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|  | Ministerstvo zahraničních věcí  České republiky | Ministry of Foreign Affairs  of the Czech Republic |

**MINISTRY OF fOREIGN aFFAIRS OF THE cZECH REPULIC**

**CALLs for tenders**

FOR A SMALL-SCALE public CONTRACT

with the title

**EVALUATION OF TEN SELECTED PROJEcts within the PROGRAMME - HUMANiTARIAN RESPONSE TO THE CURRENT WAR IN UKRAINE**

AND INVITES TO PRESENT CONTRACT PROPOSALS

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 officer acting on behalf of the Contracting Authority in contract-related matters:

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

The officer responsible for the contract awarding procedure:

Lucie Božková, Administrator of Evaluations, Development Cooperation and Humanitarian Aid Department, MFA

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tel.: +420 224 182 157 / +420 224 182 366

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

The subject of the open call for tenders is to conduct an independent **evaluation of the humanitarian response to the conflict in Ukraine** **based on a selection of ten projects implemented in Ukraine and Moldova.** The projects are under the responsibility of the Ministry of Foreign Affairs of the Czech Republic (MFA) and the Ministry of Interior of the Czech Republic (MI) within the Humanitarian Aid priority sector.

Evaluations of projects/programmes of the Czech Republic are carried out on the basis of Act No.151/2010 Coll., on Foreign Development Cooperation and Humanitarian Aid, the Strategy of Foreign Development Cooperation of the Czech Republic 2018-2030, relevant provisions of the Methodology of Foreign Development Cooperation, in this case also taking into account the Programme of Urgent Humanitarian Aid to Ukraine in 2022 and the Programme of Humanitarian, Stabilisation, Reconstruction and Economic Assistance to Ukraine in 2023-2025.

The evaluation will be conducted in accordance with 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 the further direction and funding of humanitarian, stabilisation and development assistance in a given country and sector.

The project evaluation will take place since **July** till **December** **2024** in the Czech Republic and in **Ukraine and Moldova.**

**Programme: Humanitarian response to the current war in Ukraine (10 selected projects)**

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| Coordinator of the programme: | Ministry of Foreign Affairs of the Czech Republic and Ministry of Interior of the Czech Republic |
| **Programme**: | Urgent humanitarian response to the conflict in Ukraine (according to Government Resolution 131/2022); humanitarian and stabilisation assistance to Ukraine (according to Government Resolution 855/2022) |
| **Sector:** | Humanitarian Aid |
| **Evaluated period:** | 2022-2023 (in some cases Final reports in 2024) |
| **Total amount of funds spent on the CzDC project in the evaluated period:** | In total approx. amount CZK 110 000 000 |
| **Project 1** Geographic and thematic focus: 1) “*Bus Ambulance”*, Vinnytsia region, Ukraine | **Implementers and partners:**  ROYAX s r.o.  **Implementation form:**  Tied fnancial donation  **Funds spent/allocated:**  CZK 9 480 000 |
| **Project 2** Geographic and thematic focus: “*Assistance to Internally Displaced Persons (IDP's)”*, Zakarpatiia region, Ukraine | **Implementers and partners:**  Caritas Czech Republic’s  **Implementation form:**  Donation  **Funds spent/allocated:**  CZK 19 607 453 MFA CZ;  CZK 3 921 500,43 other sources |
| **Project 3** Geographic and thematic focus: “*Training and monitoring tools for humanitarian assistance”*, Odesa, Ukraine | **Implementers and partners:** Organisation “Partnership for Transparency”  **Implementation form**  Financial donation  **Funds spent/allocated:** CZK 1 600 000 |
| **Project 4** Geographic and thematic focus: *MEDEVAC (MI CZ) - “Establishing comfortable and safe conditions for the treatment of seriously ill children”,* Lviv, Ukraine | **Implementers and partners:** Charity Foundation “KRYLA NADIYI”  **Form of implementation:** Material donation  **Funds spent/allocated:** CZK 5 000 000 |
| **Project 5** Geographic and thematic focus: “*Training of Ukrainian Airline Transport Pilots in Czechia”* | **Implementers and partners:** National Aviation University, Czech Technical University in Prague (CTU), F AIR spol. s r.o  **Form of implementation:** Financial donation  **Funds spent/allocated:** CZK 22 000 000 |
| **Project 6** Geographic and thematic focus: “*Thermo- energetic rehabilitation measures of the temporary centre for refugees”,* Carpineni, Republic of Moldova | **Implementers and partners:** Public Associations “Green Ciry Lab Moldova”  **Form of implementation:**  Financial donation  **Funds spent/allocated:** CZK10 000 000 |
| **Project 7** Geographic and thematic focus:  *“Extending SOS AUTISM medical, educational and social services for Ukrainian refugees”,* Chinisau, Republic of Moldova | **Implementers and partners:** SOS AUTISM Association  **Form of implementation:** Financial donation  **Funds spent/allocated:** CZK 10 000 000 |
| **Project 8** Geographic and thematic focus: “Enhancing *of homecare's medical and social services for Ukrainian refugees*”, Chinisau, regions of Republic of Moldova | **Implementers and partners:**  Association HomeCare  **Form of implementation:** Financial donation  **Funds spent/allocated:**  CZK 10 000 000 |
| **Project 9** Geographic and thematic focus: “*Procurement of medical equipment for the needs of Republic of Moldova’s health system in order to strengthen the national capacities to provide medical assistance to refugees and local population*”, Chinisau, Republic of Moldova | **Implementers and partners:** Clinical Hospital of the Ministry of Health  **Form of implementation:**  Tied fnancial donation  **Funds spent/allocated:** CZK 10 000 000 |
| **Project 10** Geographic and thematic focus: “*Meeting the needs of the most vulnerable local populations and refugees in Moldov*a” | **Implementers and partners:** ADRA CZ (Adra o.p.s.)  **Form of implementation:** Donation  **Funds spent/allocated:** CZK 17 300 000 |

