



MINISTRY OF FOREIGN AFFAIRS OF THE CZECH REPUBLIC

CALLS FOR BIDS

FOR A SMALL-SCALE PUBLIC CONTRACT

„THE EVALUATION OF THE HUMANITARIAN AID DRR AND RESILIENCE GRANT PROGRAMME (CAMBODIA)“

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

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Description of the public contract (CPV code 79998000-6 Coaching services)

The aim of this tender procedure, which is being organized like an open call form, is an independent evaluation of the humanitarian aid's grant programme of the Czech Republic. This programme is organized by the Development Cooperation and Humanitarian Aid Department (DCD), which is a part of Ministry of Foreign Affairs. The programme's name is DDR (Disaster Risk Reduction) and Resilience. The special focus is on the projects, organized in the framework of the programme in Cambodia from 2018 to 2020. The name of this contract is The Evaluation of the Humanitarian Aid DRR and Resilience Grant Programme (Cambodia) – henceforth just „the Programme“.

Evaluations of programmes and projects of the Foreign Development Cooperation (FDC) and Humanitarian Aid (HA) are carried out in accordance with the Act No 151/2010¹, which addresses the Foreign Development Cooperation and Humanitarian Aid, with The Strategy for the Foreign Development Cooperation 2018 to 2030, with relevant provisions of the Methodology of Foreign Development Cooperation, and with relevant strategic documents of the partner countries of the Czech Republic.

The evaluation will be carried out according to the internationally recognized OECD-DAC criteria, modified for a humanitarian evaluation. In addition, external presentation and fulfilling of the crosscutting principles of FDC will be reviewed. The special focus of this evaluation is on overall effectiveness of the evaluated Programme and on its potential in the humanitarian-development nexus and integrated approach in priority countries of bilateral FDC of the Czech Republic.

The conclusions and recommendations should be relevant for the next course of the evaluated Programme and for the overall support in DDR and Resilience thematic area.

The evaluation will take place from February to September 2021 in the Czech Republic; the selected projects in Cambodia will be evaluated via remote investigation.

¹ Act No 151/2010 and other relevant strategic documents of FDC of the Czech Republic is possible to find at www.mzv.cz/rozvoj section Conceptions

The Programme will be evaluated for the first three years of its existence (2018-2020), with a special focus on the group of projects implemented in Cambodia:

The Grant Programme „DRR and Resilience“

Administrator:	DCD, Ministry of Foreign Affairs
Geographical Focus:	The least developed priority countries of the bilateral development cooperation of the Czech Republic and other fragile countries (evaluated projects were implemented in Cambodia)
Theme Focus:	Managing and mitigating disaster risk, strengthening preparedness and resilience, supporting implementation of the Global Framework from Sendai in priority countries, linked with thematic priorities of the bilateral development cooperation programmes.
Evaluated period:	2018 - 2020
Type of programme:	A grant programme in humanitarian assistance
Total number of projects supported in the Programme in the evaluated period:	16 (5/2018 + 5/2019 + 6/2020), or more precisely 7 (5 multi-year projects, 2 single year)
Implementers:	ADRA, CARE Czech Republic, People in Need, Diaconia ECCB, Caritas Czech Republic
Another partner/implementer:	Public institutions and non-profit organizations in the partner country; or other institutional donors (EU)
Total amount spent on the Programme from humanitarian assistance budget in the evaluated period:	29.7 mil CZK
Projects in Cambodia:	Climate change adaptation of agriculture, Diaconia ECCB, 2018-20 (Memorandum/MoU with MFA confirming long term cooperation) Disaster resilience building and implementation of an early warning system (DREW Project), People in Need, 2018-20 (for 2019-20 MoU with MFA) Building resilience and disaster preparedness of communities in Kampong Chnang Province, Caritas Czech Republic 2018-20 (2018-19 with grant, 2020 without)

Principal stakeholders

Ministry of Foreign Affairs of the Czech Republic (MFA) is responsible for development cooperation and humanitarian assistance of the Czech Republic management at conceptual and strategic level, including evaluations. It is also responsible for providing of humanitarian assistance to the countries outside of the EU and the European Economic Area. This activity is under the patronage of the **Development Cooperation and Humanitarian Aid Department** of MFA (DCD), which cooperates with relevant territorial departments of the MFA, with Embassies of the Czech Republic abroad and with Czech Development Agency (CzDA). The DCD is the administrator of the evaluated Programme.

