

Date: June 2023 / Reference No: JPF-SS-23-025

Request for Proposals on Third Party Evaluation of JPF Funded Projects

**Tender Reference:
JPF-23-025
June 2023**

A – INSTRUCTIONS TO BIDDERS

By submitting a proposal, the bidder accepts the special and general conditions governing this contract in full and without restriction, as the sole basis of this tendering procedure. The bidder's own conditions of sale are hereby waived.

Bidders are expected to carefully examine and comply with all instructions, forms, provisions, and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will result in the rejection of the tender.

Any reservation made by the bidder in the tender proposal will not be considered and will result in the immediate rejection of the tender without further evaluation.

The tender procedures will be conducted by personnel from the Japan Platform (JPF), and the decision will be made by the tender committee. If requested, representatives from the partner organizations may attend the tender committee as observers.

By adhering to these guidelines, the bidder can ensure that their proposal is evaluated fairly and on an equal basis with other proposals. Any failure to comply with the requirements of the tender dossier may result in the disqualification of the bidder's proposal.

1. Preamble:

The JPF is an international humanitarian aid organization which offers the most effective and prompt emergency aid in response to humanitarian needs, focusing on issues of refugees and natural disasters. JPF conducts such aid through a tripartite cooperation system where NGOs, business communities, and the government of Japan work in close cooperation, based on equal partnership, and making the most of the respective sectors' characteristics and resources.

JPF serves as an intermediary support organization providing various types of assistance to member NGOs in Japan to deliver quick and comprehensive aid on their own. JPF has supported aid activities of 46 member NGOs, each with its own set of diverse strengths. It has delivered humanitarian assistance to 50 nations and regions about 1,800 projects, with a total financial contribution of 72 billion yen. JPF has built a strong reputation based on trust by promoting cooperation among private sectors and NGOs and by accurately reporting all its activities.

Please find attached JPF Information Leaflet as Annex 1. More information on JPF can be found at <https://www.japanplatform.org/index.html>.

2. Purpose of the Request for Proposals

The purpose of this request for proposals (RFP) is to solicit competitive offers for the provision of services for the **Post-Project Evaluation of the JPF-funded WASH interventions, implemented by a member NGO, Peace Winds Japan (PWJ), in Kalobeyei Integrated Settlement, Kenya.**

JPF seeks to contract a Third-Party Evaluation (TPE) entity to accurately capture information and analyze data on implemented project activities. In particular, the TPE entity will be an essential quality assurance activity in project locations where JPF has no or limited access to for various

reasons. JPF will use the outcome of this evaluation activity to improve the current and future projects.

A detailed Terms of Reference, the draft outcome framework and the project information to be used in this evaluation can be found as an **Annexes – 2, 3 and 4** to this document. All documentation shared with the contractor is considered confidential, and a data protection protocol will be signed as part of the agreement.

4. Confidentiality:

The contractor is responsible for taking all necessary measures to protect the confidentiality of the information and data obtained during the evaluation activities. The contractor agrees to use the information and data solely for the purpose of the evaluation and to not disclose any information or data to third parties without the prior written consent of JPF.

The contractor further agrees to destroy or return all confidential information and data upon completion of the evaluation activities.

5. Deliverables

Expected deliverables are:

- An inception report, describing the methodology and plan for the evaluation and annexing the evaluation tools.
- A debriefing meeting with PWJ’s field team
- A final report, responding to the Terms of Reference
- Baseline data set, in a way that is usable for future evaluations of the WASH program, while ensuring legal and ethical compliance with personal data protection.

The contractor will report directly to JPF but will work in close collaboration with PWJ. Before commencing with the evaluation activities, the successful bidder (contractor) will work closely with JPF and PWJ. JPF will provide the contractor with relevant documentation, including the approved project documents, the past evaluation report, and other relevant information necessary for conducting the evaluation activities. The contractor is expected to undertake the fieldwork in Kalobeyei independently. PWJ field staff are only available for initial and concluding briefings. The contractor is expected to maintain regular communication with JPF and PWJ during the field-level data collection to ensure that any issues are identified and addressed promptly. The contractor will provide JPF with timely feedback, particularly in cases where immediate attention or action is necessary. The contractor will work closely with project staff and partners to ensure that the evaluation process is conducted in a transparent and collaborative manner. The contractor will also be available to address any questions or concerns from project stakeholders related to the evaluation process.

