



TENDER DOSSIER

Request for Proposals for Third Party Evaluation of JPF Funded Project in Yemen

**Tender Reference:
JPF-YMN-19-004**

29th November 2019

A – INSTRUCTIONS TO BIDDERS

In submitting a tender, the bidder accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which hereby waives.

Bidders are expected to examine carefully and comply with all instructions, forms, provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

No account can be taken of any reservation in the tender as regards the tender dossier; any reservation will result in the immediate rejection of the tender without further evaluation.

Tender procedures will be conducted by authorized Japan Platform personnel and the decision will be given by the tender committee. If requested, representatives from the back donor or partner organizations can attend to the tender committee as an observer.

1. Preamble:

The Japan Platform (hereinafter referred to as "JPF") is an international emergency humanitarian aid organization which offers the most effective and prompt emergency aid in response to global developments, focusing on issues of refugees and natural disasters. JPF conducts such aid through a tripartite cooperation system where NGOs, business communities, and the government of Japan work in close cooperation, based on equal partnership, and making the most of the respective sectors' characteristics and resources.

JPF serves as an intermediary support organization providing various types of assistance to member NGOs in Japan to deliver quick and comprehensive aid on their own. JPF has supported aid activities of 43 member NGOs, each with its own set of diverse strengths. It has delivered humanitarian assistance to 47 nations and regions about 1200 project, with a total financial contribution of 40 billion yen. JPF has built a strong reputation based on trust by promoting cooperation among private sectors and NGOs and by accurately reporting all of its activities. Please find attached JPF Information Leaflet as **Annex 1**. More information on JPF can be found at <http://www.japanplatform.org/E/>.

2. Purpose, Coverage and Methodology of the Request for Proposals

The purpose of this request for proposals (RFP) is to solicit competitive offers for the provision of evaluation services for completed one project which was funded by JPF and implemented by a member NGO in Yemen.

JPF seeks to contract a TPM entity to accurately capture information, verify activities and analyze data on implemented project activities. In particular, the TPM entity will be an essential quality assurance activity where JPF has no or limited access to for various reasons. JPF will use the outcome of this evaluation activity to improve the current and future projects.

The main objectives of the evaluation activity is;

- To verify that the humanitarian principles and standards are respected
- To verify that the project funds are used according to the project proposal
- To analyze the impact of the project with the available data
- To understand the beneficiary satisfaction
- To provide Feedback to the project improvement

3. Scope of Services

This RFP encompasses evaluation of completed one project as part of JPF quality assurance activities. Prior to the start of data collection for evaluation activities, the contractor will closely collaborate with JPF and member NGO headquarters in Tokyo, Japan to develop tools, field visit protocols, data presentation and reporting formats. JPF will provide the contractor with relevant documentation, including project documents and other relevant evaluation information. The contractor is expected to conduct a review of project documentation prior to undertaking field visits. All documentation shared with the contractor is considered confidential and a data protection protocol will be signed as part of the agreement.

The project brief information and project specific evaluation scope can be find as an [Annex 2 - Project Summary Document](#) to this document.

The selected supplier is expected to be competent on conducting evaluation and monitoring activities below;

- Beneficiary surveys to measure project outcomes, through tools such as Post Distribution Satisfaction, Coping Strategy Index and household visits
- Project Site visits and verification of project activities
- Individual Observations of the surveyor
- Key Informant Interview
- Focus Group Discussions

4. Expected Outputs and Deliverables

The contractor will report directly to JPF but will work closely with the project implementing partner. During the course of the field level data collection, the contractor is expected to provide JPF with timely feedback, notably in instances where immediate attention or action is warranted.

For all tasks specific tools and templates will be developed and agreed to between JPF and the contractor following signing of the contract. It is expected that the reports provided by the contractor will adhere to the agreed upon templates. For all remaining tasks, general approaches will be developed and agreed to between JPF and the contractor, upon signing of the contract.

It is expected from the TPM entity to produce below mentioned outputs;

- To organize an inception meetings with JPF and project implementation parties to discuss the details of the evaluation objectives, targets, data processing and analyzing, allocated team and reporting.
- To develop tools for data collection
- To provide an inception report with a detailed Work Plan and an evaluation plan including final concept of the methodology, data collection tools and methodology, proposed schedule of site visits and sample beneficiary and key informant selection strategy and list of data to be collected;
- To implement the work plan including scheduled visits, capturing and analyzing data in a timely and accurate manner and some qualitative assessment of select sample of sites;
- To submit a weekly update report with reference to agreed work plan and final evaluation report as per the agreed format, containing timely, relevant, and verified project-level information to JPF.
- To submit raw-data and visuals collected during the contract period.
- The contractor is requested to meet with JPF representatives before the commence of the TPM activities and to organize a debriefing workshop for JPF and relevant member NGO representatives at the end of the TPM to further explain findings and make recommendations for current and future projects.

