



TENDER DOSSIER

Request for Proposals for Third-party Evaluation of JPF Funded Projects in Yemen

**Tender Reference:
JPF-YMN-22-003**

April 2022

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 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/>.

As part of JPF's mandate, JPF has been carrying on emergency humanitarian assistance because of the conflict that started in March 2015 which has intensified with the external interventions that have added fuel to the fighting between government and those allied to the Houthi rebel movement. The Inter-Agency Standing Committee has declared the Level 3 emergency response, placing this crisis at the severest level of humanitarian crises happening in the world today.

JPF emergency humanitarian assistance program focusing on protection, education, food and NFI distribution, provision of safe water, improvement on malnutrition, and other life-saving & sustaining actions, along with its member NGOs, intended to meet the most desperate needs among the people in Yemen who have been affected by the conflict.

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 1 JPF project which is being funded by JPF and implemented by member NGO in Taiz, Yemen.

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 purpose of this evaluation is to evaluate selected project against the program and project goals as well as the OECD DAC evaluation criteria and the Core Humanitarian Standards (CHS), and draw recommendations and lessons learnt for the implementing NGO’s future project and JPF’s program strategy.

Table 1: The project subject to evaluation

No.	Project Name	Project Period
1	Integrated humanitarian response in Taiz governorate, Yemen through WASH support and strengthening child protection mechanism in communities and schools	1 st Oct. 2021 - 30 th July 2022

Evaluation conducted under this program covers individual project, but the degree of contribution to the strategic objectives set out in the program's response plan is also included in the evaluation perspective. In addition, JPF is keen to explore how it may advance the localization agenda called for since the 2016 World Humanitarian Summit. Although JPF has not consciously taken the localization agenda into account in developing the program strategy, its portfolio or financing modalities, it hopes to revisit the current ways of working vis-à-vis the localization agenda and explore how it delivers on the localization agenda in moving forward.

The Scope of Evaluation includes, but not limited to followings;

1. Conduct the output to purpose review, validating the efficient delivery of intended outputs and ascertaining if and how they led to the intended outcome as per the purpose statement (in line with OECD DAC criteria of efficiency, effectiveness and coherence).
 - a. To what extent has the project facilitated access of school children and communities to improved water supply/sanitation services and improved hygiene behaviors?
 - b. To what extent has the project contributed to improved protection mechanisms for vulnerable children through the establishment of child protection committee, strengthening capacity of school social workers and implementation of community-led trainings.
2. Assess the level of satisfaction of beneficiaries (disaggregated by gender) with the changes brought by the project. Seek feedback from relevant stakeholders on the project interventions (in line with OECD DAC criteria of effectiveness).
3. Assess the contributions of the project to Yemen Humanitarian Response Plan 2021 and JPF’s program goals, particularly in terms of the following objectives (in line with OECD DAC criteria of impact and relevance);
 - a. Preventing disease outbreaks among the most vulnerable by providing safe and dignified health and WASH assistance and services and maintaining essential infrastructure in areas of highest risk
 - b. Mitigate protection risks and facilitate redress for girls and boys, especially the displaced and most vulnerable civilians through building their resilience, humanitarian assistance, specialized protection service

4. Assess the level of participation of, and accountability to the crisis affected people, particularly children and women, in the project related decision making and assess how effectively the project strengthened a sense of ownership, capacity and systems among key local actors (in line with CHS Commitment 4 and Localization).
5. Assess the likelihood of sustainability of the project interventions, specifically the continued engagement of school social workers / community hygiene volunteers, child protection committees (CPC), Children Clubs and water management committee (in line with OECD DAC criteria of sustainability)?
6. Draw lessons learnt from the evaluation for the implementing NGO, JPF and other JPF member agencies active in Yemen.
 - a. Recommendations for the implementing NGO on the project design, implementation and stakeholder engagement.
 - b. Replicable lessons learnt on gender mainstreaming, behavior change communications, inter-sectoral programming that are of broader relevance beyond this project.
 - c. Recommendations for JPF on the program priorities
 - d. Areas for further discussion between JPF and its member agencies on the localization agenda

