

Evaluation of BMZ Transitional Development Assistance (TDA) Project in Bangladesh and Myanmar

Request for Proposal

About this Request for Proposal

The German Red Cross (GRC) is inviting proposals to conduct an evaluation of the project “Strengthening the resilience of refugees and internally displaced persons and host communities through disaster risk management, livelihood interventions and strengthening of the capacities of the national societies in Bangladesh and Myanmar”. Interested parties should take note of all tender documents and the information contained therein, which are published on <https://www.drk.de/das-drk/aktuelle-ausschreibungen/>.

The contracting authority of the contract is exclusively the GRC.

The evaluation shall be conducted as per the instructions specified in this Request for Proposals, the Terms of Reference (ToR), and all applicable annexes.

1. Background to the project

Since 2019 the German Red Cross (GRC) and its Partner National Societies - the Bangladesh Red Crescent Society (BDRCS) and the Myanmar Red Cross Society (MRCS) – have been jointly implementing a cross country transitional development assistance (TDA) project funded by the German Federal Ministry for Economic Cooperation and Development (BMZ). The project is implemented in Cox’s Bazar (Teknaf) in Bangladesh and Rakhine State in Myanmar.

Myanmar and Bangladesh are both countries not only prone to recurring natural disasters such as monsoon and cyclones, but in the target area of this project also characterized by the long-lasting Rohingya conflict. Since the eruption of this conflict in August 2017, the response has focused on refugees and relief activities, whereas Linking relief, rehabilitation and development (LRRD) was urgently needed considering the nature of this crisis.

The main objective of the project is to strengthen, improve and support the livelihoods and resilience of the host communities and to promote opportunities for self-help capacities and resilience for refugees and internally displaced people. The complex vulnerabilities of the target group are responded to especially in the field of Disaster Risk Reduction (e.g. First Aid Trainings, DRR at schools, training of volunteers) and Livelihood (e.g. Cash for Livelihood, agriculture, income generating activities). In the context of high resource and income competition between host communities and refugees (BGD) or internally displaced persons (MMR), the risk of conflicts between the two groups is increasing. The project is intended to mitigate this risk and in particular to address people with a high dependency ratio in the family, i.e. above all women, single women, families with many children and people with disabilities. Finally, the project seeks to strengthen the capacities of BDRCS and MRCS as key actors of the civil society in their countries to fulfil their role as auxiliary to the public authorities.

With the increasingly challenging context in both countries, GRC is aiming to review past and current activities, identify lessons learnt and utilize those for a concrete plan on how to continue the project in new selected areas. To support this process, the GRC is seeking an external consultant, who is familiar with the humanitarian contexts in Bangladesh and Myanmar as well as with the Red Cross and Red Crescent (RCRC) Movement. The consultant is expected to travel to one or both countries concerned but due to the difficulties in acquiring visas for Myanmar, he/she will need to demonstrate the approaches to evaluate the project in Myanmar.

2. Type of Procedure

The procurement is handled via an **open invitation to tender**.

3. Brief Overview

- Proposed duration: 35 days between mid-November 2023 and mid-March 2024.
- The tender shall be valid until 05 January 2024
- Deadline for the submission of applications: 6th November 2023, 12:00 noon CEST
- Tender will be evaluated according to price (30%), technical quality of the proposal (40%), and experience (30%)
- Client: Deutsches Rotes Kreuz e.V., Team 61 Operations & National Society Cooperation, Asia Unit, Carstennstraße 58, 12205 Berlin, Germany; Contact person: Mr. Julius Kloeckner, Country Manager Myanmar, j(dot)kloeckner(at)drk(dot)de
- Annexes:
 - 01 Terms of Reference
 - 02 Declaration of conformity („Bietererklärung bei Abgabe eines Angebots“)
 - 03 Due Diligence
 - 04 Rules of Conduct of the German Red Cross
 - 05 Sample Service Contract of GRC

4. Application Requirements and Procedure

Qualifications

The consultant or the consultant team shall have the following qualifications:

Essential:

- The evaluator/ key members of the evaluation team have a minimum of 3 years experience in conducting evaluations in international development cooperation/ humanitarian affairs.
- The evaluator/ key members of the evaluation team have a minimum of 5 years working experience with an international or local non-governmental organization, international organization, the Red Cross/ Red Crescent Movement, a donor agency or think tank/ research institute in the field of international development cooperation and/ or humanitarian assistance
- Sound methodological and analytical skills and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations, and prepare well-written reports.
- University degree in a relevant field (development, humanitarian affairs, social sciences, relevant technical area)
- Fluency in English

Preferable but not obligatory:

- Expertise in the technical areas of the project relevant for the evaluation including disaster risk reduction; disaster management and/or livelihoods.
- Experience working in Bangladesh and/or Myanmar.
- Experience with cross country projects and/or evaluations
- Experience with projects funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), specifically by the Transitional Development Assistance (TDA) funding tool.
- Knowledge/experience of the Red Cross/Red Crescent Movement.

