

INVITATION TO TENDER

TUR1012-21 External End –Line Evaluation

Our Ref. TUR1012-TND-008-HTY
TUR1012-SPR-128-GZT

Antakya 02.11.2022

Dear Sir/Madam,

Welthungerhilfe (WHH) was established in 1962. It is today one of the largest private organizations working at development cooperation and humanitarian aid in Germany. Non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in Africa, Asia and Latin America. In addition, Welthungerhilfe receives grants from the Federal German Government, the European Union, the United Nations and other worldwide recognized donors.

Today we are in the market with this **Restricted Tender** for the acquisition of External End-Line evaluation services within the scope of our humanitarian aid activities in Turkey.

Deutsche Welthungerhilfe e.V.
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Procurement Department

procurement.turkey@welthungerhilfe.de

Patron:
Federal President Frank-Walter Steinmeier

Supervisory Board (honorary):
Marlehn Thieme, President
Prof. Dr. Joachim von Braun, Vice-President
Dr. Bernad Widera, Chairman of the Finance Committee
Amadou Diallo
Rita Lanius-Heck
Prof. Dr. Conrad Justus Schetter
Dr. Tobias Schulz-Isenbeck

Chief Executive Officer:
Mathias Mogge

Donations account:
Sparkasse KölnBonn
IBAN: DE15 3705 0198 0000 0011 15
BIC: COLSDE33

1. General remarks and special condition

The required service must be in accordance with the specifications mentioned in the attached terms of reference (**Annex 2**).

2. Specification / Quantity

The scope of the service must be as per attached terms of reference (**Annex 2**).

3. Delivery of service conditions

All reports shall be presented in English, both in PDF and Microsoft Word format in electronic version as per attached terms of reference (**Annex 2**).

4. Delivery schedule

Delivery schedule as per attached terms of reference (**Annex 2**).

5. Prices

All offered prices must be indicated in the EURO (EUR) currency only. Quotations stated in other currencies will not be considered during the awarding process. Prices must include, transportation, accommodation, all other expenses, value added Tax VAT, Stamp tax, and all applicable taxes (local price).



6. Ordering Party

Welthungerhilfe Turkey
Binevler Mh. 23. Sk. No.8
Sehitkamil / Gaziantep
Turkey

7. Consignee

Welthungerhilfe Turkey Hatay Office
Cebrail Mah. Karaoğlanoğlu Cad.
Konak Apt. K:3/5 No:14/B Antakya/Hatay
Turkey

8. Tender Documents to be submitted

Following documents must be submitted before tender closing:

- Written quotation in EURO (EUR) currency included of prices as indicated in article 5. (Prices) of this document on company's letter head paper (duly stamped and signed in a PDF format). (**Annex 4 Quotation Form (Financial Proposal)**)
- Registration documents (commercial registry gazette, chamber of commerce registration, list of authorized signatures, company's owner's identity information) or similar (applicable for new companies who did not previously sign contracts with Welthungerhilfe)
- Copy of VAT/Tax Registration (2022 updated)
- Company profile (applicable for new companies who did not Sign contract with WHH previously)
- References/Work History list, that includes types of projects that have been implemented previously
- Pre-qualification of suppliers (pls. refer to **Annex 1**)
- **FIN-WHH-02** – Service Provider/Supplier Privacy Notice & Explicit Consent (please sign the form, pls. refer to **Annex 3** attached.)
- **Annex -5** Core Humanitarian Standards (Pls. send its last page as signed and stamped as evidence of accepting)
- **Annex -6** Welthungerhilfe Anti-Terrorism Policy (Pls. send its last page as signed and stamped as evidence of accepting)
- Financial ID form (pls. refer **Annex-7**)
- Qualified contractors shall submit a detailed **Technical and Financial Offer** as specified in the Terms of Reference (ToR). (**Annex-2**)

The proposal should include:

A. Technical proposal:

1. The technical proposal shall include a reference to the Consultant's understanding of the Terms of Reference (**Annex 2**) with specific attention to the objectives of the assignment and how the objectives will be measured.
2. Clear description of the overall design and methodology of the evaluation.
3. It shall also include a brief description of the overall design and methodology of the evaluation and a work plan/adaptation to the workplan at hand (Maximum of four pages)
4. CVs of evaluators with references.
5. A sample evaluation report for assessing the quality of work of the Consultant. (Please anonymize the sample report by deleting (if any) personal and confidential data due to confidentiality issues before submitting it.)

