



# **Request for Proposals for Third-party Evaluation of JPF Funded Project in Ethiopia**

**Tender Reference:  
JPF-ETH-25-07**

**28 November 2025**

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## A - INSTRUCTIONS TO BIDDERS

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By submitting a tender, the bidder accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which hereby waives.

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 (hereinafter referred to as "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 caused by armed conflicts 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 49 member NGOs, each with its own set of diverse strengths. It has delivered humanitarian assistance to 65 nations and regions about 2,400 projects, with a total financial contribution of 96 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 evaluation services for *one project* which is funded by JPF and implemented by member NGO through their local partner.

JPF seeks to contract a Third-Party Evaluation (TPE) contractor to accurately capture information, verify activities and analyze data on implemented project activities, and provide recommendations that can be utilized when implementing same or similar projects. In particular, the TPE contractor 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 future projects. The evaluation reports will be made available to public as a part of JPF's activity to ensure accountability to the donor and public.

### 3. The main objectives of the evaluation activities are:

To ensure the effectiveness and success of humanitarian projects, evaluation activities play a critical role. These activities serve several key objectives, including:

- Verifying adherence to humanitarian principles and standards: Evaluation activities should verify that all relevant humanitarian principles and standards, including the Core Humanitarian Standards (CHS), are being respected. This helps to ensure that the project is being implemented in a way that is consistent with best practices and industry standards.

- Ensuring adherence to project proposal: Evaluation activities should also verify that project activities are being implemented according to the project proposal. This helps to ensure that the project is staying on track and meeting its objectives.
- Analyzing project impact: Evaluation activities should also analyze the impact of the project on the target population. This helps to determine whether the project is having the desired effect and meeting the needs of the intended beneficiaries.
- Understanding beneficiary satisfaction: Evaluation activities should seek to understand the level of beneficiary satisfaction with the project. This helps to ensure that the project is meeting the needs and expectations of those it is intended to serve.
- Providing feedback for project improvement: Evaluation activities should provide feedback to the project team to help improve their future planning. This can include identifying the strengths and weaknesses of the project and suggestions for changes to the project design, implementation, or monitoring and evaluation.
- To assess how roles and responsibilities are shared and executed among Japanese member NGOs, regional offices, and local implementing partners across the project cycle, and to evaluate the effectiveness of coordination, support, and oversight mechanisms to inform future improvements.

#### 4. Scope of Services

This RFP encompasses evaluation of **one project mentioned below** as part of JPF quality assurance activities. Before commencing with the evaluation activities, the successful bidder (contractor) will work closely with JPF and member NGO in Japan and their local partner in Ethiopia. JPF will provide the contractor with relevant documentation, including the approved project proposal documents and other relevant information necessary for conducting the evaluation activities. The evaluation will cover conceptualization, design, implementation, reporting, and evaluation of results, engaging all project stakeholders and beneficiaries.

The scope of this RFP under Ethiopia Conflict Response Program 2025 focuses on the evaluation of 1 project according to the OECD-DAC criterion and core humanitarian standards. JPF, member NGO and the contractor will identify the prioritized criterion and core humanitarian standards for this evaluation.

Drawing from the insights gathered from the third-party evaluation of the project, the report will provide actionable recommendations for JPF member NGO and its local partner. These recommendations will guide the selection and implementation of projects that align with the evolving needs of the local communities in Ethiopia.