Czech Development Agency (CzDA) has been active since 1st January 2008 as an implementing agency of the Czech Republic development cooperation, in particular of bilateral development project's preparation, implementation and monitoring. In relation to the evaluated Programme, CzDA was a member of the committee for selecting the projects, with a special focus on the coherence with the thematic priorities and projects in the bilateral Development Cooperation.

Embassy of the Czech Republic in Phnompenh; took part in the selection process of the projects, pursued monitoring of their implementation and meetings with the implementers and their local partners.

Implementers

Non-governmental non-profit organizations ADRA, CARE Czech Republic; People in Need; Diaconia ECCB – Centre of Relief and Development; Caritas Czech Republic.

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 (DCD) and Department of Asia and Pacific (ASIA), further Czech Development Agency (CzDA), Ministry of the Environment (ME) Ministry of the Interior (MI), Czech Hydrometeorological Institute (CHMI) and the independent expert of the Czech Evaluation Society (ČES).

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

Detailed information on the programme

The aim of the Programme, introduced in 2018, is supporting the implementation of the Global Framework from Sendai in the least developed priority countries of the Bilateral Development Cooperation of the Czech Republic (Cambodia, Ethiopia, Zambia), and in other fragile countries (in the evaluated time frame Indonesia). The support is given to activities and measures focusing on DRR, improving preparedness and strengthening resilience of people and local authorities in the thematic areas corresponding to the programme of bilateral development cooperation from 2018 to 2023.

The Programme shall also contribute to the coherence between humanitarian and development activities (humanitarian-development nexus), which is one of the strategic priorities set in the Foreign Development Cooperation Strategy 2018 to 2030, and also in the respective bilateral cooperation programmes 2018-2023. At the same time the Programme contributes to fulfilling the target of international cooperation set by the Sendai Global Framework (target f) and confirms the priority focus of the Czech Republic on the DRR and Resilience area, as set in the Annual Humanitarian Assistance Strategy.

Three multi-year projects are selected for the evaluation in Cambodia. They contain various types of activities (adaptation and mitigation activities, education and awareness raising, disaster monitoring and early warning) as well as various partnerships (public sector, civil society). MFA concluded a Memorandum on long term cooperation with two of the implementers. All three projects are long term, subsequent activities. One project (People in Need) has been co-financed from a similar programme of the European Commission – DG ECHO (DIPECHO Programme). The project of Caritas Czech Republic was supported from the Programme in 2018 and 2019, but not in 2020.

Purpose of the evaluation and further use of results

The main purpose of this evaluation is to obtain independent, objective and consistent findings, conclusions and recommendations which can be utilised in the decision making by MFA, in cooperation with other participants, about the future orientation and implementation of the DRR and Resilience in the framework of HA of the MFA of the Czech Republic, including the future orientation of the evaluated Programme, with focus on its potential for interconnecting humanitarian and development activities in the framework of integrated approach with other donors.

The aim of this evaluation is mainly to evaluate the relevance and potential of the Programme in relation to its goals and the main actors. The contracting authority will welcome also the comparative evaluation of the effectiveness of particular activities and partnerships, and recommendations in relation to the future focus of the Programme, supported projects, but also to the overall DRR and Resilience support in HA and Foreign Development Cooperation of the Czech Republic.

