



MINISTRY OF FOREIGN AFFAIRS OF THE CZECH REPUBLIC

CALLS FOR BIDS

FOR A SMALL-SCALE PUBLIC CONTRACT

EVALUATION OF THE PROJECT „ENHANCING CAPACITY OF GEORGIAN CUSTOMS CANINE SERVICE“

INFORMATION ABOUT THE CONTRACTING AUTHORITY

Name: Ministry of Foreign Affairs of the Czech Republic
ID: 45769851
Tax ID: CZ45769851
Registered seat: Loretánské náměstí 101/5, Prague 1, 118 00, Czech Republic

The Contracting Authority's representative competent to decide on matters of substance related to the contract and contractual matters: Mgr. Petr Gandalovič, Director, Development Cooperation and Humanitarian Aid Department, MFA

The official responsible for the contract awarding procedure:
Mgr. Josef Oriško, Ph.D., Administrator of Evaluations, Development Cooperation and Humanitarian Aid Department, MFA
E-mail: josef_orisko@mzv.cz and Department's address ors@mzv.cz
tel.: +420 224 182 157 or +420 224 182 366.

Description of the public contract (NIPEZ 79998000-6 Services of Professional Advisors)

The aim of this tender procedure, organized as an open call, is an independent evaluation of a complex project administered by the Czech Development Agency under the name “Enhancing capacity of Georgian Customs canine service” which was implemented in years 2016-2019 in the sector Government and Civil Society.

Evaluations of programmes and projects of the Czech Development Cooperation are carried out in accordance with the Act No 151/2010 Coll. on the development cooperation and humanitarian aid, the Development Cooperation Strategy of the Czech Republic 2018-2030, relevant provisions of the Methodology of Development Cooperation, and in this case also in accordance with the Bilateral Development Cooperation Programme of the Czech Republic and Georgia 2018 - 2023.

The evaluation will be carried out according to the internationally recognized OECD-DAC criteria and other defined criteria (external presentation and fulfilling of the crosscutting principles of Foreign Development Cooperation).

The conclusions and recommendations should be relevant for future planning and financing of the development cooperation in the country and sector.

The evaluation of the project will take place from April to July 2022 in the Czech Republic and in Georgia.

The evaluated project:

„Enhancing capacity of Georgian Customs canine service“

Administrator:	Czech Development Agency
Geographic and thematic focus:	The project was implemented in Georgia, in the sector Government and Civil Society. It consisted of feasibility study, delivery of dogs and equipment and training of Georgian canine service, including methodological support.
Evaluated period:	2017–2019
Type of Project:	Budgetary measure, Public procurement
Implementers:	General Directorate of Customs, Customs Administration of the Czech Republic
Partners/Co-implementers:	Department of International Relations at the Financial service of Georgia, Customs Administration of Georgia
Total amount spent on the project from the budget of Czech Development Cooperation programme in the evaluated period:	8 677 880 CZK

Principal stakeholders

Ministry of Foreign Affairs of the Czech Republic (MFA) is responsible for conceptual management of the development cooperation, including programming of its bilateral part and assessing results (evaluations). This agenda is administered by 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 the Czech Development Agency (CzDA).

Czech Development Agency (CzDA) has been since 1st January 2008 an implementing agency of the Czech development cooperation, in particular managing bilateral development projects and their preparation, implementation and monitoring. Selection and implementation of the projects and shaping of the grant programmes is based on partner countries' requests and an agreement with the MFA.

Embassy of the Czech Republic in Tbilisi represents the Czech Republic in Georgia, including the development cooperation agenda. Designated diplomatic staff member is authorised to coordinate and monitor the development cooperation tasks.

Implementers of the evaluated project

General Directorate of Customs – main implementer
Customs Administration of the Czech Republic – main implementer
GAPPAY, s.r.o. – Other implementer
K9&Services s.r.o. – Other implementer

Reference group

Together with the contracting authority, the evaluation process will be supervised by an **expert reference group** consisting of representatives of the **MFA – DCD, Eastern Europe Department**

and Economic Diplomacy Department, CzDA, Czech Evaluation Society, General Directorate of Customs and Czech Embassy in Tbilisi.

