

LETTER OF INVITATION TO TENDER

Place and date.: Hellerup, Denmark, July 2022
Subject: Invitation to tender for Impact assessment of Danmission's Engagements
Funded by the Danish Arab Partnership Programme (DAPP)
Reference: T2022/18/P20-008DAPP

Dear Madam/Sir,

This is an invitation to tender for the above-mentioned service contract. Please find enclosed the following documents, which constitute the tender dossier:

- A. [Instructions to tenderers](#)
- B. [Draft Service Contract](#)
 - 1. Annex 2 - Danmission's Anti-Corruption Policy and Code of Conduct
 - 2. Annex 3 - Danmission's Ethical Code of Conduct
- C. [Terms of Reference](#)
- D. [Financial Offer](#), Global fixed price.
- E. [Evaluation Grid](#)
- F. [Signed Tender form](#)

For further information about the procurement procedure, please contact: Julianne Sloth Bach, Programme Advisor DAPP, jsb@danmission.dk. Deadline for questions is 7th of August and answers will be provided 10th of August 2022.

By submitting a tender, you accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the contracting authority sends it to the electronic address you referred to in your offer.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,

Julianne Sloth Bach

Programme Advisor DAPP, Danmission

A. INSTRUCTIONS TO TENDERERS

By submitting a tender, tenderers fully accept the conditions governing the contract as the sole basis of this tendering procedure. Tenderers are expected to examine carefully and comply with all instructions, forms and contract provisions contained in this standard tender dossier. Failure to submit an offer containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

These instructions set out the rules for the submission, selection and implementation of contracts financed under this call for tenders.

1. Services to be provided

The services required by the contracting authority are described in the terms of reference, which can be found in section C Terms and Reference section of this tender dossier.

2. Timetable

| | DATE | TIME |
|---|---|------------|
| Deadline for requesting clarifications from the contracting authority | 7 th of August 2022 | 16:00 CEST |
| Last date on which clarifications are issued by the contracting authority | 10 th of August 2022 | 16:00 CEST |
| Deadline for submission of tenders | 14 th of August 2022 | 16:00 CEST |
| Interviews (if any) | 22 nd to 24 th of August 2022 | |
| Completion date for evaluating technical offers | 25 th of August 2022 | |
| Notification of award | 25 th to 31 st of August 2022 | |
| Signature of the contract | 25 th to 31 st of August 2022 | |
| Start date | 1 st of September 2022 | |

3. Additional information before the deadline for submission of tenders

Tenderers may submit questions in writing to the following address up to 7 days before the deadline for submission of tenders, specifying the Tender reference, the contract title and contact information: Julianne Sloth Bach, jsb@danmission.dk, Danmission Headquarters, Hellerup, Denmark.

4. Clarification meeting

No clarification meetings. Visits by individual prospective tenderers during the tender period cannot be organised.

5. Eligibility rules and exclusion criteria

5.1 Natural or legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the below situations:

- they are bankrupt or subject to insolvency;
- they are in breach of their obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;

- they are guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards or found guilty of fraud, corruption, money laundry, child labour, or any form of trafficking.
 - Should they do so, their tender will be considered unsuitable and disregarded. By signing this tender dossier, tenderers provide their declarations on honour that they are not in any of the above exclusion situations.
- 5.2 To be eligible to take part in this tender procedure, tenderers must comply with the necessary technical and legal requirements and have the financial means to carry out the contract effectively. The contracting authority may demand proof of the tenderer's economic and financial capacity to perform under the tender.
- 5.3 Subcontracting is allowed, but the contractor will retain full liability towards the contracting authority for the performance of the contract as a whole.

6. Type of contract

Output-based contract (Global fixed price): The service will be paid on the basis of the delivery of the specified outputs.

7. Currency

Tenders must be presented in USD with indication of the exchange rate.

8. Lots

This tender procedure is not divided into lots.

9. Period of validity

Tenderers will be bound by their tenders for a period of 30 days from the deadline for the submission of tenders.

10. Language of tenders

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in the language of the procedure, which is English.

If the supporting documents are not written in English, a translation into English must be attached.

11. Submission of tenders

Tenders must be sent to the contracting authority before the deadline specified in section 2. Timetable. They must include all the documents specified in section 12. Content of tenders, and be sent to the following e-mail address stating reference number in subject area: danmission-tender@danmission.dk.

12. Content of tenders

Failure to fulfil the below requirements will constitute an irregularity and may result in the rejection of the tender. All tenders submitted must comply with the requirements in the tender dossier and comprise:

Part 1: Technical offer:

The technical offer should be presented through the use of the structure in the Terms of Reference in section C.

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid in section F of this tender dossier. No other award criteria will be used.

Upon completion of the technical evaluation, the financial offers will be reviewed (i.e. those with an average score of 75 technical points or more).

Part 2: Financial offer: The Financial Proposal shall be presented as an amount in USD in the Financial Offer, section D.

The remuneration of the Candidate under the Contract shall be:

Global price contract: covers the tenderer's remuneration, including all expenses (hotel, food, travels etc.) to be incurred during the performance of the contract. The tenderer is not entitled to any payments or reimbursement from the contracting authority beyond this fixed price.

13. Choice of the selected tenderer

The best price-quality ratio is established by weighing technical quality against the price on a 75/25 basis.

14. Interviews

The evaluation committee may interview selected tenderers after having written provisional conclusions but before concluding the technical evaluation.

15. Documentation

To be submitted using the templates attached:

- The complete signed Tender form for a service contract, including the Organization and Methodology and the amount
- The details of the bank account into which payments should be made

16. Alteration or withdrawal of tenders

16.1 Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in section 2 Timetable. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

16.2 The tenderer shall bear all costs incurred in preparing and submitting the tender.

17. Ownership of tenders

17.1 The contracting authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

18. Evaluation of tenders

18.1 Examination of the administrative conformity of tenders:

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. If a tender does not comply with the tender dossier or has been received after the deadline, it will be rejected immediately.

18.2 Technical evaluation:

After analysing the administrative compliance, the evaluation committee will check the technical admissibility of each tender, classifying it as technically compliant or non-compliant.

18.3 Request for clarification:

When facilitating the examination and evaluation of tenders, the evaluation committee may ask each tenderer individually for clarification of the tender, including breakdowns of prices. The request for clarification may be in the form of an interview or in writing, but no change in the price or substance of the tender may be sought.

18.4 Financial evaluation:

Unless specified otherwise, the purpose of the financial evaluation process is to identify the tenderer offering the lowest technically compliant price.

18.5 Variant solutions will not be taken into consideration.

18.6 Award criteria:

The award criterion is the best price-quality ratio established by weighing technical quality against the price on a 75/25 basis.

