

CALL FOR TENDER IMPACT

Date: 09/05/2019

Tender N°: T/99iAFH/1E4UNO/GVA/09052019/2

IMPACT is requesting through this tender a company to provide detailed written quotations for the supply of the following services:

SERVICES SPECIFICATIONS:

1. Description: Oversee a review of lessons learnt and best practice of up to eight (8) humanitarian Multi-Sector Needs Assessment that it has supported in the course of 2018 through its REACH initiative..
2. Category: Consultancy

RESPONSIBILITIES OF THE CONSULTANT:

1. Terms of delivery: Final report in English (see details in the Terms of Reference)
2. Date of delivery: June 22 2019 (latest completion date)
3. Validity of the offer: 2 months

The answers to this tender should include the following elements:

- A written quotation including all the service specifications, the price per task, quantity proposed and unit, and total price;
- A sample of the written examples of similar services.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **16/05/2019 at 12am** in IMPACT office at the following address: Chemin de Balexert, 9, 1219 Châtelaine, Switzerland.
Tenderers may attend the evaluation of offers planned on 17/05/2019 at 3pm, this date being subject to change.
2. Tenderers will fill, sign, stamp and return the Offer form according to IMPACT's format.
3. Tenderers will sign and return all pages of the Terms of Reference for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. The offer must be submitted to IMPACT's Hub Unit in an email referencing the tender number mentioned above to the following address tenders@impact-initiatives.org.
6. Late offers will not be considered.
7. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with IMPACT's anti-terrorism policy. To this end, IMPACT reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor."

NOTE: IMPACT adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, IMPACT has adopted a participatory approach to promote and ensure transparency within the organisation and has set up a Transparency focal point via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following e-mail address geneva.transparency@impact-initiatives.org.