##### 4.1 The Scope of Evaluations includes, but not limited to followings;

1. Conduct the output to review, validating the efficient delivery of intended outputs and ascertaining if and how they led to the intended outcome as per the purpose statement (in line with OECD DAC criteria).
2. Assess the status of the outputs and outcomes outlined at the approved project proposal and present it as a table at the final report.
3. Assess the level of satisfaction of stakeholders and beneficiaries (disaggregated by gender) with the changes brought by the project. Seek feedback from relevant stakeholders on the project interventions (in line with OECD DAC criteria of effectiveness).
4. Assess the contributions of the project to the countries relevant Clusters and Humanitarian Response Plan (HRP) objectives and goals (in line with OECD DAC criteria of impact and relevance).
5. Assess the level of participation of, and accountability to the crisis affected people, particularly vulnerable individuals including women, in the project related decision making and assess how effectively the project strengthened the key local actors.
6. Draw lessons learnt from the evaluation for the implementing NGO, JPF and other JPF member agencies active.
  - a. Recommendations for the implementing NGO on the project design, implementation modality and stakeholder engagement.
  - b. Recommendations for the member NGO on the project implementation that includes needs

- assessment, designing, selection of local partner organization, capacity assessment and development of implementing partner, coordination, monitoring and evaluation of implementing partner's activities.
- c. Replicable lessons learnt on gender equity, awareness raising, inter-sectoral programming that are of broader relevance beyond this project.
  - d. Recommendations for JPF on the program priorities
  - e. Areas for further discussion between JPF and its member agencies on the localization agenda and humanitarian-development-peace nexus
7. Technical Capacity and Expertise Review
- a. Considering the sector that the member NGOs are working, do they need any technical capacity or technical expert on board or external to support the local implementing partner / project implementation?
  - b. What technical capacity and expertise that the member NGO / implementing partner has? (Internal – External). Special attention should be given to how member NGO's technical inputs and leadership supported the local partner during implementation, and in what areas further development would be beneficial.
  - c. From the perspective of the local implementing NGO / local staff, what is the technical capacity or expertise support that they have received during the project implementation from the member NGO?
  - d. What would be the areas that the member NGO should have technical capacity or expertise to ensure quality and improvement of the project activities?
  - e. Assess the active involvement and support of JPF member NGO staff in field research, needs analysis, monitoring, and information gathering.
8. Partnership and Management Modality Review
- a. Considering the different types of partnerships modalities, what is the approach of member NGOs?
  - b. What are the areas for improvement considering from the selection of partners, due diligence checks, risk transfers to capacity building of local partners?
  - c. Considering the limited access of the member NGO staff to project locations, what are the best practices to ensure good checks and balances and quality outcome of the activities?
  - d. Assessing the MEAL system and practices applied by the member NGO for quality assurance as well as ensuring feedback and complain mechanisms are in place.
  - e. The evaluation should also examine the practice of subcontracting field activities to local organizations with deeper contextual knowledge ('second-tier subcontracting'). The review should assess how this arrangement contributed to safety, community acceptance, and smooth project implementation, and what lessons can be drawn for future programming."
9. Initiative, leadership, substantial commitment and Visibility of member NGO
- a. Assessing and evaluating the initiative, leadership and substantial commitment of the member implementing NGO, even in the case of remote management due to security regulations preventing Japanese national staff members from entering beneficiary country or region.
  - b. Checking the visibility of the project in accordance with the JPF Visibility Guidelines, signed cooperation agreement and agreed terms with member NGO.

**Methodology:** The evaluation methodology will be based on the OECD-DAC criteria, Core Humanitarian Standards and will employ mixed-methods to provide a comprehensive assessment of the project's performance. The evaluation will involve desk reviews of project documents, surveys, interviews, focus group discussions, and site visits.

**Data Collection:** The data collection process will include a review of project documents, such as project proposals, log-frames, progress reports, and other project outputs including tools and guidance materials, and monitoring data. Primary data will be collected through field surveys, interviews, and focus group discussions with project stakeholders, including beneficiaries, project staff, government officials, donors, UN agencies, and community leaders. Unless it is agreed with JPF, the data will be collected face to face.

Data Analysis: The data collected will be analyzed using both qualitative and quantitative methods, including statistical analysis, content analysis, and thematic analysis. The analysis will focus on assessing the project's relevance, effectiveness, efficiency and impact and identifying the key factors that have contributed to achieving or not achieving the intended results.