19. Notification of award

- 19.1 The contracting authority will inform all tenderers simultaneously and individually of the award decision.
- 19.2 The successful tenderer will be informed in writing that its tender has been accepted (notification of award).
- 19.3 If requested by the contracting authority, the successful tenderer shall provide evidence of financial and economic standing and technical and professional capacity.
- 19.4 If the successful tenderer fails to provide the documentary proof or statement or evidence of financial and economic standing and technical and professional capacity within 15 calendar days following the notification of the award or if the successful tenderer is found to have provided false information, the award will be considered null and void. In such a case, the contracting authority may award the tender to the next lowest tenderer or cancel the tender procedure.
- 19.5 By submitting a tender, each tenderer accepts to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the offer.
- 19.6 Within 7 days of receipt of the contract signed by the contracting authority, the selected tenderer must sign and date the contract and return it to the contracting authority. On signing the contract, the successful tenderer will become the contractor, and the contract will enter into force.
- 19.7 If it fails to sign and return the contract and any evidence requested by the contracting authority is required within 10 days after receipt of notification, the contracting authority may consider the acceptance of the tender to be cancelled, and the successful tenderer will have no claim whatsoever on the contracting authority.

20. Payment

The payment to the contractor shall follow the payment plan according to deliverables as suggested in the ToR. Payments shall be made within 15 days following acceptance of the deliverables, and after receipt of an invoice. **The specific payment terms as stipulated in the final contract take precedence.**

21. Ethics clauses and code of conduct

21.1 Absence of conflict of interest

The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project.

21.2 Respect for human rights as well as environmental legislation and core labour standards

The tenderer and its staff must comply with human rights and applicable data protection rules. Tenderers and applicants who have been awarded contracts must comply with the environmental legislation and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation and sexual abuse:

Danmission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the tenderer.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment, and verbal abuse, as well as other forms of intimidation, shall be prohibited.

21.3 Anti-corruption and anti-bribery

The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. Danmission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a

bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any action relating to the award of a contract or execution of a contract already concluded with the contracting authority.

21.4 Breach of obligations, irregularities, or fraud

The contracting authority reserves the right to suspend or cancel the procedure where the award procedure proves to have been subject to a breach of obligations, irregularities or fraud. If a breach of obligations, irregularities or fraud is discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

22. Cancellation of the tender procedure

If a tender procedure is cancelled, tenderers will be notified by the contracting authority.

Cancellation may occur, for example, if:

- the tender procedure has been unsuccessful, and no suitable, qualitatively, or financially acceptable tender has been received, or there has been no response at all;
- the economic or technical parameters of the project have changed fundamentally;
- exceptional circumstances or *force majeure* render normal implementation of the project impossible;
- all technically acceptable tenders exceed the budget;
- there has been a breach of obligations, irregularities, or frauds in the procedure, in particular where these have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderers is disproportionate with regard to the price of the market).

In no event will the contracting authority be liable for any damages whatsoever, including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the contracting authority has been advised of the possibility of damages. The publication of a contract notice does not commit the contracting authority to implementing the contract announced.

23. Delays in delivery

If the contractor fails to deliver any or all of the services within the period of implementation of the tasks specified in the contract, the contracting authority shall, without formal notice, be entitled to liquidated damages for every day, which shall elapse between the end of the period of implementation of the tasks and the actual date of completion. The daily rate of liquidated damages is 5/1000 of the value of the undelivered supplies to a maximum of 15% of the total contract price.

24. Settlement of disputes

The Contract is governed by Danish law, and any disputes shall be settled in accordance with the national legislation of the state of the contracting authority.

Any dispute or breach of contract arising under this Contract shall be solved amicably or by arbitration by the competent court in the country of the contracting authority and in accordance with the national laws of that country.

25. Data Protection

Processing of personal data related to this tender procedure by the contracting authority takes place in accordance with the European Union General Data Protection Regulation (GDPR), the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

The contracting authority will keep tenderers' data protected and delete all information after 6 months if nothing else is agreed.

B. DRAFT SERVICE CONTRACT

CONSULTANCY SERVICE CONTRACT

Between: Danmission
Strandagervej 24
DK-2900 Hellerup
Denmark
VAT/Company number : 25191501
Phone: +45 39 62 99 11
E-mail: danmission@danmission.dk

(in the following referred to as "the Contracting authority" and/or Danmission)

and

<Company>
<Address>
<Company/VAT number:>
<Phone:>
<E-mail:>

(in the following referred to as "the Contractor" and/or Consultant)

(The Contracting authority and the Contractor hereinafter sometimes also referred to individually as "Party" and collectively as "Parties")

The following Contract shall enter into force on the later date of signature by the Parties (hereinafter referred to as "the Effective Date").

| | |
|--------------------------------|--|
| CONTRACT TITLE: | Impact Assessment of Danmission's Engagements Funded by the Danish Arab Partnership Programme (DAPP) |
| PROJECT NAME: | Danmission's Danish Arab Partnership Programme (DAPP) |
| CONTRACT REFERENCE NO.: | T2022/18/P20-008DAPP |

1. Background

Danmission seeks to commission an Impact Assessment of parts of its engagements in the MENA region. The aim is to sustain relevant lessons learned and collect crosscutting learnings to be used in future engagements by Danmission and partners.

By signing this agreement, the Contractor furthermore agrees to follow Danmission's Anti-Corruption Policy and Code of Conduct (Annex 2), and Danmission's Ethical Code of Conduct. (Annex 3).

2. Description of the assignment

- 2.1 The overall aim of this assignment is to provide feedback to Danmission and its partners on the effectiveness and efficiency of the programme and to better understand what long-term or sustainable changes have occurred in the scope of the programme to improve the effectiveness of current or future programmes as described in the Terms of Reference (ToR) in Annex 1.
- 2.2 During the contract, the Contractor will be responsible to Danmission and shall keep the Danmission Programme Advisor for the Danish Arab Partnership Programme (DAPP) informed and updated about the progress of the assignment. This will include tasks completed, problems encountered or issues requiring particular attention if any. The Contractor shall be responsible to: Danmission, Programme Advisor DAPP, Julianne Sloth Bach, jsb@danmission.dk

3. Nationality and Origin

The rules of origin of the goods/services are defined in section 5 of the Instructions to Tenderers.

If any rules of origin and nationality are applicable due to donor requirements, limiting the eligible countries for goods, legal and natural persons, the Contractor shall adhere to these rules and be able to document and certify the origin of goods and nationality of legal and natural persons as required.

The Contractor shall not engage in transactions with or provide resources to individuals or entities associated with terrorism or subject to government sanctions, including those individuals and entities that appear on one or more of the lists below. This requirement does not extend to the vetting of beneficiaries.

- a. US Specially Designated Nationals and Blocked Persons List:
(<https://home.treasury.gov/policy-issues/financial-sanctions/specially-designated-nationals-and-blocked-persons-list-sdn-human-readable-lists>).
- b. UN Security Council Consolidated List:
(<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>).
- c. EU Sanctions Map List (<https://www.sanctionsmap.eu/#/main>).
- d. UK Consolidated list of targets:
(<https://www.gov.uk/government/publications/financial-sanctions-consolidated-list-of-targets/consolidated-list-of-targets>).