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).

**The Ministry of Interior of the Czech Republic** (MI) is MEDEVACCoordinateorOn-Site Assistance programmes, which were tools to implement Government Resolutions 131/2022 and 855/2022 under the responsibility of the MI.

**Embassy of the Czech Republic in Kyjv** and **Chisinau** and **General Consulate in Lviv** represent the Czech Republic in Ukraine, including the development cooperation agenda and humanitarian aid. Designated diplomatic staff member is authorised to coordinate and monitor the development cooperation and humanitarian aid tasks.

**Implementers and partners of the evaluated projects:**

*Ukraine:*

Ad 1) ROYAX s r.o.

Ad 2) Caritas Czech Republic’s

Ad 3) Organisation “Partnership for Transparency”

Ad 4) Charity Foundation “KRYLA NADIYI”

Ad 5) National Aviation University, Czech Technical University in Prague (CTU), F AIR spol. s r.o.

*Republic of Moldova:*

Ad 6) Public Associations “Green Ciry Lab Moldova”

Ad 7) SOS AUTISM Association

Ad 8) Association HomeCare

Ad 9) Clinical Hospital of the Ministry of Health of Republic of Moldova, supplier Linet s r.o.

Ad 10) Adra o.p.s. (ADRA CZ), ADRA Moldava

**Reference group**

The evaluation process will be supervised by an **expert reference group** consisting of representatives of: the **CZ MFA – DCD, Eastern Europe Department (OVE), Economic Diplomacy Department (OED), Czech Embassy in Kyiv and Chisinau, General Consulate in Lviv, the CZ MI 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 independence, to comment on the reports submitted by the contractor.

**Further information about the evaluated projects**

Humanitarian aid in the Czech Republic means saving lives and reducing the suffering of people within:

1. immediate financial, material and expert response to an ad hoc disaster or conflict (including forced displacement),
2. stabilisation and early reconstruction, especially of critical infrastructure,
3. strengthening resilience and preparedness.

The Russian aggression against Ukraine currently represents a major security, political and economic challenge for the Czech Republic, the EU and globally. At the same time, the Czech Republic has long-standing political, economic, development and humanitarian relations with Ukraine and has traditionally enjoyed a good reputation in Ukraine. Since 2014, Ukraine has been a specific country for the FDC, while it is also a priority country for transition cooperation and humanitarian aid.

Therefore, the Czech Republic was one of the first countries responding to the Russian invasion of February 2022, both directly in Ukraine and by supporting Ukrainian refugees in Moldova, one of the six priority countries for the bilateral FDC.

