

## INVITATION TO TENDER

**on the procurement of an External Ex-Post Evaluation of the Finnish Red Cross supported programme in Zimbabwe:  
"Building Community Resilience through Integrated Health and DRR in Mashonaland Central 2016-2022"  
implemented by Zimbabwe Red Cross Society**

### 1. Object of the Service Contract

With this Invitation to tender the Finnish Red Cross (FRC) International Operations and Programmes kindly requests tenders for the services detailed below.

The Terms of Reference, containing detailed description of the Object of the Requisition, as well as further guidance will be shared with those expressing interest.

**Project title:** Building Community Resilience through Integrated Health and DRR in Mashonaland Central 2016-2022

**Type of assignment:** Ex-post Evaluation

**Geographical area:** Zimbabwe

**Duration:** Late May – Early July

**The estimated maximum value of the Requisition:** 20,000 Euros

### 2. Timeframe for the Service Contract

The evaluation work consists of maximum 30 working days in total. The evaluation is expected to take place starting from the end of May until Early July with the field trip taking place in June. The final report must be submitted to the Finnish Red Cross by no later than July.

In the consultants' offer, a detailed timeline is to be presented including a breakdown of working days into following three evaluation phases:

- a) Inception phase
- b) Field work phase (including 2 travel days)
- c) Final reporting phase

### 3. Service Contract Procedure

The Service Contract will be awarded through an open procedure.

The FRC as the contracting authority may wholly or partially interrupt the procurement procedure for a justified reason. No compensation will be payable to tenderers for preparing a tender, presenting it or otherwise taking part in the procedure.

### 4. Expression of Interest

Those interested in this requisition are kindly asked to express their interest by e-mailing [procurement@redcross.fi](mailto:procurement@redcross.fi). The subject of the email must have the reference "Expression of Interest/Ex-post Evaluation/Zimbabwe". After the expression of interest, the Terms of Reference will be shared, containing further details about the requisition and tendering process. The Terms of Reference will contain further instructions for the submission of clarifications or additional information about the tender. **Please submit your written expression of interest no later than 07.05.2024.** Please note, the final day to ask

questions regarding the Terms of Reference is on the 07.05.2024. **The final date to submit the full application for the tender is the 15.05.2024.**

## 5. Contents of the Tender

The offer shall consist of two parts: the evaluation offer and the price offer.

A maximum of 2-page **evaluation offer** shall include the following:

- A technical proposal of expressing an understanding and interpretation of the ToR, the proposed evaluation methodology, activities and their schedule
- Evaluation work plan including a breakdown of evaluation days into evaluation phases (see above item 2.)
- At least one example of an evaluation report the [Team Leader/Consultant] was part of
- Details of two reference persons that can be consulted on the work of the Team Leader/Consultant

The **price offer** shall include the allocation of fees per expert (fee/expert/day) per each evaluation phase as well as a breakdown of any additional cost. The FRC will cover the costs during the field trip (visa fees, flights, accommodation, ground transportation) as per FRC travel regulations. The experts/consultants are expected to assume full responsibility for adequate travel insurance coverage and for paying any social charges due to a consultancy fee.

All prices must be stated in Euros (EUR) and exclusive of value-added tax (VAT 0%) but shall include all other taxes and levies. The evaluation of the price tender is based on **the lump sum, covering fees and all reimbursable costs**. This total amount (lump sum) of the consultancy services will be subject to price evaluation. All the costs will be paid against invoices.

If no price is indicated, the tender will be excluded from the competitive bidding.

### ***Possibility to exclude tenders in case of grave professional misconduct***

The FRC reserves the right to exclude tenderers with serious breaches of Red Cross Code of Conduct in previous assignments.

## 6. Selection and Evaluation of Tenders

The evaluation team will be selected based on the received offers. Contracts are awarded based on the best price-quality ratio, taking into account the price, qualifications and evaluation methodology, according to weighed points as follows:

Price	30
Technical expertise and qualifications	30
Evaluation expertise incl. quality of technical proposal and methodology	30
Knowledge of Red Cross Red Crescent Movement	10
<b>TOTAL POINTS</b>	<b>100</b>

The maximum value of the offer for the whole evaluation team shall not exceed EUR 20,000 (excluding field trip costs covered by FRC and VAT).