Failure to comply with these obligations shall lead, after formal notice, to termination of the Contract, and Danmission is entitled to recover any loss from Contractor and is not obliged to make any further payments to Contractor.

4. Term and termination

- 4.1 Assignment period: The specified deliveries shall follow the Terms of Reference (Annex 1) and comprise a maximum of 60 workdays for the main consultant(s).
- 4.2 End of assignment: Scheduled to 20th of December 2022
- 4.3 The term of the Contract shall commence on the Effective Date and, unless terminated earlier in accordance with article 3.4 below, expire without further notice on 20th of December 2022.
- 4.4 This Contract shall terminate upon the occurrence of any of the following:
 - i. automatically, if the Contractor shall file or have filed against it a petition in bankruptcy, be adjudged insolvent, liquidate, dissolve or if the business of the Contractor shall be placed in the hands of a receiver, assignee, or trustee, whether by voluntary act of the Contractor or otherwise. However, if any of the foregoing occurs and is an involuntary act, termination shall only take place if such act is not reversed or dismissed within seven (7) days after the commencement thereof; or
 - ii. upon seven (7) days' written notice from the Contracting authority; or
 - iii. upon seven (7) days' written notice from the Contractor; or

- iv. Upon early termination of this Contract according to article 12, services already performed shall be paid for according to account rendered. The Contracting authority will reimburse the Contractor for all costs incurred in connection with the discontinuation of those services according to article 2 less any saving resulting from the stoppage of the services.

5. The Contractor's rights and duties

- 5.1 The Contractor will perform the contracted tasks under this Contract, incl. its annexes.
- 5.2 The Contractor agrees to act loyally and solely attend to the Contracting authority's interests.
- 5.3 Within the framework of this Contract the Contractor is free to design and plan the execution of his/her services, incl. working hours and place of work.
- 5.4 The formation of this Contract does not in any way restrict the Contractor's access to performing services for other commissioning parties.
- 5.5 Upon the conclusion of the task, the Contractor undertakes to return all materials handed over by the Contracting authority, and the Contractor will at the same time hand over all documentation, guidelines, etc. worked out by the Contractor as part of solving the task.

6. The Contracting authority's contribution

- 6.1 During the performance of the task, the Contracting authority agrees to make human resources, documentation, software, charts, premises, etc., available to the Contractor with a view to ensuring the Contractor the optimum conditions for solving the task.
- 6.2 The Contracting authority agrees to assist the Contractor in providing any information about the Contracting authority's and/or its partner's business that the Contractor happens to require to solve the task, incl. information about the technical, economic and organisational conditions.
- 6.3 The Contracting authority will appoint one or more persons who have the authority to enter into commitments on behalf of the Contracting authority in relation to the Contractor.

7. Remuneration

- 7.1 Contract condition: This contract, established in USD, is a global fixed-price contract.
- 7.2 Payment will be in USD. The fixed total price for the assignment is: **<CURRENCY>** **<AMOUNT>** (spell-out amount).
- 7.3 The Contractor shall request payment by invoice with reference to: contract title, project name, contract reference number, and specific delivery(ies) as per the Terms and References detailed in Annex 1.
- 7.4 Payment schedule: The Contractor may request payment according to the following:
 - i. 20 % by delivery of inception report
 - ii. 30 % by data collection de-brief meeting
 - iii. 20 % by delivery of draft report
 - iv. 30 % by delivery of end report
- 7.5 The Contractor shall be responsible for any local taxes due on the remuneration received under this agreement.
- 7.6 Payment transfer details: Payments are made to the following bank account:

Account:
Beneficiary:
Beneficiary address:
Bank and Branch:
Bank address:
Transfer details: SWIFT/IBAN CODE

- 7.7 The Contracting authority pays bank transaction costs charged by the Contracting authority's bank. The Contractor pays bank transaction costs charged by the Contractor's bank.
- 7.8 The Contractor's fee does not cover any extra work resulting from the Contracting authority's extending the scope of the original task or changing its contents.
- 7.9 The Contractor's fee falls due for payment eight days from the date of the Contractor's invoice.
- 7.10 Overdue amounts are to bear interest at the rate applicable to interest on debts and damages from time to time.
- 7.11 The Contractor's fees and claim for refund of outlays and extraordinary expenses will be stated excl. of VAT.
- 7.12 If payment is not made as specified, this is considered a material breach of contract, cf. clause 9. If payment is not made as specified, the Contractor is entitled to cease work until payment has been effected.

8. Intellectual property rights

- 8.1 All information, results, and products, whether tangible or intangible, resulting from the services provided by the Consultant according to clause 2 is the property of the Contracting authority and will be assigned to the Contracting authority.
- 8.2 The Consultant hereby irrevocably assigns all intellectual property rights (including but not limited to the copyright, and database right) to the Contracting authority. The Consultant undertakes to sign all necessary documents in this regard if it is needed.
- 8.3 All materials used within the production will remain copyrighted to their owners. The Consultant shall do due diligence to ensure that all permissions are gained before any material sourced from third parties is used in the final videos. Once the videos are completed, the Contracting Authority takes full responsibility for any third-party claims or legal action arising from the publication of said produced videos and indemnifies the Consultant from any and all claims in association with the Contracting Authority's future use of said videos.

9. Breach of contract

- 9.1 Either of the parties may terminate this Contract without notice in case the other Party commits a material breach.
- 9.2 If the Contracting authority terminates this Contract, the Contractor may only claim a fee for that part of the work, which has been performed before the date of terminating.
- 9.3 In case of termination, the Contracting authority has a claim for a cover of his loss in accordance with the general Danish rules of law.
- 9.4 Termination is conditional upon the Party wanting to claim breach of contract having communicated in writing to the other Party, detailing the nature of the breach and stating that this Contract will be terminated unless the breach is remedied within ten days.

10. Amendments

- 10.1 This Contract may only be amended subject to a written schedule duly signed by both parties.

11. Notices

- 11.1 Any notice or other communication hereunder must be given in writing to the Party, to which such notice or communication is to be given at the address set forth below:

To the Contracting authority at:

Name: Julianne Sloth Bach, Programme Advisor

E-mail: jsb@danmission.dk

To the Contractor at:

<NAME>

<E-mail:>

12. Law and venue

- 12.1 Governing Law and Jurisdiction: This Agreement will be governed, construed, and enforced in accordance with the laws of Denmark, with the exception, however, of Danish international private law and rules concerning the choice of law to the extent that such rules would lead to the application of another country's law.
- 12.2 In case of disagreement between the parties as to the performance of this Contract, the parties undertake to keep a conciliation meeting at (8) eight days' notice where the parties' advisors, if any, will participate; the purpose of the meeting is to open negotiations with a view to solving the dispute.
- 12.3 If the conciliation meeting in 12.2 has been held without any agreement between the parties, either Party is entitled to take legal action in accordance with 12.4 below.
- 12.4 Any dispute between the Parties arising from this Agreement, including interpretation and application of the Agreement, and which cannot be settled out of court by negotiation between the Parties must be tried at the Maritime and Commercial Court in Copenhagen, Denmark as court of the first instance.