This assistance was covered by emergency funds provided by the Government under the following programmes:

* Government Resolution No. 131 of 25 February 2022 on the provision of emergency assistance to Ukraine, when the Government released funds for immediate humanitarian and refugee assistance to the Ukrainian population under the responsibility of the Ministry of Foreign Affairs and the Ministry of Interior (CZK 150 million each).
* Government Resolution No. 855 of 12 October 2022 on the Programme of Humanitarian, Stabilisation, Reconstruction and Economic Assistance to Ukraine in 2023-2025, approving by the Government CZK 500 million annually for humanitarian, stabilisation, reconstruction and economic assistance to Ukraine. CZK 280 million, of which CZK 120 million under the Ministry of Foreign Affairs.

Due to the extensive HA in Ukraine, it is necessary to narrow down the sample of evaluated projects for the purpose of the evaluation. The evaluation will therefore cover just a selection of ten projects related to the humanitarian response to the war in Ukraine and implemented in Ukraine (5) and Moldova (5). The projects selected for the evaluation are of different implementation forms , with different types of implementers and beneficiaries, and often with follow-up ongoing implementations.

More information on the evaluated projects:

**Ukraine:**

**Ad 1)** “**Bus Ambulance for Vinnytsia region”**

**Implementer:** Royax s.r.o.

**Place of implementation:** Vinnytsia region

**Period of implementation**: 2023

**Project initiator and partner organization**: Vinnytsia Regional Emergency and Disaster Medicine Center of the Vinnytsia Regional Council (Note: there has been a change of beneficiary)

Bus ambulance is needed in case of mass causalities, war and other situations, where is needed to react quickly to a situation and rescue larger number of patients at one time, compared to a standard ambulance. Bus should:

* help to solve the issue of transporation of seriously injured people from different regions of Ukraine to hospitals of the Vinnytsia region;
* improve the quality of transporation of the seriously wounded in conditions during military aggression;
* improve the level of assitance to patients of the Vinnystia region.

**Ad 2) “Assistance to Internally Displaced Persons (IDP's)”**

**Implementer:** Caritas Czech Republic’s

**Place of implementation:** Zakarpatia region, Ukraine

**Period of implementation**: 2022

General objective of the project was to contribute to the sustainable management of the influx of internally displaced persons in the Transcarpathian region of Ukraine. Specific objective was to provide longer-term quality housing for IDPs in the Transcarpathian region of Ukraine.

**Outcomes:**

1. Local capacities to construct simple modular housing units (ClickHome Concept) have been built and conditions for further replication created.
2. Vulnerable IDPs have been provided with quality temporary housing in ClickHouse Concept Units.
3. Adaptation / reconstruction of collective accommodation facilities for internally displaced persons that did not meet hygiene standards - the number of persons per toilet and shower should not exceed 20. In addition, new collective centres.

**Ad 3) "Training and monitoring tools to prevent corruption in the provision of humanitarian aid"**

**Implementer and partner organization in the country of project implementation:** Organisation “Partnership for Transparency”, BIRN, CVU Odesa

**Period of implementation:** 2022-2023

**Place of implementation:** Odesa, Ukraine

Overall goal: Establish compliance standards, develop training programmes in financial management, monitoring, anti-corruption and fundraising, and establish a third party monitoring programme for humanitarian assistance in Odessa.

In line with the overall objective, the Partnership for Transparency conducted a pilot survey in Odessa on the capacity and capabilities of local organisations to absorb international aid funds. The initial survey produced concrete findings and recommendations to improve the situation and capacity of local (traditional and newly established due to the war) organisations focused on providing assistance to the needy and internally displaced people of Ukraine. Building on these findings and on similar experiences in the Western Balkans, Partnership for Transparency proposed a pilot project to develop the capacity and monitoring tools of Ukrainian organisations. The purpose of this project was to ensure quality project management, including control and monitoring, and to help Ukrainian organisations become reliable partners for international organisations and donors in implementing humanitarian, stabilisation and, prospectively, reconstruction assistance in Ukraine. The project has been piloted in the city of Odessa with the potential for further expansion in Ukraine and Moldova.

**Ad 4)** **MEDEVAC (MI CZ) - “Creation of comfortable and safe conditions for the treatment of seriously ill children”**

**Implementer and partner organization in the country of project implementation:** Charity Foundation “KRYLA NADIYI”

**Place of implementation:** Lviv, Ukraine

**Period of implementation**: 2023 - 2024, The project will be implemented by the end of April 2024, we should have the final report at the end of May.

The main aim of the project was creation of comfortable and safe conditions for the treatment of seriously ill children in Lviv.