5. Call for Tenders Schedule

	DATE	TIME*
Tender publication date	29/11/2019 - Friday	
Deadline for request for any clarifications from JPF	08/12/2019 –Sunday	17:00
Last date on which clarifications are issued by JPF	09/12/2019 - Monday	17:00
Deadline for submission of tenders (receiving date, not sending date)	15/12/2019 - Sunday	17:00
Tender Committee Meetings by JPF	23 - 24/12/2019	09:00
Notification of award to the successful tenderer	30/12/2019 - Monday	17:00
Signature of the contract	10/01/2020 - Friday	

* All times are in the local time of Yemen except the Tender Committee Meetings by JPF which is in the local time of Japan.

6. Questions and Clarifications

If JPF, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender dossier, such information will be communicated simultaneously in writing to all the bidders.

Bidders may submit questions in writing to the following address by email before the deadline for request for any clarifications, specifying the tender reference number.

Contact Person:

Name / Surname	Title	E-Mail Address
Gökhan Erkutlu	M&E Specialist	procurement@japanplatform.org

Any explanation or amendment to be made regarding the tender dossier shall also be shared with all applicants simultaneously. Bilateral negotiations will not be held with the institutions applying during the tender.

7. Meeting with the Institutions / Company Visits

No clarification or bilateral meeting will be held with the entities applying during the tender. Company visits will not be conducted. However a meeting will be held with the winning entity prior to the signing of the agreement.

8. Eligibility Documents Required for the Bidders

Participation in tendering is open on equal terms to all natural and legal persons or companies or firms that can provide the required documents by this tender. If the required document is in another language than English then an English translated copy should be provided along with the original.

- 8.1. The document stating that the bidder has been operating in this sector subject to the tender.
- 8.2. Valid company registration documents including licences obtained from the relevant governmental institution.
- 8.3. Submission of the most recent original and valid tax documents
- 8.4. Providing address declaration for notifications (phone, fax and e-mail address information). Please indicate if you have an office in Yemen.
- 8.5. Signature declaration or list of authorized signatures indicating that they are authorized to submit bids;
- 8.6. Please indicate and/or provide permission to work at the project locations by authorities.
- 8.7. Organizational Profile Document providing detailed information on the capacity of the organization and services provided (such as previous and ongoing works, relevant experiences,

registration details, establishment year, number of offices, number of full/part time staff, experts, surveyors and etc.)

- 8.8. Please provide details of any ongoing or past activity of your organization in Yemen along with organization and contact person for reference check.
- 8.9. Written commitment to not carry any of the "reasons for exclusion from the tender" under clause 21 of the tender dossier
- 8.10. Technical Proposals should include;
 - 8.10.1. Evaluation targets for field visits, household surveys, focus group discussions and key informant interviews should be indicated
 - 8.10.2. Evaluation design, methodology and proposed targets
 - 8.10.3. Evaluation Implementation Work and Time Plan
 - 8.10.4. Safety and Security Policy and Procedures that will be applied
 - 8.10.5. Confidentiality and Data Protection Policy and Procedures that will be applied
 - 8.10.6. Information on the data collection tool and methodology of how the data analyzed
 - 8.10.7. Provide the list of personnel who will be assigned to contract, detailing the tasks of each and provide CVs for listed key personnel. At least 50 percent of field monitors must be female and in the evaluation of bids gender equality in the project team will be recognized.
 - 8.10.8. Sample questionnaire and report (please remove all related information to make it anonymous)
 - 8.10.9. Indicating the deliverables
- 8.11. Financial Proposal should include;
 - 8.11.1. Must include all the tax and costs
 - 8.11.2. Must include payment conditions

9. Bidding format and content

Bid proposal should consist of separate sub-folders as administrative documents, technical and financial proposals.

Bidding Documents should be in the same sequence as listed in clause 8. All the documents should be scanned and submitted via e-mail or a link should be provided to be downloaded. Documents listed below should be part of the bidding proposal;

- Indicating that the tender dossier is fully read and accepted.
- The price quoted must be clearly written in accordance with the numbers and the written text.
- There shall not be any scratches, erosion or correction on the documents.
- If the bidder is a real person, the name and surname of the bidder, if a legal entity, then the trade name must be fully written and shall be signed by the authorized persons.

The tender reference number JPF-YMN-19-005 must be specified on the e-mail and on the file names.

Bidders who bid as a joint venture must sign bids by all partners or by persons authorized to bid.

In the tender letters who will bid as a consortium, the price that the consortium partners offer for the parts of the business that require their expertise will be written separately. The sum of the prices that the consortium partners offer shall constitute the consortium's total bid price.

All the bid letters submitted by the joint venture must be signed by all partners or by the representatives of the partners.

Proposals which are not in conformity with any of them or which have scrapes, erosions or corrections on them shall be rejected and shall not be considered as submitted at all.