B. Financial Proposal:

1. Price in EURO (EUR) shall include, transportation, accommodation, all other expenses, Value Added Tax (VAT), Stamp tax, and all applicable taxes (local price). (**Annex-4 Quotation Form (Financial Proposal)**)
2. The financial part should include a proposed budget for the complete evaluation. It should state the **fees per working day** (plus the respective VAT, if applicable), the number of working days proposed, and the level of effort for each member and any other costs (e.g., visa costs).

3. Proof of professional registration and taxation is also required (e.g., by providing the evaluator(s) tax number).

Following documents will be requested from the Consultant after firm order:

- Original Commercial Invoice (addressed to Welthungerhilfe, Turkey)
- Detailed Reports in PDF and Word format as per ToR (Annex 2)

9. Payment Conditions

(1) WHH shall generally make payment through banking channels to Contractor within 30 working days upon receipt of the invoice and other documents/reports that may be specified in the Contract, to be sent directly to Welthungerhilfe Turkey Hatay office, Cebrail Mah. Karaoğlanoğlu Cad. Konak Apt. K:3/5 No:14/B Antakya/Hatay

(2) Payment of submitted invoices by WHH does not imply acceptance of Goods or Services or any related work under the Contract. Unless otherwise specified in the Contract, the following provisions will apply concerning payment and supporting documents.

(3) WHH will make payment to the bank account indicated by Contractor in its invoice, providing that the bank account is in the name of Contractor and located in its country of residence. Any request for payment to a bank account other than that of Contractor or to a bank other than one located in Contractor's country of residence must be specified and justified by Contractor at the time of making its offer.

(4) WHH may withhold payment, in whole or in part, without liability and without prejudice to any other of its rights or remedies under the Contract, should Contractor fail to provide the documents required by this Article 14 of the Welthungerhilfe Terms and Conditions for International Procurement of Goods and Services or as otherwise specified in the Contract or in the event that Contractor fails to perform or comply with its obligations under the Contract, including without limitation the warranties for the Goods set forth in Article 10 of the said terms and conditions.

10. Penalties

(1) The Contractor shall be liable according to statutory legal provisions, especially for its own negligent breach of duty and negligent breach of duty by its legal representatives or vicarious agents.

(2) Contractor recognizes that the Contract concerns the delivery of Goods and/or provision of Services where "time is of the essence" and that failure to deliver the Goods and/or provide the Services by the scheduled date(s) or in accordance with the quantities and/or quality specified in the Contract may cause irreparable harm to WHH.

(3) Therefore, if the Contractor culpably defaults in remedying a defect or making a delivery – fully and timely-, WHH shall have the right to request lump-sum damages due to default for the defective resp. Late delivery without further proof of damage, of 0.2 % of the net remuneration agreed for the defective resp. Late delivery and/or service for each period of default of 1 working day (Monday to Saturday) but at most 5 % of the agreed net remuneration for the defective resp. Late delivery and/or service. The Contractor shall, however, have the opportunity to prove to WHH that WHH has incurred no damage or materially lesser damage.

(4) The remedy in Article 14 of the said regulation is without prejudice to any other right or remedy that may be available to WHH, including cancellation, for Contractor's non-performance or breach of any term or condition of the Contract. The above lump-sum damages shall however be set off in full against any further damage claim.

11. Selection Criteria

Welthungerhilfe will prioritize the quotations as follows:

- Tenderers not providing the requested quotation included of prices as indicated in the Article 5 (Prices) of this document duly signed and stamped with the other documentation as listed in the article “8. Documents” as requested, will be by automatism excluded from this competition.