Table 2: Strategic Objectives of 2021 JPF Yemen Humanitarian Crisis Program

Strategic Objectives		
1	Mitigate the impact of COVID-19 and prevent wide spread of the outbreak	Mitigating the risk of COVID-19 transmission amongst most vulnerable people and communities affected by crisis by strengthening COVID-19 response capacity and establishing effective preventive system.
2	Focusing on assistance in three areas that are of particular priority in Yemen and are capable of utilizing the past experience and achievements of JPF	Given the priorities of HRP and past achievements of JPF, the program is focused on three priority sectors which are (1) food security, (2) education, and (3) WASH assistance, in order to contribute to the reduction of hunger, restoration of educational service functions, and improvement of the water sanitation environment including COVID-19 infection control.
3	Strengthening monitoring to ensure the assistance is delivered to those most in need	In light of the difficulty of implementing assistance in Yemen, the member NGOs are expected to deliver humanitarian aid to most vulnerable people by having clear criteria of beneficiary selection, evaluation methods and needs assessment while carrying out monitoring throughout the project cycle.

3. Scope of Services

This RFP encompasses the evaluation of ongoing one (1) project 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 and member NGO headquarter in Japan to develop data collection tools, field visit protocols and reporting formats. JPF will provide the contractor with relevant documentation, including approved projects proposals and other relevant 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 for the project can be found as an Annex 2 – Project Summary Document for Evaluation to this document. The field activities for targeted project are expected to be conducted during the month of June – July 2022 prior to the completion of the project. (Subject to change depending on the progress of the project)

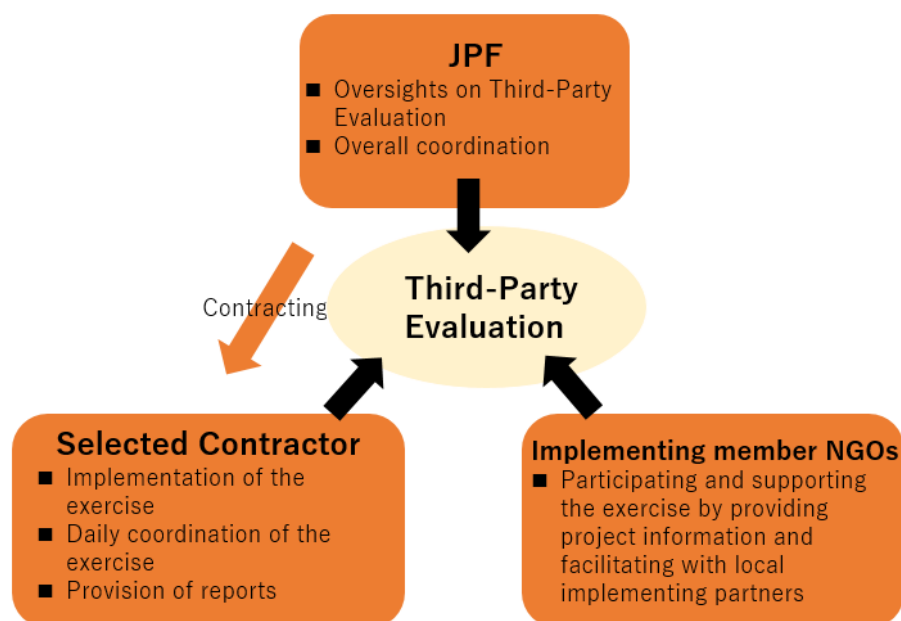
The TPE entity should have access to the project locations and should process all required permissions from the authorities prior to the implementation of the field work.

Moreover, the selected contractor, and in particular the assigned team, is typically expected to be competent and have proven experience in the following;

- 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 verify that;
 - HHs received the proposed service or input;
- Measure project outcomes;
- Key indicators as defined in the proposal and relevant clusters
- Project Site visits and verification of project activities
- In depth interviews with beneficiaries to collect success stories
- Key Informant Interview with stakeholders
- 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.