Project output - modifications/reconstruction of clinics:

1) clinics of paediatric oncology and bone marrow transplantation - for seven wards reconstruction of ventilation system, heating, water supply and sewage system, provision of permanent hot water supply and other accompanying modifications.

2) Clinics of Nephrology, Dialysis and Kidney Transplantation - for two wards, modification of the dialysis hall and other accompanying modifications.

**Ad 5) Training of Ukrainian Airline Transport Pilots in Czechia**

**Implementer:** National Aviation University, Czech Technical University in Prague (CTU), F AIR spol. s r.o.

**Place of implementation:** Czech Republic

**Period of implementation**: 2023 – 2024 (with a view to continuing in future years)

Ukraine and the international community are preparing the conditions for the post-war reconstruction of the country which should also help Ukraine to modernize and align with EU standards.

No flight training is possible in Ukraine because of the war. The project should help to ensure the continuity of education Ukrainian airplane pilots, who cannot undergo flight training in their country in the current situation. It is expected from graduates of training to be ready for immediate assignment (As a co-pilot) to civil air transport according EU aviation standards as defined by EASA rules.

Therefore, two entities are involved in the project on the Czech side - CTU as a partner university of NAU with responsibility for the transformation of the field and its curriculum and support of relevant NAU capacities; and FAIR spol. s r. o. as a partner for practical training of transport pilots.

Expected result: 20-25 trained Ukrainian pilots, students of NAU, trained in course in Czechia (about 12-14 months), with certificate.

**Republic of Moldova:**

**Ad 6) “Thermo- energetic rehabilitation measures of the temporary centre for refugees”**

**Implementer and partner organization in the country of project implementation:** Public association “Green City Lab Moldova”

**Place of implementation:** Carpineni, Republic of Moldova

**Period of implementation:** October 2022 – September 2023

The overall objective of the project is to develop Thermo- energetic rehabilitation measures of the temporary centre for refugees, Carpineni, Republic of Moldova.

The war in Ukraine started an enormous humanitarian crisis across the country. A huge number of refugees have fled to Republic of Moldova. One of the temporary centres for refugees from Ukraine is located in the boarding school Carpineni. As it was built in the year 1962 the reconstruction was needed.

The expected results were 1) improving living conditions for Ukrainian refugees (at the moment) and after war for children with the special needs. 2) to reduce energy consumption. 3) to reduce maintaince and operational costs.

**Outcomes - upgrades/modernisation:** 1) conducting an energy audit; 2) projection of photovoltaic panels 3) Thermal insulation 4) Replacement of windows 5) refurbishment of old boiler (runs on coal) 6) Installation of photovoltaic panels 7) Endowment of the institution with necessary equipment such as kitchen utensils.

**Ad 7)** **Extending SOS AUTISM medical, educational and social services for Ukrainian refugees**

**Implementer:** SOS AUTISM Association

**Place of implementation:** Republic of Moldova, Chisinau

**Period of implementation**: October 2022 – September 2023

The project aims to create a welcoming and supportive environment for refugees in Ukraine, especially for families with a disabled child, by providing quality services as an emergency response to the crisis affecting Ukrainian refugees and vulnerable local populations.

**Activities:**

1)Providing First Aid Kits and medical supplies to refugee families

2)Strengthening the capacities of medical and social centers from the FEDRA network for increasing the number of beneficiaries by adding the category of refugees, increasing the area of services and ensuring the qualitative care and dignified conditions for life offered to refugees.

3)Providing social and educational assistance to refugees according to their needs.

4) Informing the refugees from Ukraine, as well as the Moldovan civil society regarding the opportunities offered within the project, as well as ensuring the visibility of the activities carried out and the donor.

**Ad 8/** “**Extension of homecare's medical and social services for Ukrainian refugees**”

**Implementer and partner organization in the country of project implementation:** HomeCare Association, Family Peace Association.

**Place of implementation:** Republic of Moldova, Chinisau

**Period of implementation**: April 2022 – SEptember 2022

The aim of the project was to provide critical emergency assistance and health and social care to refugees from Ukraine through health and social centres and mobile teams of the HomeCare network in order to protect their right to life, access to health care and basic decent conditions for survival.

**Activities:** purchase of medicines and consumables, including first aid kits; purchase of equipment (washing machine, dryer); cleaning products and hygiene items; bed linen, blankets, pillows; food; hiring of medical staff and non-medical staff (social workers, peers, psychologist) for remote consultations. Also the purchase of rapid tests for COVID-19 infection and the purchase of equipment for the mobile clinic "Pacea Familiei".

**Ad 9) “Procurement of medical equipment for the needs of Republic of Moldova’s health system in order to strengthen the national capacities to provide medical assistance to refugees and local population”**

**Implementer and partner organization in the country of project implementation:** Linet s r. o, Clinical Hospital of the Ministry of Health, Republic of Moldava

**Period of implementation:** June 2022 – September 2022

**Place of implementation:** Chisinau, Republic of Moldova

Due to the critical situation in the region (war, refugees) and in the country in particular, the health system of the Republic of Moldova is under huge pressure and has an urgent need to strengthen the national capacities to provide medical assistance to both refugees and local population.

The list of items that Clinical Hospital of the Ministry of Health within the project is following: 1. Mobile Clinic Medium Size (with all the necessary components); 2. Mobile Clinic Large Size (with all the necessary components); 3. Resceu set; 4. Hospital beds; 5. Electrosurgical unit

**Ad 10) “Meeting the needs of the most vulnerable local populations and refugees in Moldova”**

**Implementer and partner organization in the country of project implementation:** Adra o.p.s. (ADRA CZ), Adra Moldova, Eazzy Link, International Centre for Education and Professional Developme

**Partner organization in the country of project implementation:** ADRA Moldova, Eazzy Link, International Center of Training and Professional Development.

**Other local partners, sponsors, donors** - Ministry of Labor and Social Protection, Ministry of Education, Culture and Research, he National Social Assistance Agency (responsible for RAC´s in Moldova)

**Period of implementation:** January 2023 – December 2023

**Place of implementation:** Republic of Moldova

The overall objective of the project was "to contribute to the survival and recovery of the most vulnerable refugees fleeing the war from Ukraine and the local population in Moldova". This would be achieved through the specific objective "To provide multi-sectoral humanitarian assistance to address the immediate needs of the most vulnerable refugees fleeing the war from Ukraine and the local population by ensuring their access to NFIs (Non Food Items), education, shelter, sanitation and hygiene".

The proposed project was designed based on the needs of refugees and local vulnerable population:

1) Reparation and equipment of the governmental and non governmental RACs (refugee accommodation centers);

2) provision of Food, Hygiene kits and NFIs for refugees and vulnerable host families;

3) provision of language classes for adults and children. With provision of the language classes refugees were able to find job, and in this way financially secure their families while waiting the conflict to end and to be safe to go home.

**The goal of the evaluation is:**

The aim of the evaluation is to map the timeliness, adequacy and effectiveness of the **humanitarian response (not the programme itself)**, including recommendations for further continuation and linkages/follow up with other phases of support (stabilisation, reconstruction).

**Further specifically:**

* to obtain independent, objectively based and consistent **findings, conclusions and recommendations** for use in decision-making by the MFA in cooperation with the MIT and other actors on the future focus and the way of FDC CZ implementation with taking into account the Agenda 2030 for Sustainable Development within the assessed sector Economic Growth (SDG 8);
* Obtain recommendations for possible **replication** of the type of project or sub-activities evaluated in other developing countries or locations, including verification of the results, impacts and sustainability of the intervention;
* obtain broader recommendations on the **involvement** and added value of different types of implementers (company, university) in the Aid for Trade programme and the Economic Growth sector. The evaluation shall be performed in accordance with the internationally recognised OECD-DAC criteria,[[1]](#footnote-1) i.e., **relevance**, **coherence** (incl. coordination and integrated approach), **efficiency**, **effectiveness**, **impact** and **sustainability** (and replication). The main emphasis will be placed on the criterion of **relevance and effectiveness** and on the further direction of the Czech Republic's humanitarian and stabilisation cooperation with Ukraine and Moldova.

**Principal evaluation questions:**

**What is the relevance of each project in terms of the needs of the beneficiaries?**

* **What is the added value of each type of implementer in terms of the effectiveness of the humanitarian response to the war in Ukraine?**
* **Can good practice be identified within the interventions evaluated for further replication or follow-up (next phases of support - stabilisation, reconstruction)?**

**Additional evaluation criteria**

**project’s visibility** (i.e., public awareness 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]](#footnote-2) **good (democratic) governance; protection of environment and climate; human rights of beneficiaries (including gender equality).**

During this independent evaluation, the preparer will proceed according to the **Formal Evaluation Standards of the Czech Evaluation Society**, with emphasis **on professional quality, specificity of processing and feasibility of the submitted evaluation proposal, and in accordance with Section 6 of Act No. 134/2016 Coll., on Public Procurement, as amended -** i.e. in particular while maintaining the principles of socially and **environmentally responsible procurement and innovative approach.**

**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 seriousness**;
* **assigning** to the MFA, the MI or other involved actors (not more than two);
* backing with **specific findings and conclusions** (sorting according to the main addressee or degree of seriousness, proposed measures, etc.);
* linking to the purpose (formative, summative), **processor** (internal, external, mixed), **programme 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 **August 21, 2024;**

C. After **incorporating the comments**, the input report is submitted to the Contracting Authority in 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 15, 2024.** 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 w**ill be submitted to the Contracting Authority in **machine-readable electronic form** by **December 10, 2024**, the Contracting Authority will ensure publication on the MFA website.

**Further instructions for trenders**

* 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, MI, the CZ Embassies, General Consulates, implementers 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.

**Call for tenders and submission of tenders**

This open call is publicly announced on the National Electronic Instrument (“NEN”) website and on the MFA website on **June 6, 2024.**

Tenders will be prepared on the basis of the information contained in the specifications.

**The deadline for receipt of tenders is June 27, 2024 @ 14:00 CET.**

Tenders must be submitted by:

1) The National Electronic Tool (www.nen.nipez.cz) or

2) delivered personally in paper form in a single copy and in electronic form in a single copy on a data carrier (CD/DVD/USB)

Tenders must be sent in time by registered mail, electronically (by The National Electronic Tool) or in person to the following address:

**Ministry of Foreign Affairs of the Czech Republic**

**Department of Development Cooperation and Humanitarian Aid**

**Loretánské náměstí 101/5, 118 00 Prague 1, Czech Republic**

Tenders submitted in **paper form** must be submitted in a sealed, tamper-proof envelope marked as follows:

* tenderer´s full name (or business name) and address;
* note:

NEOTEVÍRAT! ihned předat ORS – veřejná zakázka: “EVALUATION, projects, HUMAINTARIAN RESPONSE TO THE CURRENT WAR IN UKRAINE – NEOTEVÍRAT!

Tenders submitted through other channels (e.g., via -mail); tenders delivered to another address and/or tenders submitted after the deadline **will be rejected.**

Tender 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 of the Czech Republic (MFA).

Tender may be **submitted personally** on working days Monday till Friday 08:00 till 16:00 (CET) at the reception of the MFA building(see address above). Tender is considered as **submitted** at the moment of its physical takeover by responsible employee of the Contracting Authority.

Tenders may be submitted in Czech, Slovak or English language. Tenders submitted in other languages will not be accepted.

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

**Tenderers are not entitled to any compensation for costs associated with participation in this Call for Tender.** Any **issuance costs** associated with the submission of tenders shall be **borne fully by the tenderers at their expense.** With the exception of tenders submitted after the deadline, the tenders 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: [lucie.bozkova@mzv.gov.cz](mailto:lucie.bozkova@mzv.gov.cz) and in copy to e-mail: [ors@mzv.gov.cz](mailto:ors@mzv.cz) **no later than June 20, 2024, 23:59 CET.**

**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 a focus on the issues of the projects being evaluated (humanitarian aid in general or health and psychosocial in particular); Local expert/team (especially in the case of remote sensing in Ukraine), junior member** (recommended)**; Other** (e.g. survey interviewers, sector experts with no evaluation experience involved in evaluation or data control, etc.).

**Tenders 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 for the evaluation work, including a timetable for an evaluation mission to Moldova and, if the security situation permits, to Ukraine (otherwise a remote sensing plan in the case of Ukraine).**
* **Draft of evaluation matrix** containing the questions contained in the ToR (Terms of Reference) and any additional questions proposed by the evaluation team, including sources of information, methods for data collection to enable triangulation and preliminary identification of the range and sample of respondents;
* **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 Cambodia 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 tenderer 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 independence s**igned by all members of the evaluation team (see annexes). All persons, or members of a legal entity, must meet all conditions of independence, simultaneously and unequivocally, and must sign the statutory declaration of independence;
* **Tender 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 800,000–900,000 excl. VAT;[[3]](#footnote-3)**
* The completed **Evaluation budget table** (see annexes). **Tenderers** 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 tender price unchanged. If the total expenditure is in reality less than that budgeted in the tender 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 tender , 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 tenderer (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 tender (see annexes).

**Qualification requirements for Evaluation Team Experts**

* Completed **higher education** – all evaluation team experts;
* **Knowledge of English** (min. B2 );
* **Knowledge of the local language** (or provision of a local team member or interpreter on site);
* At least **4 years of professional experience** in the area of evaluation – all evaluation team experts, except for local and junior members;
* **Evaluation experience** - completed participation in at least one evaluation (in the sense of a comprehensive evaluation of the results) of a project, programme or similar intervention - for all expert members of the evaluation team except local and junior members.
* Completed at least one training or university course on **evaluation**, or on **project cycle management** or **results-based management**; or **completed an evaluation as part** of a **thesis or dissertation during university studies** that was successfully defended and positively evaluated - for all expert members of the evaluation team except 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 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, 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 call.

**Tender selection criteria (from 0 to 100 scoring scale)**

The Contracting Authority will select the **economic advantage of tenders** according to the following criteria:

|  |  |  |
| --- | --- | --- |
| Order no. | Criterion name | Weight of the criteria |
| 1. | **Tender price** without VAT in CZK | 30 % |
| 2. | Quality of the design for the implementation of the subject of the public contract | 70 % |

1. **Lowest Tender Price** (excluding the VAT): **0–30 points;**

The Contracting Authority will evaluate the offer price excluding VAT in CZK, which the participant will indicate in the offer. The tender with the lowest tender price will receive 30 points. Other tenders will be awarded points according to the following formula: value of the lowest tender price excluding VAT : (divided by) the value of the tender price excluding VAT of the tenderer x (times) 30 = (equal to) the number of points for the tenderers tender .

**Quality of the design for the implementation of the subject of the public contract**

The Contracting Authority will evaluate the quality of the proposed method of implementation of the evaluation on the basis of the information and annexes contained in the tender. Sub-criteria include:

* overall evaluation design
* characteristics and justification of the proposed evaluation methods
* the proposed triangulation methods (methods, sources of information, adequate sample)
* assumptions and risks identified, adequate procedures to mitigate risks and uncertainties
* the overall evaluation experience of the evaluation team
* thematic experience of the evaluation team
* geographical experience of the evaluation team

Each of these sub-criteria is scored on a scale of 0-10; the maximum possible score is 70 points. No tender may achieve the maximum score. The points shall be awarded by an evaluation committee set up by the awarding authority on the basis of an assessment of the degree of fulfilment of the criterion.

The most economically advantageous tender shall be submitted by the tenderer who obtains the highest score in the aggregate of the two criteria, while meeting all the requirements set out by the awarding authority in the tender documentation.

**The tender evaluation**

The tenders received by the Contracting Authority within the deadline will be opened by the formalities **checking committee to check them**  them formally for compliance with the tender specifications. Successful tenders will be submitted to the evaluation committee, which will assess them and, on the basis of the evaluation criteria, recommend the most advantageous tender in accordance with the applicable Statute and Rules of Procedure of the Evaluation Committee for the selection of projects submitted under the MFA's tenders for foreign development cooperation and humanitarian aid.

Once the selection of the most advantageous tender has been approved, the Contracting Authority shall send a notification of the selection of the most advantageous tenders to all tenderers without undue delay.

The minutes (protocol) of the meetings of the two committees will also be published on the MFA website.

**Contract**

Following the result of the selection of the best tender, the MFA will enter with the selected tenderer 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. Checklist of the requirements related to this public contract must be included in an annex to the contract.

**Final provisions**

The MFA will not return any documentation of the tenders received on the basis of this announcement, except the tenders received after the stipulated deadline. The MFA reserves the right to change the tender terms and conditions at any time or to cancel the tender without giving any reason[[4]](#footnote-4).

**Annexes:**

Declaration of Independence sample (mandatory part of a tender)

Declaration of Truth sample (mandatory part of a tender)

Evaluation Budget Table sample (mandatory part of a tender)

Outline of Input Evaluation Report

Outline of Final Evaluation Report

1. For more info on the OECD-DAC criteria see [www.oecd.org/development/evaluation](http://www.oecd.org/development/evaluation) [↑](#footnote-ref-1)
2. For more info see [www.mzv.cz/aid](http://www.mzv.cz/aid) [↑](#footnote-ref-2)
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 tender 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. [↑](#footnote-ref-3)
4. See Act No. 89/2012, the Civil Code (Part 6 – Public tender and selection of the best tender). [↑](#footnote-ref-4)