

PART 1 - PROJECT PROPOSAL

Important Note:

- **Technical proposal MUST be submitted in a separate envelope/file from the financial proposal.**
- **Scores will be based on the submitted Proposal, demonstration of past experience and supporting documentations based on a pre-agreed scoring system. The scoring system is designed to be as objective as possible, while understanding that the nature of such work is highly dependent on context. For this reason, the proposal should include as much detail as it is necessary.**
- **The Total Technical score is out of 100 points. Bids scoring less than 50 points (50%) will be rejected and the financial offers will not be opened.**

EVALUATION CRITERIA TABLE

Selection criteria	Supporting documentation
A. Experience and Expertise (25 points)	
University Degree in : - Management of multi-hazards and disaster risk reduction - Environmental science, ecosystem management - Socio-ecological systems and infrastructure resilience - Other fields closely related to the focus of the consultancy assignment (2 points)	Copy of post-graduate University Degree
Years of experience in DRR and related fields, with a focus on strategy development and policy integration. (2 points)	CV
Previous experiences related to DRR strategy development and policy integration (4 points)	Samples / examples of previous works
Track record of successful DRR projects and training initiatives. (3 points)	Track record copy / samples
Positive feedback and references from previous clients or organizations. (3 points)	Recommendation letter - Contacts of previous organizations
Demonstrated knowledge and understanding of international and national DRR frameworks, policies, and guidelines. (5 points)	Samples of previous works
Expertise in conducting risk assessments, hazard mapping, and vulnerability analysis. (2 points)	Samples of previous works
Ability to design and develop a comprehensive DRR strategy that aligns with the needs and context of LPAs. (4 points)	Samples of previous works

B. Language Competence (10 points)	
Fluency in English (oral & written) PASS/FAIL (If the bidder is not fluent in English, he will be automatically rejected)	CV + samples of previous work
Fluency in Russian (oral & written) (5 points)	CV + samples of previous work
Fluency in Romanian (oral & written) (5 points)	CV + samples of previous work
Award criteria	Supporting documentation
C. Methodology and Training Approach (45 points)	
Incorporation of innovative and effective methodologies for capacity building and knowledge transfer. (6 points)	Answers in Project proposal
Use of participatory approaches and engagement of relevant stakeholders in the strategy development process. (6 points)	Answers in Project proposal
Clarity and coherence of the proposed methodology for designing and delivering DRR training. (11 points)	Answers in Project proposal
Inclusion of participatory approaches and innovative techniques in training delivery. (6 points)	Answers in Project proposal
Incorporation of monitoring and evaluation mechanisms to measure the impact of the training program. (6 points)	Answers in Project proposal
Design of the simulation training (10 points)	Answers in Project proposal
D. Timeline & Workplan (20points)	
According to each deliverables & the ACTED Terms of Reference	Table in the Technical Offer

ACTED is proposing to follow the selection method below:

- Bidders will go through an administrative opening.
- Then bidder(s) will be technically evaluated and will be given a score out of 100 points.
- The bidder(s) passing the minimum requirement threshold from the technical evaluation (50 points) will be then further considered for the financial evaluation;
- Then bidder(s) will be financially evaluated and will be given a score out of 100 points. The price is scored proportionally from the lowest price received.
- The awarded bidder will be the one with the best weighted average out of 80% for the Technical offer and 20% for the Financial one.



ACTED's Special Conditions for Purchase for this tender are attached for the information of Bidders. When sending their offers to the present call for tender, Bidders acknowledge their agreement with these terms & conditions.

1- Experience and Expertise (25 points)

Please include: all the supporting documentations illustrating this narrative and requested for this criteria

- a. Please highlight your experience and expertise through a cover letter in the box below and list all the attachments provided for this criteria, as requested in the evaluation criteria table

Contents of attachments

(Where attachments are sent by email, please include the list of file names which will be assessed, as well as the subject line for the email in which they are contained)

Up to 25 points will be awarded on the basis of the narrative and attachments.

2- Language competence (10 points)

Please list all the samples of previous work you provided to justify your fluency in mandatory and additional languages

Contents of attachments

(Where attachments are sent by email, please include the list of file names which will be assessed, as well as the subject line for the email in which they are contained)

Up to 10 points will be awarded on the basis of the attachments justifying.

3- Methodology and Training Approach (45 points)

Please include: all the supporting documentations requested for this criteria

- a. According to the Terms of References annexed, please detailed here the proposed methodology to design and deliver DRR training.

Contents of attachments

(Where attachments are sent by email, please include the list of file names which will be assessed, as well as the subject line for the email in which they are contained)

Up to 45 points will be awarded on the basis of the proposed methodology.

4- Timeline & workplan (20 points)

Please indicate duration according to the proposed methodology for each key deliverables if different.

Task	Key Deliverables	ACTED Estimated Duration (in working days)	Proposed Duration (in working days)
Selection Criteria:	Development of 2 Selection Criteria; one for the relevant LPAs and the second for the CBO	0.5	
Training	<p>Design 5 DRR/M training modules targeting LPAs including the development of the pre-post tests for all the training modules. These modules should focus on the following concepts:</p> <p>1- Introduction to Disaster Risk Reduction (DRR) and Governance: This module should provide an overview of DRR concepts, principles, and the importance of integrating DRR into governance practices. Key topics to cover may include understanding disaster risks, the role of LPAs in DRR, DRR international standards, and the relationship between DRR and governance.</p> <p>2- Assessing Local Risks and Vulnerabilities: This module should focus on equipping participants with the skills and knowledge to conduct risk assessments and identify vulnerabilities within their locality. Topics may include hazard identification, vulnerability assessment techniques, and the use of data and information for risk analysis.</p> <p>3- Developing DRR Strategies and Action Plans: This module should guide participants in the process of formulating effective DRR strategies and action plans. Key topics may include setting DRR goals and objectives, identifying priority areas, stakeholder engagement, and integrating DRR into development planning.</p>	6	

	<p>4- Implementing DRR Measures and Interventions:</p> <p>This module should cover the implementation aspects of DRR, emphasizing practical measures and interventions that LPAs can undertake to reduce risks and enhance resilience. Topics may include early warning systems, infrastructure resilience, community-based approaches, mainstreaming DRR, and monitoring and evaluation.</p> <p>5- Building Partnerships and Collaboration:</p> <p>This module should emphasize the importance of partnerships and collaboration in DRR efforts. Topics may include engaging with local communities, coordinating with relevant stakeholders (e.g., NGOs, civil society organizations), establishing inter-agency collaboration, and fostering public-private partnerships.</p>		
	Deliver the training to 50 LA staff in DRR/M in a series of five trainings (5 trainings X 2 Groups X 3 Days)	30	
	Write the post training report	2.5	
	Design relevant training module to streamline the integration of DRR/M in CSOs interventions and capacities within the Moldovan context	1	
	Deliver the training to representatives of 50 CSOs (1 training X 3 days X 2 groups)	6	
	Deliver a one day simulation training for 100 representatives of CSOs and LPAs	1	
	Write the post training report	0.5	
DRR strategy development	Lead six co-creation workshops to develop DRR/M strategies	6	
	Bilateral support to LPAs to co-create an evidence based DRR strategy	26	
	Compile the final strategy products	2	
Final Report	Write the assignment final report	2	

Up to 20 points will be awarded on the basis of the proposed timeline and workplan.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: _____