13. Liability for the transgression of time limits, deadline errors and omissions

- 13.1 If the Contractor exceeds the time schedule for a task without having a claim for an extension of the time, the Contractor will be held liable for the Contracting authority's loss in accordance with A. Instructions to tenderers section 23 and the general rules on delay of Danish law, subject to the limitations set out in 13.2 to 13.10 below which will also apply in case of delays caused by the Contractor.
- 13.2 The Contractor is not liable for the transgression of time limits/deadlines or delays caused by the Contracting authority.
- 13.3 If the Contracting authority exceeds his own time limits/deadlines, if any, without having a claim for extension of time, he will be held liable for the Contractor's loss in accordance with the general Danish law of damages.
- 13.4 Under the general Danish law of damages, the Contractor is liable for errors and omissions in connection with the performance of the task.
- 13.5 The Contractor is not liable for operating loss, loss of profits or any other indirect loss.
- 13.6 The Contractor's liability in damages cannot exceed his/her Contractor's fee for performing the specific task, and this is irrespective of his/her being held liable for several individual claims. If the performance of the task is divided into phases, the Contractor's maximum liability in damages will be the fee for performing the specific phase of the task.
- 13.7 The Contractor undertakes to take out the usual insurance for Contractors' liability.
- 13.8 If the Contractor is liable for a loss jointly with other of the Contracting authority's contractors, the Contractor will only be liable for a proportionate part of the Contracting authority's loss, corresponding to the fraction of the total liability which has been caused by the Contractor.
- 13.9 The Contractor's liability will cease 3 months from the conclusion of the task to which the error or omission relates.
- 13.10 The Contracting authority must complain in writing to the Contractor without undue delay after the time when the Contracting authority becomes aware or should have become aware of the existence of possible liability in damages. If the complaint is not put forward in due time, the Contracting authority will lose its right to hold the Contractor liable in damages.

14. Force majeure

- 14.1 The following circumstances will be exempt from liability if they occur after the formation of this Contract and prevent its performance of it: labour disputes or any other circumstances beyond the parties' control, such as fire, war, pandemics, mobilisation or unforeseen military calling up, currency restrictions, riot or unrest, lack of means of transportation, the general scarcity of goods, restrictions on motive power plus defects in or delay of supplies from suppliers or sub-suppliers caused by any of the above circumstances.
- 14.2 Either Party is entitled to terminate this Contract by written notice to the other Party if the performance of this Contract becomes impossible within reasonable time due to one or more of the above circumstances.

15. Confidentiality

- 15.1 The parties are mutually obliged to keep secret all information not universally known as well as any material about the other Party.
- 15.2 This duty of secrecy covers employees, sub-suppliers and all other external advisors contributing to the performance of the task.

16. Miscellaneous

- 16.1 Neither this Contract nor any of its provisions may be amended, supplemented, modified, or waived except in writing and duly executed by both of the Parties hereto.
- 16.2 No waiver of any provision or consent to any action hereunder shall constitute a waiver of any other provision or consent to any other action, nor shall such waiver or consent constitute a continuing waiver or consent or commit a Party to provide a waiver or consent in the future.
- 16.3 Each Party hereto shall conduct all of its business in its own name as an independent contractor. Neither Party has the right or power to act for or on behalf of the other or to bind the other in any respect.
- 16.4 If any provision of this Contract is determined to be illegal, invalid or otherwise unenforceable by a court of competent jurisdiction, then to the extent necessary to make such provision and/or this Contract legal, valid or otherwise enforceable, such provision shall be limited, construed or severed and deleted from this Contract, and the remaining portion of such provision and the remaining other provisions hereof shall survive, remain in full force and effect and continue to be binding, and shall be interpreted to give effect to the intention of the Parties hereto insofar as that is possible.
- 16.5 No offer, payment, consideration, or benefit of any kind which constitutes illegal or corrupt practices, shall be made, either directly or indirectly, as an inducement or reward in relation to:
- i. the tendering,
 - ii. the award of the Contract; or
 - iii. the execution of the Contract.
- 16.6 Any such practice will be grounds for the immediate cancellation of this Contract and for such additional actions, civil and/or criminal, as may be appropriate. At the discretion of the Contracting authority, a further consequence of any such practice can be the definite exclusion from any tendering for the Contracting authority's future activities.

17. Anti-corruption clause

- 17.1 Subject to Annex 2, no offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted - neither directly nor indirectly - as an inducement or reward in relation to activities funded under this Contract, incl. tendering, award, or execution of contracts. Any such practice will be grounds for the immediate cancellation of this contract and for such additional action, civil and/or criminal, as may be appropriate. At the discretion of the Danish Ministry of Foreign Affairs, a further consequence of any such practice can be the definite exclusion from any tendering for projects funded by the Danish Ministry of Foreign Affairs.

18. Preventing Sexual Exploitation, Abuse and Harassment Clause (PSEAH)

18.1 The Parties agree to actively prevent sexual exploitation, abuse and harassment (PSEAH), and to ensure, in the best possible way, that the intervention is carried out in an environment free of all kinds of exploitation, abuse and harassment, sexually or otherwise, especially in the case of particularly vulnerable groups.

19. Climate and Ecological Impacts under this Contract

19.1 The Parties acknowledge that the performance of this Contract will result in certain climate and ecological impacts, including the emission of greenhouse gases. For the purpose of this Contract, the Parties agree to conduct its operation in such a way that climate and ecological impacts occurring as a direct result of the project is minimised as much as possible. Below list of environmentally friendly measures may serve as examples:

- To use sustainable materials and avoid the use of environmentally harmful materials;
- To re-use and recycle materials on site(s);
- To adopt environmentally friendly working methods, including minimising energy use;
- To protect and enhance existing ecological features on site(s);
- To minimise air (dust and fumes) and noise pollution;
- To minimise water-use and guard against water pollution;
- To utilise local suppliers; and
- To promote green travel to and from the site(s).

20. List of Annexes

Annex 1: Terms and Reference

Annex 2: Danmission's Anti-Corruption Policy and Code of Conduct

Annex 3: Danmission's Ethical Code of Conduct

21. Order of precedence of contract documents

20.1 The contract is made up of the following documents, in order of precedence:

- this contract agreement;
- the instructions to the tenderer
- the terms and reference, including the technical offer provided in the organisation and methodology in section C [including clarifications from the tenderer provided during the interview]
- the financial offer in section F

The various documents making up the contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they shall prevail in the order in which they appear above.

