



**THE MINISTRY OF FOREIGN AFFAIRS OF THE CZECH REPUBLIC**

**CALLS FOR BIDS**

**FOR A SMALL-SCALE PUBLIC CONTRACT**

**“EVALUATION OF THE CZECH REPUBLIC DEVELOPMENT COOPERATION  
PROJECT IN THE SECTOR OF WATER AND SANITATION IN BOSNIA AND  
HERZEGOVINA”**

**INFORMATION ABOUT THE CONTRACTING AUTHORITY**

Name: Ministry of Foreign Affairs of the Czech Republic  
Corporate ID: 45769851  
Tax ID: CZ45769851  
Registered office: Loretánské náměstí č. 101/5, Praha 1, PSČ 118 00, Czech Republic

The Contracting Authority's representative competent to decide on matters of substance related to the contract: Václav Bálek, Director, Development Cooperation and Humanitarian Aid Department, MFA

Official responsible of the contract award procedure: Dana Zázvorková, Development Cooperation and Humanitarian Aid Department, MFA

E-mail contact: [dana\\_zazvorkova@mzv.cz](mailto:dana_zazvorkova@mzv.cz) and e-mail: [ors\\_sekretariat@mzv.cz](mailto:ors_sekretariat@mzv.cz)  
tel.: +420 224 182 157 or tel.: +420 224 182 366.

**The subject of the public contract (CPV code 79998000-6 Coaching services)**

The subject of the public contract, to be awarded through an open bidding procedure, is the independent evaluation of 1 (one) multiannual project of the Czech Republic development cooperation implemented under the auspices of the Czech development agency (“CzDA”).

**The evaluation will take place in the period from April to November 2020.**

It is assumed that the conclusions of this independent evaluation will contribute to verification of the sustainability and effectiveness of the resources spent, including the relevance of the procedure for implementing the project of the given type (public procurement) for up till now realized reconstruction of wastewater treatment plants (“WWTP”) in Bosnia and Herzegovina (implemented 2015-2017). Conclusions and recommendations of the independent evaluation will be important for further WWTP implementation.

The evaluations of the Czech development cooperation programmes and projects are realized based on the Act No. 151/2010 Sb., on Development Cooperation and Humanitarian Aid<sup>1</sup>, the Development Cooperation Strategy of the Czech Republic 2010 – 2017, the Development Cooperation Strategy of the Czech Republic 2018 – 2030, the applicable provisions of the Project Cycle Methodology for Bilateral Development Cooperation Projects and relevant partner countries strategy documents.

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<sup>1</sup> <https://www.mzv.cz/aid>

Evaluation shall be performed in accordance with the internationally recognised OECD-DAC criteria and with other specified evaluation criteria (visibility and crosscutting principles of the Czech development cooperation) assessing long-term impacts and sustainability of the project.

Conclusions and recommendations will be highly relevant for further identification and implementation of projects focused on the thematic area of Czech development cooperation *Water and sanitation*.

Following project will be evaluated:

**“Reconstruction of the wastewater treatment plant in Bosnia and Herzegovina (Gradačac)”**

Remit:	Czech Development Agency
Sector:	Water and Sanitation
Implementation period:	2015–2017
Project type:	Public procurement
Implementer:	VHS Brno
Local partner/implementer:	Municipality Gradačac
Expenditure in CZK:	33.3 million CZK
Identification number of project:	CzDA-BA-2014-2-14022

**Principal stakeholders**

**Ministry of Foreign Affairs of the Czech Republic (“MFA”)** is responsible for development cooperation of Czech Republic management at conceptual and bilateral level, including results evaluation. Development Cooperation and Humanitarian Aid Department of the MFA cooperates with MFA territorial departments, Embassies of the Czech Republic and Czech Development Agency (“CzDA”).

**Embassy of the Czech Republic in Sarajevo** represents the Czech Republic in Bosnia and Herzegovina also as to the development cooperation; a relevant member of the diplomatic staff is in charge of development cooperation coordination and monitoring tasks.

