

German Red Cross – National Headquarters
Division 6 – International Cooperation
Carstennstr. 58
12205 Berlin
Germany

Berlin, 13.11.2024

**Consultant services for FSM Development
in the water, sanitation and hygiene sector 2025-2027
Ref: 2024-WASH-FSM**

The International Cooperation Division of the German Red Cross (GRC) seeks expert advisory services and technical support in the water, sanitation, and hygiene (WASH) sector, with a specific focus on faecal sludge management (FSM) and wastewater treatment (WWT) to support activities before, during, and after emergencies.

The GRC invites quotations for the provision of these expert advisory services for its Surge & Readiness Unit within the International Cooperation Division. This includes support in developing and strengthening WASH initiatives, particularly in FSM and WWT.

Tenderers are requested to review this document carefully and comply with all instructions. Failure to do so may result in disqualification from the tender exercise.

Table of Contents

1. Introduction & Context	3
2. Task description	4
3. Application, award, and contractual details	5
3.1 Qualifications	5
3.2 Application	5
3.3 Submission of tender	6
3.4 Award	7
3.6 Total Points:	9
4. Contractual details	11
4.1. Terms of contract	11
4.2 Proposed timeframe	11
4.3 Terms of delivery and payment	11
4.4 Costs and ownership of tenders	12
4.5 Confidentiality and publication	12
4.6 Self-Declaration	12
5. Annex	13

1. Introduction & Context

The Surge & Readiness Unit of the International Cooperation Division of the German Red Cross (GRC) provides a comprehensive suite of adaptable tools and services for rapid emergency response and capacity-building. Through international cooperation, the GRC strengthens WASH service provision for target groups and National Red Cross and Red Crescent Societies (RCRC), enabling them to cope with acute emergencies caused by armed conflicts or natural disasters and to recover quickly without jeopardizing long-term development prospects.

The GRC commits itself to align with international standards, to harmonize its resources with those of the International Committee of the Red Cross (ICRC) and to the WHO Emergency Medical Team (WHO-EMT) classification of GRC's clinical ERUs.

Through its membership in the WASH Emergency Response Unit (ERU) Technical Working Group (TWG) of the International Federation of the RCRC National Societies (IFRC), the GRC is committed to continually addressing identified needs and gaps and to harmonizing emergency response within the RCRC Movement.

A key focus of this commitment is the further development and establishment of a Faecal Sludge Management (FSM) and Wastewater Treatment (WWT) component within the ERU system. For this purpose, the GRC actively seeks expert advisory services and technical support for activities before, during, and after emergencies.

Furthermore, GRC concentrates on the following priority areas:

Hygiene Education & Awareness: Providing extensive education, awareness, and training to enhance hygiene knowledge among target groups.

Best Practices Development: Establishing and refining best practices to ensure high-quality, effective WASH services tailored to the needs of target groups.

WASH Infrastructure Access: Ensuring reliable access to WASH infrastructure, using functional structures or setting up temporary facilities managed by trained local staff.

Infectious Disease Prevention: Strengthening local humanitarian capacities to contain infectious disease outbreaks early and reduce humanitarian impact through WASH-related public health measures.

Community Engagement: Promoting active participation of target groups in planning and implementing WASH services to foster ownership and relevance.

Standards & Quality Assurance: Applying minimum standards, regulations, and best practices in all operational humanitarian aid and capacity-building activities with partner RCRC National Societies.

2. Task description

The overall objective of this consultancy is to support the work of the WASH Manager with a focus on the FSM-ERU development and its links to other WASH and Health ERU modules/configurations.

The services are to be provided as part of a framework agreement, which is to be concluded between GRC and the consultant until end of November 2027 and can then be extended once for 12 Months. It will be automatically renewed unless the client terminates the contract in writing three months before the regular contract term. The framework agreement has a financial volume of up to 82.000,00 € net over the period of 36 months. The anticipated workload is up to 60 working days annually. The consultancy may be conducted remotely.

The tasks of the advisory cut across various units in GRC's International Cooperation Division and are to be conducted in coordination with the respective managers. Depending on the tasks, the line management lies with the WASH Manager.

The advisor is expected to:

- Support the Surge & Readiness Unit in establishing a WASH ERU FSM module incl. Health ERU and base camp deployments
- Review existing and develop new concepts and specifications for faecal sludge and wastewater treatment in humanitarian contexts as well as emergency response in countries with high standards (e.g. Germany)
- Support field trials of treatment systems, testing of equipment and training for FSM technical personnel
- Be available for potential deployment to work in emergency Water, Sanitation, and Hygiene (WASH) programs after natural disasters, during conflicts, in protracted crises, or similar emergency situations
- Develop prototypes and design specific technical solutions with respect to treatment of water as well as liquid and solid waste streams
- Technical backstopping for GRC WASH emergency response
- Co-author and review relevant publications related to GRC activities
- Support, organize and conduct relevant training and education events for GRC delegates
- Technical support of GRC respectively the WASH Manager at relevant working and coordination meetings (e.g. annual WASH meeting, conferences, technical working groups, etc.)
- Support of GRC's external presentation, including the preparation of appropriate public communication on emergency WASH in international cooperation
- Support the further development and establishment of FSM capacity for IFRC, ICRC and RCRC National Societies
- Support or be deployed to
- Support GRC country representatives and project delegates in the preparation of concept notes and proposals for new projects, as well as in the implementation, monitoring and evaluation of projects

3. Application, award, and contractual details

3.1 Qualifications

Essential (compliance required for admission to tender):

- All key members of the consultant team have at least a bachelor's degree in engineering or a natural science in disciplines related to water resources, environmental engineering, wastewater management, faecal sludge treatment, chemistry, biology or similar from an accredited institution
- All key members of the consultant team have at least 3 years of working experience in the field of water resources, environmental engineering, wastewater management, faecal sludge treatment or similar (demonstration through self-declaration)
- At least one member of the consulting team must have a minimum of 2 years of experience in emergency Water, Sanitation, and Hygiene (WASH) programs, focusing on the provision and management of WASH services in response to natural disasters, conflicts, protracted crises, or similar emergency situations (demonstration through self-declaration)
- At least one member of the consultant team has experience in working in the field of emergency response, humanitarian assistance with the RCRC Movement, United Nations agencies, international, national/local non-governmental organizations (NGOs) or civil society organizations (CSOs) or other international organizations or development banks (demonstration through self-declaration)
- High analytical, technical and concise writing, conversation and presentation skills (in both German and English)
- Ability and willingness to conduct national and international project and on-site visits as well as support other National Societies and technical Surge Unit trainings
- Fluency in English and German

Preferable (without rating):

- Demonstrated experience and expertise with WASH ERUs
- Previous working experience with GRC is an advantage
- Knowledge of additional languages (French, Spanish or Arabic) are an asset

Evidence of fulfillment of the above-mentioned essential aspects is assessed based on the documents submitted with the application dossier, notably the letter of motivation and team of consultant(s)' CVs.

3.2 Application

The tender is handled via a **public invitation to tender**.

The tender documents consist of the following:

- Terms of Reference
- Code of Conduct of the Red Cross and Red Crescent Movement
- Draft contract

- Declaration of Conformity
- Draft Data Processing Agreement

All documents are published on GRC's website:
<https://www.drk.de/das-drk/aktuelle-ausschreibungen/>

Revisions, additions, answers to questions etc. are likewise published under the link quoted. All documents and information as well as only those documents and information published under this link are authoritative, regardless of information provided in other fora where the tender may be advertised in addition.

3.3 Submission of tender

The **complete and binding** offer must be submitted to the client on the **29.11.2024 at 11:00** am (Europe/Berlin time zone). The tender documents must state the period of validity until **27.12.2024**.

Please submit your tender proposals via Mail

- as an **encrypted and password-protected attachment**
- in English language
- to: German Red Cross, Team 61, Surge Unit
- by e-mail to p.veltins@drk.de and surge@drk.de
- Subject: **Tender documents 2024-WASH-FSM**
- The **password** must be sent with a second separate e-mail.
- **Please note that we are unfortunately unable to consider offers that have not been submitted in encrypted form.**

The **dossier** 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 dossiers may not be considered:

- Curriculum Vitae (CV) of all consultants, with clear information concerning the qualifications in accordance with section 3.1.
- Letter of motivation:
 - Summarizing relevant experiences and qualifications for the consultancy; Statement on ability to work effectively within a dynamic, international team environment, and explain how you plan to ensure effective project resources and staffing, and within which timeframe you can provide services after they have been requested (staffing and resources plan)
- Work samples
 - Provide 2 work samples that comply with the following minimum requirements:
 - Work sample must demonstrate an assignment already executed by the (head-) consultant in the field of water, wastewater and/or faecal sludge treatment or similar.

- Work samples can be a project report, a case study or a presentation.
- For each work sample, the bidder has to additionally state the following: Client of the assignment, task, objectives, approach, execution, achievement of objectives, lessons learnt
- **Statement of Availability**
 - Submit a formal statement indicating your availability for continuous work throughout the duration of this consultancy, which is expected to last until the end of November 2027
- **Financial Offer**
 - Provide a detailed financial offer that includes your net daily rate in Euros. Specify that one working day is defined as 8 hours of work. Additionally, as an example, calculate the total sum for a period of 36 months, based on an average of 60 working days per year

Alternate offers ("Nebenangebote") are permitted and must be marked as such.

Interested applicants must raise questions in writing by **25.11.2024, 12:00 h noon CEST** to the above-mentioned email addresses. Questions and answers will be published in an anonymized form on GRC's procurement website under the link referenced above. They then form an integral part of the contract documents. Candidates are strongly encouraged to contact GRC/Surge Unit to clarify questions about the documents to be submitted or their content.

GRC reserves the right to continue further communication after submission of quotes via a combination of media (e.g., post, email, phone). GRC may – but is not obliged to – ask each tenderer individually for clarification regarding their quote within a reasonable time limit, to be determined by the evaluation committee.

3.4 Award

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

- **Qualification and Availability** (pre-condition):
 - Qualification in Water, Wastewater, and Faecal Sludge Treatment
 - Availability
- **Quality of work sample(s)** (50%):
 - Evaluation of the submitted work sample(s) concerning the quality to the given task of the work sample(s)
 - **Personnel and Resource Planning** (20%) Evaluation of the proposed staffing plan and the consultant's ability to provide timely services upon request, as outlined in the letter of motivation.
- **Financial Proposal** (30%):
 - Clear indication of the proposed daily rate for services rendered

*Each QPV will be calculated according to the following scoring system:

Score	Scoring Criteria
5 points	<p>The work samples submitted fulfil the requirements in total. The tasks and objectives presented, the approach and implementation as well as the achievement of objectives and any lessons learnt are completely comprehensible and accurate and demonstrate the desired level of quality in total.</p> <p>The proposed staffing plan meets the requirements in total. The resource allocation and personnel strategy, as outlined in the letter of motivation, are highly detailed, ensuring timely and effective provision of services upon request. The approach to personnel planning is very clear, comprehensible, and demonstrates a high level of adaptability and readiness.</p>
4 points	<p>The work samples submitted fulfil the requirements good. The tasks and objectives presented, the approach and implementation as well as the achievement of objectives and any lessons learnt are very comprehensible and understandable and demonstrate a high level of quality.</p> <p>The proposed staffing plan meets the requirements well. The resource allocation and personnel strategy, as outlined in the letter of motivation, are adequately detailed, showing a good ability to provide timely and effective services upon request. The approach to personnel planning is clear, understandable, and demonstrates a good level of adaptability and readiness.</p>
3 points	<p>The work samples submitted fulfil the requirements adequately. The tasks and objectives presented, the approach and implementation as well as the achievement of objectives and any lessons learnt are quite comprehensible and understandable and demonstrate an adequate level of quality.</p> <p>The proposed staffing plan meets the requirements adequately. The resource allocation and personnel strategy, as outlined in the letter of motivation, are satisfactorily detailed, indicating a reasonable ability to provide timely and effective services upon request. The approach to personnel planning is mostly understandable and demonstrates an adequate level of adaptability and readiness.</p>
2 points	<p>The work samples submitted fulfil the requirements fairly. The tasks and objectives presented, the approach and implementation as well as the achievement of objectives and any lessons learnt are decently comprehensible and understandable and demonstrate a reasonable level of quality.</p> <p>The proposed staffing plan fulfils the requirement fairly. The resource allocation and personnel strategy, as outlined in the letter of motivation, are minimally detailed, indicating a limited ability to provide timely and effective services</p>

	upon request. The approach to personnel planning lacks clarity in some areas, demonstrating only a moderate level of adaptability and readiness .
1 point	<p>The work samples submitted fulfil the requirements poorly. The tasks and objectives presented, the approach and implementation as well as the achievement of objectives and any lessons learnt are insufficiently comprehensible and understandable and demonstrate a inadequately level of quality.</p> <p>The proposed staffing plan fulfils the requirement poorly. The resource allocation and personnel strategy, as outlined in the letter of motivation, are insufficiently detailed, indicating a low ability to provide timely and effective services upon request. The approach to personnel planning is unclear, demonstrating inadequate adaptability and readiness.</p>
0 points	<p>The work samples submitted do not fulfil the requirements. The tasks and objectives presented, the approach and implementation as well as the achievement of objectives and any lessons learnt are not comprehensible and/or understandable and demonstrate a unacceptable level of quality. Relevance and Quality of Samples: No submitted samples or irrelevant work that does not align with the contract requirements</p> <p>The proposed staffing plan does not meet the requirements. Resource allocation and personnel strategy are missing or poorly developed, showing no ability to ensure timely services. The approach to personnel planning is incomprehensible or absent, demonstrating an unacceptable level of readiness and adaptability.</p>

3.6 Total Points:

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, as outlined below:

Price Point Value (PPV):

- 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: $((\text{price of the cheapest offer} / \text{price of the offer to be evaluated}) \times 100) \times \text{weighting factor} = \text{PPV}$
- The school grading system is of course not applicable to the evaluation of the price.

