# **Tender Notice – Simple**

**Contract title:** Final evaluation of the project “Face 2 Face: Facilitating dialogue between migrants and European citizens”

**Project code:** CZEC 000073

**Procedure:** negotiated

**Location:** Prague (Czechia); Bergamo (Italy); San Sebastian (Spain); London (United Kingdom)

**Contracting Authority:** Člověk v tísni, o.p.s. (People in Need, hereinafter PIN)

entered in the register of benevolent associations maintained by the Municipal Court in Prague, Section O, Entry 119

with its registered office at Šafaříkova 635/24, 120 00 Prague 2

ID: 257 55 277

Local Office Address: Šafaříkova 24, Praha 2, Czechia

represented by Šimon Pánek

# SCOPE OF TENDER

1. Qualified tender offers (bids) are sought from competent contractors registered with their relevant national tax/finance bodies for the followingservice:

***External evaluation of the project “Face 2 Face: Facilitating dialogue between migrants and European citizens” co-financed by the European Integration Fund of the European Commission. For detailed specification see terms of reference in the Annex 1.***

The evaluation period is **April 21 – July 11, 2014**

The final report must be submitted by **July 28, 2014 to People in Need** – Migration Awareness Programme in person in Prague.

The maximum price of the complete evaluation **must not exceed the threshold of 14.500 €**

# TENDERING

1. Tender offers have to be submitted to PIN or sent by e-mail to reach the PIN office **before closing date and time: 23:59 CET, March 23, 2014** to following address: **Šafaříkova 24, Praha 2, Czechia** or to following e-mail address:[**migrace@peopleinneed.cz**](mailto:migrace@peopleinneed.cz)**.** Any offer received after the closing date/time will not be considered. In a case of e-mail, the **subject of the e-mail** must be “**Tender offer – do not open before 23:59 CET, 23 March 2014**”. In a case of post services, the **envelope** must be labelled “**Tender offer – 23 March 2014**” and it also must contain all required documents on CD.
2. Each Tenderer shall submit only one Tender offer, either individually or as a partner in a joint venture. A Tenderer who submits or participates in more than one Tender offer will be disqualified from the Tender.

# SELECTION AND AWARD CRITERIA

1. To accept or reject the tender is the responsibility of the **Tender Committee**, decision of which shall be final.
2. Each tenderer must meet and properly document the following **qualification criteria**.

Education

* Degree in social sciences, media studies, migration studies or other related studies (documented by a University diploma)

Other

* Ability to travel to partner countries (Czechia, Italy, Spain, United Kingdom)
* Ability to travel to the final conference of the Project that will be held in London on the 6th and 7th June 2014
* CV, cover letter and sworn statement (Annex 2) must be provided within the tender offer

1. The tender evaluation committee will award the contract on the basis of the following **selection criteria**

Qualification

* Proved practical experience in evaluating projects/programmes in relevant field (submit any of these documents: examples of evaluation report, contracts on evaluation)
* Professional experience in the national/international NGO sector highly desirable.

Price

* Estimated budget of the evaluation in xls (the final price must not exceed the proposed price).

Workplan and methodology

* Proposed workplan of the evaluation including used methodology

Skills

* Proved fluency in English

1. **Selection method** (selection criteria evaluation):

Most convenient price will gain 5 points. Less convenient price will gain one point less. Points awarded for price will be weighted in the following manner. The same goes for qualification, workplan, English proficiency. Winner will be the bidder with most points.

The proportion of each criteria:

* Price 40%
* Qualification 25%
* Workplan and methodology 25%
* English proficiency 10%

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *Price points* | *Price weight* | *Price result* | *Qual. points* | *Qual. weight* | *Qual. result* | *Workplan points* | *Workplan weight* | *Workplan result* | *English points* | *English weight* | *English result* | *Total result* |
| Evaluator 1 | 5 | 40% | 2 | 3 | 25% | 0,75 | 4 | 25% | 1 | 4 | 10% | 0,4 | 4,15 |
| Evaluator 2 | 4 | 40% | 1,6 | 5 | 25% | 1,25 | 5 | 25% | 1,25 | 5 | 10% | 0,5 | 4,6 |
| Evaluator 3 | 3 | 40% | 1,2 | 4 | 25% | 1 | 3 | 25% | 0,75 | 3 | 10% | 0,3 | 3,25 |

1. PIN shall **exclude from the tender any bid of a tenderer** falling into any of the following cases:

* They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
* They have been convicted of an offence concerning their professional conduct by a judgement that has the force of res judicata;
* They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
* They have not fulfilled obligations relating to payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
* They have been involved in corrupt, fraudulent collusive and/or coercive practices and/or do not take steps to reject such behaviour and/or the tenderer or its management have been the subject of a judgement that has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity;
* Following another procurement procedure or grant award procedure financed by PIN or donor of the project, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;
* They do engage in the employment of children.

