



# **TENDER DOSSIER**

## **Request for Proposals for Third Party Evaluation of JPF Locust Infestation Emergency Support Program**

**Tender Reference:  
JPF-LCST-21-001**

**9<sup>th</sup> July 2021**

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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/>.

In order to provide immediate relief for tremendous damages on crops that locusts caused in East Africa and South Asian counties, JPF mobilized 330 million Japanese Yen under the Locust Infestation Emergency Support Program 2020 (Period 1<sup>st</sup> April 2020 - 30<sup>th</sup> Oct. 2021) for three countries: South Sudan, Pakistan and Kenya. These are the countries where agriculture is the main industry and therefore the serious damages and repercussions were seen on their economy. The economy of these countries has been in already fragile state and further deterioration reaching the level of acute food shortage due to damages on crops by locusts. With aforementioned JPF funding, four member NGOs completed already seven assistance projects with their activities varying from foods and seedling distribution, provision of pesticide, assistances to farmers and community. With two additional projects ongoing, all together nine projects are financially supported by JPF funds. A full list of projects can be seen at the Annex 2. Operations of these projects was challenged as they were carried out under various restrictions such as entries to the targeted countries and limited movements within the targeted areas due to COVID-19 prevention. In principle, local partners and local representations of the member NGOs undertook the everyday management of the project activities.

## 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 the Locust Infestation Emergency Support Program. The evaluation services will include; desk review and evaluation of selected three (3) projects under the Locust Emergency Support Program, which are implemented by two member NGOs through their local partners in Pakistan.

In accordance with JPF guideline stipulating monitoring and evaluation requirements on its funded projects, Locust Emergency Support Program is not required to undergo JPF evaluation pertaining field data collection and therefore it was initially planned to conclude the program with evaluation consisted with only desk review. However, it is known that locust damages are cyclical and coupled together with the fact that JPF and most of its member NGOs have never undertook assistances of this kind, JPF secretariat and four NGO members implemented the project under the program recognizes the importance and their future use in documenting and sharing learning and good practices from project implementation experiences. The roll out of the evaluation led by JPF was agreed by all parties during 22<sup>nd</sup> June Working Group (WG).

JPF seeks to contract a Third Party Evaluation (TPE) entity to extract and document lesson learning, good practices and assistance gap using robust information collected from desk review and field data collection. Projects implemented under the program mainly entails activities about either locust control activities or recovery assistance. The discussion during the WG looked at the program from various elements and affirmed that no project under the JPF program dealt with actual locust attacks during project life span. More importantly, future NGOs' roles may rest on recovery assistances and capacity development on those affected rather than locust control that requires large scale inputs that may benefit interventions from large institutions like United Nations. Therefore, JPF intends to use the outcome of this TPE to understand effects of both immediate outputs and impact of the projects on the recovery and capacity building of target beneficiaries to learn and improve the future projects.

The main evaluation activity is;

- To verify that the humanitarian principles and standards including but not limited to CHS are respected
- To conduct desk review for selected 3 projects
- To collect and analyse the beneficiary satisfaction and effects of intervention around recovery assistances and capacity development for selected 3 projects
- To collect and analyze feedback and comments from variety of stakeholders
- To document and extracts lessons learned, best practices and assistance gap and provide robust recommendations to improve the future projects

## 3. Scope of Services

This tender encompasses desk review and evaluation of three (3) projects as part of JPF quality assurance and learning activities. Prior to the start of desk review and data collection for evaluation activities, the contractor will closely collaborate with JPF and member NGO headquarters in Tokyo, Japan to develop data collection tools, field visit protocols, data protection and reporting formats. In order to best capture particular interests of this evaluation being generating learning process to reach consensus on who should be subjected to what data collection, would be consultation-oriented process involving JPF and member NGOs. The successful TPE is expected to fully engage in this consultative process. JPF will provide the contractor with relevant documentation, including approved project proposal documents 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.

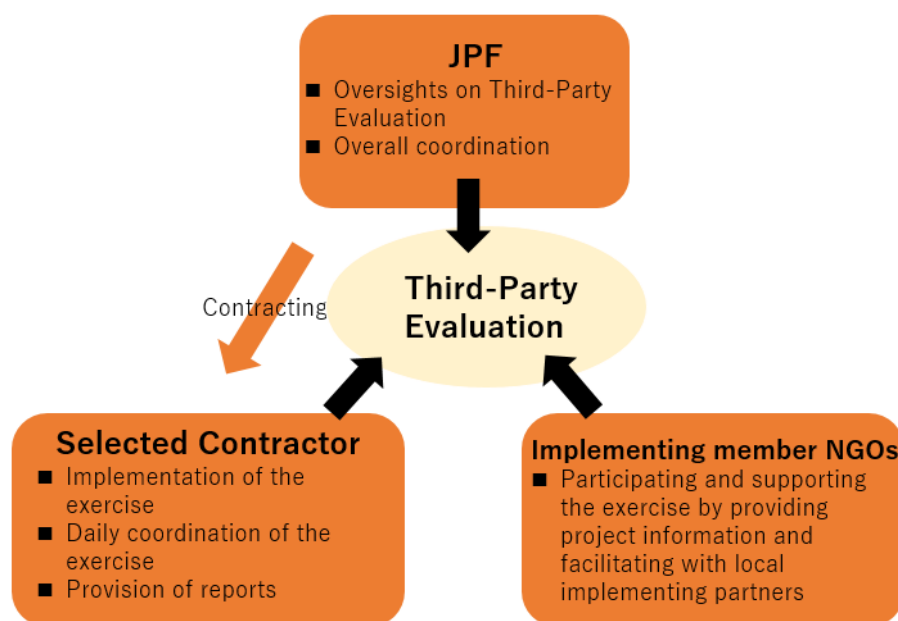
The projects brief information for each project can be find as an **Annex - 2** to this document. Two of the projects selected for evaluation are conducted by the same member NGO and the second one implemented is considered as a continuation of the first project. The projects can be identified as Phase 1 and Phase 2 at the Annex – 2. The TPE field activities for data collection are expected to be conducted during the months of September and October 2021.

