



MINISTRY OF FOREIGN AFFAIRS OF THE CZECH REPUBLIC

CALLS FOR BIDS

FOR A SMALL-SCALE PUBLIC CONTRACT

EVALUATION OF THE COMPREHENSIVE PROJECT “SILVOPASTORAL SYSTEMS AS A STRATEGY FOR SUSTAINABLE AGRICULTURE IN ZAMBIA”

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:

Petr Gandalovič MA, Director, Development Cooperation and Humanitarian Aid Department, MFA

The officer responsible for the contract awarding procedure:

Josef Oriško Ph.D., Administrator of Evaluations, Development Cooperation and Humanitarian Aid Department, MFA

e-mail: josef_orisko@mzv.cz / ors@mzv.cz

tel.: +420 224 182 157 / +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 comprehensive project administered by the Czech Development Agency (CzDA) and the Czech Ministry of Foreign Affairs (MFA) entitled **Silvopastoral Systems as a Strategy for Sustainable Agriculture in Zambia**.

Evaluations of projects / programs ran by the Czech Development Cooperation (CzDC) are carried out in accordance with: the Act No 151/2010 Coll. about 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 Program of the Czech Republic and Zambia 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 the Czech 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 May to December 2023 in the Czech Republic and in Zambia.

Silvopastoral Systems as a Strategy for Sustainable Agriculture in Zambia

Administrator:	Czech Development Agency
Geographic and thematic focus:	CzDC priority country (evaluated projects implemented in Zambia)
Evaluated period:	2020–2023
Implementers:	EuroPlus Consulting & Management, s.r.o., Člověk v tísni, o.p.s., ČVUT (Faculty of Biomedical Engineering)
Partners/Co-implementers:	Mendel University in Brno
Total amount of funds spent on the CzDC project in the evaluated period:	12 000 000 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 the 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 CzDC, responsible for managing bilateral development projects and their preparation, implementation and monitoring. Selection and implementation of projects and shaping of grant programs is based on partner countries requests and upon agreements with the MFA.

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

Implementers of the evaluated projects

Mendel University in Brno

Reference group

The evaluation process will be supervised by an **expert reference group** consisting of representatives of: the **CZ MFA – DCD, CzDA, CZ MFA Africa Department, CZ Ministry of Agriculture, Czech Embassy in Lusaka and an independent specialist registered in the Czech Evaluation Society.**

An authorized representative of the DCD will facilitate communication between the reference group and the contractor. 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 projects

Comparative advantages and possibilities to implement **complex projects** or cooperate with **other donors** (Delegated cooperation EU / AWARE, GIZ / AWARE) are evaluated.

Good practices and continuity potential are evaluated.

The evaluation outputs are to be used for better setting of the ongoing project in relation to other donors (DEU, GIZ).

The goal of the evaluation is:

- to obtain independent, objective and consistent **findings, conclusions, and recommendations** which can be used in decision-making by the MFA in cooperation with the CzDA and other actors, on the future focus and method of implementation of development projects in the evaluated sector, considering the 2030 Agenda for Sustainable Development and the Bilateral Development Cooperation Program between the Czech Republic and Zambia 2018–2023;
- to get recommendations for eventual **replication** of the evaluated type of project in other developing countries, including verification of results, impacts and sustainability of the intervention;
- to obtain broader recommendations for the **involvement** of public institutions in the CzDC and for the implementation of the CzDC in the sector of Agriculture and Rural Development.

The evaluation shall be performed in accordance with the internationally recognised OECD-DAC criteria,¹ i.e., **relevance, coherence** (incl. coordination and integrated approach), **efficiency, effectiveness, impact** and **sustainability** (and replication). The main focus will be on sustainability criteria (especially from the point of view of good practice) and the further policy of development cooperation between the Czech Republic and Zambia in the given sector.

Principal evaluation questions:

- **What is the interconnection of the individual parts of the project (mutual, compared to other similar projects)?**
- **In what ways and to what extent are the individual parts of the project innovative and beneficial for the local community?**
- **Is the project set for a complete financial independence from donors?**
- **Is it possible to build on good practice (within the existing project or by replication)?**

Additional evaluation criteria

- **project's visibility** (i.e., public presentation of the activities and outcomes of the project);
- **CzDC crosscutting themes** application defined in the Development Cooperation Strategy of the Czech Republic 2018–2030:² **good (democratic) governance; environment (sustainable development); human rights of beneficiaries (including gender equality).**

This part of the independent evaluation can be prepared using the certified **Methodology for Evaluation of Crosscutting Themes in the CzDC** prepared by the Institute for Evaluations and

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

² For more info see www.mzv.cz/aid

Social Analyses – INESAN within the OMEGA program 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 follow **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

- **added value** (recommendation of specific changes in the identification, formulation or implementation of a given type of activity; recommendation of follow-up measures to increase sustainability);
- indicating the **degree of severity**;
- **address assignment** to the MFA, the CzDA or other involved actors (always one to two max.);
- backing with **specific findings and conclusions** (sorting according to the main addressee or degree of seriousness, proposed measures, etc.);
- policy in terms of **purpose** (formative, summative), **processor** (internal, external, mixed), **program phase** (ex-ante, ad hoc, ongoing, mid-term, final, ex-post) and **nature** (strategic, operational/process, thematic, impact/result, self-evaluation).

