



# **Alliance of Civil Society Organizations of Tigray**

## **ACSOT**

**NED Tigray Grant Agreement**  
**Grant Number: 2004-0005**

# **Tender Dossier**

**Consultancy Services for Conducting Civil Society Organizations (CSOs) Landscape Assessment and Developing CSOs Rebuilding Road Map in Post-Conflict Context in Tigray**

**Procurement No. ACSOT/NED/SC001/24**

**March 19, 2024**  
**Mekelle, Ethiopia**

## SERVICE CONTRACT NOTICE

For

### Consultancy Services for Conducting Civil Society Organizations (CSOs) Landscape Assessment and Developing CSOs Rebuilding Road Map in Post-Conflict Context in Tigray

1. **References;** nedacsot/sc/001/2024
2. **Date of publication;** March 20, 2024
3. **Procedure:** Open tender
4. **Program Title;** Rebuilding Civil Society Organizations in post conflict context
5. **Contracting authority;** Alliance of Civil Society of Tigray(ACSOT)
6. **Nature of Contract;** Global/Lump sum based contract
7. **Contract Description;** this contract is about a service contract where a consultant is required to help development of CSOs landscape assessment tools, leading the process of data collection, data analysis and reporting and developing rebuilding CSOs' Road map in post conflict context of Tigray.
8. **Maximum Budget Available;** USD 7000
9. **Legal Basis and Eligibility;** VAT registered consulting firm with a social and economic related consultancy license renewed for the 2016 E.C FY are eligible for participation.
10. **Number of tenders;** No more than one tender can be submitted
11. **Sub-contracting;** Subcontracting is not allowed.

---

12. **Implementation period of the contract;** is Five Months from the start of the contract
13. **Selection criteria;** Technical and Financial offers (80%, 20% Respectively)
14. **Deadline for submission of tenders;** 3<sup>rd</sup> April, 2024 at 3:00pm
15. **Tender opening session;** 3<sup>rd</sup> April, 2024 at 3:30 pm at ACSOT Mekelle office.
16. **Operational Language;** English
17. **Access to Tender Dossier;** Interested bidders can access to Tender Dossier for this service contract in PDF form at the following link in ACSOT website;  

---
18. **Additional information :** ask via [welday@acsot.org](mailto:welday@acsot.org) or +251914017885

## ANNEX A

### Instruction to Tenderers

1. Service to be provided; the required services is clearly explained in the TOR (ANNEX B) of this tender dossier
2. Time table;

Activities	Data	Time deadline
Deadline for request clarifications	29/03/2024	5:00 pm
Deadline for submitting tenders	03/04/2024	3:00 pm
Opening of tenders	03/04/2024	3:30 pm
Completion date for evaluating Technical and financial offers	08/04/2024	4:30 pm
Notification award	08/04/2024	5:00 pm
Contract signature	12/04/2024	The latest 5:00 pm
Start date of the contract	15/042024	9:00 AM

### 3. Content of tenders ;

The tender submission must include both technical proposal and financial proposal, each enclosed in separate envelopes. Both the technical and financial proposals should contain one original clearly marked as "Original" and one copy. Failure to adhere to these submission guidelines may lead to the rejection of the tender due to non-compliance.

#### 3.1. Technical offer

The Technical Proposal should contain the following technical information/documents:

- The **legal entity file** and supporting documents
- A brief description of the organization and outline of recent experience of the Consultant and each partner and/or sub consultant on on-going and completed projects of a similar and related nature.
- Comments and suggestions on the TOR.
- Approach, work plan, and schedule on how the Consultant shall carry out the services to meet all the requirements in the TOR.

- List of key personnel to be assigned to the contract with their curriculum vitae indicating their relevant qualification, experience data and signed written commitment to work for the project once awarded the contract;
  - The key experts proposed in this tender must not be part of any other tender submitted for this tender procedure.
  - Each key expert must also undertake to be available, able and willing to work for the whole period scheduled for his/her input to implement the tasks set out in the terms of reference and/or in the organization and methodology.
- A Time Schedule indicating clearly the estimated duration.
- **Duly authorized signature:** an official document proving that the person who signs on behalf of the company/joint venture/consortium is duly authorized to do so.