JPF has a unique system, acts as an intermediary support organization providing various types of assistance to its member NGOs in Japan. In such third party monitoring implementation, JPF follows the TPE implementation structure as below;



4. Expected Activities and Deliverables

The contractor will report directly to JPF but will work closely with the member NGO and 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 TPE entity to undertake below mentioned activities and deliverables are underlined;

- To organize a pre-inception meeting/call with JPF and review documents from the member NGOs to gather required information for the inception report.
- To provide an inception report with a detailed work plan and methodology and data collection tools, proposed schedule of site visits and sample beneficiary and key informant selection strategy and list of data to be collected.
- To organize an inception meeting with JPF and project implementing NGO to discuss the details of the evaluation objectives, scope, targets, data processing and analysing, allocated team and reporting.
- 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 produce three success stories, one per each project component.
- To submit final evaluation report as per the agreed format. It is expected TPE entity to submit a draft report and after two rounds of feedback to submit a final report. The report must be accompanied by raw-data and visuals collected during the contract period.
- To organise a debriefing meeting and present details, findings and recommendations of the exercise to JPF, member NGOs and project implementation NGOs.

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

5. Call for Tenders Schedule

	DATE	TIME*
Tender publication date	15 th April 2022	
Deadline for request for any clarifications from JPF	22 nd April 2022	17:00
Last date on which clarifications are issued by JPF	25 th April 2022	17:00
Deadline for submission of tenders (receiving date, not sending date)	30 th April 2022	17:00
Tender Committee Meetings by JPF	9-11 May 2022	
Notification of award to the successful tenderer	13 rd May 2022	
Signature of the contract	20 th May 2022	

* 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 JPF-YMN-22-003.

Contact Person:

Name / Surname	Title	E-Mail Address
Procurement Department	-	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 entities 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. Administrative Proposals should include

- 8.1.1. 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.)

- 8.1.2. Valid company registration documents including licences obtained from the relevant governmental institution.
- 8.1.3. Submission of the most recent original and valid tax documents
- 8.1.4. Providing address declaration for notifications (phone and e-mail address information). Please indicate if you have an office in Yemen.
- 8.1.5. Signature declaration or list of authorized signatures indicating that they are authorized to submit bids;
- 8.1.6. Please provide detailed list of any ongoing or past activities of your organization in Yemen, along with organization and contact person for reference check.
- 8.1.7. Written commitment to not carry any of the "reasons for exclusion from the tender" under clause 21 of the tender dossier

8.2. Technical Proposals should include;

- 8.2.1. Evaluation design and methodology
- 8.2.2. Evaluation targets for field visits, household surveys, focus group discussions and key informant interviews should be indicated separately for each project with due consideration on Covid-19 prevention and Do No Harm principle
- 8.2.3. Evaluation Implementation Work and Time Plan
- 8.2.4. Provide information on your network and access to the target locations
- 8.2.5. Safety, Security and Covid19 related policy and procedures that will be applied
- 8.2.6. Confidentiality and Data Protection Policy and Procedures that will be applied
- 8.2.7. Information on the data collection tool and methodology of how the data analyzed
- 8.2.8. 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.
- 8.2.9. Sample questionnaire and report (please remove all related information to make it anonymous)
- 8.2.10. Indicating the deliverables
- 8.2.11. Provide an alternative methodology and activities if the proposed activities cannot be conducted due to COVID-19 limitations and restrictions.

8.3. Financial Proposal should include;

- 8.3.1. All the tax and costs
- 8.3.2. The cost of each project and the final total
- 8.3.3. 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-YMN-22-003** 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), 30th of April 2022**. 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.	Procurement Department	-	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 or Japanese Yen (JPY).

13. Language of offers and procedure

The proposals and all other related documents and scanned version of the original document 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 70%
- Financial Offer –weights 30%

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 Document for Evaluation