**Czech Development Agency (“CzDA”)** has been active since 1<sup>st</sup> January 2008 as an implementation agency of the Czech Republic development cooperation, in particular of bilateral development projects’ preparation, implementation and monitoring. Selection and implementation of the projects and grant programs is based on the partner countries requirements and in accordance with the MFA.

**Implementer “Reconstruction of the wastewater treatment plant in Bosnia and Herzegovina (Gradačac)”**

- VHS Brno: Implementer of the contract for the reconstruction of the wastewater treatment plant in Bosnia and Herzegovina (Contract with CzDA ref. No. 279932/2015-ČRA dated 16 April 2015 and amendments No. 1- 4),
- Municipality Gradačac: Implementer that ensured the use of supplies of materials and materials that ensure the functionality of WWTP in Bosnia and Herzegovina (Contract with CzDA ref. No. 282161/2016-ČRA dated 26 January 2017),
- Analitika, d.o.o. Sarajevo: Implementer that provided the laboratory equipment for the laboratory at the WWTP in Bosnia and Herzegovina (Contract with CzDA ref. No. 279721/2018 dated 24 April 2018).

**Reference group**

Together with the contracting authority, the evaluation process will be supervised by an expert reference group consisting of representatives of the MFA - Development Cooperation and

Humanitarian Aid Department, Czech Development Agency, MFA - South and South East Europe Department (“OJVE”), Department of Economic Diplomacy (“OED”), Section of Non-European Countries, and Development Cooperation (“SED”), the Ministry of Industry and Trade (“MPO”), the Ministry of Agriculture (“MZe”) and the independent expert of the Czech Evaluation Society (“ČES”).

Communication between the evaluation team and the contractor will be provided by an authorized representative of the Ministry of Foreign Affairs. The members of the expert reference group shall have the right, while preserving the impartiality, to comment on the reports submitted by the contractor.

### **Detailed information on the project “Reconstruction of the wastewater treatment plant in Gradačac (Bosnia and Herzegovina)”**

**The aim of the project** was to ensure a sustainable system of wastewater management in Gradačac and to reduce the negative impact of wastewater on the environment and health of the population downstream of the Gradašnica River from the Gradačac WWTP.

The implementation contributed to the modernization, extension and enhancement of the reliability of the wastewater treatment system of the city of Gradačac through the reconstruction of the wastewater treatment plant, corresponding training of the wastewater treatment plant employees and acquainting the inhabitants of Gradačac with the principles of wastewater management.

The **direct beneficiary** of the project outputs is the city of Gradačac, the **main target groups** are Water Management Company Komunalac managing the WWTP, public administration workers and producers of industrial and municipal wastewater connected to the reconstructed treatment plant; the **indirect target groups** are the inhabitants of Gradacac and those living downstream of the Gradašnica River from the WWTP.

The **long-term goal** is to reduce the negative impact of wastewater on the environment and health of the population downstream of the Gradašnica River from the WWTP Gradačac.

#### **Main outcomes of development intervention included:**

- Functioning WWTP Gradačac
- Komunalac employees are able to operate WWTP Gradačac independently and sustainably
- The inhabitants of Gradacac are acquainted with the principles of wastewater management

### **Purpose of the evaluation and further use of results**

The main purpose of evaluations is to obtain independent, objective and consistent findings, conclusions and recommendations valuable for making decisions by MFA, in cooperation with Czech Development Agency and other partners, about the future orientation and implementation of the Czech Republic development cooperation in sector Water and sanitation, considering the 2030 Agenda for Sustainable Development and the Development Cooperation Strategy of the Czech Republic 2018 – 2030.

Evaluation shall be performed in accordance with the internationally recognised OECD-DAC criteria<sup>2</sup>, i.e. **relevance, efficiency, effectiveness, impact** and **sustainability**, and other criteria (visibility and implementation of crosscutting themes of the Czech development cooperation).

An important aim of the contracting authority is to obtain an independent evaluation of processes and procedures associated with the implementation of the evaluated type of project with an emphasis on its efficiency and effectiveness.

