

**CALL FOR TENDER ACTED Ukraine**

Date:

Tender N°: T/64EGH/91F/TLE/Sieverodonetsk/AME/29-07-2021

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

**SERVICE SPECIFICATIONS:**

1. Description: Final Internal Project evaluation cost for External Team leader as Consultancy
2. Service class / category: Consultancy
3. Made in (service origin): International

Lot	Description	Details of the service	Date and time of the service	Comments
1	Final Internal Project evaluation cost for External Team leader as Consultancy, in line with annexed ToRs.	Lead the ACTED AME Team, to develop project evaluation methodology and tools, in line with the terms of reference approved by ACTED HQ, Develop plans for and supervise all necessary primary data collection; Lead on primary and secondary data analysis, with the support of ACTED AME and programme teams. Draft final evaluation report	Tentative duration of the evaluation is 30-35 Full-Time Equivalent days.	This evaluation will preferably be conducted in-person with coming to Ukraine (Kyiv and field offices in Sloviansk and Sieverodonetsk), however complete remote modality will also be considered.

**RESPONSIBILITIES OF THE CONTRACTOR:**

1. Terms of delivery: \_\_\_\_\_
2. Starting date: 06.09.2021
3. Validity of the offer: \_\_\_\_\_

The answers to this tender should include the following elements:

- Prices should be in UAH or Euros - Inclusive applicable taxes;
- Copies of the ID or passport of legal representative;
- CV(s) of the external team leader deployed (including field team)
- Sample from previous work (max. 10-20 pages) from at least 2 separate projects; description of similar past experience, including description of the evaluation criteria, project, area of intervention, and total budget
- Technical Proposal including a detailed methodology and work plan
- Detailed Financial Proposal (cost effective and showing unit costs).
- In the financial proposal, the candidate shall provide costs for both types of evaluations – completely remote and with coming to Ukraine.
- Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier.
- Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier
- General conditions for purchase are attached, filled, signed and stamped by the supplier
- ToR signed and stamped
- All documents required under the Bidder's checklist provided by ACTED;

**GENERAL CONDITIONS:**



# ACTED

T/64EGH/91F/TLE/Sieverodonetsk/AME/29-07-2021

1. The **closing date** of this tender is fixed **on 30/08/2021 at 18:00 Kyiv time** in ACTED office at the following address : Kiev, 10 Observatorna street  
Tenderers who will present their offer at ACTED bases other than **ACTED Kiev** must take into consideration the transport time from the local base to **ACTED Kiev**.
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will sign and return all pages of the Product Specifications 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 ACTED purchase department in by email with the mention "not to be opened before 31/08/2021 and the purpose of the offer.
6. Unsealed envelope and 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 ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

*NOTE: ACTED 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, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) 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 phone number + 38 (063) 350 66 86 and/or send an e-mail to [transparency@acted.org](mailto:transparency@acted.org).*

Company Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp: