

Evaluation of DG ECHO Disaster Preparedness projects in Lebanon (BETTER and PPP projects)

Request for Proposal

About this Request for Proposal

The German Red Cross (GRC) is inviting proposals to conduct an evaluation of the Disaster Preparedness projects in Lebanon (BETTER and PPP projects). 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 2021 the German Red Cross (GRC) and its Partner National Society -the Lebanese Red Cross (LRC)– have been jointly implementing project funded by ECHO.

All Lebanese communities, regardless of their characteristics, are susceptible to various emergencies and disasters, encompassing infectious disease outbreaks, conflicts, natural calamities, technological hazards, and more. Additionally, recent humanitarian efforts have revealed deficiencies within the national and local disaster risk management (DRM) framework in Lebanon, which have impeded timely, effective, and relevant responses, ultimately compromising the quality of services provided to crisis-affected individuals

As a response to these challenges from 2021 till April 2022 both partners started the implementation of BETTER project (Building-on Existing Techniques to Enhance Resilience). The project was designed to offer support to local and national responders through a "systems" approach aimed at enhancing resilience. Specifically, this approach seeks to enhance in-country preparedness and response capacity within existing government and community DRM structures. The project incorporates innovative digital solutions to streamline data collection and analysis, facilitate risk-informed decision-making, and improve anticipation and response management. The project places significant emphasis on enhancing the effectiveness and accountability of nationally-led humanitarian responses across all levels by addressing specific weaknesses identified within the existing systems. These weaknesses primarily pertain to coordination, information management, and the interconnectedness of various structures.

In May 2022 started the implementation of the ECHO-PPP project under the disaster risk management pillar, as an extension to the above-mentioned project. This project was built on the achievements and learnings of the BETTER project and included additional geographical coverage. The project targeted community emergency response teams in 12 communities to enhance their readiness to prepare for and respond to crises.

GRC is seeking consultancy services from a qualified consultant or a consultancy company capable of conducting an outcome assessment of the DRM component of both projects mentioned above (ECHO BETTER, and ECHO-PPP: Disaster Risk Management pillar) to provide an external opinion based on the identified evaluation criteria. The assessment is expected to look at all aspects of the project implementation, assess the progress made towards achieving the objectives and according to the work plan. More specifically, the consultant will look at the main challenges and successes of the program to generate lessons learnt and recommendations for the current implementation of the program.

2. Type of Procedure

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

3. Brief Overview

- Proposed duration: 35 days between August 2024 and October 2024.
- The tender shall be valid until 25 July 2024
- Deadline for the submission of applications: 10th June 2024, 12:00 noon CEST
- Tender will be evaluated according to price (30%), technical quality of the proposal (70%).

- Client: Deutsches Rotes Kreuz e.V., Team 61 Operations & National Society Cooperation, MENA Unit, Carstennstraße 58, 12205 Berlin, Germany; Contact person: Ms. Tatjana Bojarski, Country Manager Lebanon, t(dot)bojarski(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:

- Expert in Disaster Risk Reduction, and in the nature of work of the RCRC.
- Demonstrated experience of 5 years in conducting evaluations of community development or disaster preparedness management projects.
- Understanding of DRR / DRM related issues, governance and key stakeholders.
- Exceptional analytical and report writing skills.
- Proven experience in conducting evaluations and in using a mix of evaluations tools and in applying a variety of mixed-methods evaluation approaches.
- Proven experience of at least 3 years in external evaluation, including ECHO or other international funded projects.
- Knowledge of best practices in community-based disaster preparedness and response.
- Fluent English oral and written Arabic is required for the national consultant.

Preferable but not obligatory:

- Experience in Inter-agency coordination is an asset.
- Demonstrable experience in monitoring and evaluation is an asset.
- Experience in DRR/humanitarian/development sector is an asset.
- Familiarity with the Lebanese context is an asset.

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 Lebanon, insurance and per diem/DSA are reimbursed by GRC in line with the Federal Travel Cost Regulation (Bundesreisekostengesetz) and should therefore not to be included in the offer. GRC will facilitate the consultant's accommodation and cover travel costs within Lebanon.
 - Please indicate the validity of your offer (45 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 10th of June 2024, 12:00 noon CEST**.

Please submit your application electronically by email to Ms. Cecilia Trevisan, GRC Country Manager for Lebanon, at cecilia.trevisan@drk.de.

The email subject should state: **"Application for Consultancy Evaluation DG ECHO Lebanon"**

Questions and clarifications may be asked in writing electronically via email to Cecilia.trevisan@drk.de until **03rd of June 2024, 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.

Based on an initial ranking as per the criteria stated below, 3 candidates with the highest score will be invited 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 have a length of max. 20 minutes and to highlight relevant experience and qualifications; the consultant(s)' understanding of localization/locally-led approaches in the context of the auxiliary role of National Societies within the Red Cross Red Crescent Movement; the evaluation design and methodology; and the anticipated workload and timetable. These aspects will also be discussed during the meeting. The anticipated timeframe for presentations is 01st until 14th of July 2024. The presentation will be documented.

Used tool for the presentation: Microsoft Teams Meeting (GRC will send an invitation)

Length of presentation: Max. 20 minutes

Time for questions from GRC: Max. 25 minutes

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 August and October.

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

- Quality of work samples (30%): Quality of sample report (structure, methodology presentation, depth of analysis, and clarity of recommendations). Evaluation based on the two required work samples. Applications with samples working on the subjects of DRM programming will receive more points.
- Methodology, work plan and approach to the evaluation (30%): 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 Lebanon). 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.
- Financial and budget proposal (30%): evaluated based on the financial offer; bids less costly will receive more points.
- Presentation of the consultancy application (methodology, workplan and approach) (10%).

The evaluation will be supported by the GRC delegation in the project country. The evaluation is documented adequately in written form.

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: points out of 100 achieved x 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.