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<sup>2</sup> More information on application of OECD-DAC criteria in development cooperation evaluations is available at [www.oecd.org/development/evaluation](http://www.oecd.org/development/evaluation). The Project Cycle Methodology for Bilateral Projects under the Czech Republic’s Development Cooperation is available at [www.mzv.cz/aid](http://www.mzv.cz/aid).

## **Principal evaluation questions for the project:**

### **Relevance**

- What is the relevance of the selected procedures (construction of a new treatment plant, or existing reconstruction) in relation to the needs of the target groups?
- Are the implementation criteria for the project appropriately set?

### **Efficiency**

- How can be evaluated (based on the available information) the cost-efficiency of the project (even in comparison with partial solutions), in particular in terms of overall “value for money”?
- What are the main factors contributing to the in/efficiency of the selected solutions in terms of both process and content?

### **Effectiveness**

- Has the implementation of the project contributed to the improvement of the environment and health of the population of the areas?
- Has the implementation of the project contributed to improving wastewater management?
- Are the long-term results of the project sufficiently specified/documentated?

### **Impacts**

- What are the main development impacts of the project?
- What were the main impacts (positive and negative) of the project on the final beneficiaries?

### **Sustainability**

- Which parameters are key for sustainability of the evaluated project?

## **Additional evaluation criteria**

Evaluation will assess the projects also as to **visibility** and as to **crosscutting themes** of the Czech development cooperation defined in the Development Cooperation Strategy of the Czech Republic 2018 – 2030<sup>3</sup>: **good (democratic) governance; environment (sustainable development); human rights**, including gender equality.

Evaluators should, in particular, assess whether and how the cross-cutting principles or some of them (as applicable) were directly associated with the sector/theme of evaluated interventions; whether and how the cross-cutting principles were implemented; whether the implementers (or the contracting authority during formulation) encountered conflicting objectives, interests and values of beneficiaries and how such situation was resolved. Evaluation team should collect data and ascertain the viewpoints and attitudes of beneficiaries, conclusion is expected to what extent the interventions made use of existing opportunities by the crosscutting principles application, and if/how avoided undesirable situations.

Evaluation of crosscutting principles will be elaborated in compliance with the certified **Methodology for Evaluation of Crosscutting Themes in the Czech Republic Development Cooperation** prepared by the Institute for Evaluations and Social Analyses – INESAN within the OMEGA programme of the Technology Agency of the Czech Republic<sup>4</sup>.

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<sup>3</sup> Development Cooperation Strategy of the Czech Republic 2018 – 2030  
<https://www.mzv.cz/aid>

<sup>4</sup> <https://www.mzv.cz/aid>

## **Recommendations based on the evaluation findings and conclusions**

The final evaluation report will give **specific and feasible recommendations**, with added value, stating the level of importance of such recommendation and directed specifically to the MFA, the CzDA, the implementers or other relevant development cooperation partners.

Such recommendations should be adequately supported by **specific findings and conclusions**, arranged by the main recipient or by level of recommendation importance, with indication of suggested measures, time prospect, etc. The recommendations should be specific for each recipient because of its further arrangements - different recipients should not share the same general recommendations. Recommendations **for further management of development cooperation** projects or for **modification of existing programs and procedures** of Czech development cooperation are highly appreciated.