Bids of tenderers shall be disqualified from the tender who, during the procurement procedure:

* could constitute grounds for a conflict of interest or the tenderer already is in the conflict of interest; or a tenderer is guilty of misrepresentation in supplying the information to PIN required as a condition of participation in the tender or failed to supply this information;
* the tenderer does not meet the qualification criteria or PIN requirements stipulated by the tender documentation.

IV. CANCELLATION OF TENDER

PIN can **cancel the announced tender** in the following cases:

1. PIN has not been delivered any bid, or the bids delivered have been disqualified from the tender;
2. major discrepancies have been found in the Tender Notice or other supporting documentation of the tender;
3. serious circumstances have occurred during the tender which prevent to require PIN to continue the tender;
4. only one bid, complying with the tender conditions, has been submitted;
5. the winning tenderer have not stated true facts in their bid.

* PIN is not obliged to conclude a contract with the winner of the tender if their bid is at dumping price or otherwise jeopardizes free competition in the market (e.g. forbidden supplier agreements, cartels, abuse of the leading position in the market).
* If the tender is cancelled as per a), c), d) PIN has the right to proceed according to conditions stipulated in 8.2.
* If the tender is cancelled as per b) PIN has the right to announce a new tender.
* f the tender is cancelled as per e) or no contract is concluded with the winning tenderer, PIN has the right to accept a bid of the tenderer in the second or other place in the tender.

# V. GENERAL CONDITIONS

1. The Tenderer shall bear all costs associated with the preparation and submission of the Tender, and PIN will in no case be responsible or liable for such costs.
2. The Tenderer, at the Tenderer’s own responsibility and risk, is encouraged to visit and examine

the project website www.migration4media.net/face2face.

1. Tender offer must remain valid for the period of 60 daysfrom the date of closing unless withdrawn in writing before the close of tenders.
2. The contract is concluded with the winning tenderer. Should the winning tenderer fail to provide to PIN the necessary cooperation to conclude the contract within the period of 30 days upon the tender results notice, PIN can further negotiate with the second best tenderer that shall be considered the winning tenderer. Should they fail to conclude the contract with the second best tenderer within 15 days following the notice, PIN is allowed to cancel the tender. Notice of results shall be deemed the third day following the day of dispatch of the tender results notice.
3. Tender offer shall consist of the following documents:

* Price quotation including the estimated budget of the evaluation
* Proposed workplan including used methodology
* CV of the tenderer (evaluator)
* Cover letter
* Sworn statement

1. PIN reserves the right to cancel the tender without giving any reason.

VI. OTHER CONDITIONS

Further negotiations with a tenderer about price and conditions are allowed if the negotiation is directed at making the bid more favourable for PIN

In justified cases (especially if it becomes apparent, that none of the tenderers can execute the contract in its full extent), is PIN, after receiving bids, respectively during the negotiation, entitled to split the contract between two or more suppliers so, that each of them will supply part of the contract. This decision must be announced to all bidders so, that they have chance to modify their bids.

Tenderers will be notified about the results of the tender via e-mail within 7 working days after the termination of the tender.

**List of Annexes:**

Annex 1 – Terms of Reference

Annex 2 – Sworn Statement

In Prague, 25th February 2014

………………………………...............

**Šimon Pánek**

**on behalf of People In Need**

**Annex 1: Terms of Reference**

Tender invitation for independent external evaluator of the project

***“Face 2 Face: Facilitating dialogue between migrants and European citizens”***

co-financed by the European Integration Fund of the European Commission

1. **Background**

**People in Need** is a Czech non-governmental and non-profit organization that provides emergency relief and development cooperation, human rights support, social integration programmes and educational and informational programmes. People in Need was established in 1992 and within the twenty years of its existence, People in Need has become one of the biggest non-profit organization in Central Europe and has spread its activities in almost forty countries all over the world. One of its information programmes based in Czechia is ***Migration Awareness Programme***that seeks to increase awareness within Czech society about the topics of migration and integration of immigrants and also to combat prejudice regarding race and origin, and directly addresses the problem of xenophobia within the Czech society.