Evaluation shall be performed in accordance with the internationally recognised OECD-DAC criteria, modified for the humanitarian evaluations², i.e. **relevance** (in humanitarian settings in particular appropriateness to the needs), **coherence** (incl. humanitarian-development nexus and coherence with other donors and programmes), **efficiency** (incl. appropriate timing), **effectiveness** (incl. respecting the humanitarian principles), **impact** (focusing on reduction of vulnerability and resilience building) and **sustainability** (in particular impacts based on local contexts and comprehensive national programmes), and other criteria (visibility and 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 programme with an emphasis on its efficiency and effectiveness and on the quality of the provided assistance.

Principal evaluation questions:

1. Questions related to the Programme

- What are the main contributions of the Programme to disaster risk reduction and resilience building in view of the participants, beneficiaries and identified impacts? (from relevance, effectiveness and impact perspective)
- In which ways can the Programme contribute to the coherence of humanitarian and development activities in priority countries of bilateral Foreign Development Cooperation of the Czech Republic? (from relevance, coherence, effectiveness and sustainability perspective)
- What else can the Development Cooperation Department of MFA do for ensuring that the DRR and Resilience priorities in humanitarian area are fulfilled? (from coherence and effectiveness perspective or additionally efficiency/timing perspective)

2. Questions related to the projects

- How is the comparative effectiveness of different scopes of activities and partnerships contained in the evaluated projects? (from relevance/appropriateness, efficiency/timing, effectiveness, impact and sustainability perspective, possibly including a case study or highlighting good/bad practice)
- Is there coordination among humanitarian and development activities on the implementer level in the evaluated projects? It includes coordination between the implementers and also between implementers and other donors. (from coherence and effectiveness perspective, including the possible role of the Embassy and local coordination mechanisms)

Additional evaluation criteria

Evaluation will assess the Programme and projects also as to visibility and as to the implementation of the **crosscutting themes** of the Czech development cooperation defined in the Development Cooperation Strategy of the Czech Republic 2018 – 2030³: good (democratic) governance; environment (sustainable development); human rights, including gender equality. Evaluators should, in particular, assess whether and how the crosscutting principles or some of them (as applicable) were directly associated with the sector/theme of evaluated interventions; whether and how the crosscutting principles were implemented.

Evaluation 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 Republic⁴.

² More information on application of OECD-DAC criteria in development cooperation evaluations is available at www.oecd.org/development/evaluation. To the use of these criteria in humanitarian settings see also <https://www.alnap.org/help-library/evaluating-humanitarian-action-using-the-oecd-dac-criteria>. The Project Cycle Methodology for Bilateral Projects under the Czech Republic's Development Cooperation is available at www.mzv.cz/aid.

³ see www.mzv.cz/rozvoj

⁴ see www.mzv.cz/rozvoj/Evaluace

The contractor will proceed in accordance with Section 6 of Act No. 134/2016 Coll. about Public Procurements, as amended, during this independent evaluation.

The contractor will also obey **Formal Evaluation Standards** of the Czech Evaluation Society, with a special focus on **professional quality, the specific targeting of the proposal and the feasibility of the evaluation methodology.**

Recommendations based on the evaluation findings and conclusions

The final evaluation report will give **specific and feasible recommendations (possibly added with options for partial aspects)**, 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 and indicating the 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 outline⁵, expands in detail on the evaluation methodology, describes the sets of evaluation questions and hypotheses formulated on the basis of 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 not later than **by 31st March 2021.**
- 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 beginning of the remote investigation in Cambodia.**
- Final evaluation report structured according to the attached **mandatory outline**⁶ 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, 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 the Programme or particular projects and 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 Society⁷.
- The evaluation report shall be elaborated in **Czech language** (with an English summary, max 4 standard pages), or in English (with a Czech summary, max 4 standard pages). Annexes to the evaluation report can be kept in their original language.
- **Draft of final evaluation report** in edited way, structured in accordance with the attached mandatory outline and with all its annexes, must be submitted to the contracting authority for comments by **16th August 2021.** 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).

