

Invitation to Tender

Evaluation of the externally funded Project “Reinvestment in Welthungerhilfe to build political will for agricultural development and nutrition financing in Germany” (POWA Project)

Reference Number: INT 1076 EU Supply RTF N° 234155

Bonn, 12.02.2020

Welthungerhilfe (www.welthungerhilfe.de) is one of the large and respected private organisations in the field of development cooperation and humanitarian aid in Germany. It carries out projects in 39 countries and campaigns for fairer cooperation with developing countries. If you are prepared to dedicate yourself to carrying out consultancies under sometimes difficult conditions and you match the requirements set out below, we look forward to receiving your application.

1. Introduction

The Project “Reinvestment in Welthungerhilfe to build political will for agricultural development and nutrition financing in Germany” (POWA II) is financed by the Bill and Melinda Gates Foundation (BMGF). The project is the follow-up of a similar project which was carried out in the years 2013-2016.

The evaluation is the assessment of the POWA II Project (2016 – 2020). Despite being the final evaluation of the current project phase, the evaluation report needs to be framed as a mid-term review because a third POWA project (POWA III) will build on the results of the past two project phases. The evaluation will look at the strengths and limitations of the advocacy approach and activities implemented in order to achieve the expected outcomes and results.

2. Framework conditions

The evaluation design and methodology have to be adequate for answering the above listed questions. A detailed methodology will be suggested by the evaluators in their inception report. A final agreement on the evaluation design and methodology will be discussed on the basis of the submitted offer and the inception report and agreed upon with the Head of the Policy & External Relations Department as well as the POWA project team.

Considering the nature of the intervention, the evaluation approach requires a blend of desk review of existing project documents and interviews with members of the Consultative Groups (in Germany and the partner countries – per skype) and with members of the P&ER department related to programme's outcomes.

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Interviews will be carried out face to face with project team in Bonn/Berlin; with P&ER members in Bonn/Berlin and from distance with the international team and consultative group members in Germany as well as in partner countries.

Other general criteria for the evaluation:

The methods and data sources should be triangulated for enhancing the validity of evaluation findings;

A final agreement on the evaluation design and methodology will be discussed on the basis of the submitted offer and the inception report.

3. Description of the Service

The following deliverables are expected to be produced by the evaluators (see also TOR):

- **Inception report** (3-5 pages for the main text without front page, table of contents and annexes).

The inception report should set out the planned design and methodology to meet the above-mentioned objectives and to answer the evaluation questions. It should also reflect the limits of the suggested design and methodology and could explore the feasibility for answering the evaluation questions and reflect on the ToR, describe the overall approach of the evaluation and how data will be collected by providing an evaluation matrix, drafts of suggested data collection tools such as questionnaires and interview guidelines as well as a tentative evaluation schedule.

The inception report follows a standard outline which will be provided to the evaluator after contracting and needs the approval of the Contracting Party.

- **Evaluation report** as draft and final (English language, 30-40 pages main text, including the executive summary excluding the front page, table of contents, and annexes). The evaluation report has to contain an executive summary of a maximum 5 pages and several mandatory annexes. A standard outline for the evaluation report will be provided to the evaluators.

The final report needs the approval of the Contracting Party. In case of dissent there has to be a documentation of the matter.

Executive summary of evaluation report: The summary that is part of the full evaluation report has to be submitted as an additional document in the format to be provided by Welthungerhilfe.

- **Photos:** The evaluators should provide a digital file with up to 3 photos of the evaluation, including photos related to the evaluation process (e.g. of group discussions, interviews, final workshop). The photos should be submitted in a JPEG or GIF format. The informed consent of the person presented is a prerequisite.

4. Attendance

Any qualified company can participate in the tender. However, Welthungerhilfe specifically asks for offers from specialized Evaluators, Consultancy Evaluation Firms, Academics, etc.

