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## **Tenders at the German Institute for Development Evaluation - Az. 19\_M\_RECHT\_CO04**

**Evaluation:** Human Rights in German Development Policy: Concept, Implementation, Effectiveness - Part 2

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**Requested task:** One consultant in evaluation for a country case study in Morocco

Date: February 2021

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# 1. Background

DEval is based in Bonn, Germany. The overarching goal of DEval is to independently evaluate the performance of interventions of German development cooperation.

The main task of DEval is the independent analysis and assessment (evaluation) of German development cooperation interventions. As part of its multi-year evaluation programme, DEval is currently conducting an evaluation about “Human Rights in German Development Policy: Concept, Implementation, Effectiveness”. The evaluation as a whole focuses on two key areas: (1) It aims to investigate the human rights-based approach and its implementation and effectiveness as well as to identify potential for improvement. (2) The evaluation intends to contribute to examining the effectiveness of government, civil society and private sector actors with regard to their impact on human rights and the avoidance of human rights risks in partner countries.

## 1.1 Description of the Sought After Task

**The German Institute for Development Evaluation (DEval) is looking for one consultant in evaluation for the country case study in Morocco.**

Detailed information on the sought after tasks can be found in the attached Terms of References (Annex 1 ToR).

The bidder needs to demonstrate the competencies and experiences as listed the attached Matrices for reviewing the suitability and assessment of service (Annex 2).

## 1.2 Required Documents

Please send the following documents:

- A written and signed offer based on the ToR: see Annex 3 Price Sheet
  - In preparing the financial offer, bidders are expected to take into account the requirements of the ToR. The bidder must list all costs associated with the assignment including consultant fee and other relevant costs (e.g. translation, transportation, accommodation) to undertake the deliverables stated above. The financial offer must contain a clear and transparent fee structure. All fixed and variable cost items have to be listed.
  - Adequate justification must be provided for any parts of the assignment for which a variable cost proposal is given. Fixed costs must provide sufficient breakdown in the itemization to demonstrate that costs are carefully considered and justifiable. The financial offer must state the total price (including VAT) for the assignment.
- Documents (CV and copy of diploma) to review the suitability according to Annex 2 Matrices for reviewing the suitability and assessment of service
- The bidder is obliged to submit a short Technical Proposal according K8 to Annex 2 Matrices for reviewing the suitability and assessment of service:
  - “Please describe how you would implement a human rights-based approach in an evaluation/during data collection and name possible challenges that might occur. Please highlight how a do no harm approach can be incorporated.”*

The following signed documents and declarations have to be handed in by all bidders:

Enclosure No.	Declaration	Bidder
1.	Self-declaration regarding absence of exclusion	X
2.	Declaration against Scientology	X
3.	Declaration of independence	X
4.	Declaration commitment of confidentiality.	X

### 1.3 Deadlines and Procedure

Interested candidates are invited to send an offer via *encrypted email* to [tendering.eva3@deval.org](mailto:tendering.eva3@deval.org) until **the below mentioned date and time**.

The **key/password** must be sent in a separate mail. Please keep in mind that there is a specific time window, in which the key should be received (see deadlines below). If the key is sent in earlier or later than the specified time window, this will result in exclusion from the tendering procedure.

The tender procedure is based on the following deadlines:

Deadline	Date	Time
Deadline for submission of tenders	March 20, 2021	12:00 AM CET
Earliest date and time of submission of encryption key	March 20, 2021	12:00 AM CET
Deadline for submission of encryption key	March 20, 2021	14:00 AM CET

The tender must be sent out before the expiration of the offer period. Tenders received late will be excluded, unless the late receipt was caused by circumstances beyond the control of the bidder. Mails including unencrypted attachments have to be excluded, as well. For information on how to encrypt attachments, see *below* (Chapter: 2. Encrypting Tenders).

### 1.4 Appraisal Procedure

The evaluation of the tenders will take place in four stages:

#### Stage 1: Formal Review

In the context of the formal review, the following must be excluded:

- Tenders which do not contain the required or additionally required explanations and proofs,
- Tenders that are not signed,

- Tenders in which changes the bidder has made to his or her entries are not absolutely clear,
- Tenders which have not been received on time or in the proper form, unless the bidder is not responsible for this,
- Tenders from bidders who have made an unlawful, anti-competitive informal agreement in relation to the award,
- Inadmissible alternative tenders.