Project to be evaluated (implemented by the Migration Awareness Programme): ***Face 2 Face: facilitating dialogue between migrants and European citizens***

**Face 2 Face project** aims to break down negative stereotypes and improve public perception of migrants and the phenomenon of migration in Czechia, United Kingdom, Italy and Spain by creating strong and long-lasting basis for interaction and dialogue between migrants and members of receiving communities. Blogging, documentary film production, photography, and communication with journalists; these are all areas in which migrants could improve their skills during the workshops organized as part of the Face 2 Face project. The project’s aim has been to support the communication and media skills of migrants and thereby contribute to their integration. Foreigners themselves can then take on the role of those who strengthen awareness about cultural diversity in Czechia. Through the spread of quality information about migration in the media, the project could also reduce the stereotypes and the negative way of perceiving migrants by the majority. For this reason, the project also has focused on working with journalists. The project includes media training for migrants, educational programs focused on writing about migration for teachers and students of journalism, documentary film production, and many diverse public events.

**Duration:** January 2013 – June 2014

**Donor:** European Integration Fund – European Commission (DG Home Affairs)

**Project activities or outcomes:**

Media trainings for migrants

Creating Module Lecture Guide on accurate reporting on migration for journalism professors and students

Documentary film on the experience of migration

Public events

**Target groups:**

Migrants – third country nationals

Students of journalism

Majority society of partner countries

**Partners of the project:**

People in Need – Migration Awareness Programme (Prague, Czechia) – lead organization

Migrant Voice (London, United Kingdom) – partner organization

SOS Racismo – Mugak (San Sebastian, Spain) – partner organization

CESVI (Bergamo, Italy) – partner organization

1. **Objective of the Evaluation**

The purpose of the external evaluation will be

* to evaluate the overall effectiveness of the project implementation, level of achievement of project objectives, sustainability and impact of the project
* to provide a set of recommendations for further activities on this field, methodology development, etc.

1. **Key evaluation questions**
2. How effective was the overall design of the project?
3. To what extent did the Face 2 Face Project succeed in strengthening of migrants’ media skills and their ability to inform about migrants’ lives in partner countries, etc.?

* What was the effectiveness of the Face 2 Face Project in supporting documentary filming of migrants’ lives in partner countries?
* What was the effectiveness of the Face 2 Face Project in supporting photo documentary from migrant communities in partner countries?
* What was the effectiveness of the Face 2 Face Project in supporting of blogging skills of migrant participants in the project?

1. To what extent did the Face 2 Face Project succeed in strengthening of the public awareness about migrants’ lives in partner countries, etc.?

* What was the effectiveness of the Face 2 Face Project in spreading of the outputs of media trainings towards public society in partner countries?
* What was the impact of the Face 2 Face activities in media, how the activities were reflected by media?

1. To what extent did the Face 2 Face Project succeed in strengthening of the level of knowledge about migration issues within students of journalism?
2. What kind of project activities were the most effective?
3. Did the Face 2 Face Project contribute to any significant changes in a public debate on the topic of migration and immigrants in partner countries?

* Was there any impact on (local) authorities?

1. What is the sustainability and multiplication potential of the project activities?
   1. ... of media trainings for migrants and its outputs?
   2. ... of workshops on migration issues for students of journalism?
   3. ... of the MLG and its implementation in universities?
2. Was there any “un-intended” impact?
3. How effective was the cooperation of partner organizations based in countries with a different migration background?
4. **Methodology**

The following methodology shall be used during the external evaluation:

1. **Document review**

* review of narrative reports and its attachments and other project documents
* review of project website
* review of other project streams – YouTube channels, blog websites, etc.
* review of project outputs in writing (e.g. MLGs)
* review of internal evaluations of project activities

1. **Field research:**

* Interviews with project coordinators
  + People in Need: Tereza Kušniráková, Pavla Redlová
  + Cesvi: Simona Ghezzi
  + Migrant Voice: Nazek Ramadan, Dena Arya
  + SOS Racismo: Loira Manzani, Anaitze Agirre Larreta
* Interviews with chosen project participants from all partner countries (media trainings for migrants, workshops for students of journalism, round table participants)
* Interviews with lecturers of randomly chosen trainings from all partner countries
* Interviews with participants of the final conference held in London (6th and 7th June 2014)

