



# **TENDER DOSSIER**

## **Request for Proposals for Third-party Evaluation of JPF Funded Projects in Bangladesh**

**Tender Reference:  
JPF-BGD-20-008**

**November 2020**

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## A - INSTRUCTIONS TO BIDDERS

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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 humanitarian needs, 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 44 member NGOs, each with its own set of diverse strengths. It has delivered humanitarian assistance to 55 nations and regions about 1,500 project, with a total financial contribution of 60 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 of the Request for Proposals**

The purpose of this request for proposals (RFP) is to solicit competitive offers for the provision of Third-party project evaluation services for ongoing 4 JPF projects which are being funded by JPF and implemented by member NGOs in Cox's Bazar, Bangladesh.

JPF seeks to contract a TPM entity to accurately capture information, verify activities and analyse data on these project activities. JPF will use the outcome of this evaluation to improve the current and future projects and programme. The evaluation reports will be made available to public as a part of JPF's activity to ensure accountability to the donor and public.

The main objectives of evaluation is;

- To verify actual outputs and if possible outcomes of the project with the available data
- To verify that the humanitarian principles and standards including Core Humanitarian Standards (CHS) are respected
- To understand the beneficiary satisfaction

- To provide feedback and recommendations to the future projects and programme improvement for both JPF and member NGOs
- To provide contextual information on the target sectors

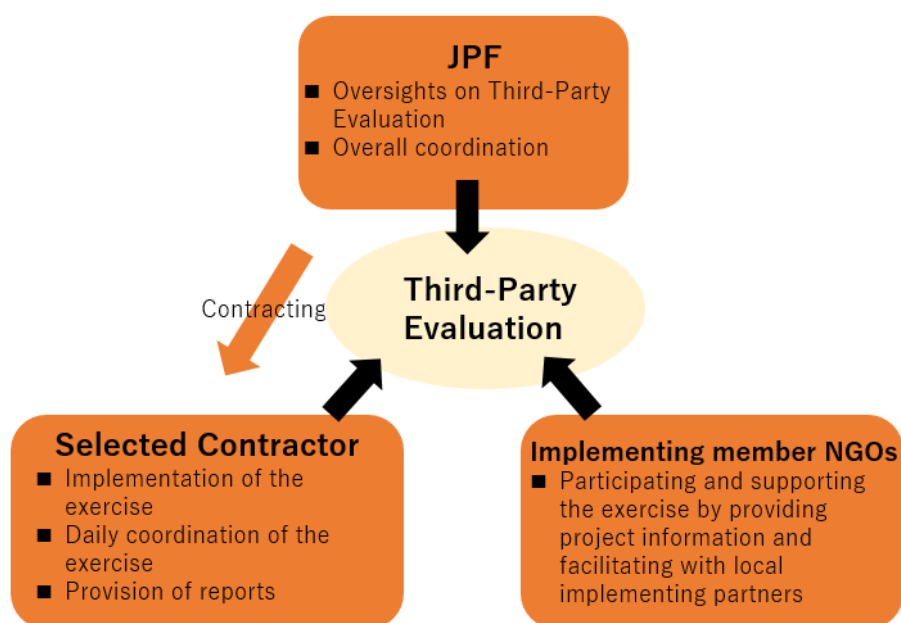
### 3. Scope of Services

This RFP encompasses the evaluation of ongoing 4 projects as part of JPF accountability and learning initiatives for quality improvement. Prior to the start of data collection for evaluation activities, the selected contractor will closely collaborate with JPF to develop tools, field visit protocols, data presentation and reporting formats. JPF will provide the contractor with relevant documentation, including projects proposals and approved amendments. The member NGOs will provide more project specific documents pertaining to the evaluation exercise. Key project documents are in English, however, inherently some of documents are in Japanese and the selected contractor are expected to use google translation and triangulation technique to confirm contents. 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 found as an Annex 2 – Project Summary 1 to 4 to this document. The field data collection for evaluation are expected to be conducted during the month of January and February 2021.

All four projects above are implemented inside Myanmar refugee camps in Cox’s Bazar, besides, two out of four projects also have activities in host communities. Due to the outbreak of COVID-19 in Bangladesh including the refugee camps where the access from the outside is restricted, the methodology and procedure of this evaluation activity is in conformity with COVID-19 preventive measures imposed by the government of Bangladesh and authorities concerned. The successful contractor is expected to undertake evaluation activities respecting do-no-harm principles and where possible, to adapt alternative means of factual identification such as telephonic interviews. The detailed methodology and tools shall be discussed with each member NGO at the inception meetings and the contractor is expected to adjust the work plan accordingly.

#### Implementing Structure of the Third-party Evaluation



The criteria of value used for this evaluation is CHS and therefore it is essential that the selected contractor possesses a good understanding of this standard and past experience in conducting evaluation using CHS. Moreover, the selected contractor, and in particular the assigned team, is typically expected to be competent on conducting evaluation activities below;

- Desk review of the implementing partner's project documents; including but not limited to approved project proposal, project log frame, needs assessments, beneficiary selection criteria, latest project progress report and any other relevant document.
- Sample selection methodologies
- Beneficiary surveys to measure project outcomes, through tools such as Post Distribution Satisfaction and household visits
- Project Site visits and verification of project activities
- Individual Observations of the surveyor
- Key Informant Interview
- Focus Group Discussions
- Country and sector context analysis

In order to assess the competency and consideration of the individuals and institutions submitting proposals with regards to COVID-19 preventive measures, this RFP is requiring a submission of one to two-page plan of free format stating organization policy toward preventive measure against COVID-19 together with other required documents. The plan should inform the approach to the data collection and any other information deemed necessary to demonstrate the ability to conduct data collection with much consideration on COVID-19 outbreak in general.