Reporting: The evaluation will result in a comprehensive report that will include an executive summary, evaluation findings, conclusions, and recommendations. The report will be in written format, targeting project stakeholders, including government officials, donors, UN agencies, and communities.

Timeline: The evaluation assignment is expected to take place between January 2026 and May 2026, covering all phases including inception, tool development, data collection, analysis, reporting, and debriefing. As the project will officially end on 28 February 2026, all field-level data collection must be completed before the project's end date.

To avoid delays associated with Ramadan, the contractor is expected to conduct field data collection in early February 2026 at the latest, ensuring all interviews, FGDs, and site visits are completed before the anticipated start of Ramadan in mid-February. The inception phase, including document review and tool development, will therefore begin immediately after contract signature in early January 2026.

A detailed work plan with proposed dates and deliverables will be developed during the inception phase in close coordination with JPF, the member NGO, and the implementing partner, while taking into account local contextual constraints and access considerations in Ethiopia.

At the end of the evaluation assignment, the contractor will conduct a final debriefing session to present evaluation findings, conclusions, and recommendations to JPF and relevant stakeholders.

Human Resources: The evaluation team shall consist of qualified evaluation specialists, data collectors, data analysts, and report writers, as well as any additional experts required to carry out the assignment. All personnel must demonstrate the necessary technical expertise and professional experience relevant to the scope of work. Given the technical areas covered by the project, the bidder must include specialists with proven expertise in:

- WASH, including water supply systems, latrine construction, hygiene promotion, and community-based management structures;
- Protection and GBV, including GBV risk mitigation, referral pathways, and women's protection concerns;
- Women's and girls' health, including menstrual hygiene management and related education;
- Food security.

Bidders who do not have in-house specialists in one or more of these domains must explicitly state this and provide a clear plan outlining how technical quality will be ensured, including the use of local or external subject matter experts where necessary.

Access to Target Locations: The bidder should have access to the project locations and should process all required permissions from the authorities prior to the implementation of the field work.

The project brief information can be found as an Annex - 2 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.

## **5. Confidentiality:**

The contractor is responsible for taking all necessary measures to get the consent and 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.

## 6. Deliverables

The contractor will report directly to JPF but will work closely with the member NGO and project implementing partner. During the course of the field level data collection, the contractor is expected to provide JPF with timely feedback, notably in instances where immediate attention or action is warranted. For all tasks specific tools and templates will be developed and agreed to between JPF and the contractor following signing of the contract. It is expected that the reports provided by the contractor will adhere to the agreed upon templates. For all remaining tasks, general approaches will be developed and agreed to between JPF and the contractor, upon signing of the contract.

Expected activities and deliverables are:

- Kick Off Meeting with JPF, member NGO and local partner/office representatives to start the evaluation process and communication to gather required information for the inception report.
- Inception Report and Meeting: the contractor will provide a draft inception report specific to each project, including a detailed work plan and methodology, including approach, guiding questions, interview/survey questions, a proposed list of stakeholders to be interviewed or otherwise involved, proposed schedule of site visits, sample beneficiary and key informant selection strategy, a list of data to be collected and a timeline for the evaluation process. The inception reports will be finalized after receiving all the final feedback and comments at the inception meeting.
- Data Collection Tools: Along with the inception report, the contractor will develop data collection tools and methodologies per project.
- Weekly and/or Monthly Reports: the contractor will submit a weekly/monthly report, containing timely, relevant, and verified project-level information to JPF.
- Case Studies: the contractor is expected to gather case studies, one per each project.
- Project Based Evaluation Reports: The contractor will submit an evaluation report for each project. It is expected that the TPE contractor will submit a draft report and, after two rounds of feedback, will submit a final report.
- Raw Data and Visuals: the contractor will submit raw data and visuals collected during the assignment.
- Debriefing Workshops: At the conclusion of the project evaluation, the contractor shall conduct two debriefing workshops; one for the implementing partner and/or the local office of the member NGO in the appropriate local language, and a second for JPF and the relevant member NGO representatives in English. These sessions will present the evaluation findings, conclusions, and recommendations, and will provide space for discussion and clarification to inform ongoing and future programming.

