

(version 210304)

## **Procurement Request – Consulting Services**

(Simplified Tendering)

### ***Salary Mapping for Technical Legal Specialists with the Diakonia International Humanitarian Law Centre***

#### **1. INTRODUCTION**

##### **1.1. Introduction to Diakonia**

Diakonia works with local partners and other strategic actors in over 25 countries for the fulfilment of the rights of all people to live a life in dignity. Diakonia's mission is to change unfair political, economic, social and cultural structures that generate poverty, inequality, oppression and violence. Diakonia is a Swedish faith-based organisation established in 1966.

The Diakonia International Humanitarian Law Centre is an independent expert group that provides rapid and in-depth advice on the laws of war to ensure the protection of persons in conflict zones worldwide.

The Centre is part of Diakonia and is funded by SIDA and ECHO. The Centre currently has regional teams based in Bamako, Beirut, and Jerusalem, which cover conflicts in the Middle East, West Africa, and emerging crises worldwide. Presently, there are also IHL Centre staff including legal specialists based in Sweden, UK, Switzerland, Italy, Germany and Australia.

As a centre of excellence, we share knowledge about and promote international law relevant for situations of armed conflict through research, advocacy, and training with a view to maximizing humanitarian protection. Our rapid and in-depth analyses enable the humanitarian sector to respond to urgent needs and improve the inclusive understanding and application of international law.

##### **1.2. Objective of the procurement**

Diakonia intends to procure,

*1) Consulting services to conduct salary mapping for the International Humanitarian Law Centre. The salary mapping will be conducted for both Senior Legal Adviser and Legal Adviser position titles at this point of time. Diakonia might include other position titles to conduct salary mapping but as a kick-off, Diakonia will give the priority for both mentioned positions.*

*The tender shall,*

- *Outline the methodology to be applied.*
- *Specify the personnel participating and leading the assignment (CVs attached).*
- *Submit a time schedule for the assignment.*
- *Specify the total cost of the assignment.*

- *Specify experience from previous similar assignments, including specific focus on the NGO sector.*

*2) With legal excellence being at the heart of our identity, it remains essential to the programme's sustainability that we are able to attract and retain high quality technical legal staff. One component to securing such technical staff is to be able to offer a competitive salary and employment package.*

*3) The expected deliverables of this tendering and procurement process will be: -*

*- Identifying and discussing the relevant definition(s) of the market of the expertise that Diakonia should consider, to determine what mid-range in this market and sector would be.*

*- Undertaking a salary mapping of specialist global legal positions (human rights, international humanitarian law) within INGOs, as well as think tanks, (inclusive of management roles) in key strategic localities.*

*- Review of existing salary scale in Diakonia and provide a short comparative analysis.*

You are invited to submit a tender based on the Terms of Reference (Appendix 1) and other requirements included in this Procurement Request.

## **2. CONTENT OF TENDER**

Your tender shall include the following information when sending it to Diakonia:

- 1) A presentation of the consultant(s) proposed to implement the assignment, including education, expertise and previous experience of relevance, including a presentation on how gender mainstreaming is to be ensured in the implementation of the assignment
- 2) A description of the approach and methodology for implementing the assignment, with gender mainstreaming, following the Terms of Reference.
- 3) Proposed timeframe
- 4) Itemised budget, separating fees and reimbursable expenditure (if applicable). All costs shall include VAT.
- 5) Signed "Diakonia's Code of Conduct for suppliers" (Appendix 2)
- 6) Contact details (Appendix 3)
- 7) Signed "Confirmation of Eligibility" (Appendix 4)

## **3. TENDER SUBMISSION**

### **3.1. Tender delivery**

Your tender shall be submitted to Diakonia at the address indicated below. Submission by e-mail is allowed.

### 3.2. Submission deadline

The submission deadline is **5 April 2023**. The last day for questions is **31 March 2023**.

Tenders that are submitted after the deadline will not be considered.

### 3.3. Tender Validity

Your tender shall be valid for 90 days after the submission deadline.

## 4. PROCUREMENT METHOD AND SELECTION PROCEDURE

### 4.1. Procurement Method

Diakonia applies a simplified procurement method for this procurement.

### 4.2. Selection Procedure

Only complete tenders that were submitted on time and that fulfil the requirements in terms of the technical specifications and deliveries will be evaluated.

The contract will be awarded to the economically most advantageous tender, determined by the best price-quality ratio (quality and cost-based selection, QCBS).

The examination of submitted tenders will be carried out based on the technical and price criteria stated below.

The technical and financial evaluation criteria for this procurement are:

<b>Technical and Financial Criteria</b>	<b>Max. points</b>
1) Experience and expertise of proposed consultant(s) including previous experience regarding gender mainstreaming	30
2) Suitability of approach and methodology, including gender mainstreaming	15
3) Adequacy of time-plan	15
4) Price Costing	40
Total max points	100

The technical evaluation will be based on the following rating scale, whereby the percentage rate is multiplied with the maximum points for each criterion.

Rating scale	Rate	Definition
Poor	0%	Not sufficient
Not entirely satisfactory	40%	Sufficient in some respects but not as a whole
Satisfactory	60%	Sufficient but lacks substantial advantages or has uneven quality
Good	80%	Adequate and well suited to the purpose
Very Good	100%	Gives added value and shows high quality on the whole

The tender must achieve a minimum of **75** points as a condition for further financial evaluation of the price.

The calculation of the total points for each tender is made according to the formula below, where the tender with the highest technical points will be recalculated to 100 technical points and the tender with the lowest price will get 100 financial points. The technical points are thereafter multiplied with the technical weight and the financial points are multiplied with the financial weight. The sum of the weighted technical and financial points = total points.

$$\text{Total points} = \frac{\text{Proposal under consideration}}{\text{Highest points}} \times 100 \times \text{technical weight} + \frac{\text{Lowest price}}{\text{Proposal under consideration}} \times 100 \times \text{financial weight}$$

## 5. TENDER INFORMATION

### 5.1. Client Contact Details

Client: Diakonia

Office: *IHL Global Desk*

Phone/Cell: +201554654977 (*Calls only*), +46728400849 (*WhatsApp only*)

Emails: [mohamed.elziadi@diakonia.se](mailto:mohamed.elziadi@diakonia.se)

Contact person: *Mohamed Elziadi*

### 5.2. Appeal

Decisions taken as part of Diakonia's procurements are not possible to appeal<sup>1</sup> against and Diakonia is not obliged to disclose the procurement documentation after completion of a procurement.

## 6. CONTRACT

A draft contract is attached as Appendix 3.

### List of Appendices:

Appendix 1: Terms of Reference

Appendix 2: Diakonia's Code of Conduct for suppliers

Appendix 3: Draft Contract

Appendix 4: Confirmation of Eligibility (To be signed and submitted together with Tender)

<sup>1</sup> Diakonia is not covered by the Swedish Public Procurement Act (LOU).