6. Call for proposals Schedule

	DATE	TIME*
Tender publication date	26 June 2023	
Deadline for request for any clarifications from JPF	3 July	17:00
Last date on which clarifications are issued by JPF	6 July	17:00

Deadline for submission of tenders (receiving date, not sending date)	14 July	17:00
Notification to shortlisted candidates	19 July	-
Meeting with short listed candidates	Week of 24 July	-
Notification of award to the successful tenderer	28 July	
Signature of the contract	3 Aug	

*Time in Tokyo (GMT +9)

Contact Person: JPF Procurement Department
Contact E-Mail: procurement@japanplatform.org

7. Questions and Clarifications

If JPF provides any additional information on the call for proposals, whether at its own initiative or in response to a request from a prospective bidder, such information will be communicated in writing to all bidders simultaneously. Bidders are encouraged to carefully review the call for proposals and may submit written questions to the above email address before the deadline for clarification requests, specifying the tender reference number. JPF will respond to all written questions in writing and will communicate the responses to all bidders simultaneously. JPF will ensure that all bidders have equal access to information related to the tender and that the tender process is conducted in a transparent and fair manner.

8. Eligibility Documents Required for the Bidders

This tender is open to all natural and legal entities that are capable of providing the required documents as specified in the tender. JPF is committed to ensuring that the tender process is conducted on an equal and transparent basis, without discrimination or preferential treatment towards any bidder. If any of the required documents are in a language other than English, bidders must provide an English-translated copy along with the original document. This requirement ensures that all bidders have equal access to information related to the tender and that the evaluation process is conducted in a fair and impartial manner.

To participate in this tender, bidders must provide the following documents:

- *(Organizational) Profile Document*: This document should provide detailed information on the bidder's capacity and services, including previous and ongoing work (particularly in Kenya), relevant experiences, registration details, establishment year, number of offices, number of full/part-time staff, experts, surveyors, etc.
- *Valid Company Registration Documents (only applicable to legal entities)*: Bidders must submit valid company registration documents, including licenses obtained from the relevant governmental institution.
- *Tax Documents*: Bidders must provide the most recent original and valid tax documents.
- *Address Declaration*: Bidders must provide an address declaration for notifications, including phone and email address information. Bidders should indicate if they have an office in the countries of the target projects.
- *Signature Declaration*: Bidders must provide a signature declaration or list of authorized signatures indicating that they are authorized to submit bids.
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- Written Commitment: Bidders must provide a written commitment to not carry any of the "reasons for exclusion from the tender."

The Technical Proposal should include the following:

- Evaluation Design and Methodology: The bidder should provide a detailed evaluation design and methodology that outlines how the evaluation will be conducted, including types of data collection tools to be used and a methodology of how the data will be analyzed.
- Monitoring and Evaluation Targets: The bidder should indicate the monitoring and evaluation targets for field visits, household surveys, focus group discussions, and key informant interviews separately for each project.
- Evaluation Implementation Work and Time Plan: The bidder should provide an evaluation implementation work and time plan that outlines the steps to be taken and the timeline for completion.
- Network and Access Information: The bidder should provide information on their network and access to the target locations.
- Safety and Security Policies: The bidder should provide safety, security and other relevant policies and procedures that will be applied during the evaluation.
- Confidentiality and Data Protection Policies: The bidder should provide confidentiality and data protection policies and procedures that will be applied during the evaluation.
- Personnel List and CVs: The bidder should provide a list of personnel who will be assigned to the contract, detailing the tasks of each, and provide CVs for listed key personnel. At least 50 percent of field monitors must be female, and gender equality in the project team will be recognized during the evaluation of bids.
- Writing samples: Two evaluation reports from the previous work that are of relevance to this evaluation.

The Financial Proposal should include the following:

- Taxes and Costs: The bidder should include all taxes and costs associated with the proposed evaluation, ensuring that there are no hidden costs.
- Project Cost and Total: The financial proposal should show the breakdown and the final total. A total sum shall not exceed USD 18,000.
- Payment Conditions: The bidder should include payment conditions, indicating the payment schedule and method of payment for the project.

9. Bidding format and content

The proposal should consist of three separate sub-folders, including administrative documents, technical proposal, and financial proposal. Bidders must submit all documents in the same sequence as listed in clause 8.

All documents should be scanned and submitted via email, or a link should be provided to download the documents. The following documents should be included in the bidding proposal:

- The tender reference number JPF-SS-23-025 must be specified in the email and file names
- Bidders who bid as a joint venture must sign the bids by all partners or by persons authorized to bid.
- In the tender letters for consortium bidders, the price that the consortium partners offer for the parts of the business that require their expertise will be written separately.