## **Required outputs, deadlines**

- The contracting authority requires the submission of one **input evaluation report** and one **final evaluation report, which** will subsequently be published on the MFA website. The **input report**, structured according to the attached mandatory outline<sup>5</sup>, expands in detail on the evaluation methodology, describes the sets of evaluation questions and hypotheses formulated based on a study of documents and interviews. The input report also contains the **schedule** of the work, including a plan of meetings, interviews, focus groups, observations, scientific measurements, surveys, etc. **Draft of the input report** must be submitted for comments to the expert reference group **latest by 7<sup>th</sup> May 2020**.
- The input report must be discussed with the contracting authority and the expert reference group and submitted both as a bound hardcopy publication and in electronic form, with comments incorporated **at least 5 days prior to the team's departure for the evaluation mission** to Bosnia and Herzegovina.
- Final evaluation report structured according to the attached mandatory outline<sup>6</sup> will be a maximum of 4 (four) A4 pages of executive summary and maximum 25 pages A4 (excluding annexes). Bearing in mind the stipulated scope, the contracting authority expects the final evaluation report to contain, in particular, key points of the independent evaluation, including summary of main findings and appropriate sector-level considerations, basic information on the evaluated intervention description of used evaluation methodology and, in particular, **independent findings, conclusions and recommendations**.
- Annexes will provide background data for evaluation findings and all additional information, quantitative facts, models and results of questionnaires, etc. - according to the evaluation methodology. As part of the processing of sources of verifiable findings, the evaluation team will respect the right to protect private respondents and anonymize the sources of their findings according to the Code of Ethics of the Czech Evaluation Society<sup>7</sup>.
- The evaluation report shall be elaborated in **Czech or Slovak** (with an English summary), or, in the case of international evaluation team, in **English** (with Czech summary). Annexes to the evaluation report can be kept, where relevant, in the original language.
- **Draft of final evaluation report** in edited way, structured in accordance with the attached mandatory outline and with all annexes, must be submitted to the contracting authority for comments by **1<sup>st</sup> September 2020**. The contracting authority will collect comments from the expert reference group and pass them on to the evaluation team who is required to process the content related comments (i.e. incorporate them into the report, or reject them, with reasons and in writing). The implementers and where appropriate also the implementers' local partners

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<sup>5</sup> see annex

<sup>6</sup> see annex

<sup>7</sup> <https://www.czecheval.cz>

of evaluated projects will be also invited to comment on the final report - the evaluation team must cope with their suggestions as well.

- The contracting authority expects the evaluation team to **present main findings, conclusions and recommendations of evaluation report** at a public **presentation with discussion** organised by the Development Cooperation and Humanitarian Aid Department of the MFA. The presented report will already reflect comments and suggestions of expert reference group, implementers and local partners. Any additional major observations arising from the presentation with discussion will be incorporated as a separate annex to the final version of the report. The date of presentation will be mutually agreed sufficiently in advance. Prior to the presentation, the evaluation team shall send a **visual outline of the presentation** (PowerPoint) to the contracting authority for approval at least 2 days before public presentation at MFA.
- The **final evaluation report** must be submitted to the contracting authority by **30<sup>th</sup> November 2020**. The final evaluation report will subsequently be published on the MFA website. The final evaluation report must be delivered to the contracting authority in a hardcopy, i.e. as **one bound copy and in electronic form on a CD/DVD/USB**.

### **Evaluation mission and further instructions for bidders**

- Assessment of the project implemented in Bosnia and Herzegovina, in the form of an evaluation mission, is an obligatory part of the evaluation process. The minimum research period in the partner country is 5 working days; depending on the nature of the project and selected methodology. Regarding the overall procurement schedule **the evaluation mission is expected during June 2020**. The evaluation team will specify the evaluation mission schedule upon agreement with implementers, local partners and institutions involved including the Embassy of the Czech Republic in Sarajevo.
- During the course of the evaluation procurement, the team will conduct interviews with representatives of the MFA, the CzDA, the Embassy of the Czech Republic in Sarajevo, the implementers, representatives of recipients and partner organizations of the implementers in Bosnia and Herzegovina; interviewed should be also representatives of the state administration and local government (including other respondents if required).
- The evaluation team should start formulating the main focus of the findings, conclusions and recommendations in writing while still on the mission in the partner country (Bosnia and Herzegovina). An opening and closing briefing for stakeholders (relevant authorities of the partner country, representatives of the recipients, local implementation partners and implementers, the Czech Embassy in Sarajevo, etc.) should be organized by the team. Preliminary findings and conclusions can be so tested in discussion and relevant feedback can be obtained. The presentation or minutes from such briefings should be included as an annex to the final evaluation report. A similar briefing with the expert reference group after the mission is finished is also recommended.
- The evaluation team is also expected to hold detailed consultations with the Embassy of the Czech Republic in Sarajevo. The Embassy can be contacted in advance with requests for logistical support or for interviews with local authority arrangements. Nevertheless, assistance of the Embassy should be required unless strictly necessary.

### **Publication of the call and receipt of bids**

The public contract will be awarded through an open bidding procedure. The call for bids is published on the MFA website on **16<sup>th</sup> March 2020**.