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.

The TPE entity, and in particular the assigned team, is 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 logframe, 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;
  - Post Distribution Satisfaction
- Key indicators as defined in the proposal and relevant clusters
- In depth interviews with beneficiaries to collect success stories
- Key Informant Interview with stakeholders
- Focus Group Discussions

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 Outputs and Deliverables

The contractor will report directly to JPF but will work closely with the member NGOs and project implementing partners. 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 meetings/calls with JPF and review documents from the member NGO to gather required information for the inception report
- To provide two inception reports, one for each two respective NGO members covering 3 projects with a detailed Work Plan and methodology, 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 implementation parties to discuss the details of the evaluation objectives, targets, data processing and analyzing, 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 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 produce two success story per project.
- To submit 2 TPE final reports for each respective NGO members covering 3 projects. It is expected TPE entity to submit a draft report and after two rounds of feedback to submit a final report. The reports must be accompanied by raw-data and visuals collected during the contract period.
- To organize a debriefing meeting for JPF and two member NGO representatives at the end of the TPE to further explain findings and make recommendations for current and future projects.
- To present findings, lesson learned and recommendation during the after action review workshop (scheduled in December 2021) organised by JPF/WG

## 5. Call for Tenders Schedule

	<b>DATE</b>	<b>TIME*</b>
Tender publication date	9 <sup>th</sup> of July 2021	-
Deadline for request for any clarifications from JPF	16 <sup>th</sup> of July 2021	17:00
Last date on which clarifications are issued by JPF	23 <sup>rd</sup> of July 2021	17:00
Deadline for submission of tenders (receiving date, not sending date)	30 <sup>th</sup> of July 2021	17:00
Tender Committee Meetings by JPF	2-6 August 2021	-
Notification of award to the successful tenderer	6 <sup>th</sup> of August 2021	-
Signature of the contract	13 <sup>th</sup> of August 2021	-

\* All times are 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 **JPF-LCST-21-001**.

Contact Person:

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

Date: 9<sup>th</sup> of July 2021 / Reference No: **JPF-LCST-21-001**

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 meetings might be held with the short listed entities prior to the final selection and 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. This tender is not open for individual consultants. The weights placed for 70% on technical and 30% on financial. 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 Pakistan.

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

8.6. Detailed list of any ongoing or past activities of your organization in Pakistan along with organization and contact person for reference check. Demonstrating past experience in conducting monitoring and evaluation using CHS is strong asset.

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;***

8.9.1. Evaluation design and methodology with targets (who and how many) for field visits, household surveys, focus group discussions and key informant interviews presented separately per project with due consideration on Covid-19 prevention and Do No Harm principal, a successful TPE entity would be required to collect data as much as possible through remote communication technology (required to stipulate how to approach on these requirements within the proposals).

8.9.2. Evaluation Implementation Work and Time Plan

8.9.3. Information on your network and access to the target locations

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

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

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

8.9.7. 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.

8.9.8. Sample questionnaire and report (please remove all related information to make it anonymous)

8.9.9. Indicating the deliverables

#### **8.10. Financial Proposal;**

JPF has defined a ceiling amount for this TPE exercise which is **22.500 USD** including all tax and other costs. The bidders are expected not to exceed the ceiling amount and prepare their technical proposal accordingly. The financial proposal should include;

8.10.1. All the tax and costs

8.10.2. Payment conditions such as instalments and advance payments required

### **9. Bidding format and content**

Proposal should consist of 3 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-LCST-21-001** 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 Companies/Organizations shall provide a proposal along with the information and documents listed under Clause 8, until **Friday 17:00 (pm), 30<sup>th</sup> of July 2021**. 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>Title</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 ) or Japanese Yen ( JPY).

## **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 online, *during the week of 2 - 6 August 2021*.

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 TPE 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 third party monitoring.

## **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 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 TPE entity should take all reasonable steps to ensure that the M&E activities are designed and conducted within the framework of Do no Harm principles and to respect and

protect the safety, rights and welfare of the beneficiaries, other stakeholders and the general public.

23.1. 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).

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

23.3. The TPE entity is responsible to have Health, Safety and Security principles, policies and guidelines to protect own staff, beneficiaries and third parties.

## **24. List Annexes**

- Annex\_1\_JPF\_Info\_Sheet
- Annex\_2 Project Summary Document for Evaluation