In addition, tenders from bidders, who have been excluded from participating in the call for tenders, may be excluded.

#### Tenders may be excluded from bidders

- on whose assets insolvency proceedings or other comparable statutory proceedings have been initiated, or initiation of proceedings has been applied for, or such application rejected due to lack of funds,
- who are in the process of liquidation,
- who have been found to be guilty of serious misconduct that compromises their reliability as a bidder,
- who have failed to meet their obligation to pay taxes and contributions to statutory social security,
- who have deliberately issued inaccurate statements regarding their suitability in the award proceedings.

#### **Stage 2: Suitability Review**

Each bidder is subjected to a suitability review based on the criteria set out in the Annex 2: *Matrices for reviewing the suitability and assessment of service*.

#### Appraisal according to exclusion criteria

The suitability criteria required under this call for tenders are exclusion criteria, so that those tenders that do not fully meet all suitability criteria are to be excluded from the further procedures.

#### **Stage 3: Review of Appropriateness of Prices**

Within the scope of the third stage of assessment, a review of the appropriateness of the price is carried out in accordance with UVgO (German procurement rules).

If such a review of prices reveals a disproportion between price and performance (both prices that are too low or too high), this can lead to the exclusion of the respective offer from further assessment, after appropriate clarification.

#### **Stage 4: Determination of the most Economical Tender**

Within the framework of the fourth stage of assessment, the review and assessment of the tender takes place in accordance with UVgO. The basis for the review and assessment is the signed tender.

The performance index of the tender is determined using the appraisal matrix shown in the criteria catalogue. The criteria for determining the performance characteristics are weighted according to their relevance for the contract to be awarded.

#### Appraisal according to assessment criteria

The criteria for determining the performance index laid down in this call for tender are all assessment criteria.

Each criterion within the performance appraisal is individually evaluated with points reflecting the fulfilment level of the requirement.

In the assessment for each criterion, 0 to 10 assessment points are awarded and multiplied by the weight indicated in each case.

**Please note: Tenders must reach at least 300 performance points for criterion K8. Tenders below 300 performance points will be excluded from the further appraisal procedure.**

Tenders with 300 performance points and above for criterion K8 will undergo the further appraisal procedure.

## 1.5 Rating and Basis of Calculation

### Performance Points = Assessment Points \* Weighting

On the part of the contracting authority, it cannot be checked whether the answer has perhaps been given elsewhere. Cross-references are not permitted. Information contained in cross-references will in principle not be evaluated.

The same applies if, within the tender, reference is made to possible attachments to the tender or to external sources (e.g. web links).

### Determination of the Total Performance Points of a Tender

Finally, the determined performance points for each assessment criterion are added, in order to be able to determine the total performance points.

Total performance points = Sum of all performance points.

A maximum of 10 performance points can be achieved for a bid.

Determination of the total price of a tender:

The total price (P) results from the financial offer to be submitted by the bidder (and consists of the sum of all individual prices including VAT).

### Determination of the Performance Ratio

In order to determine the most economical tender the tenders, which have not been excluded throughout evaluation stages 1-3, are compared with regard to the performance points (L) (more detailed information can be found in Annex 2: *Matrices for reviewing the suitability and assessment of service*) and the indicated price (P).

#### Extended reference value method

The extended reference value method according to UfAB V v2.0 is used, by forming a quotient of performance (addition of performance points) and price for each tender. The key figure for the price-performance ratio (economic efficiency) is calculated as follows:

$$Z = L/P$$

Z = Key figure (of economic efficiency)

L = Total number of performance points (key performance indicator)

P = Total price (Euro) of the tender (price-key-figure).

Subsequently, all tenders within a 10 percent fluctuation range based on the leading offer (highest Z value) are selected. Finally, these pre-selected tenders are compared against the performance points L and the tender with the highest performance points is awarded. If there are tenders with the same number of points within the fluctuation range, the tender with the lower price will be accepted.

**All tenders will be treated as contractually binding. Tenders shall be drafted in English.**

**All bidders will be informed of the decision taken on their tenders.**

**Interested candidates are invited to send an offer via email to [tendering.eval3@deval.org](mailto:tendering.eval3@deval.org) until**

**March 20, 2021 12:00 AM CET**

## 2. Encrypting Offers

Every offer has to be send in an encrypted mail. This way, equal opportunities for all bidders can be guaranteed.