Communication between the reference group and the contractor will be facilitated by an authorized representative of the Development Cooperation and Humanitarian Aid Department. The members of the expert reference group have the right, while preserving the impartiality, to comment on the reports submitted by the contractor.

Further information about the evaluated project

The project „Enhancing capacity of Georgian Customs canine service“ („Project“) was based on the request of the Georgian Customs service for assistance with increasing the capacity and efficiency of its canine service, so that it can react more efficiently to current issues – namely transfer of drugs and illegal tobacco.

Within the framework of the Project recommendations were supposed to be made and a system for schooling and training of instructors, canine officers and canines established. Besides that, the acquirement of canines was to be promoted on a system level.

Furthermore, the distribution of Georgian Customs canine service’s units to all checkpoints, i.e. border crossings, ports and international airports, should have been endorsed. In addition to the eight existing checkpoints with a canine service unit, the police dogs and necessary equipment were to be deployed at the border crossings in Kartsakhi, Ninotsminda, Lagodekhi, at the port in Poti and at the international airport in Kutaisi.

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 CzDA and with other participants, about the future focus and implementation of development projects in the evaluated sector, considering the 2030 Agenda for Sustainable Development and the Bilateral Development Cooperation Programme between the Czech Republic and Georgia 2018-2023.

Main aim of the evaluation is to gain recommendations for potential replications of this type of project in other developing countries (currently Moldova) including results verification, impact and sustainability of the intervention. At the same time, broader recommendations are welcomed on the involvement of public institutions in the development cooperation programmes of the Czech Republic and their implementation of development projects in the sector Government and Civil Society.

The evaluation shall be performed in accordance with the internationally recognised OECD-DAC criteria¹, i.e. relevance, coherence (incl. coordination and integrated approach), efficiency, effectiveness, impact, sustainability (and replication), and other criteria (visibility and fulfilling crosscutting themes of the Czech Development Cooperation. Main emphasis will be put on the criteria of coherence (of individual activities within the Project) and sustainability (3 years after the completion of the Project).

¹ For more information on the OECD-DAC criteria see www.oecd.org/development/evaluation

Principal evaluation questions:

Relevance

- To what extent was the Project relevant from the perspective of the partner country needs and the Bilateral Development Cooperation Programme of the CR and Georgia?

Coherence (including coordination and integrated approach)

- What aspects did or did not contribute to the coherence of the individual activities realized within the Project?

Effectiveness

- To what extent were the individual activities purposeful and contributed to the overall effectiveness of the evaluated project?
- What are the main factors of effectiveness of the support of this kind of project in the sector Government and Civil Society?

Impact and sustainability

- What main impacts (direct or indirect, intended or unintended) did the Project have?
- What is the sustainability of the outcomes of the Project and how have the individual stakeholders contributed to it?
- Are there any replicable examples of good practices?

Additional evaluation criteria

The evaluation will also assess the Project's **visibility** (i.e. public presentation of the activities and outcomes of the Project) and the implementation of the **crosscutting themes** of the Czech Development Cooperation defined in the Development Cooperation Strategy of the Czech Republic 2018 – 2030²: **good (democratic) governance; environment (sustainable development); human rights, including gender equality.**

This part of the independent evaluation can be prepared using the certified **Methodology for Evaluation of Crosscutting Themes in the Czech Development Cooperation** prepared by the Institute for Evaluations and Social Analyses – INESAN within the OMEGA programme of the Technology Agency of the Czech Republic.

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

² see www.mzv.cz/aid

The evaluation report should include **specific and feasible recommendations** with added value (eg. recommendations on specific changes in identification or realization of certain types of activities, or recommendations on follow-up measures to increase sustainability), and with level of importance, addressed to MFA, CzDA and other involved stakeholders. 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. For the purpose of further management and implementation from the addressee's side, the particular recommendations should not be addressed to more recipients.

