

Development of Guidelines for Anticipatory Temporary Relocation of Vulnerable Micro Businesses

Request for Proposal

About this Request for Proposal

The German Red Cross (GRC) is inviting proposals to develop “Guidelines for Anticipatory Temporary Relocation of Vulnerable Micro Businesses”. 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 development of the guidelines shall be conducted as per the instructions specified in this Request for Proposals and all applicable annexes.

1. Background

The German Red Cross has been working with the Philippine Red Cross on the development of Early Action Protocols in the framework of Anticipatory Action measures since 2017. The Philippine Red Cross (PRC) is a humanitarian organization that serves as an auxiliary to the government in times of emergencies and crises. Established in 1947, the organization has been at the forefront of disaster response, relief, and rehabilitation in the Philippines, a country highly susceptible to natural hazards. The PRC’s mandate extends beyond traditional disaster response, including preparedness, risk reduction, anticipation, and recovery efforts.

The Anticipatory Action approach focuses on taking proactive measures based on forecasts, early warnings and risk analysis to reduce the adverse effects of imminent disasters on vulnerable communities. The Philippine Red Cross has been implementing anticipatory action to prevent and reduce the impact of natural hazards on the lives and livelihoods of people in the Philippines. The PRC has already developed Early Action Protocols for Floods and Typhoon, using forecast information and risk analysis to pre-agreed financing for implementing early actions that prevent losses of life and livelihoods before floods or typhoons strike.

Micro-businesses in the Philippines are often heavily affected by flooding, with owners losing their stock to flood waters and revenue due to disruption in sales. As part of their existing Early Action Protocol (EAP) for floods, the Philippine Red Cross (PRC) considers temporary relocation of micro-businesses as a potential early action which will support vulnerable micro business owners to temporarily relocate their businesses before the potential flood occurs. The idea of assisting the owners of vulnerable micro businesses before floods first arose during stakeholder consultations in 2019, when the PRC was still primarily focused on rural settings. The PRC is currently conducting feasibility of including this as an early action in the Flood EAP. If it is feasible, the guideline will also include typhoon.

The development of guidelines on anticipatory temporary relocation of vulnerable micro businesses will enhance Philippine Red Cross’ capacity to implement the action in a timely and effective manner. Development of the guidelines will be undertaken with the financial assistance of the German Red Cross, German Federal Foreign Office, and Finnish Red Cross.

2. Type of Procedure

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

3. Brief Overview

- Proposed duration: 25 days between January to March 2025.
- The tender shall be valid until 15 April 2025
- Deadline for the submission of applications: 6th December 2024, 12:00 noon CEST
- Tender will be evaluated according to price (30%), technical approach (50%), suitability demonstrated by samples (10%), interview/presentation (10%)
- Client: Deutsches Rotes Kreuz e.V., Team 61 Operations & National Society Cooperation, Asia Unit, Carstennstraße 58, 12205 Berlin, Germany; Contact person: Mrs. Karolin Kleine-Cosack, Country Manager Philippines, k.kleine-cosack@drk.de
- Annexes:
 - 01 Declaration of conformity („Bietererklärung bei Abgabe eines Angebots“)
 - 02 Due Diligence
 - 03 Rules of Conduct of the German Red Cross
 - 04 Data processing Agreement
 - 05 Sample Contract

4. Objective and Deliverables

Objective: To develop a practical guideline for anticipatory temporary relocation of vulnerable micro businesses as part of proposed early action of the flood EAP. The guidelines will serve as a valuable resource for anticipatory temporary relocation of vulnerable micro businesses including clear guidance and steps on how vulnerable micro businesses could be relocated within a given lead time before the peak of a flood or typhoon.

The consultant shall undertake the following tasks but not limited to:

- 1) Review and Analysis:
 - i) Conduct a review of existing guidelines, policies, technical briefing, and best practices related to the temporary relocation of micro businesses in disaster-prone areas.
 - ii) Conduct consultations with key stakeholders, including technical focal from PRC, business owners and local government units (LGUs) to understand the specific needs, considerations, etc. in the anticipatory relocation process and procedures.
- 2) Drafting of guidelines development:
 - i) The consultant will draft comprehensive guidelines for the anticipatory temporary relocation of vulnerable micro businesses for floods. The guidelines will include clear steps on how vulnerable micro businesses could be relocated within a given lead time before the peak of a flood. Ensure the guidelines cover key aspects, including risk assessment, relocation planning, logistics and resources, communication strategies, roles and responsibilities, post-relocation recovery, etc.
 - ii) Present the draft guidelines to the PRC/GRC technical team and stakeholders for review and feedback through validation workshops or consultations.
- 3) Pilot Testing and Validation:
 - i) Design and implement a pilot test of the process and procedures outlined in the draft guidance in a selected area to evaluate their effectiveness, including monitoring the process to gather data on the implementation, challenges, and feedback from stakeholders.
 - ii) Organize and facilitate validation workshops with stakeholders, including businesses, local authorities, and PRC technical team, to gather feedback on the process of implementing the guidelines.
 - iii) Summarize experience from the pilot testing and validation workshop in a short report
- 4) Finalization of Guideline:
 - i) The consultant will then finalize the guidelines and supporting documents, incorporating lessons and feedback and present the refined guidelines to the PRC/GRC technical team and stakeholders to gather feedback for final adjustments.
- 5) Document Layout and Design
 - i) The consultant will layout and design a complete comprehensive guideline and create simplified early action guide (one-pager) to ensure they are clear, user-friendly, and accessible.
 - ii) Create presentation materials (ppt) to be used for capacity building of stakeholders and

PRC.