Quality Point Value (QPV):

- The quality for each award criterion is evaluated as follows: $(\text{points achieved} \times 20) \times \text{percentage weighting} = \text{QPV}$

Calculation of the total points:

$$\text{Sum Price Point Value (PPV)} + \text{Quality Point Value (QPV)} = \text{Total points achieved}$$

In case of competitive procedure, GRC reserves the right to award a contract based on the first non-negotiated offer.

4. Contractual details

4.1. Terms of contract

The award will lead to a framework agreement with GRC for the period of 36 months, which is attached to this tender.

The maximum volume of the framework agreement is finally set at 82.000,00 EUR (net) – respectively 27.333,33 EUR (net) per year. The contract ends automatically after reaching the budget limit. The Contractor shall not be entitled to be awarded certain orders or a certain number of orders.

The contract starts with signature and ends ordinarily after 36 months.

GRC plans on working and communicating closely with the consultant via online communication channels and will discuss and agree on concrete tasks and products in short briefings when needed but at least once a month.

The draft contract sent with the invitation to tender contains the specifications of GRC of the contractual relationship with the consultant and is the basis for the processing of the contract after its award.

In the event of the contract being awarded, the key contractual points listed in the specifications/framework agreement shall apply.

The consultant shall be informed in writing or e-mail of the use of the option no later than three months before the end of the contract term. In the event of this option being exercised, the prices stated in the financial offer shall remain fixed for the further term of the contract.

4.2 Proposed timeframe

The advisory services shall be provided following the contract award/signature of contract and last no longer than end of December 2027. GRC estimates on average 60 days of work per year depending on the capacity.

4.3 Terms of delivery and payment

GRC will analyze and discuss the advice and support given as well as any draft products with the consultant before each monthly payment of the framework agreement.

The deliverables will be approved by the respective line management at the General Secretariat Berlin.

At the end of each quarter, the Consultant shall submit a list of days worked (á eight hours; detailing the content of the work for each day in a bullet point) and a corresponding quarterly invoice stating the total sum.

The payment of the invoice for the final quarter of December 2027 of the assignment will correspond to the final payment.

4.4 Costs and ownership of tenders

Costs incurred by the tenderers in preparing and submitting the quote requests are not reimbursable. The GRC retains ownership of all quotes received under this quote request. Consequently, tenderers have no right to have their tenders returned to them.

4.5 Confidentiality and publication

All recipients of tender documents, whether they submit a tender or not, shall treat the details of the documents as confidential as possible.

According to German/European procurement law information about the award of contract (name of company, type of product, extent, and duration of contract) might be made open to the public unless you disagree within your quotation, giving the reason of refusal.

4.6 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.

5. Annex

Declaration of conformity

- according to procurement procedures for humanitarian actions -

The candidate

name/company

address

represented by

representative's name

address

assures that **none** of the following points apply:

- a) The candidate or company are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- b) The candidate has been convicted of an offence related to his professional conduct by a judgement which has the force of *res judicata*.
- c) The candidate has been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- d) The candidate has failed to fulfil obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he is established, with those of the country of the contracting organisation or those of the country where the contract is to be carried out.
- e) The candidate has been the subject of a judgement that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the German Red Cross or European Union's financial interests.
- f) The candidate has been declared to be in serious breach of contract for failure to comply with his contractual obligations pursuant to another procurement procedure or grant award procedure financed by the German Red Cross or European Union's budget.

The Contractor shall respect environmental legislation applicable in the country where the services have to be rendered and internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour.

The candidate also guarantees access to the relevant financial and accounting files and documents as well as other project related information and company registration data for the purpose of financial checks and audits or due diligence testing conducted by

- the European Commission,
- the European Anti-Fraud Office (OLAF),
- the European Court of Auditors and
- by chartered accountants / consultants / auditors commissioned by the German Red Cross or the relevant donor.

Furthermore, he confirms to work together with above mentioned parties when contacted directly. The refusal to share requested data and documents may lead to disqualification from tender processes and cancellation of closed contracts.

place, date

signature