

**Reference number: 83431550**

Your reference  
Our reference

**Processing number: 20.2161.6-003.00**

06.02.2023

**Project title:** Assessment of SADC's "Disaster risk coordination mechanism"

**Project Name:** Global Initiative on Disaster Risk Management (GIDRM)

**Country:** Botswana

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

Dear Sir/Madam,

Registered offices  
Bonn and Eschborn, Germany

The German Federal Ministry for Economic Cooperation (BMZ) has commissioned the above-mentioned project to be implemented in the SADC region for the period of November 2020 to 31 October 2023. The Assessment of SADC's "Disaster risk coordination mechanism" is concerned with the following:

Friedrich-Ebert-Allee 32 + 36  
53113 Bonn, Germany  
T +49 228 4460-0  
F +49 228 4460-1766

Dag-Hammarskjöld-Weg 1 - 5  
65760 Eschborn, Germany  
T +49 6196 79-0  
F +49 6196 79-1115

E info@giz.de  
I www.giz.de

The overall objective of the consultancy is to develop a depiction of the Disaster Risk Coordination Mechanism (DRCM) with recommendations for mainstreaming RID and gender equity principles into its instruments and decision-making processes.

Registered at  
Local court (Amtsgericht)  
Bonn, Germany  
Registration no. HRB 18384  
Local court (Amtsgericht)  
Frankfurt am Main, Germany  
Registration no. HRB 12394

It is against this backdrop, that SADC /GIZ GIDRM is looking for a competent and qualified **individual consultant** based in the SADC region.

Chairman of the Supervisory Board  
Jochen Flasbarth, State Secretary

Management Board  
Tanja Gönner (Chair)  
Ingrid-Gabriela Hoven  
Thorsten Schäfer-Gümbel

### **Submission deadline**

Should you be interested in participating in the tender and implementing the task, please refer to the attached Terms of Reference (Annex 1) for more detailed information. Submission of tender documents to **BW\_Quotation@giz.de** no later than **9<sup>th</sup> March 2023, 1700, hrs.** Please note that tender bids received after the stipulated time and date **will not** be accepted.

### **Technical offer (based on the criteria of the assessment grid (Annex 2))**

The following items must be submitted with the technical proposal drawn up in English language:

- 1) Technical proposal stating why you consider your service suitable for the assignment and a brief **methodology** on the approach as well as a detailed **work plan**.
- 2) CV of the individual consultant for this project highlighting qualifications and experiences.
- 3) The technical offer should not exceed seven (7) pages, including interpretation of the assignment, work plan and proposed methodology/strategy.
- 4) The technical offer will be assessed based on the technical proposal and the provided consultant profile, examples of similar work undertaken previously and team qualifications and experience.

### **Price offer**

The price offer must be submitted in accordance with the attached format for the price offer (Annex 3) and General Terms and Conditions of contract (Annex 4). Personnel costs should be shown per expert assigned for the measure. Travel costs and all other costs have to be shown separately. All communication related costs, stationery and printing costs for reports have to be included in the calculation. **Please submit your offer in EUR currency.** Upon contract drafting the offer will be converted to your local currency using the exchange rate of the day from the converter Infor Euro:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

The following items must be submitted with the **financial proposal**

- (a) The financial offer form (Annex 3) to be completed for the price
- (b) Individual bank letter dated within 6 months
- (c) Tax clearance certificate (TCC) (if applicable according to your country regulations)

### **Alternative offers**

**No alternative offers are permitted.** (Offers not in line with the Terms of Reference requirement will not be evaluated).

### **Labelling of offer**

Your bid, comprising the technical offer and the price offer, must be clearly marked as such with the contract number, tender name and submitted separately as different attachments (combined technical and financial offers in one document will be disqualified).

### **Price offer for (labelled):**

Assessment the SADC's "Disaster risk coordination mechanism"

**Reference: number: 83431550**

**– to be opened by GIZ procurement unit only –**

### **Technical offer for:**

Assessment the SADC's "Disaster risk coordination mechanism"

**Reference: number: 83431550**

**– to be opened by GIZ evaluation team & Procurement Unit –**

### **Procedural questions**

Please address any commercial, technical and procedural questions at an early stage. Questions will be answered if they are received at the latest five (5) working days before the closing of the tender. Questions must be raised in writing, by email to: **dimpho.keitseng@giz.de**

**Non-compliance may result in your bid not being considered.**

### **Evaluation of Offer**

After the final technical evaluation, technical offers scored 500 points and above only their financial bids will be opened and evaluated. Technical offers below 500 points will be considered as technically not acceptable. The weightings are as below for Technical (T) and Financial (F);

T: 70%, F: 30%. The following formula will be used:

$$\frac{\text{technical evaluation of bid} \times 70}{\text{technical evaluation of best bid}} + \frac{\text{most economical bid} \times 30}{\text{price of bid}}$$

The contract will be awarded to the bidder with the highest score (Technical plus Financial weighing), and in case of achieving the same score, a priority is given to the bidder who submitted their bid earlier. Contractual negotiations are generally commenced with the bidder achieving the highest score. Should these negotiations not be successful, the second highest scorer on the list shall be invited to commence negotiations.

#### **Date of decision to award contract**

For procedural reasons, no information on the status of the evaluation will be given pending the decision on contract award. We would therefore ask you to refrain from making enquiries about this. Only the winning bidder will be informed.

#### **Acceptance period and Commencement of work**

Please note that you are bound by your bid for 90 days.

GIZ reserves the right to accept, reject and/or cancel any or part of the bid.

GIZ also reserves the right to cancel the bid entirely.

Yours truly,

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

#### **Annexes**

1. Terms of Reference
2. Technical Assessment Grid
3. Budget allocation form (for financial proposal)
4. GIZ General Terms and Conditions of contract 2022