Disclaimer: 7-Zip is just one of several free options to zip and encrypt folders and documents. Other encryption tools may be used when sending documents as long as those can be opened through regular Windows tools or via 7-Zip.

In case you do not already use an encryption or zipping tool (WinZip, WinRar, etc.), you may download 7-Zip under the following link:

<https://www.7-zip.org/>

Stated below you find instructions on key features of 7-Zip necessary to encrypt folders and documents. Additional and more in depth information about the usage of 7-Zip can be found in the [FAQs](#) as well as in the 7-Zip Support-Forum:

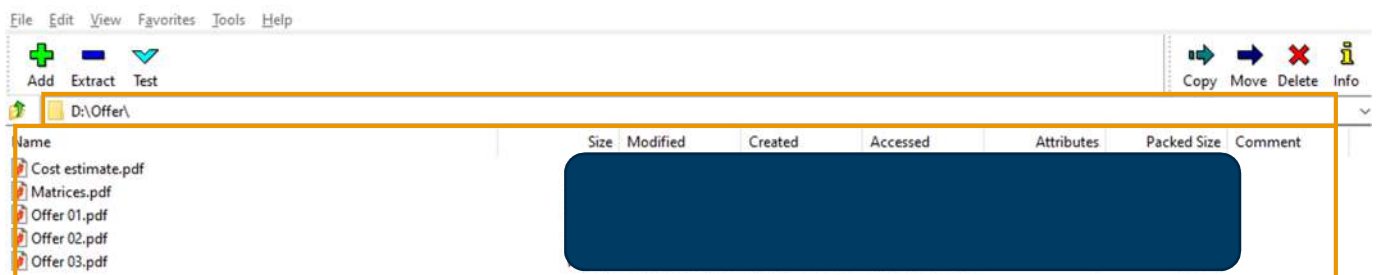
<https://www.7-zip.org/support.html>

### 1.1 The 7-Zip-Interface

When opening 7-Zip you will see the folder structure of the folder 7-Zip is installed in.



Use the main window to navigate to the folder, the documents you want to zip are stored in.



You can either use the address bar at the top to enter the path directly, or navigate through the browser like you normally would, when searching for documents in a folder-structure.



## 1.2 Adding Documents to a Zip-Folder

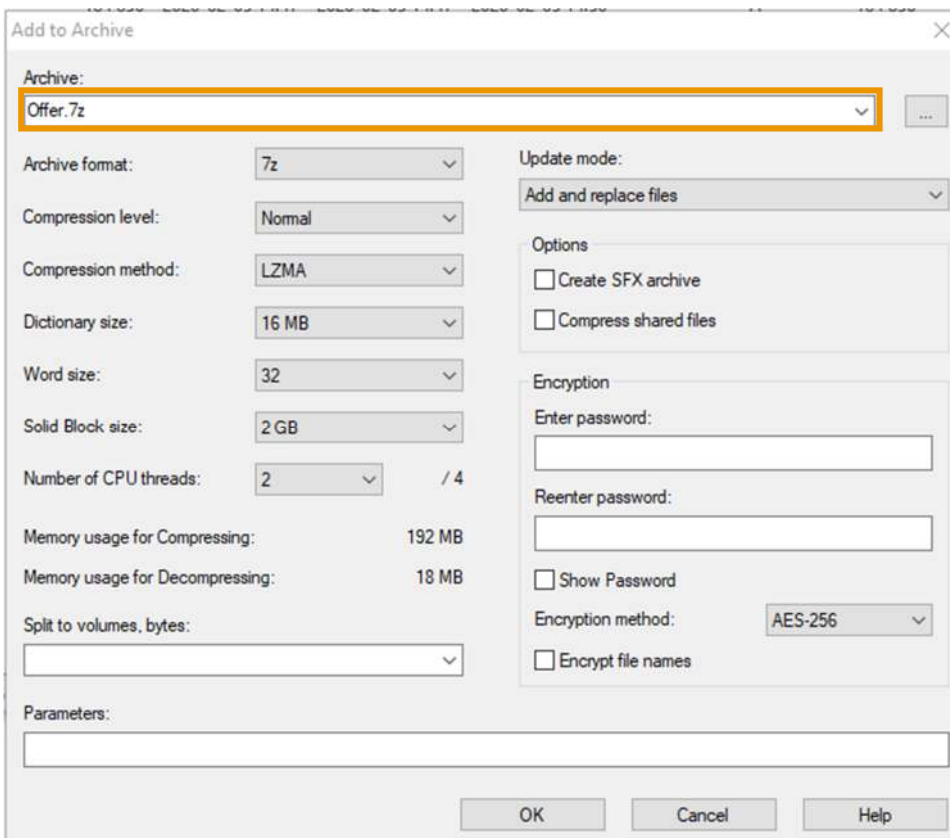
Select all the documents you want to encrypt in a zip-folder:



