

(version 210304)

Procurement Request – Consulting Services

(Simplified Tendering)

Participatory Organizational Capacity Assessment

1. INTRODUCTION

1.1. Introduction to Diakonia

Diakonia's mission and overall goal is to change unfair structures – political, economic, social and cultural – that generate poverty and inequality, as well as oppression and violence. We work with local partner organisations, movements and other actors to fulfil the right to a life in dignity for all people – regardless of their age, class, disability, ethnicity, gender, nationality, political conviction, religion or sexual orientation and identity.

As part of the Partners capacity development, Diakonia is looking for a consultant to conduct a participatory organizational capacity assessment for two of its partners.

1.2. Objective of the procurement

- 1) the consultant will use Diakonia's organizational capacity assessment tool and is required to assess the partners technical capacities in nine domains
 - a. Governance
 - b. Management Resources
 - c. Human Resources Management and Development
 - d. Financial Resources and Management
 - e. Projects and Programs
 - f. Advocacy Capacity
 - g. External Resources
 - h. Sustainability
 - i. Facilities
- 2) the purpose is to help the partner organization to reflect on its processes and functions, to identify what type of capacities need to be addressed and how and to help the partner set priorities for actions to strengthen its capacity over the next 4 years.
- 3) A final report will summarize the overall scoring with key findings and recommendations and the partner will be participating in developing institutional development plan for the coming 4 years.

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.
- 2) A draft work plan with a proposed timeframe and a presentation on how gender mainstreaming is to be ensured in the implementation of the assignment.
- 3) Itemised budget, separating fees and reimbursable expenditure (if applicable). Prices should include all applicable taxes.
- 4) Contact details of three references.
- 5) Signed “Diakonia’s Code of Conduct for suppliers” (Appendix 2)
- 6) Signed “Confirmation of Eligibility” (Appendix 4)

Any missing document in the submission may render your tender ineligible for evaluation.

3. TENDER SUBMISSION

3.1. Tender delivery

The proposal shall be sent by e-mail to Samar Faysal (samar.faysal@diakonia.se) with a copy to Cederic Choukeir (cederic.choukeir@diakonia.se).

3.2. Submission deadline

The submission deadline is 1 October 2021

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, where the technical evaluation will have a weight of **60%** and the

financial evaluation a weight of **40%**. The tenderer with the highest total points, will be awarded the contract.

The technical evaluation criteria for this procurement are:

Technical Criteria	Max. points
1) Experience and expertise of proposed consultant(s)	60
2) Suitability of workplan including gender mainstreaming	20
3) Adequacy of time-plan	20
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 **50** 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: *Lebanon*

Phone/Cell: + 961 1 390073

Emails: cederic.choukeir@diakonia.se; samar.faysal@diakonia.se

Postal address:

Address for courier (may not be the same as postal address): *Saade Building, Second Floor, Al Alam Street – Badaro*

Contact person: samar.faysal@diakonia.se

5.2. Appeal

Decisions taken as part of Diakonia's procurements are not possible to appeal 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)