1. **Specific Tasks**

* Review of project documents
* Review of project logic and targets
* Meetings with project staff and other relevant actors (participants, lecturers, etc.)
* Review of partnership relations between the implementing organizations
* Provision of recommendations for future programming, activities, etc.
* Review of the project activities presented at the final conference in person that will be held in London 6th and 7th June 2014

1. **Expected Deliverables**

The External Evaluator will submit to People in Need – Migration Awareness Programme for approval the following deliverables:

|  |  |
| --- | --- |
| **No** | **Deliverables** |
| Deliverable 1 | Evaluation Work Plan – outlining methodology of the evaluation and interviews, outline of a timeframe of the evaluation |
| Deliverable 2 | Detailed report on his/her services in English which will include a) analysis of the Face 2 Face Project activities b) recommendations |
| Deliverable 3 | Presentation in person of key findings and recommendations to coordinators of the Face 2 Face Project from People in Need |

All deliverables must be submitted in English via email to project coordinators from People in Need – [migrace@peopleinneed.cz](mailto:migrace@peopleinneed.cz)

1. **Evaluation Report**

The structure of the evaluation report shall be:

Executive Summary

Introduction

Methodology

Findings (answered evaluation questions)

* Problems and needs (Relevance)
* Achievement of purpose (Effectiveness)
* Management and value for money (Efficiency)
* Achievement of wider effects (Impact)
* Likely continuation of achieved results (Sustainability)

Overall assessment

Conclusions and recommendations

Annexes

1. **Duration**

The External Evaluator should perform all of the tasks under this Terms of Reference during the period April – July 2014

February 25, 2014 – tender notice

**March 23, 2014 – deadline for submitting of applications**

April 7, 2014 – Contract Signature

April 21, 2014 – Detailed Evaluation Work Plan submitted to People in Need – Migration Awareness Programme

April 21 – July 11, 2014 – Evaluation Period

June 6 – 7, 2014: Final conference of the Project in London

July 28, 2014 – Evaluation Report submitted to People in Need – Migration Awareness Programme

July 31, 2014 – Evaluation Report presented to People in Need – Migration Awareness Programme

1. **Logistics**

No further costs such are per diems, other travel costs etc. will not be paid. The final price of the evaluation covers all expenditures that the evaluator will have.

1. **Qualification requirements**

**Education**

* Degree in social sciences, media studies, migration studies or other related studies

**Work Experience**

* Proved practical experience in evaluating projects/programmes in relevant field
* Professional experience in the national/international NGO sector highly desirable.

**Skills**

* Strong analytical, organizational and communication skills
* Ability to meet deadlines and prioritize tasks
* Fluency in English required

**Other**

* Ability to travel to partner countries (Czechia, Italy, Spain, United Kingdom)
* Ability to travel to the final conference of the Project that will be held in London 6th and 7th June 2014

1. **Application process**

Interested candidates whose profile matches the qualification requirements stated above are invited to send their

* **CV**
* **Cover letter** including consultant’s daily rate and a brief description of proposed methodology to be used for evaluation,
* **Proposed workplan fo the evaluation**
* **Price quotation** including estimated budget of the evaluation
* **Sworn statement**

to Tereza Kušniráková at migrace@peopleinneed.cz by **March 23, 2014**.

# Annex 2: Sworn statement

We, INCLUDE THE IDENTIFICATION OF a PERSON / COMPANY, are not bankrupt or being wound up, we are not having affairs administered by the courts, we have not entered into an arrangement with creditors, we have not suspended business activities and we are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

We have not been convicted of an offence concerning our professional conduct by a judgment that has the force of res judicata;

We have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify;

We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

We have not been involved in corrupt, fraudulent collusive and/or coercive practices, we reject such behaviour and we have not been the subject of a judgment that has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests;

Following another procurement procedure or grant award procedure financed by PIN or European Commission, we have not been declared to be in serious breach of contract for failure to comply with their contractual obligations;

We do not engage in the employment of children. We respect basic social rights of our employees and provide them with proper working conditions

We are not in any situation which could give raise to a conflict of interest in what concerns the implementation of the contract. In the event of the contract being awarded to us, we commit ourselves to act with complete impartiality and in good faith in what concerns its performance and outcome.

In ……………….. on ……………………

On behalf of …………….. Name of the company, name of the person

…………………………...

Signature