The evaluation should focus mainly on **recommendations related to the parameters of replication of the evaluated project** within the given sector, it is also possible to include system recommendations on realization of evaluations.

Required outputs of the evaluation and 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 outline³, 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 work including the evaluation mission abroad** and a plan of meetings, interviews, focus groups, observations, scientific measurements, surveys, etc. **Draft input report** must be submitted for comments to the expert reference group not later than by **8th July 2022**.
- 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 evaluation mission abroad**.
- The contracting authority requests the submission of one (final) evaluation report, which will be subsequently published on the MFA website.
- Final evaluation report structured according to the attached **mandatory outline**⁴ will be a maximum of 4 (four) A4 pages of executive summary and a maximum of 25 pages A4 of text. The final evaluation report should contain key points of the independent evaluation, including summary of main information about the evaluated project, description of the used methodology and possible obstacles, summary of main findings, reflection on the main evaluation questions and, in particular, the independent **findings, conclusions and recommendations**.
- Annexes will provide background data for the Project and for evaluation findings and all additional information, quantitative data, 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 privacy of respondents** and anonymize the sources of their findings according to the Code of Ethics of the Czech Evaluation Society⁵.
- The evaluation report shall be elaborated in **Czech language** (with an English summary) or in **English language** (with a Czech summary). The language selection will be contractually confirmed, and it has to be obeyed both in the input and final report. Annexes to the evaluation report can be kept in the language, in which they were originally processed.

³ see annexes

⁴ see annexes

⁵ see www.czecheval.cz

- **Draft of the final evaluation report** in edited version, structured in accordance with the attached mandatory outline and with all its annexes, must be submitted to the contracting authority for comments by **2nd September 2022**. 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 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 30th September 2022**. 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**.

Further instructions for bidders

- Initial meeting of the evaluation team with the contracting authority and the reference group will be held at the beginning of the evaluation. At the meeting, the overall timeline and process of evaluation will be specified and available sources and contacts of stakeholders will be shared.
- In the course of the evaluation, the team will conduct interviews with representatives of the MFA, CzDA, implementers of the Project, and possibly with representatives of beneficiaries and partner organizations (and other respondents if needed).
- During the evaluation, the contractor can ask for a briefing with the expert reference group for discussing the preliminary findings, conclusions and recommendations. A presentation from this briefing will be also added to the annexes of the final report.

Publication of the call and submission of bids

The public contract will be awarded through an open bidding procedure. The call for bids will be published on the MFA website on **30th May 2022**.

Bids shall be based on relevant documentation concerning the project that is to be evaluated. Requests for the supporting documentation shall be sent by e-mail to the organizer of the contract award procedure: josef_orisko@mzv.cz and in copy to ors@mzv.cz

THE DEADLINE FOR RECEIPT OF BIDS IS 13th JUNE 2022, 15:00 (CEST).

Bids must be submitted as **recorded delivery mail** or **delivered personally** both in paper and electronic form on a data storage device (CD ROM or USB flash) to the following address:

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

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

- bidder's full name (or business name) and address;
- note: **VEŘEJNÁ ZAKÁZKA – NEOTEVÍRAT – IHNED PŘEDAT ORS – VYHODNOCENÍ PROJEKTU “ZVÝŠENÍ KAPACIT A EFEKTIVITY GRUZÍNSKÉ KYNOLOGICKÉ SLUŽBY“**

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

Bid is considered as **submitted by recorded delivery 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 4:00 p.m. (CET) at the reception of the MFA building (see address above). Bid is considered as **submitted** at the moment of its physical takeover by responsible employee of the contracting authority.

Bids may be submitted in Czech, Slovak or English language. 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: josef_orisko@mzv.cz and in copy to e-mail: ors@mzv.cz **no later than 10th June 2022, 23:59 (CEST).**

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 contracting authority) or by a **legal entity** with the appropriate team of experts (one of them being the team responsible for communication with the contracting authority).

The contracting authority regards an optimal evaluation team to be composed of **2-4 experts**, including **the main evaluator** (an expert on evaluation methods, with overall responsibility for entire evaluation process and reporting); **expert/s with proficiency in the sector of state or public administration, possibly with focus on customs administration and/or canine service**, and junior member/s (if needed). The inclusion of local expert/s from the target country is appropriate.