22. SIGNATURE

Place and date:

Hellerup, <DATE> <MONTH> <YEAR>

Place and date:

<PLACE>, <DATE> <MONTH> <YEAR>

Danmission
Kristian Sloth Petersen
Secretary General

<COMPANY NAME>
<NAME>
<Title>

C. TERMS OF REFERENCE

Impact Assessment of Danmission's Engagements Funded by the Danish Arab Partnership Programme (DAPP)

| SUMMARY | |
|-----------------------------------|-----------------------------------|
| Requested services: | Impact Assessment |
| Starting date: | 1 st of September 2022 |
| End date: | 20 th of December 2022 |
| Time frame: | 50-60 working days |
| Rate: | N/A |
| Expected places of travel: | Lebanon, Jordan, and Egypt. |

1. BACKGROUND INFORMATION

Danmission is an independent, faith-based organisation with close links to the Evangelical Lutheran Church in Denmark. Danmission was founded in 2000 as a merger of the Danish Mission Society (established in 1821) and the Danish Santal Mission (established in 1867) and works in numerous countries across Africa, Asia, and the Middle East through partnerships with local churches, civil society organisations, international organisations, academia as well as with private sector actors and local governments. The programmatic work focuses on three overarching themes rooted in the vision of sustainable existence and peaceful co-existence and which are formalised in Danmission's Programme Strategy:

- Theme I: Contextual theology for faith and social action
- Theme II: Dialogue and peacebuilding
- Theme III: Sustainable and just stewardship of natural resources

Besides private donors and income generated by second-hand stores, the Danish Ministry of Foreign Affairs and the European Commission are the largest donors and supporters of Danmission.

Danmission and the Danish Arab Partnership Programme (DAPP)

Since 2003, Denmark – through the Danish Ministry of Foreign Affairs (MFA) - has strengthened its engagements in the MENA region as a part of the Danish foreign development policy. Firstly, it was launched as The Danish Arab Initiative (DAI) and is now known as The Danish Arab Partnership Programme (DAPP). Danmission has been involved since 2011, currently as a part of the Human Rights & Dialogue Consortium (HRDC), a consortium with other Danish NGOs. From June 2017 until December 2022, Danmission is awarded nearly 4.4 million DKK/yearly by DAPP. The current agreement with the Danish MFA is coming to an end, and Danmission will not have any role in the next phase of DAPP.

This being so, Danmission can now gather the lessons learned from these past engagements. Danmission's DAPP-funded engagements are the foundation for great parts of Danmission's work in the region, and most of the projects are based on the same visions and methodological approaches. This is an opportunity to gather insights into best practices of Danmission's work by focusing on the impacts that have been made through the DAPP engagements.

Danmission's partner organisations

Danmission values long-term partnerships with local partner organisations. Most of Danmission's planning and implementation is done in close cooperation with local partners. To understand the framework of Danmission, it is therefore also important to understand the partners Danmission is working with. Danmission's DAPP funded engagements are implemented in cooperation with the following partners:

Adyan Foundation

Adyan is a foundation for diversity, solidarity, and human dignity. Registered as an NGO in Lebanon, Adyan works locally, regionally, and internationally for pluralism, inclusive citizenship,

community resilience, and spiritual solidarity, through homegrown solutions in education, media, policy, and intercultural and interreligious relations. Adyan works on valuing cultural and religious diversity in its conceptual and practical dimensions, and on promoting co-existence and diversity management among individuals and communities, on social, political, educational, and spiritual levels. Adyan and Danmission have been collaborating since 2010.

Coptic Evangelical Organization for Social Services (CEOSS)

CEOSS is an Egyptian NGO headquartered in Cairo and founded in 1950. CEOSS has throughout its history played an essential role in supporting good governance and institutional capacity building in addition to the empowerment of marginalized groups using Rights Based Approaches to development. CEOSS seeks to contribute to the transformation of society by nurturing moral and spiritual awareness, enhancing a sense of belonging, promoting respect for diversity, addressing conflict, and advancing social justice for individuals and communities. CEOSS and Danmission have been formal partners since 2007, but in mutual dialogue since 1990.

Forum for Development, Culture and Dialogue (FDCD)

FDCD is a Beirut-based NGO with a long history of working within the framework of interfaith dialogue, peacebuilding, citizenship, and emergency response, and has an extensive network within Syria and Lebanon including other NGOs, religious leaders, government authorities, civil society and community-based organisations, and scholars. FDCD promotes peacebuilding, equal citizenship, and human rights in the Arab World by creating common spaces for dialogue and building the capacity of community and civil society groups to be catalysts for peace. FDCD and Danmission have been cooperating since 2004.

The Royal Institute for Inter-Faith Studies (RIIFS)

RIIFS is a non-profit NGO established in 1994 in Amman, Jordan, under the patronage of His Royal Highness Prince El Hassan bin Talal. RIIFS seeks to provide a venue for the interdisciplinary study of intercultural and interreligious issues with the aim of defusing tensions and promoting peace, regionally and globally. RIIFS focuses on promoting common human and ethical values that contribute to strengthening cooperation and interfaith relations for countering intolerance, extremism, and radicalism and for forging a culture of mutual respect and understanding in the hope of promoting peaceful coexistence. RIIFS and Danmission have been in a partnership since 2016.

2. PURPOSE & EXPECTED RESULTS

2.1 Purpose

Impact Assessment of Danmission's engagements funded by the Danish Arab Partnership Programme.

2.2 Contract type

Global price (output-based contract/fixed price): The service will be paid on the basis of the delivery of the specified outputs.

2.3 Results to be achieved by the Contractor

1. Final report
2. Inception report
3. De-briefing meetings

3. SCOPE OF THE WORK

3.1 General description of the assignment

Danmission seeks to commission an Impact Assessment of parts of its engagements in the MENA region. The aim is to sustain relevant lessons learned and collect crosscutting learnings to be used in future engagements by Danmission and partners.

Purpose

The overall purpose of the impact assessment is to provide feedback to Danmission and its partners on the effectiveness and efficiency of the programme and to better understand what long-term or sustainable changes have occurred in the scope of the programme to improve the effectiveness of current or future programmes.

The primary objectives of the assessment are:

1. To assess the relevance, coherence, effectiveness, efficiency, impact, and sustainability of selected projects funded by DAPP, with particular focus on Danmission's role to support and build partners' capacity and adapt to changing needs.
2. To identify and document key lessons learned, good practices and innovations in implementing the project through its chosen methodology.
3. To provide a set of forward-looking and actionable recommendations for future similar projects and programmes.
4. To assess to which extent Outcome Harvesting – as the preferred MEL-method – works successfully to capture and showcase the short- and long-term changes Danmission and partners contribute to.

Danmission's methodology and theory of change

Danmission's overall vision is to promote sustainable existence – for a world people can live in, and peaceful coexistence – for a world people can live in together. The work is explained within the framework of three different themes: contextual theology for faith and social action, dialogue and peacebuilding, and sustainable and just stewardship of natural resources.

The focus of this task is primarily to assess programme work related to the theme of dialogue and peacebuilding. Danmission's approach and theory of change on this matter are briefly described in the following to give tenderers an impression of the methodology Danmission wishes to have assessed.

Danmission's vision is to strengthen inclusive and just community building and promote peaceful conflict management by strengthening interfaith and intercultural dialogue and action, and faith-based peacebuilding, mediation, and conflict management.