The contractor must ensure that the evaluation is conducted in a transparent and collaborative manner and remain available to address questions or clarifications from JPF, the member NGO, and the implementing partner throughout the assignment.

## 7. Call for Proposal Schedule

	DATE	TIME*
Tender publication date	28 November 2025	-
Deadline for request for any clarifications from JPF	05 December 2025	18:00
Last date on which clarifications are issued by JPF	08 December 2025	18:00
Deadline for submission of tenders (receiving date, not sending date)	12 December 2025	18:00
Tender Committee Meetings by JPF	15-17 December 2025	-
Online Meetings with short listed Companies	18-19 December 2025	-
Notification of award to the successful tenderer	26 December 2025	-
Signature of the contract	09 January 2025	-

\* All times are in the local time of Tokyo, Japan.

## 8. Questions and Clarifications

If JPF, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender dossier, such information will be communicated simultaneously in writing to all the bidders. Bidders are encouraged to carefully review the call for proposals and may submit written questions to the following 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.

Bidders may submit questions in writing to the following address by email before the deadline for request for any clarifications, specifying the tender reference number JPF-ETH-25-07.

Contact Person:

Name / Surname	Title	E-Mail Address
Procurement Department	-	<a href="mailto:procurement@japanplatform.org">procurement@japanplatform.org</a>

Any explanation or amendment to be made regarding the tender dossier shall also be shared with all applicants simultaneously. Bilateral negotiations will not be held with the institutions applying during the tender.

## 9. Meeting with the Institutions / Company Visits

No clarification or bilateral meeting will be held with the entities applying during the tender. Company visits will not be conducted. However, online meetings will be held with the short-listed candidates as mentioned under Clause 7.

## 10. Eligibility Documents Required for the Bidders

This tender is strictly limited to legally registered companies and organizations. Individual consultants and groups or consortiums of individual consultants are not eligible to apply. Only corporate entities capable of submitting all required administrative documents, as specified in this dossier, may participate. JPF is committed to ensuring that the tender process is conducted on an equal and transparent basis, without discrimination or preferential treatment towards any eligible bidder. If any required documents are issued in a language other than English, bidders must provide an English translated copy alongside the original to ensure equal access to information and a fair, impartial evaluation process.

The bidder must provide Administrative Documents, Technical Proposal, and Financial Proposal. JPF needs to see clearly the evaluation design, methodology, targets, work plan and proposed team for each project.

**Note:** Bidders who have previously been selected through a JPF tender process and have already provided evaluation services do not need to resubmit administrative documents. Such bidders may submit only the **Technical Proposal** and **Financial Proposal**.

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, relevant experiences, registration details, establishment year, number of offices, number of full/part-time staff, experts, surveyors, etc.
- Valid Company Registration Documents: 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 project.
- Signature Declaration: Bidders must provide a signature declaration or list of authorized signatures indicating that they are authorized to submit bids.
- List of Ongoing or Past Activities: Bidders must provide a detailed list of any ongoing or past activities of their organization in the respective countries, along with organization and contact person for reference checks.

- 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.
- Evaluation Targets: The bidder should indicate the evaluation targets for field visits, household surveys, focus group discussions, and key informant interviews for this 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 of their capacity to access the target locations. The proposal should clearly indicate the bidder's operational capacity in target country, including the role of associates or local partners, and explain how they will work together during implementation.
- Safety and Security Related Policies: The bidder should provide safety and security related 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.
- Data Collection Tool and Methodology: The bidder should provide information on the data collection tool and methodology of how the data will be analyzed.
- 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.
- Sample Questionnaire and Report: The bidder should provide a sample questionnaire and report (with all related information removed to ensure anonymity).
- Alternative Methodology and Activities: The bidder should provide an alternative methodology and activities if the proposed activities cannot be conducted due to identified contextual risks, limitations and restrictions.