5. Schedule of the Tendering Procedure

	Date
Publication of the terms and conditions of the competition	12.02.2020
Deadline for submitting questions for interested companies	20.02.2020, 11:00 am
Deadline for making replies available to interested companies	25.02.2020, 11:00 am
Deadline for submission of tenders	27.02.2020, 11:00 am
Awarding of contracts to successful candidates/tenderers	10 Calendar Week
Contract performing	Start approx. 1 week after confirmation
Presentation of the Final results	18 Calendar Week

6. Contracting Authority and Contracting Entity

Deutsche Welthungerhilfe e. V.
Friedrich-Ebert-Straße 1
53173 Bonn

7. Submission of Offers

Offers should be uploaded to the EU-Supply portal:

<https://eu.eusupply.com/login.asp?B=WELTHUNGERHILFE>,

if you are a new supplier use this link to register using the link below:

<https://eu.eusupply.com/ctm/Company/CompanyRegistration/RegisterCompany?OID=21&B=WELTHUNGERHILFE>

Tenders submitted by e-mail or letter cannot be evaluated.

The offer is to be made on letterhead of the company, in English language, prices are to be offered in EURO.

The offer should contain the following documents:

1. CV with supporting documents
2. At least 3 References confirming experience in Evaluation advocacy projects)
3. Signed Supplier Qualification
4. Offers have to be signed or have to include the phrase "valid without signature"
5. Financial Offer, budget incl. fees/honorarium per working day, broken down per milestones/activities as detailed in the TOR.
6. Technical offer detailing the methodology for performing the services based on TOR; workplan, and a summary of your experience in similar assignments

In developing the financial offer, the applicant should take into account the following:

- The financial part needs to include estimated travel and accommodation costs; WHH HQ and Country Offices will support the corresponding logistics.
- All insurances are of the responsibility of the evaluators.
- Laptops need to be provided by the evaluators

Soft copies of relevant documents will be provided by Welthungerhilfe. Welthungerhilfe and partner organization staff will facilitate community entry and contacts to other interviewees. Translators and local transport, as required, will be provided by Welthungerhilfe.

Furthermore, the Supplier Qualification Form, Annex 1, must be completed and signed. Tenders must be uploaded to the EU-Supply portal by 11.00 a.m. on 27.02.2020 at the latest. Bids received late will not be evaluated.

Any attachments must be formatted in a non-changeable format (such as pdf). A grouping of attachments in zip format is permitted. The sum of all attachments should not exceed 8MB. The bidder has to send the necessary proofs by post only on request of the Welthungerhilfe.

8. Preparation for the Offer

Your offer shall include:

1. CV with supporting documents
2. At least 3 References confirming experience in Evaluation advocacy projects.
3. Signed Supplier Qualification
4. Offers have to be signed or have to include the phrase "valid without signature"
5. Financial Offer, budget incl. fees/honorarium per working day, broken down per milestones/activities as detailed in the TOR.
6. Technical offer detailing the methodology for performing the services based on TOR; workplan

9. Evaluation and Assessment of Tenders

The offers are evaluated using the following scoring criteria:

- At least five years of international experience in advocacy, xxx (20%)
- Professional focus on advocacy. Political context (20%)
- A bachelor's degree in Politics, international development, similar (CV) (5%)
- Proof of professional registration and taxation
- Signed Supplier Qualification (5%)
- Financial offer, budget incl. fees/honorarium per working day, broken down per milestones/activities as detailed in the TOR. (30%)
- Technical offer detailing the methodology for performing the services based on TOR; workplan, and a summary of your experience in similar assignments. (20%)

Compliance with the criteria above is obligatory. The Bidders applications will be scored based on financial and technical offer and compliance with required qualifications (See percentages above)

Welthungerhilfe will evaluate the offers internally and make an award decision. All bidders will be informed shortly. No mutual claims can be derived until the contract is concluded.

10. Anti-Terror-Policy der Welthungerhilfe

Welthungerhilfe expressly distances itself from all forms of terrorism and money laundering. Under no circumstances will it knowingly support terrorist activities or those that directly or indirectly finance terrorism. Welthungerhilfe therefore acts in accordance with the numerous resolutions of the UN Security Council (including S/RES/1269 from 1999 and S/RES/1368 from 2001 and S/RES 1373 from 2001) and the European Union. It will make every effort to ensure that neither its own funds nor donations from other donors benefit



those persons, companies or institutions that need to be associated with terrorism or money laundering. Welthungerhilfe will therefore regularly check its suppliers and service providers against the sanctions lists. By submitting an offer, suppliers declare their agreement to this.

11. Contact

Until 27.02.2020 at 11:00 am, questions can be asked via the EU-Supply portal.

Deutsche Welthungerhilfe e. V.

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Logistics & Internal Services