The contexts of Danmission's work are often characterised by conflict, polarisation, radicalisation, and violent extremism. Danmission aims to promote peacebuilding and social cohesion by engaging various social actors. These engagements can be both preventative and reconciling in their approach.

The specific methods of a project will vary depending on the context, the social actors, and the approach. Regardless of whether Danmission and partners are arranging interfaith and intercultural dialogue or diapraxis¹ activities, there is an awareness on creating a safe space for people to meet. Most initiatives assume that if people know more about their "religious other" or "cultural other", there will be a greater understanding and openness towards the other. Finally, in most of the projects, Danmission and partners try to integrate a ripple effect; the intention is that participants in the projects will themselves be capacity built and empowered to train and empower others (e.g., in their home community).

Danmission's definition of change

The positive and negative, primary, and secondary, long-term effects produced by a development intervention, directly or indirectly, intended, or unintended.

Strategic framework

The impact assessment will be an important tool in Danmission's future planning and development of new engagements; therefore, it is crucial that the impact assessment considers Danmission's overall strategies: Danmission's Programme Strategy, Danmission's Engagement Strategy and Danmission's Theory of Change for the work in the MENA region.

Danmission's current programme strategy is from 2021 (revised in 2022) and the DAPP-funded projects are developed and initiated before this strategy. However, the main vision and approaches are similar to the former strategy. It is relevant for Danmission to learn how the DAPP funded activities apply to the current programme strategy, and therefore, the impact assessment will relate to the current programme strategy.

¹ Diapraxis is dialogue in practice, which includes actors from different religious, ethnic, cultural and political divide, actively engage in responding to common issues in their communities.

Correspondingly, Danmission's Engagement Strategy is also from 2021. It has an emphasis on exchange and meetings across Denmark and the countries Danmission operates in. The DAPP engagement has had an element of Danish-Arab exchange with engaging networks in both MENA and Denmark. Considering, Danmission has an interest in following up on these learnings to inform the engagement strategy.

Projects

The impact assessment will focus on four selected projects implemented by Danmission and partners with DAPP funds. The four projects have been selected to cover a variety of Danmission's methodologies. Considering that one of the purposes of the impact assessment is to assess Danmission's ability to capture and showcase long-term changes, some of the projects ended years ago, and are selected based on the assumption that the changes and impact initiated by the projects have continued to unfold after the projects have ended.

Leaders of Interreligious Understanding (LIU)

LIU was a project between Danmission, Adyan, FDCD, CEOSS and RIIFS. LIU was a professional formation programme that represented an integrative and cross-cultural approach on dialogue offered to young professionals from Egypt, Lebanon, Jordan, Syria, and Denmark. The programme entailed a public process of reflection on the place and the role of religion and interreligious dialogue in building peace, social cohesion, and mutual understanding. LIU is the oldest of Danmission's DAPP projects, running from 2011 to 2017.

Interfaith Education for Intercultural Citizenship (IIC)

IIC was a cooperation project between Danmission and Adyan. The aim of the project was to promote an intercultural and inclusive understanding of the term citizenship. For this purpose, a group of experts and representatives from different religious institutions in Lebanon developed educational material and faith-based curriculum that jointly identified interreligious values of citizenship and coexistence to be used in schools all over Lebanon. IIC was implemented from 2015 to 2017.

Danish-Arab Interfaith Dialogue (DAID)

DAID is a project between Danmission and FDCD that joins together Christian and Muslim leaders, academics, opinion formers and activists from Denmark and the MENA region in international conferences with the purpose of encouraging mutual understanding and partnerships across faith traditions and geographical belongings, addressing issues related to interfaith relations. DAID is the longest running Danmission DAPP project. The network in its current form was established in 2012 and will end in 2022. Many of the members of the network have been active in other Danmission and FDCD activities, and these relations will most likely also continue in other settings.

Teachers of Tomorrow (ToT)

ToT was a project between Danmission and RIIFS that consisted of training teachers of Human Sciences in private schools in Jordan to enhance their leadership capacity by offering workshops. The project aimed to prevent extremism among Jordanian communities by teaching human values inspired by moderate religious values and encouraging diversity and acceptance of "the other," mainly religious others. ToT began in 2018, building on experiences from a previous project, and ended in June 2022.

Geographic focus

With projects and partners in Egypt, Lebanon and Jordan, the consultant(s) is expected to travel to these three countries. In addition, there will be online meetings with relevant stakeholders in Denmark in order to cover the Danish-Arab exchange element and to achieve a more in-depth knowledge of Danmission's methodology.

Outcome Harvesting

Danmission is using Outcome Harvesting as the preferred MEL-method. This method is chosen to ensure a focus on the change of the social actors the projects aim to impact. For most of Danmission's activities, the intention is not to measure the activity in itself but rather the behavioural change of the participants affected by the activities. The impact assessment should

identify how Danmission and Danmission’s partners use Outcome Harvesting and the results of the harvested outcome statements and assess whether Outcome Harvesting has succeeded in capturing and showcasing the short- and long-term changes Danmission and partners contributed to.

3.2 Specific work

Evaluation questions

The following are open-ended questions that will be further developed together with the selected consultant(s).

The first six assessment areas followed by () refer to the six OECD-DAC evaluation criteria.²*

| What does Danmission need to know? | Why? | Potential Prime Assessment Question | Assessment Area |
|--|--|--|------------------------|
| <i>In light of how Danmission plans to use the findings, what information are required that does not already exist?</i> | <i>For what purpose is the information needed? Which use will it inform?</i> | <i>What questions must the collected data serve to answer?</i> | |
| The extent to which Danmission’s goals and objectives are still relevant after five years since the start of the current phase of DAPP. | To understand to what extent the assessed projects are <i>relevant</i> to Danmission’s vision and to assess whether the projects are relevant to the described contexts (in compliance with a Human Rights Based Approach (HRBA)). | <ul style="list-style-type: none"> How do the achieved outcomes correspond to the overall vision of Danmission? And how do they not? Do the assessed projects address the contexts as described in the project description and are the assessed projects relevant to the described contexts? | Relevance* |
| The extent to which the projects fit with other similar significant interventions in the country or region (incl. Gov. policies, and international standards). | To understand whether Danmission and partners have sufficiently taken both international standards (SDGs and HRBA) and other similar interventions into account in the planning and implementation of the assessed projects. | <ul style="list-style-type: none"> Are projects and interventions implemented in consistency with international norms and standards to which Danmission and its partners adhere (SDGs and HRBA)? Are projects and interventions implemented in consistency with other actors’ similar interventions in the same context (complementarity, harmonisation and co-ordination with others, and the extent to which the intervention is adding value while avoiding duplication of effort)? | Coherence* |
| The most and the least significant | To understand the extent to which | <ul style="list-style-type: none"> In light of building understanding and acceptance | Effectiveness* |