Required outputs of the evaluation and deadlines

- **Input report**
 - A. **Structure** according to the attached outline, evaluation **methodology**, **schedule of works** (including the evaluation mission and planning of meetings, interviews, target groups, observations, surveys, questionnaires, etc.);
 - B. **Draft version** of the input report submitted for **comments** to the reference group by **July 10, 2023**;
 - C. After **incorporating the comments**, the input report is submitted to the contracting authority in paper (bound) and electronic form (no later than five days before departure for the evaluation mission abroad);
- **Final Report**
 - A. **Structure** according to the attached outline, length of 4 standard pages of A4 management summary max. and 25 pages of A4 text max., summary of **basic information** about the evaluated project, evaluation **methodology** (1200 characters max.), summary of the **main findings** from the project evaluation, reflection of the **main evaluation questions**, presenting **independent findings, conclusions and resulting recommendations**;
 - B. **Annexes**: more detailed information on the project or individual projects, documents for evaluation findings and additional information, quantitative data, samples and results of questionnaires, etc. As for the processing of sources of verifiable findings, the contracting authority will comply with the Code of Ethics of the evaluator of the Czech Evaluation Society and in accordance with the law No. 110/2019 Coll., Personal Data Processing Act, as amended, to **respect the right to protect respondents' privacy** and to anonymize the sources of their findings;
 - C. Processing in the **Czech language** (with an English summary) or in the **English language** (with a Czech summary). The choice of language will be contractually confirmed and must be followed for both the initial and final report. Annexes to the evaluation report may be retained in the original language of the processing;
 - D. **The draft of the final report** in edited form and with all the details according to the binding outline and submitted for comments to the reference group by **November 6, 2023**. The contracting authority will collect comments from the expert reference group and the main actors involved in the implementation of the given project and forward these comments to the processor, who is obliged to deal with content comments in writing (i.e., incorporate them into the text of the report, or reject them with reasons, in any case in writing);
 - E. After **incorporating the comments**, the final report **publicly presented** to the reference group, possibly to the wider professional public, any essential additional knowledge arising from the discussion incorporated in the form of a separate annex, the date and form of the presentation determined by mutual agreement in sufficient time in advance, the visual outline of the presentation (PowerPoint) at least 2 working days before the presentation;
 - F. **The final version of the final report** submitted to the contracting authority in paper form in one bound copy and in electronic form on a CD/DVD/USB carrier by **December 4, 2023**, subsequent **publication** on the website of the MFA.

Further instructions for bidders

- At the beginning, the **initial meeting of the evaluation team with the contracting authority and the reference group** will be held. 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, the CZ Embassy in Tbilisi, implementors of projects, 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 **March 24, 2023**.

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 May 15, 2023 @ 15:00 CET.

Bids must be submitted as **recorded delivery mail** or **delivered personally** both in **paper** and **electronic** form on a data carrier (CD/DVD/USB) 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 – EVALUATION OF THE COMPREHENSIVE PROJECT “SILVOPASTORAL SYSTEMS AS A STRATEGY FOR SUSTAINABLE AGRICULTURE IN ZAMBIA”

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 08:00 to 16:00 (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 May 5, 2023, 23:59 CET.**

PROCEDURE

Evaluation team

- **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);
- an optimal evaluation team to be composed of 2–4 experts: **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 sustainable agriculture / African studies**; a **local and a junior member/s** (if needed); a **local expert/s** (in needed); **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 CzDC projects); timeline of evaluation work, including schedule of the evaluation mission to Zambia;
- **Composition of the evaluation team**, i.e., names, contacts (e-mail, cellphone number) and field of expertise, definition of each team member's role and time dedication, participation in the mission to Zambia 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;
- **Declaration of qualification requirements** 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/enclosed CV;
- **Declaration of impartiality** signed by all members of the evaluation team (see annexes). All persons, or members of a legal entity, must meet all conditions of impartiality, simultaneously and unequivocally, and must sign the statutory declaration of impartiality;
- **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 **CZK 300,000–450,000 excl. VAT**;³
- The completed **Evaluation budget table** (see annexes). 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

³ 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.

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;
- **Declaration of Truth** about the information stated in the bid (see annexes).

Qualification requirements for Evaluation Team Experts

- Completed **higher education** – all evaluation team experts;
- **Knowledge of English** (min. B2);
- At least **4 years of professional experience** in the area of evaluation – all evaluation team experts, except for junior members;
- **Evaluation experience** – all evaluation team experts, except for local and junior members;
- At least one training course or higher education course on **evaluation** or **project/program cycle management** or **results-based management** completed; or **a successful evaluation student experience (a part of MA/PhD thesis)** – 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 individuals** who will implement the subject of performance.

Conditions of Impartiality 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, or **had 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, or had been during the period of the preparation and implementation of the evaluated projects.
- None of the members of the evaluation team **participated in the preparation** of this tender documents.

Bid assessment criteria (from 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;

The maximum (40) points will be awarded for the lowest Bid Price. The remaining bids will be scored as follows: $\frac{\text{lowest bid price}}{\text{bid price currently under assessment}} \times \frac{40 \text{ points}}{\text{points awarded to the bid under assessment}}$.

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 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 maximum points belong to the participant whose expert team together possesses sufficient expertise in the subject of evaluation of development projects and subjects related to the evaluation of the given project;

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 topics & education, and within the framework conceptual, research or practical activities. Experience in the implementation or evaluation of national and international cooperation in the field of sustainable agriculture in Zambia 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 reason⁴.

Annexes:

Declaration of Impartiality sample (mandatory part of a bid)

Declaration of Truth sample (mandatory part of a bid)

Evaluation Budget Table sample (mandatory part of a bid)

Outline of Input Evaluation Report

Outline of Final Evaluation Report

⁴ See Act No. 89/2012, the Civil Code (Part 6 – Public tender and selection of the best bid).