The Financial Proposal should include the following:

- Taxes and Costs: The bidder must include all taxes and costs associated with the proposed evaluation, ensuring that there are no hidden costs.
- Project Cost and Total: The financial proposal must present a detailed cost breakdown with a final total.
- Payment Conditions: The bidder must include payment conditions, indicating the payment schedule and method of payment for the project.

## 11. Tender Evaluation and Selection Criteria

The evaluation and selection of tenders will follow a multi-stage process to ensure compliance, transparency, and equal treatment of all eligible bidders. Only legally registered companies meeting all submission requirements are eligible for assessment. Individual consultants or groups of individual consultants are not eligible.

**11.1. Stage 1: Eligibility and Submission Compliance Screening:** All proposals received **on time** and containing **all mandatory administrative, technical, and financial documents** as outlined in Clause 10 will proceed to the next stage. Proposals that are late, incomplete, or missing required documents will be registered but not evaluated further.

**11.2. Stage 2: Administrative Evaluation (%30):** Eligible proposals will undergo an Administrative Review to confirm compliance with the tender requirements and to assess the bidder's organizational suitability. This review will broadly examine the company's legal standing, operational experience, institutional capacity, and relevance to the scope of work. Particular attention will be given to whether the organization's core mandate aligns with monitoring and evaluation functions, its demonstrated experience in humanitarian TPM or evaluation activities, and its ability to operate effectively in contexts similar to the project locations. The administrative evaluation will also verify the completeness and



validity of all required documents, including company registration, tax records, authorized signatures, and reference information, as well as the clarity and coherence of the submitted technical and financial proposals. Based on this review, each bidder will receive an Administrative Score. Only bidders achieving a score of **90 points or higher**, or those with a strong positive performance history with JPF, will proceed to the Technical Evaluation stage.

**11.3. Stage 3: Technical Evaluation (%70):** The Technical Proposal will be assessed on its overall quality, methodological soundness, and alignment with the Terms of Reference. The evaluation will consider the extent to which the proposed approach demonstrates a clear understanding of the project objectives, the operational context in Ethiopia, and the technical areas relevant to this tender, including WASH, GBV, and Food Security. Proposals will be reviewed for the robustness and feasibility of the evaluation design and methodology, the appropriateness of sampling strategies, and the coherence of the proposed work plan and timeline.

The qualifications and composition of the proposed team, including sectoral expertise, local language skills, and the ability to deploy field teams in Ethiopia, will form an important part of the assessment. Review will also be given to the clarity and quality of any sample tools or reports submitted, as well as the bidder's adherence to ethical and safeguarding standards, including CHS, child protection, gender, PSEAH, data protection, and Do No Harm principles. Finally, evaluators will consider the overall coherence of the proposal and the bidder's prior experience conducting third-party evaluations in comparable humanitarian contexts.

A technical score will be assigned based on these considerations. Only bidders achieving **a score of 80 points or above** in the technical evaluation will proceed to the next stage.

**11.4. Stage 4: Combined Administrative and Technical Score:** For bidders passing both reviews, the combined score will be calculated as:  $\text{Combined Score} = (\text{Administrative Score} \times 30\%) + (\text{Technical Score} \times 70\%)$ . Only bidders with a competitive combined score will be considered for the financial evaluation.

**11.5. Stage 5: Financial Evaluation:** All Financial Proposals submitted will be formally registered; however, **only bidders who have successfully passed both the Administrative and Technical Review stages and obtained a combined score of at least 75 points** will proceed to the financial evaluation. Financial proposals from bidders that do not meet this threshold will not be scored. For eligible bidders, the Financial Proposal will be assessed for completeness, clarity of the cost breakdown, and overall competitiveness. The lowest-priced, fully compliant proposal will receive the maximum financial score (40%). All other eligible financial proposals will be scored proportionally according to the following formula:

$$\text{Financial Score} = 100 \times (\text{Lowest Eligible Bid} / \text{Bidder's Proposed Price})$$

The financial score will then be weighted at **40%** as part of the final evaluation.

