|  |  |  |
| --- | --- | --- |
| **BIDDING INSTRUCTIONS, ELIGIBILITY AND AWARD CRITERIA** | | |
| **1** | **Title:** | INDEPENDENT FINAL EVALUATION FOR THE PROJECT: **YOUTH ENVIRONMENTAL IMPACT (YENI)** |
| **2** | **Date of publication:** | **02.08.2024** |
| **3** | **Deadline for Submission of offers:** | Offers may be submitted on or before **23.08.2024, COB.** |
| **4** | **Method of submission of offers:** | The interested candidates/companies are requested to submit an electronic copy of their proposal, with the subject REF: “Final evaluation - YENI”.  Offers must be submitted as follows:   * Email: [kosovo@caritas.ch](mailto:kosovo@caritas.ch) CC: [bxerxa@caritas.ch](mailto:bxerxa@caritas.ch) * File Format: PDF, signed and/or stamped (in cases when companies apply). |
| **5** | **Point of Contact:** | Email: [bxerxa@caritas.ch](mailto:bxerxa@caritas.ch) CC: [kosovo@caritas.ch](mailto:kosovo@caritas.ch). |
| **6** | **Questions and Clarifications:** | Bidders must submit all questions and requests for clarifications regarding this RFO in writing via email to the point of contact stipulated above. All correspondence regarding this solicitation must reference this solicitation in the subject line “Final evaluation - YENI” and must be done via email and in English language. No phone calls or in-person inquiries will be accepted at any stage of this solicitation. Any such contact will result in immediate disqualification. |
| **7** | **Currency of offers:** | Offers shall be submitted in **EURO.** |
| **8** | **Taxes:** | The price must be exempt from VAT (in cases when companies apply) and gross (in cases when individuals apply). |
| **9** | **Language of offers:** | Documents must be submitted in English. |
| **10** | **Documents to be submitted:** | Bidders shall include the following documents in their proposal:   1. Profile of the evaluating team/company (CVs of all individuals included in the consultancy team). 2. Composition and division of work between team members. 3. Methodology that shall be used - signed and/or stamped (in cases when companies apply). 4. Draft work plan and suggested timetable - signed and/or stamped (in cases when   companies apply).   1. Financial proposal including budget broken down and individual daily fees - signed   and/or stamped (in cases when companies apply).   1. Signed Declaration on exclusion as stipulated in the attached Annex VI – Exclusion   Criteria. |
| **11** | **Eligibility criteria:** | Eligibility criteria are the minimum requirements or standards that bidders must meet to proceed further in the procurement process. Bidders who cannot prove that they meet this basis will be excluded from the competition. The eligibility criteria are:   1. **Submission of completed documentation as required in point 10 of this invitation to bid.** |
| **12** | **Validity of offers:** | Offers shall remain valid for **30 days** from the deadline for the Submission of Offers. |
| **13** | **Payment Terms:** | The payment shall be made through the bank account, upon reception and approval of the invoices and the final evaluation report after the completed services. |
| **14** | **Participation:** | Please refer to Annex V - General conditions for procurement and Annex VI - Exclusion Criteria. |
| **15** | **Required qualification:** | Required qualifications (at least one consultant should have the required qualification):   * Master’s degree in one of the following relevant fields: Environmental Economics, Education, Development Studies, Public Finance, Public Management, Management or other related field. * Academic/professional background in M&E, RBM or programme management is an asset. * At least 5 years overall professional experience as an evaluator with a track record in conducting project evaluations. * At least 3 years of relevant professional work experience in the areas of climate change, environmental management, youth, education, and/or performance/results-based budgeting. * Experience in working with OECD/DAC or the SEVAL standards. * Proven experience with logical framework approaches and other strategic planning approaches, M&E methods and approaches, information analysis and report writing. * Excellent spoken and written Albanian and English language skills required. Other local languages, in particular Serbian, are considered an asset. |
| **16** | **Technical evaluation and award criteria:** | After analyzing the offer deemed to comply with administrative terms, the evaluation committee will evaluate the technical admissibility of the offer and award by using the best value for money approach (combined scoring method). The technical proposal will be evaluated with **80%** weight, whereas the financial one will be evaluated with **20%** (table 1 below). The offer that complies with all the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. |

**Table 1: Award criteria grid**

|  |  |  |
| --- | --- | --- |
| **#** | **AWARD CRITERIA GRID** | **WEIGHTING %** |
| **1** | **TECHNICAL PROPOSAL** | **80** |
| **1.1** | Profile of the evaluating team/company (CVs of all individuals included in the consultancy team). | 20% |
| **1.2** | The consultants’ suitability for the assignment and match with previous work experience, qualifications etc.  Track record in conducting project evaluation in the field requested from this ToR. | 30% |
| **1.3** | Methodological aspects of the evaluation, including design/approach, sampling strategy, and main data collection and analysis methods (line of evidence). | 15% |
| **1.4** | Expertise in the field of environmental protection, climate change, youth, education or similar. | 15% |
| **2** | **FINANCIAL PROPOSAL** | **20** |
| **2.1** | Proposed fees (price) | 20% |
| **OVERALL WEIGHTING** | | **100%** |