#### **4. Expected Activities and Deliverables**

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 for the selected contractor to perform below activities;

- To organize 4 separate inception meetings with JPF and project implementing NGOs to discuss the details of the evaluation objectives, scope, targets, data processing and analysing, allocated team and reporting;
- To provide a draft inception report specific per project with a detailed work plan including 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 develop data collection tools and methodology specific for each project
- To implement the work plan;
- To submit periodic updates with reference to agreed work plan;
- To submit final evaluation reports separate for each project including raw-data and visuals collected per project as well as a bridge report with cross-cutting finding across programme and recommendations for JPF as per the agreed format;
- To organise 4 separate debriefing meetings and present details, findings and recommendations of the exercise to JPF, member NGOs and project implementation NGOs.(The debriefing meetings should be conducted by 20<sup>th</sup> March 2021)

In the face of outbreak of COVID-19 worldwide, all discussions will be undertaken on line.

## 5. Call for Tenders Schedule

	DATE	TIME*
Tender publication date	18 November 2020	
Deadline for request for any clarifications from JPF	27 November 2020	17:00
Last date on which clarifications are issued by JPF	30 November 2020	17:00
Deadline for submission of tenders (receiving date, not sending date)	6 December 2020	17:00
Notification of award to the successful tenderer	20 December 2020	
Signature of the contract	25 December 2020	

\* All times are in the local time of Tokyo, 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
-	Procurement Department	<a href="mailto:procurement@japanplatform.org">procurement@japanplatform.org</a>

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. 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.)

8.2. 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 and e-mail address information). Please indicate if you have an office in Bangladesh.

8.5. Signature declaration or list of authorized signatures indicating that they are authorized to submit bids;

8.6. Please provide detailed list of any ongoing or past activities of your organization in Bangladesh, especially in Cox's Bazar along with organization and contact person for reference check. (Demonstrating past experience in conducting evaluation using CHS is strong asset. As a reference, the past reports of JPF project evaluation using CHS in other programme can be found below).

[https://www.japanplatform.org/programs/pdf/IPF\\_afghanistan2018\\_report1\\_SVA.pdf](https://www.japanplatform.org/programs/pdf/IPF_afghanistan2018_report1_SVA.pdf)

[https://www.japanplatform.org/programs/pdf/IPF\\_afghanistan2018\\_report3\\_CWS.pdf](https://www.japanplatform.org/programs/pdf/IPF_afghanistan2018_report3_CWS.pdf)

[https://www.japanplatform.org/programs/pdf/IPF\\_afghanistan2018\\_report4\\_PWJ.pdf](https://www.japanplatform.org/programs/pdf/IPF_afghanistan2018_report4_PWJ.pdf)

8.7. Written commitment to not carry any of the "reasons for exclusion from the tender" under clause 21 of the tender dossier

**8.8. Technical Proposals should include;**

8.8.1. Evaluation design and methodology

8.8.2. Monitoring and Evaluation targets for field visits, household surveys, focus group discussions and key informant interviews should be indicated separately for each project.

8.8.3. Evaluation Implementation Work and Time Plan

8.8.4. Provide information on your network and access to the target locations

8.8.5. Safety, Security and Covid19 related policy and procedures that will be applied

8.8.6. Confidentiality and Data Protection Policy and Procedures that will be applied

8.8.7. Information on the data collection tool and methodology of how the data analyzed

8.8.8. 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.

8.8.9. Sample questionnaire and report

(please remove all related information to make it anonymous)

8.8.10. Indicating the deliverables

8.8.11. Provide an alternative methodology and activities if the proposed activities cannot be conducted due to COVID-19 limitations and restrictions.

**8.10. Financial Proposal should include;**

8.10.1. All the tax and costs

8.10.2. The cost of each project and the final total of 4 projects

8.10.3. 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. The bidder must be aware of the followings;

- 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-BGD-20-008 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 **17:00 (pm), 6<sup>th</sup> of December 2020**. 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;

	<b>Name / Surname</b>	<b>Department</b>	<b>E-Mail Address</b>
1.	-	Procurement Department	<a href="mailto:procurement@japanplatform.org">procurement@japanplatform.org</a>

## 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 then 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:**

JPF will evaluate incoming bids on the following conditions.

- The conformity of the required documents
- Quality of technical proposal – weights 60%
- Financial Offer –weighs 40%

### **17. Notification award and contract signature**

The successful bidder is informed in writing and the contract is signed within 10 (ten) calendar days. 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 registered 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 Behaviours**

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, gender policy and Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) policy.

#### **24. List Annexes**

- Annex 1\_JPF\_Info\_Sheet
- Annex\_2 Project Summary 1-4