights of the people and organizations involved and to ensure that it is technically accurate and reliable.

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dem Verbund internationaler
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Responsibilities of PMU and the consortium partners:

- Provide the consultant team with all necessary background information about the programme
- Introduction of the consultant team to the counterparts in the field
- Guidance throughout all phases of the assignment

3. Description of the Service

The consultant team will produce the following deliverables:

- I. Draft literature review for all 8 countries about the localisation process and ongoing localisation initiatives in the countries and proposal of the way forward for the field study in the 8 countries by taking the desk study results into consideration. After one month after signing the consultancy contract.
- II. Draft field studies for eight countries for review of lead organization and PMU.
- III. One final publication with the literature review and field studies:
 - Ready for publication in Corporate Design (templates will be provided)
 - No more than 30 pages per country (including pictures)
 - Designed to use as a baseline study as well as for publication

Please see attached ToRs for additional details.

The target audience of the study is

- Internal: to use as baseline study and a monitoring/ evaluation tool
- Externally the primarily audiences are:
 - Localisation actors: international and local NGOs interested in the localisation topic;
 - Donors;
 - International Organisations (UN or others).

4. Attendance

Any specialized group of Consultants or consultancy company can participate in the tender. Please note that only applications covering all eight study countries will be considered.

5. Schedule of the Tendering Procedure

	Date
Publication of the terms and conditions of the competition	28.02.2020
Deadline for submitting questions for interested companies	06.03.2020, 11:00 am
Deadline for making replies available to interested companies	12.03.2020.2020, 11:00 am
Deadline for submission of tenders	20.03.2020, 11:00 am
Awarding of contracts to successful candidates/tenderers	14 – 15 Calendar Week
Contract performing	Start approx. 1 week after confirmation
Presentation of the Final results	30-31 Calendar Week

6. Contracting Authority and Contracting Entity

Deutsche Welthungerhilfe e. V.
Friedrich-Ebert-Straße 1
53173 Bonn

7. Submission of Offers

Offers should be uploaded to the EU-Supply portal:

<https://eu.eusupply.com/login.asp?B=WELTHUNGERHILFE>,

if you are a new supplier use this link to register using the link below:

<https://eu.eusupply.com/ctm/Company/CompanyRegistration/RegisterCompany?OID=21&B=WELTHUNGERHILFE>

- Tenders submitted by e-mail or letter cannot be evaluated.
- The offer is to be made on letterhead of the company, in English language, prices are to be offered in EURO.
- The offer should contain the following documents:
 1. CV for the Team Leader of the consultancy service with supporting documents;
 2. At least 3 References of the Team Leader confirming experience in the topic of localization/work with local partners or related topics;
 3. Signed Supplier Qualification;
 4. Financial Offer, budget incl. fees/honorarium per working day, deliverables as detailed in the ToRs. It is possible to include more than one budget offer in case the costs of research in some countries/contexts (i.e. Somalia) are considered higher;
 5. Financial Offer for the travel costs (Flights, Hotel, Visa, etc.) (For point 4 and 5 an Advance Payment is possible. Please note that this requirement must be included in the Financial Offer).
 6. Technical offer detailing the methodology for performing the services based on ToRs; workplan.

Furthermore, the Supplier Qualification Form, Annex 1, must be completed and signed.

Tenders must be uploaded to the EU-Supply portal by 11.00 a.m. on 20.03.2020 at the latest. Bids received late will not be evaluated.

Any attachments must be formatted in a non-editable format (such as pdf). A grouping of attachments in zip format is permitted. The sum of all attachments should not exceed 8MB. The bidder has to send the necessary proofs by post only on request of the Welthungerhilfe.

8. Evaluation and Assessment of Tenders

Selection of the consultant team will be based on the following qualifications and criteria:

- At least 8 years relevant and proven experience (for team leader) and 3/5 minimum relevant experience (team members)
Relevance include: experience in international consultancies, experience in conducting qualitative field research and proven track record in the topic "localisation" at the Team Level. (30%)

- Multi-lingual team and country expertise: English, French, Spanish, Bangla, Burmese, Amharic, Urdu, Bahasa Indonesia are the languages that should be spoken within the team and/or team members are required to presently living/working or having (recently) lived and worked in the country covered by the research for a minimum of 3 years (12%)
- Demonstrated capacity to deliver high quality outputs within a proposed timeframe. (Please give at least three examples that are relevant for this call for interest) (7%)
- Financial Offer, budget incl. fees/honorarium per working day, deliverables as detailed in the ToRs. (25%). It is possible to include more than one budget offer in case the costs of research in some countries/contexts (i.e. Somalia) are considered higher. It's important to remark that travel costs (Flights, Hotel, Visa, etc) are included in the global amount of the consultancy service
- Technical offer detailing the methodology for performing the services based on ToRs; workplan (26%)
- Proof of professional registration and taxation (If applicable)
- Signed Supplier Qualification (Please note that this document is mandatory at the moment of the application).

N.B. At the moment of the submission of the tender, we request the CV of the Team Leader only. The detailed CVs of the team members will be requested at a second stage: after shortlisting and before the award contract is signed. Award signing: pending funding approval

Compliance with the criteria above is obligatory. The Bidders applications will be scored based on financial and technical offer and compliance with required qualifications. (See percentages above).

Welthungerhilfe will evaluate the offers internally and make an award decision. All bidders will be informed shortly. No mutual claims can be derived until the contract is concluded.

9. Anti-Terror-Policy der Welthungerhilfe

Welthungerhilfe expressly distances itself from all forms of terrorism and money laundering. Under no circumstances will it knowingly support terrorist activities or those that directly or indirectly finance terrorism. Welthungerhilfe therefore acts in accordance with the numerous resolutions of the UN Security Council (including S/RES/1269 from 1999 and S/RES/1368 from 2001 and S/RES 1373 from 2001) and the European Union. It will make every effort to ensure that neither its own funds nor donations from other donors benefit those persons, companies or institutions that need to be associated with terrorism or money laundering. Welthungerhilfe will therefore regularly check its suppliers and service providers against the sanctions lists. By submitting an offer, suppliers declare their agreement to this.

10. Contact

Until 06.03.2020 at 11:00 am, questions can be asked via the EU-Supply portal.

Deutsche Welthungerhilfe e. V.

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Director Logistics & Internal Services

i.A. Pamela Schaub
Logistics & Internal Services