Expected Deliverables:

- 1) Inception report (Full Report not more than 10 pages)
- 2) Draft of detailed Anticipatory Temporary Relocation of Vulnerable Micro Business Early Action Guideline Document, including supporting documents
- 3) Pilot Testing Report and Verification Workshop Report (not more than 10 pages)
- 4) Updated detailed guidance based on the pilot experience and feedback
- 5) Simplified Temporary Relocation of Vulnerable Micro Businesses Early Action Guide (One-pager), with proper layout design
- 6) Final Completion Report

5. Application Requirements and Procedure

Qualifications

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

Post-graduate degree in relevant areas, preferably related to fields of humanitarian studies/ DRM/ development studies/ livelihoods and asset protection.

Experience

Required

- Experience in developing guidelines for humanitarian organizations, international or national/local non-governmental organizations (NGOs) or civil society organizations (CSOs) or similar (demonstration through self-declaration)
- At least two years of experience in conducting and facilitating training in the humanitarian sector, in the area of humanitarian assistance or similar (demonstration through self-declaration)
- At least five years of experience in Disaster Risk Management, Anticipatory Action or similar (demonstration through self-declaration)
- Experience in Asset Protection

Additional Advantage (without rating):

- Knowledge and experience of working in the Philippines.
- Knowledge/experience of the Red Cross and Red Crescent Movement.

Language proficiency

- Must be fluent in English. Knowledge of Filipino and/or local languages is an advantage.

Application Dossier

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

The application to be submitted must contain the following documents/ information as a pre-requisite for admission to the tender, **both with regards to the documents as well as the aspects to be covered therein – incomplete applications will not be considered:**

1. Letter of motivation:
 - Summarizing relevant experiences and qualifications for the consultancy;
 - Stating the validity of the offer (until 15 April 2025)
2. Curriculum Vitae (CV) of all team members stating the required qualifications

3. Technical proposal, including:

- Brief summary/outline of the consultant(s)´ understanding of the vulnerable micro businesses relocation guideline background and objectives,
- Conceptual approach on study design and methodology; including a conceptual explanation of how the guidelines will be developed.
- Timetable for how the consultant(s) propose(s) to complete all.

4. Financial Proposal:

- Financial proposals need to be in Euro (EUR) and show value-added tax (VAT) separately. Interested consultants who are registered outside of Germany must not include VAT in their offer. The evaluation of their offer will consider the net price plus the statutory VAT in Germany. Based on the “reverse-charge procedure”, GRC will pay respective statutory VAT in Germany. Please indicate your VAT number/taxpayer ID with your offer.
- Financial proposals should show daily fees inclusive of any cost the consultant(s) may incur that are not linked to primary data collection in-country as excluded below and need to be shown exclusive of VAT. Financial offers will be assessed on this basis.
- GRC will cover travel and accommodation cost incurred in connection with primary data collection in line with the Bundesreisekostengesetz (Federal Travel Cost Act), in addition to potential country-specific visa cost. Where not arranged or covered directly by GRC in line with internal cost and security guidelines, costs are reimbursed upon submission of original receipts in line with the Bundesreisekostengesetz. Further costs that the consultant(s) may incur in line with international travel, e.g., insurance or per diems, are not covered and must be factored into the calculation further above.
- Where the consultant(s) foresee further cost linked to primary data collection in line with their proposed study design, e.g. for enumerators, translators, facilitators etc., yet the cost cannot be specified at the point of the tender due to e.g. countries of primary data collection not yet having been determined, they must include an overview of the cost categories and proposed way of budgeting. These costs will be agreed in writing during the inception phase and are covered by GRC in line with internal guidelines.

5. Example of recent comparable work (work sample), max. 3 years old.

- Provide at least 2 work samples that comply with the following minimum requirements:
 - Work samples must demonstrate an assignment already executed by the (head-) consultant. Work samples can be guidelines, training curricula, or similar.
 - The work samples have to be provided.
 - For each work sample, the bidder has to additionally state the following: Client of the assignment, Terms of Reference.

6. Signed Declaration of Conformity (template is available with GRC).

Based on an initial ranking per the criteria stated below, three candidates with the highest score will be invited for an interview to present their offers in an online meeting via MS Teams of approx. 45 minutes in English language with representatives of the evaluation commissioners. In case of a tie for rank 3, both candidates shall be invited for a presentation. The presentations are expected to be at a maximum length. 20 minutes to highlight relevant experience and qualifications, proposal design and methodology, and the anticipated workload and timetable. These aspects will also be discussed during the meeting. The time for questions from PRC and GRC will be maximum of 25 minutes. The anticipated time frame for presentations is 09 –13 December 2024.