- The sum of the prices that the consortium partners offer shall constitute the consortium's total bid price.
- All bid letters submitted by the joint venture must be signed by all partners or by the representatives of the partners.

Proposals that do not conform to these requirements or have scrapes, erosions, or corrections will be rejected and will not be considered as submitted at all. These requirements ensure that the bidding process is conducted in a transparent and fair manner and that all bidders have an equal opportunity to submit their proposals.

10. Currency of tenders

The amounts quoted in the offers given by the companies are required to be written in American Dollar - USD.

12. Language of offers and procedure

The proposals and all other related documents shall be the scanned version of the original document and shall be written in English. If the original document language is in a language other than English then the translation of the document will be accepted along with the original.

13. Alteration or withdrawal of tenders

Bidders may not alter or withdraw their tenders after submission.

14. Notification award and contract signature

The successful bidder will be notified in writing, and the contract will be signed within ten (10) calendar days. Prior to the signing of the contract, a meeting will be conducted between JPF and the successful bidder to discuss the contract's terms and conditions. Firms that are not selected as a result of the evaluation will be notified in writing within fifteen (15) working days. If the successful bidder fails to sign the contract, the second-best bidder will be notified in writing by the tender committee, and a contract will be signed within ten (10) calendar days.

15. Cancellation of the tender procedure

In the event of a tender procedure's cancellation, JPF will notify the bidders of the cancellation. The tender procedure may be canceled in the following circumstances:

- The tender procedure has been unsuccessful, where no qualitatively or financially worthwhile tender has been received, or there has been no response at all.
- The economic or technical parameters of the project have been fundamentally altered.
- Exceptional circumstances or force majeure render the normal performance of the TPE impossible.
- All technically compliant tenders exceed the financial resources available.
- There have been irregularities in the procedure that prevent fair competition.

JPF shall not be liable for any damages arising from the cancellation of the tender, regardless of their nature (including damages for loss of profits) or relationship to the cancellation. The publication of a procurement notice does not obligate JPF to implement the announced third-party monitoring.

16. Reasons for disqualification from the tender

Bidders in the following cases shall be excluded from the tender if they are found to be:

- Bankrupt, in liquidation, or in a similar situation according to the legislative provisions in their home country, whose work is carried out by the court, declare concordat, or suspend their business.
- Proven by the employer to have engaged in activities that violate business or professional ethics during the course of business with the organizations within five (5) years prior to the date of procurement.
- Their membership/license has been canceled from the chamber they were required to register with, in accordance with the legislation as of the date of procurement.
- Bidders that fail to provide the requested documents, provide incomplete or misleading information, and/or submit falsified documents as requested by this tender dossier.
- Bidders shall be excluded from the tender if they engage in any of the following activities:
 - Committing or attempting to commit mischief, fraud, making promises or threats to influence, exploiting the tender for personal gain, making deals, extortion, bribery, or other means of breach.
 - Engaging in acts to influence other bidders' willingness to attend the tender, preventing their participation in the tender, making or offering deals to other bidders, and engaging in acts to influence fair competition or the tender decision.
 - Arranging, using, or attempting to falsify documents or fraudulent collateral.
 - Submitting more than one proposal, either directly or indirectly, in person or by proxy, on behalf of oneself or others.

17. Ethical Considerations

To ensure ethical conduct during monitoring and evaluation activities, the selected TPE entity must adhere to the following principles:

- All activities should be designed and conducted within the framework of Do No Harm principles and should respect and protect the safety, rights, and welfare of the beneficiaries, stakeholders, and the general public. The TPE entity should take all reasonable steps to ensure that monitoring and evaluation activities do not contradict ethical principles.
- The TPE entity must obtain consent from all participants in M&E data collection activities and must keep all data gathered confidential. Ownership of all data, information, and findings gathered through different M&E activities lies with the contracting authority (JPF).
- The TPE entity must adhere to the principles and policies of the member NGO, with special attention given to Child Protection principles, Gender policy, and Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) policy.
- The TPE entity is responsible for having Health, Safety and Security principles, policies, and guidelines in place to protect their own staff, beneficiaries, and third parties. It is expected the selected consultant / TPE company to follow COVID 19 regulations in the country or to take necessary precautions if the Covid situation and risk at the target location and community is higher than the overall country risk level.

18. List Annexes

- Annex 1 JPF_Info_Sheet

- Annex 2 Terms of Reference for Evaluation
- Annex 3 Outcome Framework (to be developed further before the start of the evaluation)
- Annex 4 Project Information