Next, click "Add" in the upper left corner to add the selected documents:



In the following window chose the settings you would like for your folder:

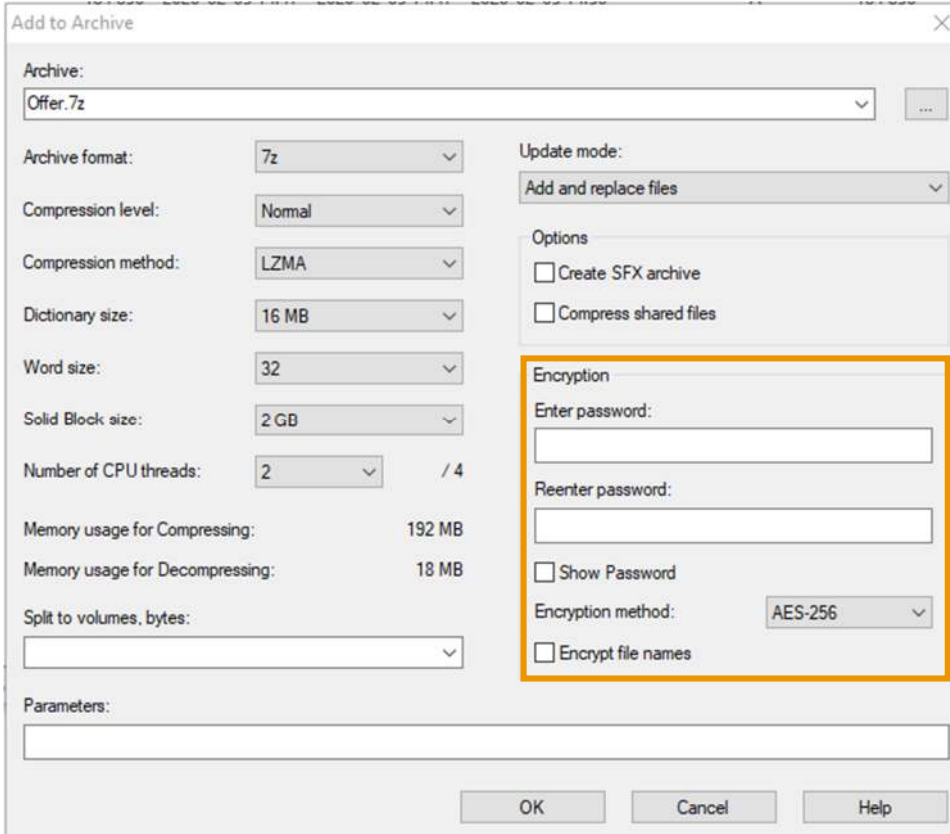


Usually, the default settings work for PDFs. Should you prefer other settings though, make sure, they can be opened on other devices, as well.

### 1.3 Setting a Password

To make sure, the offer can only be viewed by authorised personnel and only, once the deadline for the respective tender has expired, it is essential to set a password.

After clicking “Add” as described above, enter a password in the right corner of the interface:



As soon as the encryption-process has been finished, please make sure, that the documents in the created zip-folder are protected by the password set by you.

The zip-folder will (as per default) be saved in the same folder, the (now) encrypted documents were stored.

As stated above, additional information on all functionalities of 7-Zip, can be found in the 7-Zip [FAQs](#) or the [Support-forum](#).

### 3. Sending Tenders via E-Mail

The abovementioned password for the encrypted document can only be disclosed after the deadline for the belonging tender has expired.

In case you use Outlook you can schedule the delivery of a mail. Meaning that you can send the offer in one mail and prepare the mail including the necessary password in another, which you then schedule for delivery the predetermined day and time. You can find the specific deadlines for this tender under “1.3 Deadlines and Procedure”.

To find information on how to schedule the delivery of mail, see the following link:

<https://support.office.com/en-us/article/delay-or-schedule-sending-email-messages-026af69f-c287-490a-a72f-6c65793744ba>