Note: The applicants are prohibited from presenting new documents that were not submitted with the offer. Presentations may not exceed 20 minutes.

The submission deadline for the complete tender documents in English is **Friday 6th December 2024, 12:00 noon CEST**.

Please submit your application electronically by email to Mr. Meenakshinathan Ramalingompillai, GRC Head of Office for Philippines, at m.ramalingompillai@drk.de

The email subject should state: “Application Consultancy: PHL01/2024”

Questions and clarifications may be asked in writing electronically via email to m.ramalingompillai@drk.de until **5th December 2024, 12:00 noon CEST**. Candidates are strongly encouraged to contact GRC to clarify questions regarding the documents to be submitted, their content, and the presentation's content.

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.

6. 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:

The decision for the award of the contract will be determined via credit points assigned to the dossiers submitted according to the following criteria:

1. The offered technical approach demonstrates a high level of (50%):
 - Understanding of the overall task at hand, with consideration to the auxiliary role of the Red Cross Red Crescent Societies, SME relocation guidelines, as well as key approaches in Anticipatory Action, humanitarian DRR (20%);
 - Suitability of methodology proposed to cover the scope and complexity of the task at hand with a sufficient level of detail to generate reliable results (20%);
 - Feasibility of timetable/work plan given the envisaged timeframe (10%).
2. The quality of the submitted work samples with regards to the suitability of the design and methodology applied to the task at hand (10%);
3. The presentation demonstrates a high level of understanding, professionalism in presentation and engagement (10%);
4. Financial bid (30%).

Applied scoring system:

- 5 points Fulfilled criteria very well (5 points are being awarded if the bidder's technical proposal, presentation, and/or work samples (based on the submitted bid) show excellent indications of the area relevant to the contract and/or the concept is very well elaborated and there is outstanding reference to the subject matter of the performance.)
- 4 points: Fulfilled criteria well (4 points are being awarded if the bidder's technical proposal, presentation, and/or work samples (based on the submitted bid) show

good indications of the area relevant to the contract and/or the concept is well elaborated and there is good reference to the subject matter of the performance.)

- 3 points: Fulfilled all criteria (3 points are being awarded if the bidder's technical proposal, presentation, and/or work samples (based on the submitted bid) show sufficient indications of the area relevant to the contract and/or the concept is sufficiently elaborated and there is a relevant reference to the subject matter of the performance)
- 2 points: Fulfilled basic criteria (2 points are being awarded if the bidder's technical proposal, presentation, and/or work samples (based on the submitted bid) show a few indications of the area relevant to the contract and/or the concept is only partly sufficiently elaborated. There is little reference to the subject matter of the performance.)
- 1 point: Fulfilled criteria inadequately (1 point is being awarded if the bidder's technical proposal, presentation, and/or work samples (based on the submitted bid) show no or only a few indications of the area relevant to the contract and/or the concept is insufficiently elaborated and there is no to little reference to the subject matter of the performance.)
- 0 point: Criteria not fulfilled.

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:

$$((\text{price of the cheapest offer} / \text{price of the offer to be evaluated}) \times 100) \times \text{weighting factor} = \text{price points}$$

The school grading system is of course, not applicable to the evaluation of the price.

The quality of each award criterion is evaluated as follows:

$$(\text{points achieved} \times \text{factor } 20) \times \text{percentage weighting} = \text{quality points}$$

Calculation of total points:

$$\text{price points} + \text{quality points} = \text{total points achieved}$$

Evaluation Commissioner Team:

Composed of representatives from the Philippine Red Cross-disaster management service, AdDRRA project, Finnish Red Cross, and German Red Cross.

7. Payment Terms

Applicants will be requested to sign and abide by the Code of Conduct and the Data Protection Form as part of the contract.

The payment terms will be as follows:

Twenty percent (20%) will be made upon submission of the Inception report.

Thirty percent (30%) to be paid upon submission of the pilot testing and workshop report.

Fifty percent (50%) is to be paid upon submission of the final guidelines and one-page guideline with annexes and acceptance by the PRC/GRC.

The consultant is solely responsible for the payment of taxes and other lawful fees that may be incurred from this transaction.

The consultant must provide an invoice containing his contact details, the services provided, bank details, and VAT number/ taxpayer ID and should allow at least two weeks for the processing of the payment.

8. Quality and ethical standards

The consultant should take all reasonable steps to ensure that the services are designed and conducted to respect and protect the rights and welfare of participants and that it is legitimate, conducted in a transparent and impartial manner. Therefore, the consultancy should be implemented adhering to PRC standards. The information revealed during the consultancy must be safeguarded, respecting existing data security rules, to protect the rights of the individual. The consultant has no right to share or publish internal information coming up during the exercise.

9. 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.