### 3.2. Financial offer

The financial offer must be presented as an amount in Ethiopian Birr and in a separate envelope.

The Financial Proposal shall contain the following information.

- Summary of Costs;
  - Breakdown cost per Activity;
  - Other items as may be required in the bidding document if any.
4. **Period during which tenders are binding;** Tenderers are bound by their tenders for 90 days after the deadline for submitting tenders.
5. **Submission of tenders**
- Electronic submission is not applicable for this contract
  - Tenders must be sent/submitted to the contracting authority before deadline
  - Tenderers must insert their tender proposal in to **the tender box** prepared for that purpose at ACSOT Mekelle Office.
  - Tenders must be submitted using the double envelope system, i.e. in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words ‘**Envelope A — Technical offer**’ and the other ‘**Envelope B — Financial offer**’.

All parts of the tender other than the financial offer must be submitted in **Envelope A**.

- The outer envelope should provide the following information:
  - a) The address for submitting tenders

- b) The reference code of the tender procedure (i.e. <publication reference>);
- c) The words 'Not to be opened before the tender-opening session'
- d) The name of the tenderer.

## **6. Amending or withdrawing tenders**

- Tenderers may amend or withdraw their tender by written notification prior to the deadline for submitting the tender.

## **7. Costs for preparing tenders**

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable.

## **8. Ownership of tenders**

The contracting authority retains ownership of all tenders received under this tendering procedure. Consequently, tenderers do not have the right to have their tenders returned to them.

## **9. Evaluation of tenders**

### **9.1. Evaluation of technical offers**

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid of this tender dossier. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the terms of reference.

- **Interviews;** by phone, in person or no interview are the optional

The evaluation committee may interview the key experts proposed in the technically compliant tenders, after having written provisional conclusions but before concluding the technical evaluation.

The interview shall be conducted by telephone or by alternative communication tools and the date and time of these interviews will be confirmed or notified to the tenderer a day before.

### **9.2. Evaluation of financial offers**

Upon completion of the technical evaluation, the envelopes containing the financial offers for tenders that were not eliminated during the technical evaluation will be opened (i.e. those with an average score of 75 points or more). Tenders exceeding the maximum budget available for the contract will not be accepted and will therefore not be further evaluated.

## **10. Choice of selected tenderer**

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis.

## **11. Confidentiality**

The entire evaluation procedure is confidential, subject to the contracting authority's legislation on access to documents. The evaluation committee's decisions are collective and its deliberations are held in closed session. The members of the evaluation committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the contracting authority,

## **12. Signature of contract(s)**

**12.1. Notification of award;** Tenderers will be notified of the outcome of this procurement procedure in writing.

### **12.2. Signature of the contract**

Within 3 days of receipt of the contract already signed by the contracting authority, the selected tenderer shall sign and date the contract and return it to the contracting authority.

Failure of the selected tenderer to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, the contracting authority may award the tender to another tenderer or cancel the tender procedure.

## **13. Cancellation of the process of tender**

If necessary, ACSOT- the contracting authority reserves the right to cancel all or part of the tender.

## **14. Appeals**

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint in writing address to ACSOT.

## **ANNEX B**

# **Terms of Reference (TOR) For Consultancy Services for Conducting Civil Society Organizations (CSOs) Landscape Assessment and Developing CSOs Rebuilding Road Map in Post-Conflict Context.**

### **1. BACKGROUND INFORMATION**

The Alliance of Civil Society Organizations of Tigray (ACSOT) is a non-governmental, non-profit, non-partisan and multi-sectoral regional CSOs consortium founded in 2007 G.C. and re-registered as per the CSOs Proclamation No. 1113/2019 as an Ethiopian Regional consortium with registration No. 1508. Currently, ACSOT embraces 72 national and regional CSOs operating all over Tigray.

ACSOT is responsible for capacity building and networking of its members, coordination of advocacy and other collaborative works, information exchange, resource mobilization, and creating an enabling environment at regional and national settings. Since its establishment, ACSOT has accumulated a wide range of experiences from the diversified programs and projects it implemented.

The current status of local CSOs in Tigray remains unknown, necessitating a systematic assessment project funded by the National Endowment for Democracy (NED). The project, undertaken by the Association for Civil Society Organizations in Tigray (ACSOT), aims to assess and rebuild CSOs to strengthen their role in Tigray's recovery and rebuilding endeavors. Emphasizing stakeholder engagement, robust data collection methodologies, and accurate analysis.