² <https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm>

| | | | |
|---|---|---|--------------------|
| <p>outcome changes being achieved by each of the four projects.</p> | <p>Danmission's projects and methodologies are <i>effective</i> in achieving the objectives of the programme.</p> | <p>through dialogue, what is the relative importance of the outcomes influenced through the activities?</p> <ul style="list-style-type: none"> • Have the activities carried out through the projects achieved change? Do they fit in the frame of the overall goals? • Which were the factors that contributed to the observed change? • Which were the factors impeding the desired change? • What can be learned from the way projects have developed over time? Have Danmission and partners managed to adjust according to changes in needs and context? • To what extent have Danmission and partners managed to include participants that are less open to dialogue, and what can be done ongoingly to include even more? • Danmission and partners are often approaching various groups in society through the projects. To what extent could the effects of the engagements benefit from connecting the different participants and engagements more (e.g., by connecting "speakers" and "doers")? • To what extent has the Danish-Arab exchange element led to any added value to the involved participants? • If any, what is Danmission's added value to the partners and the projects? Does Danmission successfully empower local partners and actors (localisation)? | |
| <p>The activities and outputs of the four projects that contributed to the most and the best outcome changes with the fewest resources.</p> | <p>To understand the most <i>efficient</i> way of achieving outcomes. To increase cost effectiveness.</p> | <ul style="list-style-type: none"> • How do activities and outputs that influence outcomes compare quantitatively and qualitatively? | <p>Efficiency*</p> |

| | | | |
|--|---|---|---|
| Identification of outcome changes, contributed to by the selected projects, that potentially will lead (or have led) to changes in line with the aspiration of DAPP and Danmission's programme strategy. | To understand the <i>impact</i> produced by Danmission and partners' interventions. | <ul style="list-style-type: none"> How have the outcomes of the interventions contributed directly or indirectly, intended or not, to a process of change that potentially will affect – or already has affected – positively or negatively, that: "Key stakeholders (religious leaders, politicians, media, academia, and civil society representatives, and HRDs) have increased and integrated religious dialogue to promote peaceful coexistence in accordance with international HR standards."³ | Impact* |
| Evidence that the achievements will continue once the projects end. | To understand to what extent the interventions are sustainable. | <ul style="list-style-type: none"> What are the signs that the changes the projects initiated will endure without further support from new projects? To what extent is it reasonable to expect that initiatives and materials developed through the projects will continue to create changes? Who are the likely drivers of these changes? How do Danmission and partners keep change agents engaged and involved across projects? | Sustainability* |
| The partners' interpretation of gender and the extent to which gender has (successfully or not) been considered in the projects. | To understand if there is a gap between Danmission's and partners' understanding of gender. | <ul style="list-style-type: none"> How did implementing partners understand "gender" in the assessed projects? How has gender been considered in the projects? | Gender equality |
| The extent to which Outcome Harvesting (OH) is a suitable MEL-methodology for the assessed projects. | To understand if Danmission and partners can benefit from any adjustments in their use of OH. | <ul style="list-style-type: none"> To what extent does OH as a MEL-tool capture and reflect the qualities of Danmission and their partners' work? To which extent is OH suitable to document change in the projects? To which extent does OH succeed in capturing the long-term changes derived from the projects? | Monitoring, Evaluation and Learning (MEL) & Outcome Harvesting (OH) |

Deliverables

³ The impact indicator of Danmissions DAPP engagement 2017-2022.

The table below indicates the expected timeline and deliverables. The exact plan can be discussed and agreed upon before the signing of the contract. The requirements for the reports are further defined below in section 6.

| Timeline | Payment | Activity | Deliverable |
|------------------------------------|----------------|---------------------------------|--|
| 1 st of September 2022 | 0 % | Contracts begin | N/A |
| 22 nd of September 2022 | 20 % | Inception phase | Inception report |
| 6 th of October 2022 | 30 % | Data collection phase | Data collection de-brief meeting |
| 24 th of November 2022 | 20 % | Analysing and writing phase | Draft report |
| 1 st of December 2022 | 0 % | Danmission reviews draft report | Danmission provides feedback to draft report |
| 15 th of December 2022 | 30 % | Finalisation phase | Final report |
| 20 th of December 2022 | 0 % | Finalisation phase | De-briefing meeting |

Expected users and uses of the assessment

Users:

- Danmission
- Partners

Uses:

- Internal learning:
 - Adjust strategies and methodologies for similar future projects and programmes.
 - Adjustment or revisioning of how Outcome Harvesting is used.
 - Identification of gaps in competency or capacity at Danmission or partners.
- Reporting to donors
- Information and public engagement
- Fundraising

Evaluation design and methods

The design and methodology of the impact assessment should follow OECD-DAC standards⁴. The standards entail the six evaluation criteria mentioned in the previous section. The purpose of the criteria is to support learning and accountability, monitor the process of how change has happened and what results or changes have occurred.

Additional information regarding the recommended methodology design is needed. The assessment can either:

- Take a point of departure in the projects' ToC and trace change forward to see how the activities of the different projects have translated into outputs, outcomes and eventually impact, not omitting the search for unexpected and/or negative changes. The likelihood of impact that has not yet materialised should also be assessed. *Or;*
- Assess impact across the targeted population – being less focused on predicted changes – and then work backwards to assess whether and how different initiatives have contributed to those changes, testing the ToC.

A mixed-methods approach should be applied, collecting evidence using qualitative and quantitative methods, such as interviews, observation, focus group discussions, photography,

⁴ OECD-DAC Evaluation Criteria:

<https://www.oecd.org/dac/evaluation/dacriteriaforevaluatingdevelopmentassistance.htm>

and different forms of participatory methodologies to balance evidence from different stakeholders, methodologies and locations (triangulate) and come to a critical assessment of change, and the interventions' contribution to change.

The evaluator/evaluation team is expected to consult both duty bearers and rights holders through a participatory methodological design. Duty bearers are local and national authorities, educational institutions, religious institutions, and organisations, Danmission's partner organisations, and local community-based organisations. Regarding the rights holders (beneficiaries), it is imperative that the most vulnerable people are included. The evaluator should describe the methodology that will be applied for selecting sources.

Consultations of both duty bearers and rights holders should ensure the adequate proportional participation of men and women, different age groups, people with disabilities and people with different religious affiliations.

Tools are to be developed in a sensitive as well as politically and culturally appropriate manner to meet the level of comprehension of the target groups.

All interviewers/enumerators should be experienced and be trained by the consultant on interviewing skills, survey administration, and ethical guidance on data collection and ensuring informed consent. Enumerators should use a common script to introduce themselves and explain the purpose of the study, explain the confidentiality of the answers, and the voluntary participation in the study.

Anonymous IDs should be assigned to surveys to ensure the confidentiality of reporting. Respondents' names should not be mentioned in the survey.

Cultural and gender sensitivity are expected to be considered through specific and simple measures such as: ensuring that male interviewers do not interview female respondents (hence having a male and female pair of enumerators), especially among the most conservative communities; ensuring that questions asked are not harmful and that the wording of the questions is appropriate.