⁵ see annexes

⁶ see annexes

⁷ www.czecheval.cz

- 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 working days before public presentation at MFA.
- **The final evaluation report must be submitted to the contracting authority by 21st September 2021.** 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.**

Remote investigation and further instructions for bidders

- Assessment of the projects supported by the evaluated Programme, in the form of a remote investigation, is an obligatory part of the evaluation process (a key condition is procuring of a local expert, who will be physically present in Cambodia and who can speak the beneficiary language, as well as a detail description of methods in the input report, which will be used for the remote investigation). The evaluation team will specify the evaluation schedule upon agreement with implementers, local partners and institutions involved.
- In the course of the evaluation, the team will conduct interviews with representatives of the MFA, the CzDA, the Embassy of the Czech Republic, the implementers, representatives of recipients and partner organizations of the implementers in Cambodia (including other respondents if required).
- The contracting authority will provide initial and final briefing for all participants of the remote investigation (relevant authorities of the partner country, recipient's representatives, embassy etc.). There will be presented findings and conclusions of the evaluation in those briefings, so it will be possible to get feedback for them. A similar briefing is recommended after the end of the remote investigation with the expert reference group. Minutes, records or a presentation from the final briefing and the possible briefing with the reference group should be added as annexes to the final evaluation report.
- The evaluation team is also expected to hold detailed consultations with the Embassy of the Czech Republic in Cambodia. The Embassy can be contacted in advance in order to assist with the facilitation of remote interviews with relevant local authorities. Nevertheless, the assistance of the Embassy should be only required if strictly necessary.
- During the evaluation the contractor can ask for a briefing with the expert reference group in order to discuss the preliminary findings, conclusions and recommendations. A presentation from this briefing will be then also added to the annexes of the final report.

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 **1st February 2021.**

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 and copied to email: ors_sekretariat@mzv.cz

THE DEADLINE FOR RECEIPT OF BIDS IS 23rd February 2021, 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:**

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

- bidder's full name (or business name) and address;

- note: **VEŘEJNÁ ZAKÁZKA – NEOTEVÍRAT – IHED PŘEDAT ORS – „VYHODNOCENÍ DOTAČNÍHO PROGRAMU HUMANITÁRNÍ POMOCI DRR a ODOLNOST (KAMBODŽA)“**

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 substitutive.

Bids may be submitted in the Czech 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 costs** 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: dana_zazvorkova@mzv.cz and copied to e-mail: ors_sekretariat@mzv.cz **no later than 15th February 2021, 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 2-5 experts, including **the main evaluator** (preferably an expert on evaluation methods, with overall responsibility for entire evaluation process and reporting); expert/ s, including local one/s, with proficiency in the humanitarian aid, DRR and Resilience, or other topics of evaluated interventions, and junior member/s (if needed).

The expert team may be complemented by other members (e.g. interpreters, surveys' interviewers, administrators, experts involved in the evaluation or control of data, etc.).

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 Cambodia);
- **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 300,000 – 450,000 CZK excl. of the VAT⁸;
- 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 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 and local member/s, must have at least **4 (four) years of professional experience** – in the area of evaluation;
- All evaluation team experts, except for junior and local 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 and local 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;
- 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.

⁸ 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 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.

- 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.

Each member of the evaluation team confirms fulfilment of these conditions with a statutory declaration.

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: $\frac{\text{lowest bid}}{\text{bid currently under assessment}} \times \frac{40 \text{ points}}{\text{points awarded to the bid under assessment}}$.

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 Cambodia and the division of tasks and competences within the team. These procedures must be proposed realistically. It is expected, that the evaluations will be 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, and in accordance with Section 6 of Act No. 134/2016 Coll. about Public Procurements, as amended, i.e. respecting the principles of socially and environmentally responsible and innovative approach.**

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 on the basis of supporting documents enclosed with the bid.

4. Experience from development cooperation and humanitarian aid: 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 on the basis of 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**. This Board will select 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 on the basis of this announcement. The MFA reserves the right to change the bidding terms and conditions or to cancel the tender without giving any reason⁹.

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

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