Bids shall be based on supporting documentation concerning the projects that are to be evaluated. Requests for supporting documentation shall be sent by e-mail to the organizer of the contract award procedure: [dana\\_zazvorkova@mzv.cz](mailto:dana_zazvorkova@mzv.cz) and copied to email: [ors\\_sekretariat@mzv.cz](mailto:ors_sekretariat@mzv.cz)

**The deadline for receipt of bids is 6<sup>th</sup> April 2020, 14:00 (CET).**

Bids must be submitted by **registered mail** or **delivered personally** both in paper and electronic form on a data storage device (CD ROM or USB flash) to the **Ministry of Foreign Affairs of the Czech Republic**:

**Ministerstvo zahraničních věcí ČR  
Odbor rozvojové spolupráce a humanitární pomoci  
Loretánské náměstí 101/5  
118 00 Praha 1  
Czech Republic**

Bids must be submitted in a sealed envelope marked as follows:

- title of the public contract;
- bidder's full name (or business name) and address;
- note:

**VEŘEJNÁ ZAKÁZKA – NEOTEVÍRAT – IHED PŘEDAT ORS – „VYHODNOCENÍ PROJEKTU REKONSTRUKCE ČISTÍREN ODPADNÍCH VOD V BOSNĚ A HERCEGOVINĚ (GRADAČAC)“.**

Bids submitted through other channels (e.g. by fax or e-mail); bids delivered to another address and/or bids submitted after the deadline **will be rejected**.

Bid is considered as **submitted by registered mail** according to the date and time registered by the mailroom of the contracting authority – Ministry of Foreign Affairs.

Bid may be **submitted personally** on working days from Monday to Friday from 8:00 a.m. to 16:00 p.m. (CET) at the reception of the MFA building (see above).

Bid is considered as **submitted** at a moment of its physical takeover by responsible employee of the contracting authority. For physical delivery, it is necessary to contact the respective employee in charge or his/her substitute.

Bids may be submitted in **Czech, Slovak or English languages**. Bids submitted in other languages will not be accepted.

**The MFA reserves the right to reject bids that do not completely meet all the requirements set out in this Call for Bids.**

Bidders are not entitled to any compensation for costs associated with participation in this Call for Bids. Any issuance associated with the submission of bids shall be borne fully by the bidders at their expense. With the exception of bids submitted after the deadline, the bids will not be returned and will remain with the contracting authority as a part of the tender documentation for this public contract.

**Requests for additional information concerning this public contract procedure** must be delivered to e-mail contact: hana\_volna@mzv.cz and copied to e-mail: ors\_sekretariat@mzv.cz **no later than 26<sup>th</sup> March 2020, 23:59 (CET)**

### **Evaluation team**

The evaluation may be carried out by a **team of independent experts** (one of them being the team leader responsible for all provided services to the MFA) or by a **legal entity** with the appropriate team of experts (one of them being the team responsible for communication with the MFA).

The MFA regards as reasonable **evaluation team of 2-4 experts**, including the **main evaluator** (preferably an expert on evaluation methods, with overall responsibility for entire evaluation process

and reporting); **expert (-s)** with a focus on the **sector/theme of the evaluated interventions** and a junior member of evaluation team (if needed).

Other members (e.g. interpreters, surveys' interviewers, administrators, experts involved in the evaluation or control of data, etc) may complement the expert team..

