

\*The following annex is indicative – not exhaustive – and can be modified based on needs

### Annex IV: SERVICE/CONSULTANCY PROVISION

Procedure Title	Negotiated Procedure for Gender Analysis
Tender Reference	LB.FGPII.BMZ.2023.NP001

### Technical description

#### A. TENDER PURPOSE AND EXPECTED RESULTS

(Bidders should describe in details the type of services and the expected deliverable, using the present annex as template and elaborating their proposal providing details of each of the items listed below. E.g. the table below *could be used alongside narrative description and changed as necessary or replace the annex with relevant doc/info*)

#### Consultant Responsibilities

The selected consultant will be responsible for the following:

- Development of the overall research methodology (e.g. study protocol, development of questionnaires, analysis plan)
- Development of research tools to properly conduct the gender analysis.
- Determining the number of interviews that will be needed. The number of interviews for each level (village – cooperative levels) will be proposed by the consultant in its offer.
- The interviews for the assessment at the municipality level will be organized by the consultant.
- Conduct secondary data analysis to inform the overall gender analysis.
- The consultant is requested to arrange her/his own transportation.
- Develop 4 reports, one for each target territory and cooperative; the consultant will be requested to present the final report in a presentation to and discussion with the cooperative members.

#### JPII Responsibilities

- Focus groups and other interviews will be organized with the support of JPII staff.
- Provide the list of cooperative members and reference contact in order to schedule and carry out the individual interviews at the level of the cooperative target.
- Facilitate contacts with key stakeholders for the gender analysis.

#### Duration of the analysis

As stated above, the first analysis will be also utilized to tailor the methodology for the analysis in the next 3 cooperatives.

Analysis	Starting time	Deadline
First study territory: to be used to pilot the methodology	1 <sup>st</sup> April 2023 development of protocol, tools, etc. 10 April data collection 20 April 2023 – Draft report Mid-May – Final Report	End of April 2023 – draft report Mid-May 2023 - final report and focus group discussion to share findings with the cooperative
Second and third study territories	September 2023	End of December 2023
Fourth analysis	January 2024	End of April 2024



**Submission of the proposal:**

The consultant is requested to submit the technical proposal for the study, taking into account the information described in this Terms of Reference. In the proposal, it must be clearly specified the number of interviews to be implemented in the field and to specify in case the consultant will engage other people in data collection. The structure of the forthcoming reports must also be clearly illustrated.

The CV of the consultant/s engaged in the analysis must be submitted as annex to the proposal.

The consultant is requested to submit the budget, detailed per each component of the study, in order to assess the weight given to the different parts of the analysis.

**Bidders:**

Place and Date

Name of Vendor

Name of Representative

Signature

Company stamp



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### Annex V Economic Offer

Procedure Title	Negotiated Procedure for Gender Analysis
Tender Reference	LB.FGP11.BMZ.2023.NP001

SERVICE/Consultancy DESCRIPTION					
No.	Description	Unit	Q.ty	Unit price (USD w/o VAT)	Total (USD, without VAT)
		study	4		
	<b>Total</b>				
	VAT 11%				
	<b>GRAND TOTAL</b>				

#### Example of Table for breakdown description of service component

Place and Date \_\_\_\_\_

Name of Vendor \_\_\_\_\_

Name of Representative \_\_\_\_\_

Signature \_\_\_\_\_

Company stamp \_\_\_\_\_



**Annex VI Previous experiences**

Procedure Title	Negotiated Procedure for Gender Analysis
Tender Reference	LB.FGPII.BMZ.2023.NP001

The Bidder is requested to:

1. Submit the **Company Profile**
2. Complete the following **Previous Experience Table** listing the contracts undertaken in the past 5 years similar to the services required under this contract

#	Name of Project / Type of service	Total value of the performed service (.....)	Duration of the contract	Starting date	Ending date	Contracting Authority and Place
1						
2						
3						
4						
5						

Place and Date

Name of Vendor

Name of Representative

Signature

Company stamp