10. Submission of Proposals

Interested Consultants/Companies/Organizations shall provide a proposal along with the information and documents listed under Clause 8, until **Sunday 17:00 (pm), 15th of December 2019**. The documents shall be in PDF format and signed by the authorized person. All the documents shall be in a zipped file and shall be send to the following e-mail address;

	Name / Surname	Title	E-Mail Address
1.	Gökhan Erkutlu	M&E Specialist	procurement@japanplatform.org

11. Period of validity

The validity period of the tenders shall be at least 60 calendar days from the date of procurement. The bids which has shorter period of validity will not be taken into account.

In case of need, the Contracting Authority will make a request for extension of the validity period of the bid for a maximum of 30 days. The tenderer may accept or reject this request of the Contracting Authority. Requests and answers in this regard shall be made in writing.

Successful bidder must ensure the validity of the bid for the following 60 days from being notified of the entitlement to the contract. Regardless of the date of notification, 60 days are added to the first 60 days.

12. Currency of tenders

The amounts quoted in the offers given by the companies are required to be written in American Dollar - USD.

13. Language of offers and procedure

The proposals and all other related documents shall be the scanned version of the original document and shall be written in English. If the original document language is other than English than the translation of the document will be accepted along with the original.

14. Alteration or withdrawal of tenders

Bidders may not alter or withdraw their tenders after submission.

15. Costs of preparing tenders

Tender dossier is free. All costs incurred during the preparation and submission of the tender offer shall be borne by the bidder. No reimbursement will be made for any charges regardless of the result.

16. Evaluation - Location, Date and Hour of the Tender Opening and Examination:

The tender selection committees' sessions will be held at the office of **JPF at Tokyo Office, on 23rd and 24th of December 2019, Monday and Tuesday at 09:00 am** (Tokyo Local time).

JPF will evaluate incoming bids on the following conditions.

- The conformity of the required documents,
- Quality of technical proposal
- Financial Offer

17. Notification award and contract signature

The successful bidder is informed in writing and the contract is signed within 10 (ten) calendar days. A visit to the company and a meeting will be conducted prior to the signing of the contract. Firms that are not selected as the result of the evaluation are informed in writing within 15 (fifteen) working days. If the successful bidder does not sign the contract, the second best bidder is informed in writing by the tender committee and a contract is signed within 10 (ten) calendar days.

18. Ownership of tenders

JPF is obliged to keep the procurement proposals collected as a result of this tender for future audits.

19. Type of Contract

The contract will be drafted to include bid proposal specifications and tender requirements.

20. Cancellation of the tender procedure

In the event of a tender procedure's cancellation, bidders will be notified by JPF.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
2. The economic or technical parameters of the project have been fundamentally altered;
3. Exceptional circumstances or force majeure render normal performance of the TPM impossible;
4. All technically compliant tenders exceed the financial resources available;
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

Under no circumstances JPF will be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender. The publication of a procurement notice does not commit JPF to implement the announced programme or project.

21. Reasons for disqualification from the tender

Tenderers in the following cases shall be excluded from the tender if they are found to be:

- 21.1. Those who are bankrupt, in liquidation, whose work is carried out by the court, declare concordat, suspend their business or are in a similar situation according to the legislative provisions in their home country,
- 21.2. Proven by the employer that there were activities in violation of business or professional ethics during the course of business with the organizations within five (5) years prior to the date of procurement.
- 21.3. As of the date of the procurement, if the bidder's membership/licence is cancelled from the chamber which the bidder had to register in accordance with the legislation.
- 21.4. Bidders that has failed to provide the documents, or gives incomplete or misleading information and/or falsified documents that are requested by this tender dossier.

22. Prohibited Acts or Behaviors

The following acts or actions are prohibited during the tender;

- 22.1. To commit or attempt to commit mischief, fraud, promises, threats, to influence, to exploit for one's interest, to make deal, extortion, bribery or other means of breach
- 22.2. Acts to influence other bidder's willingness to attend tender, prevent their participation to tender, make or offer deals to other bidders and to engage in acts to influence fair competition or tender decision.
- 22.3. To arrange, use or attempt to falsify documents or fraudulent collateral.
- 22.4. To give more than one proposal, either directly or indirectly, in person or by proxy, on behalf of himself or other

23. Ethical Considerations

23.1. The monitoring and evaluation activities should not contradict ethical principles. The selected TPM entity should take all reasonable steps to ensure that the M&E activities are designed and conducted within the framework of Do no Harm principle to respect and protect the safety, rights and welfare of the people.

23.2. Consent should be taken from all participants of M&E data collection activities and all data gathered should be kept confidential. Ownership of all data, information, and findings gathered through different M&E activities lies with the contracting authority (JPF).

23.3. The TPM entity should adhere to principles and policies of the member NGOs, a special attention should be given to *Child Protection* principles and *Gender* policy.

24. List Annexes

- Annex 1_JPF_Info_Sheet
- Annex_2 Project Summary Document for Evaluation