### **Bids must include the following:**

- **Methodological approach** of the evaluation team, including a work plan (detailed description of a methodology specifically proposed for the evaluation of the projects of development cooperation of the Czech Republic in Bosnia and Herzegovina;
- **Composition of evaluation team**, i.e. names, contacts (e-mail, phone number) and field of expertise of those who are about to participate in the evaluation, including a **clear definition of their participation in the evaluation mission, or in part of the mission** and including **their planned roles in the evaluation reports elaboration**;
- **CVs of the evaluation team experts**, with clear specific information on their education, skills, expertise and experience relevant to this evaluation;
- **Statutory declaration on fulfilment of the qualification requirements** (see below); prior to signing the contract, the bidder must be able to demonstrate fulfilment with applicable documents/certificates; in the case of foreign evaluation team the fulfilment can be proved by analogous foreign education and experience;
- **Statutory declaration of independence** signed by all members of the evaluation team. **All persons, or members of a legal entity, must simultaneously meet all the following independence conditions.** The statutory declaration of independence is signed by all persons, or a legal entity and all the participating experts in its team;
- **Bid price stated both excluding and including VAT** (non-VAT payers must quote the price without the VAT and state that they are non-VAT payers). The anticipated total cost of this public contract is within an **indicative range of 250,000 – 400,000 CZK excl. of the VAT**;<sup>8</sup>
- The completed **total Evaluation Budget** table (see annex) – the cost budgeted in the table is binding on the bidder. Any subsistence expenses (per diems) included in the total Evaluation Budget must be broken down per person/day and their amounts must comply with the applicable Czech regulations. Bidders should note that before paying the cost of this public contract the MFA will request a statement of the costs actually incurred, broken down by the items of the total Evaluation Budget. In justified cases, and after prior approval from the MFA, the evaluation team may be allowed to transfer funds between budget items to a maximum level of 10 per cent of the total Evaluation Budget **whilst maintaining the total bid price unchanged**. If the total expenditure is in reality less than that budgeted in the bid submitted to the tender, the MFA will reduce the final sum payable by this difference compared to the bid price of the winning bidder. If on the other hand the actual costs are higher than those budgeted in the bid, such additional amount will not be paid by the contracting authority - MFA;
- **Extract from the Commercial Register** or, where applicable, **Extract from the Trade Register** if the bidder (entity submitting the offer) is registered, or an extract from another

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<sup>8</sup> This tender is announced pursuant to Act No. 134/2016 Coll. about Public Procurements as a **small-scale public procurement with an estimated value up to 500,000 CZK**, excl. VAT. The contracting authority, however, does not intend this indicative range to serve as a strict definition of either a minimum or a maximum price. The bid price must cover all of the evaluation team's costs, i.e. the time spent working in the office (document analysis, report writing, the incorporation of comments), the cost of the evaluation mission to the partner country (the remuneration of team members, airfares, local transportation, briefings, accommodation, meals, interpreting, telephone calls), the remuneration of team members for time spent on the final presentation, etc.



similar register proving expertise, legal status, specialization, etc. The extract will be presented in a plain copy and should not be older than 90 days.

- **Statutory declaration of the bidder – A Statement of Truthfulness** (see annex).

### **Qualification requirements for Evaluation Team Experts**

- All evaluation team experts as specified above must be **higher education graduates**;
- All evaluation team experts, except for junior member/s, must have at least **4 (four) years of professional experience** - as specified above;
- All evaluation team experts, except for junior member/s, must have a past record of **participation in at least one comprehensive evaluation** of results of a project, programme or similar intervention;
- All evaluation team experts, except for junior members, must have completed at least one training course or higher education **course on evaluation or project/program cycle management or results-based management**; or must have a past record of performing an **evaluation as part of thesis/dissertation work** at a higher education institution, provided that thesis/dissertation was successfully accomplished;
- Documented expertise in the field of wastewater treatment and/or construction of wastewater treatment plants for at least one member of the evaluation team;
- Qualification requirements may also be proved by the **reference of the legal entity** submitting the offer or by the **reference of the natural persons** who will implement subject of the procurement.

### **Independence of evaluation team members**

- None of the evaluation team members has been involved in the preparation, selection or implementation of the projects to be evaluated at any stage nor will they participate in the year of evaluation or the following year.
- None of the evaluation team members is an employee or external associate of the projects' coordinators, nor had he been during the period of the preparation and implementation of the evaluated projects; none of the evaluation team members is an employee or external associate of the projects' implementers, nor had he been during the period of the preparation and implementation of the evaluated projects.

### **Bid assessment criteria (0 to 100 scoring scale)**

The main assessment criterion will be **value for money**.