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

Bids must include the following:

- **Proposal of procedure of the evaluation**, taking into account the evaluation questions; description of proposed evaluation methods (detailed description of a methodology specifically designed for the evaluation of the project of Czech Development Cooperation); timeline of evaluation work, including schedule of the evaluation mission to Georgia.
- **Composition of the evaluation team**, i.e. names, contacts (e-mail, phone number) and field of expertise, definition of each team member's **role and time dedication, participation in the mission to Georgia and planned role in the evaluation reports elaboration**;
- **Structured CVs of the evaluation team experts**, with clear and specific information on their education, expertise and experience relevant to this evaluation;
- **Statutory declaration on fulfilment of the qualification requirements** (see below) signed by authorized representative or all members of the evaluation team; 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 (see annexes). All persons, or members of a legal entity, must meet all the following independence conditions, concurrently and unequivocally, and must sign the statutory declaration of independence.
- **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. VAT**⁶;
- The completed **Evaluation budget table** (see annex). 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. 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;
- **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 legal status and specialization. The extract will be presented in a plain copy and should not be older than 90 days.
- **Statutory Declaration of Truthfulness** of the information stated in the bid (see annex).

Qualification requirements for Evaluation Team Experts

- Completed **higher education** - all evaluation team experts;
- **Knowledge of English and Russian** (min. B2 or interpreter at disposal in the field);

⁶ 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, local transportation, accommodation, meals), the remuneration of team members for time spent on the final presentation, etc.

- At least **4 years of professional experience** in the area of evaluation - all evaluation team experts, except for junior members
- 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 local and junior members;
- Completed at least one training course or higher education **course on evaluation or project/program cycle management or results-based management**; or a past record of performing an **evaluation as part of thesis/dissertation work** at a higher education institution, provided that the thesis/dissertation was successfully accomplished - all evaluation team experts, except for local and junior members
- Qualification requirements may also be proved by the **references of the legal entity** submitting the offer or by the **references of the natural persons** who will implement the subject of the procurement.

Conditions of Independence of Evaluation Team Members

- None of the evaluation team members has been involved in the implementation of the evaluated project or preparation and realization of parallel proposals 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 project's gestor, nor had he been during the period of the preparation and implementation of the evaluated project; 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: $\frac{\text{lowest bid price}}{\text{bid price currently under assessment}} = \frac{\text{points awarded to the bid under assessment}}{40}$.

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 to a bid that best elaborates on combining evaluation criteria of the OECD/DAC, the evaluation questions and the proposed methods – usually in the form of evaluation questions matrix, method for acquirement of data and information and triangulation of data, etc. – and at the same time presents the theoretical framework of proposed methods and their limitations. Strict compliance with the outline of the evaluation report and logical connections between findings, conclusions and recommendations with the stipulated evaluation questions is expected.

An optimal methodology will define a timetable of work 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: 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 the evaluated project. “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 sector will be assessed on the basis of supporting documents enclosed with the bid.

4. Previous experience of the team in the field of 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, global themes and related awareness raising, and thus within conceptual, research or practical work. Experience from the implementation or evaluation of national and international cooperation in the sector of state and public administration and/or in Georgia 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 requirements defined by this Call for Bids will be considered the most economically advantageous bid.

Assessment of bids

Bids received before stipulated deadline 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 in accordance with the valid Status and Rules of Procedure of the assessment board in the selection procedure of MFA in the foreign development cooperation and humanitarian aid area.

Once the result of the assessment is approved by the MFA, all bidders will be notified about the result without undue delay.

Contract

Following the result of the 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 2430 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 documentation of the bids received on the basis of this announcement, except the bids received after the stipulated deadline. The MFA reserves the right to change the bidding terms and conditions at any time or to cancel the tender without giving any reason⁷.

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

⁷ See Act No. 89/2012, the Civil Code (Part 6 – Public tender and selection of the best bid).