The following ranking criteria will be considered for the contract granting as the weighted average of

- 90 % Technical Proposal
- 10 % Financial Proposal

Please see below table for the criteria’s details and their respective scoring percentage

Evaluation Criteria	Expectations of the technical and financial proposals	Max scores
General understanding of the Terms of Reference (ToR)	<ul style="list-style-type: none"> • Demonstrates understanding of the purpose and objectives of the assignment • Clear interpretation of the objectives i.e. understanding of the objectives and how they will be measured • General strategy and approach indicate knowledge of the subject matter under consideration. 	15%
Technical feasibility of the proposed methodology	<ul style="list-style-type: none"> • Proposed methodology appropriate to achieve survey objectives: Scientific sampling approach • Study methodology is presented in a logical way (clear statistical theory) • A clear data management approach that addresses both quantitative and qualitative data needs • A clear and credible quality assurance plan proposed for the assignment • Clear detailed implementation plan or timeline. Organization of work indicates the ability to comply with the required timeframe for the assignment and there is a clear indication of the level of effort of each team member • Ability to propose technological advancements in conducting the assignment. 	40%
Experience	<ul style="list-style-type: none"> • Experience in conducting and managing assignments of a similar nature • Demonstrates great knowledge of the field to be evaluated • The Lead Consultant should have participated as the lead Consultant in at least three assignments of this nature 	20%

	<ul style="list-style-type: none"> Evidence of at least 2 sample reports of a similar evaluation conducted in the last 2 years. 	
Consultant's competence	<ul style="list-style-type: none"> Experience, qualifications and proven track record of proposed team leader and team Diversity of team, complementary skills, relevant expertise, and experience of members of the consultancy team in relation to the specific topics of this evaluation. Valid references with their contacts and evidence of previous similar work done 	15%
Financial proposal	<ul style="list-style-type: none"> Clear and realistic budget. Budget clearly aligned with the detailed implementation plan for the assignment 	10%
<p>Additional information</p> <p>1. The total minimum score to be considered technically competent is the bidder who receives 70% of the technical evaluation criteria as a score.</p> <p>If the technical offer does not meet this minimum score, it will be deemed technically non-compliant and will not proceed to the next level.</p> <p>After the initial technical review of the proposals, the best 3 Consultants shall be invited to WHH Gaziantep office to make a presentation of their technical and financial proposals as part of the selection process.</p>		

The assigned points per listed criteria will be calculated in reference to the obtained proportion from the best offers criteria's results in comparison to the offered value per criteria multiplied by 10 in order to obtain a grading scale per criteria in between 1 to 10 points per ranking criteria.

12. Force Majeure

Given the volatile situation in the region, the report submission might be cancelled or delayed due to the event of force majeure like changes in rules and regulations of Turkey, military operations, natural disasters etc. In such case, it is Welthungerhilfe's right to cancel/ terminate the contract or suspend it.

13. Termination

The Company must act in accordance with the Core Humanitarian Standard (**Annex 5**) and Anti-Terrorism Policy (**Annex 6**) and the laws of the country of operation (Turkey). If Welthungerhilfe finds that the Company is not discharging its duties according to the above-mentioned standards and to this term of reference; it may at any time unilaterally terminate the contract and holds the consultants liable for all damages, financial and otherwise including advance payments.

14. Terms and Conditions of Contract / Purchase Order

The granted contract/purchase order for the procurement of the stipulated goods is supposed to involve the application of the "Welthungerhilfe Terms and Conditions for International Procurement of Goods and Services." For more information, the said document can be found at the following web link:

<https://www.welthungerhilfe.org/news/publications/detail/terms-and-conditions-for-international-procurement-of-goods-and-services/>

15. Offer Condition:

Quotations shall be valid for at least three (3) months.

Quotations shall specify all details according to the tender text. Suppliers who do not receive written feedback in three weeks after the deadline for the bid submission shall have to consider their bid as being unsuccessful.

Suppliers shall submit their financial and technical offers online by given EU supply web tendering portal <https://eu.eu-supply.com/ctm/supplier/publictenders> **NOT later than 14th of November 2022, 15:00 CET time.**

The related EU-Supply RFT id reference of the tender invitation is **RFT-(311452)** and the tender reference is TUR1012-TND-008-HTY.

Might you be a new applicant, to be able to use the EU supply web portal and to submit your application through it, you will have to register as new supplier through the following web thread:

<https://eu.eu-supply.com/login.asp?B=>

In general, all the inquiries about the concerned competition can be submitted through the EU Supply platform directly latest by **11th of November 2022 15:00 CET Time** but in case of having any additional questions on how to access to the EU Supply platform, please address your question to procurement.turkey@welthungerhilfe.de (with mention: tender TUR1012-TND-008-HTY)

This tender invitation is valid without signatures!