The evaluator/evaluation team is to adopt relevant safety and security measures as advised by Danmission and partner organisations, with special emphasis on the national guidelines on the prevention of the spread of COVID-19.

3.3 Facilities to be provided by Danmission and/or other parties

Danmission will provide the needed reports for desk review and will be available for meetings throughout the contract period. Moreover, Danmission will be providing relevant contact information to partners and together with partners, Danmission will provide contact information to relevant stakeholders.

4. LOGISTICS AND TIMING

4.1 Location

The consultant is preferably based in the MENA region and will visit partners in Lebanon, Jordan, and Egypt.

4.2 Start date & Period of implementation of tasks

The intended start date is the 1st of September 2022. The task is expected to last 50-60 working days for the main consultant(s) and an unspecified number of working days for the assistant evaluator(s). The contract is intended to end on the 20th of December 2022.

5. REQUIREMENTS

Danmission is expecting one or more main consultant(s) working all in all 50-60 days – and potentially one or more assistant evaluator(s). If applicable, the costs for backstopping and support staff shall be included in the financial offer.

All tenderers must be independent and free from conflicts of interest.

The following qualifications are required:

- Fluency in English
- Advanced level of Arabic (to conduct interviews in Arabic)
- Documented experience with conducting impact assessments
- Documented experience with M&E

The following qualifications are preferred:

- Experience with Outcome Harvesting
- Experience with religious actors and/or interreligious/intercultural dialogue
- Knowledge of OECD-DAC evaluation criteria
- Ability to meet deadlines

6. REPORTS

6.1 Reporting requirements

All reports should be written in British English.

The Inception Report should include the following:

- Workplan and timetable
- Revised research questions/table
- Method and tools for collection of data

The final report should include the following:

- Executive Summary (max two pages)
- Introduction
- Objectives and methodology of the impact assessment
- Assessment of impact (structured along the OECD DAC criteria)
- Evaluation of the use of Outcome Harvesting
- Lessons learned and good practices
- Recommendations
- Conclusion

6.2 Organisation & Methodology, see also section 12 above in tender instructions

To be completed by the tenderer

Please provide the following information:

A. Rationale

- Tenderer's comments on the terms of reference for the successful execution of activities, in particular regarding the purpose and expected results, thus demonstrating the degree of understanding of the contract.
- Tenderer's opinion on the key issues related to the achievement of the contract objectives and expected results.
- An explanation of the risks and assumptions affecting the execution of the contract.

B. Strategy

- An outline of the approach proposed for contract implementation.
- A list of the proposed tasks the tenderer considers necessary to achieve the contract objectives.

C. Backstopping, subcontracting and capacity providing entities

- A description of the support facilities (back-stopping) that the contractor will provide to the team of experts during the execution of the contract. The back-up function will be assessed in the evaluation and should be carefully explained in the organisation and methodology section, including the list of staff, units, the capacity of permanent staff regularly intervening as experts on similar projects, provision of expertise in the region/country or origin as well as partner countries, organisational structure, etc. which are supposed to ensure that function, as well as the available quality systems and knowledge capitalisation methods and tools, within the respective members of the consortium.
- A description of any assistant evaluator(s) with a clear indication of the tasks that will be entrusted to assistant evaluator(s) and a statement by the tenderer guaranteeing the eligibility of the assistant evaluator(s).

D. Involvement of all members of the consortium and of capacity providing entities

- If a tender is submitted by a consortium, a description of the input from each member of the consortium and the distribution and interaction of tasks and responsibilities between them must be clarified. Furthermore, the involvement of all members of the consortium will be considered added value in the tender evaluation. If a consortium structure is proposed, it must consist of one legal entity with the lead role, with whom the Contracting authority will enter into contract. The leading entity (the consortium lead/the Contractor) will bear the overall responsibility for ensuring all rules and regulations are complied with and that the assignment is successfully completed. The Contractor shall remain responsible for all acts and omissions of any sub-contractors and the acts and omissions of those employed or engaged by the sub-contractors as if they were the Contractor's own.
- If the tender is submitted by a single company, the total of available points for this part in the evaluation grid will be allocated.
- If the tenderer relied on the capacity of other entities to fulfil the technical and professional criteria, evidence of the written commitment provided by those entities for performing the services for which their technical and professional capacities are required.
- If the tenderer relied on the capacity of other entities to fulfil the economic and financial criteria, evidence of the written commitment provided by those entities establishing their joint liability for the performance of the contract must be provided.

E. Timetable of work

- The timing, sequence and duration of the proposed tasks, taking into account travel time.
- The identification and timing of major milestones in executing the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the terms of reference.
- The methodologies contained in the offer, including a work plan indicating the envisaged resources to be mobilised.

D. FINANCIAL OFFER

To be completed by the tenderer

| | | | |
|------------------------|--|--------------------------|--|
| Contract title: | | Tender reference: | |
|------------------------|--|--------------------------|--|

Global fixed price: <INSERT AMOUNT> USD <currency rate applied>

Please include a price breakdown based on the outputs/deliverables in the terms of reference.

E. EVALUATION GRID FOR SERVICES

The tender will be evaluated against the below listed evaluation criteria and weighting.

| | | | |
|-----------------|--|-------------------|----------------------|
| Contract title: | Impact assessment of Danmission's Engagements Funded by the Danish Arab Partnership Programme (DAPP) | Tender reference: | T2022/18/P20-008DAPP |
|-----------------|--|-------------------|----------------------|

NB: Only tenders with average scores of at least 75 points qualify for the financial evaluation

| Organisation and methodology evaluation criteria | Weighting per criteria Maximum |
|---|---------------------------------------|
| Rationale | 20 |
| Strategy | 30 |
| Timetable of activities | 20 |
| Back-up function | 10 |
| Experience with Outcome Harvesting | 10 |
| Experience with religious actors and/or interreligious/intercultural dialogue | 10 |
| Overall total score | 100 |

F. SIGNED TENDER FORM

In response to your Letter of Invitation to Tender no. T2022/18/P20-008DAPP for Impact Assessment of Danmission's Engagements Funded by the Danish Arab Partnership Programme (DAPP), dated 15th of July 2022, I/we, the undersigned, hereby declare that I/we have examined and accept in full the content of the dossier and its provisions, without reservation or restriction. I/We offer to execute and complete the contract for quality indicated in our technical proposal, organisation and methodology, and the price indicated in our financial proposal.

We certify that we meet the eligibility criteria and comply with the Ethics and Code of Conduct as outlined in article 21 in the Instructions for tenderers. Any misrepresentation will be regarded as grounds for termination of the contract.

In the event the contract is awarded to us, we request that payments under the contract be made to the following bank and account:

Name of Bank:

Account Number:

Address of Bank:

Account name:

Swift/IBAN Code:

Date, stamp and signature by the authorised company signatory:

Nationality of company:

Name in block capitals:

Name of the company:

Address:

Telephone no.:

Email:

Name of contact person:

Kindly attach: Official company registration certificate/certificate of incorporation