**The sub-criteria will be as follows:**

#### **1. Lowest Bid Price (excluding the VAT): 0-40 points**

Maximum (40) points will be awarded for **the lowest Bid Price**. The remaining bids will be scored as follows:  $\text{/lowest bid/} \times \text{/40 points/} = \text{/points awarded to the bid under assessment/}$ .

#### **2. Professional quality, relevance (specific targeting) and feasibility of the proposed evaluation methodology, including timetable, work plan and distribution of tasks within the team: 0-30 points**

The highest points will be awarded for a methodology that provides a theoretical framework for the proposed methods and identifies any limitations the methods may have, and usefully combines these methods and the OECD/DAC evaluation criteria – typically in the form of evaluation questions, the method for the identification and triangulation of data, etc. Strict compliance with

the outline of the evaluation reports (input and final) and logical connections between findings, conclusions and recommendations with the stipulated evaluation questions is expected.

An optimal methodology will define a timetable of work including a tentative programme of the evaluation mission to Bosnia and Hercegovina and Kosovo and the division of tasks and competences within the team. These procedures must be proposed realistically. The contracting authority would welcome evaluations based on the **Formal Evaluation Standards** of the Czech Evaluation Society. Emphasis will be placed on **professional quality, the specific targeting of the proposal and the feasibility of the evaluation methodology**.

### **3. Expertise and previous experience of the team with evaluations of development interventions in developing or transforming countries: 0-20 points**

The highest points will be awarded to an evaluation team offering optimal combined expertise in the field of evaluations of development projects and areas related to evaluated projects. "Expertise" means a combination of theoretical knowledge and professional experience. In case the team has expertise in related fields, part of the points will be awarded for the depth, breadth and transferability of such knowledge. The team's expertise and experience in the relevant area/sector/theme will be assessed based on supporting documents enclosed with the bid.

### **4. Experience from development cooperation: 0-10 points**

The maximum points belong to the participant whose expert team together can demonstrably offer extensive experience in the field of international cooperation, especially in the field of development cooperation or broader assistance programs, work on the conceptual or research level of development cooperation, both from working, research or similar stay with countries or international development and humanitarian organizations; development cooperation as an activity and part of foreign policy. Experience from the implementation or evaluation of international academic cooperation and mobility is an advantage.

The criteria 2 – 4 will be assessed based on the bid documentation.

The highest number of points awarded for criteria 2 – 4 may be less than the maximum stated above. The points are awarded by an expert assessment board.

The bid awarded by the highest number of points summing all above-mentioned criteria points and meeting all other requirements defined by this Call for Bids will be considered the most economically advantageous bid.

### **Assessment of bids**

Bids received in time limit (as mentioned above) will be opened by a **board for bids opening**. The board will check each bid for compliance with formal requirements of the contract award procedure. Qualifying bids will be presented to the **assessment board** for assessment against the above-mentioned **criteria** and selection of the best bid.

Once approved the result by MFA all bidders will be notified without undue delay.

### **Contract of Mandate**

Following the result of selection of the best bid, the MFA will enter with the selected bidder into a Contract of Mandate for evaluation. The Contract will be concluded based on Section 2586 of Act No. 89/2012, the Civil Code, as amended. It will include a clause in which the parties agree that the information contained in the Contract of Mandate and any amendments thereto will not be regarded by the parties as a business secret in terms of Section 504 of Act No. 89/2012, the Civil Code as amended, and that the parties give their unconditional consent to the disclosure and/or publication of such information namely in accordance with Act No. 106/1999 concerning free access to information as amended. A checklist of the requirements related to this public contract must be included in an annex to the Contract of Mandate.

### **Final provisions**

The MFA will not return any of the bids received based on this announcement. The MFA reserves the right to change the bidding terms and conditions or to cancel the tender without giving any reason<sup>9</sup>.

### **Annexes:**

Statutory declaration of independence (mandatory part of a bid)

Statutory declaration of truthfulness (mandatory part of a bid)

Specimen of Evaluation Budget table (mandatory part of a bid)

Mandatory outline of input evaluation report

Mandatory outline of final evaluation report

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<sup>9</sup> See Act No. 89/2012, the Civil Code (Part 6 – Public tender and selection of the best bid).