**11.6. Stage 6: Final Total Score:** Following the completion of the technical and financial evaluations, a final weighted score will be calculated for each eligible bidder. This score reflects the relative importance assigned to both components of the assessment, with the technical evaluation contributing 60% of the final score and the financial evaluation contributing 40%. By applying these weightings, each bidder receives a consolidated score that allows for an objective comparison of proposals. Bidders will then be ranked according to their final weighted score, which will serve as the basis for determining the most competitive and suitable candidate to advance to the next stage of the selection process.

**11.7. Stage 7: Interviews with Shortlisted Bidders:** The top **three** bidders with the highest Final Scores will be invited for an online interview. During the interview, the evaluation panel will assess technical understanding, team composition, contextual awareness, and ability to deliver under the ToR. The interview will be scored separately.

**11.8. Stage 8: Final Selection Process:** The tender selection committee will make the final award decision by considering the bidder's overall performance across all evaluation stages, including the final weighted score from the technical and financial assessments, the results of the interview, and the committee's holistic judgment of the bidder's capacity to deliver the assignment effectively. Following this

comprehensive review, the bidder with the highest combined score will be selected for the contract award.

## **12. 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 10.

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-ETH-25-07* 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.

## **13. Period of validity**

The validity period of the tenders shall be at least 60 calendar days from the date of submission. The bids which have shorter period of validity will not be taken into account.

In case of need, the Contracting Authority will make a request for extension of the validity period of the bid for a maximum of 30 days. The tenderer may accept or reject this request of the Contracting Authority. Requests and answers in this regard shall be made in writing.

Successful bidder must ensure the validity of the bid for the following 60 days from being notified of the entitlement to the contract. Regardless of the date of notification, 60 days are added to the first 60 days.

## **14. Currency of tenders**

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

## **15. 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.

## **16. Alteration or withdrawal of tenders**

Bidders may not alter or withdraw their tenders after submission.

## **17. Notification award and contract signature**

The successful bidder will be notified in writing, and the contract will be signed within ten (10) business 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. Bidders 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) business days.

## **18. 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 evaluation.

## **19. 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.

## **20. Ethical Considerations**

To ensure ethical conduct during monitoring and evaluation activities, the selected TPE contractor 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 contractor should take all reasonable steps to ensure that monitoring and evaluation activities do not contradict ethical principles.
- The TPE contractor 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 contractor must adhere to the principles and policies of the member NGOs, with special attention given to Child Protection principles, Gender policy, and Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) policy.

The TPE contractor is responsible for having Health, Safety and Security principles, policies, and guidelines in place to protect their own staff, beneficiaries, and third parties.

## 21. Submission of Proposals

Only legally registered companies and organizations are eligible to submit proposals for this tender. Interested companies shall submit their proposals, accompanied by all information and administrative documents listed under Clause 10. The documents shall be in PDF format and signed by the authorized person. All the documents shall be in a zipped file and shall be sent to the following e-mail address;

Name / Surname	Title	E-Mail Address
Procurement Department	-	<a href="mailto:procurement@japanplatform.org">procurement@japanplatform.org</a>

## 22. Ownership of tenders

JPF is obliged to keep the bids collected as a result of this tender for future audits.

## 23. List Annexes

- Annex 1 JPF\_Info\_Sheet
- Annex 2 Projects Summary Documents for Evaluation
- Annex 3 JPF CHS Evaluation Framework (*The scope of this RFP under Ethiopia Conflict Response Program 2025 focuses on the evaluation of one project according to the OECD-DAC criterion and core humanitarian standards.*)