Application Dossier

Documents to be submitted as part of the application and required for admission to tender (eligibility):

1. Letter of motivation
2. Declaration of Conformity
3. Curricula vitae/ résumés
4. Technical proposal, including understanding of the task at hand, proposed evaluation design and methodology, a chronogram for how the evaluator/s propose/s to complete all tasks
5. Financial proposal, specifying:
 - The financial proposal should be in EUR and show the VAT applicable to the consultant separately. The evaluation of the financial proposals will be done based on the net price. For services provided by an entrepreneur based in the other states of the European Union, the application of the reverse charge procedure within the meaning of Section 13b UStG is assumed. Please indicate your VAT number/ taxpayer ID as well as your bank details with your offer. The Consultant is independently responsible for the taxation of his fee. The tax liability is at the expense of the Consultant.
 - The financial proposal should show daily fees, travel/ accommodation cost/ per diem, cost related to primary data collection (e.g. enumerators), and any other direct or indirect cost, overall cost and taxes. Flight tickets to/from Bangladesh/ Myanmar, insurance and per diem/DSA are reimbursed by GRC in line with the Federal Travel Cost Regulation (Bundesreisekostengesetz) and should therefore not be included in the offer. GRC will facilitate the consultant's accommodation and cover travel costs within Bangladesh/ Myanmar.
 - Please indicate the validity of your offer (60 days).
6. Work samples: Two reports or at least executive summaries of previous evaluations conducted with details of the client, topic, objective and implementation, max. five years old.

The submission deadline for the complete tender documents in English is **Monday 6th November 2023, 12:00 noon CEST**.

Please submit your application electronically by email to Mr. Julius Kloeckner, GRC Country Manager for Myanmar, at J.kloeckner@drk.de.

The email subject should state: **"Application for Consultancy Evaluation TDA in Bangladesh and Myanmar"**

Questions and clarifications may be asked in writing electronically via email to j.kloeckner@drk.de with until **27th October 2023, 17:00 noon CEST**.

GRC reserves the right to continue further communication after submission of quotes via a combination of media (e.g., post, e-mail, phone). Non-written communications are always transcribed for the file. GRC shall have the right to award the contract until the expiry of the period of validity.

Alternative offers are permitted and must be marked as such.

5. Evaluation of Proposals and Award of Contract

Admission to the tender (eligibility) is determined based on:

- Submission of the application on time in the required way
- Submission of the required documents
- Fulfillment of the essential/ selection criteria.
- Availability in the given timeframe between mid-November and mid-March.

Award criteria, weighting and assessment for evaluating eligible proposals and choosing a specific proposal:

- Price (30%); evaluated based on the financial offer; bids less costly will receive more points.
- Technical quality of the proposal (40%); evaluated based on the technical offer and notably with regards to the understanding of the task at hand and the methodological approach (including participatory and potentially remote data collection in Myanmar). Proposals showing a good understanding of the project context, the funding instrument, the intervention approach and a sound methodology for answering the evaluation questions will receive more points.
- Relevant experience (30%); evaluated based on submitted work samples. Applications with samples working on the subjects of livelihoods/disaster risk reduction projects, working experience in Bangladesh/Myanmar, working with refugees and host communities, participatory data collection methods and remote data collection methods and facilitation of reflection processes as well as experience with BMZ programming will receive more points.

The evaluation will be carried out by GRC HQ (Country Manager for Myanmar and Country Manager for Bangladesh, supported by MEAL Team), and with support of the GRC Delegations in the project country.

Bids admitted to the tender will be rated for each of the criteria specified above on a scale of 100 points that are then weighted as outlined. The bid with the highest overall sum of points will be accorded the award.

The price is evaluated as follows: $((\text{cheapest price among all bids} / \text{price of the bid evaluated}) \times 100) \times 30\% = \text{price points}$

Proposals will be scored on the individual quality criteria on a 100 point scale, with 100 points being the best possible rating and 0 points being insufficient. The quality criteria are evaluated as follows: $\text{points out of 100 achieved} \times \text{weight of the criterion}$

The sum of price and quality points is the overall rating achieved.

6. Self-declaration

The signee of the attached “Declaration of Conformity” (Ref. Annex) assures that:

1. No reasons for exclusion as mentioned per EU guideline 2014/24/EU, Art. 57, Paragraph 1 exists.
2. The tenderer fulfils GRC’s claim on good governance, environmental and social responsibility
3. The tenderer agrees on participation in checks and audits as described.