### **2. OBJECTIVES AND EXPECTED OUTPUTS**

#### **2.1. General Objective**

The overarching objective of this project is to rebuild Civil Society Organizations in Tigray in a post-conflict context.

#### **2.2. Specific Objectives**

The project aims to achieve the following specific objectives:

- Mapping the existing landscape of civil society organizations in Tigray.

- Developing a Rebuilding Roadmap for CSOs in Tigray within a post-conflict context.

### **3. SCOPE OF THE WORK**

#### **3.1. General**

##### **3.1.1. Description of the Assignment**

The consultant is going to help ACSOT in designing CSOs assessment tools, data collection procedures, developing assessment report, CSOs rebuilding road map development in post conflict context

##### **3.1.2. Geographical Areas to be covered**

The assignment will cover all accessible parts of Tigray with a focus on Mekelle. ACSOT will provide the specific location of CSOs included in the assessment after the contract is signed.

##### **3.1.3. Target Groups**

There are a minimum of 72 Civil Society Organizations (CSOs) that are members of the umbrella organization ACSOT operating in Tigray. Proposals that exceed this minimum number and non ACSOT member organizations will be viewed favorably in the tendering process. Tenderers who propose to engage with a range of CSOs exceeding 72, potentially up to over 200, for the assignment of conducting data analysis, interpretation, reporting, and development of a rebuilding roadmap will receive superior technical evaluation results.

#### **3.2. Specific Work**

Activities to be performed under this service contract include:

- Designing data collection methodologies including Questionnaire, KII and FGD.
- The Development assessment tools for Civil Society Organizations (CSOs) shall include the following contents;
  - damage assessment, identifying capacity development needs, assessing governance structures, organizational capacities, stakeholder engagement, and understanding the operational environment of CSOs.
- Cleaning collected data
- Conducting data analysis, interpretation, and developing Assessment report.
- Developing rebuilding road map of CSOs in a post conflict context and presenting stakeholders for comments
- Presenting the draft assessment report in a workshop organized by ACSOT for feedback.



- Editing and preparing the final version of the two documents; CSOs land scape assessment report and a Roadmap for rebuilding CSOs in post conflict context.

### **3.3. Project Management**

#### **Responsible Body:**

The contract will be managed by an NED Project Coordinator, overseeing day-to-day activities. The Contractor will report to the Project Coordinator.

#### **Management Structure:**

The ACSOT Executive Director will oversee project implementation, managing major decision-making processes.

#### **3.3.3. Facilities to be provided by ACSOT**

ACSOT will provide the following facilities to the Contractor:

- Office space and furniture.
- Tablets for KOBO collect

## **4. LOGISTICS AND TIMING**

### **4.1. Location**

The project will be implemented in the whole accessible areas of Tigray. The list and location of many CSOs will be given by ACSOT make ready along with tender dossier.

### **4.2. Start Date and Period of Implementation**

The intended start date is March 12, 2024, with a project implementation period of five months. Any additional time required for report and roadmap updates will not incur additional payments beyond the contracted amount.

## **5. REQUIREMENTS**

### **5.1. Personnel**

#### **- Qualification, skill and professional experiences**

- Possession of a Master’s Degree and above in Economics, Development Studies, Business Administration, Sociology, Political Science, Public Policy, Law and Governance, or related fields is required.
- Ability to develop tailored comprehensive assessment frameworks and methodologies for civil society organizations.
- Proficiency in engaging diverse stakeholders, including CSO staff, beneficiaries, donors, and community members, to gather insights for assessments.

- Proficiency in qualitative and quantitative data collection methods (e.g., surveys, interviews, focus groups) and analysis techniques.
- Effective communication skills to engage with diverse audiences, articulate findings, recommendations, and insights clearly.
- Strong writing skills to convey assessment outcomes concisely.
- Demonstrated experience in leading assessments or evaluations of civil society organizations, overseeing the entire process.
- Previous experience within or closely with civil society organizations, providing insight into sector characteristics, challenges, and opportunities.
- Experience leveraging assessment findings to advocate for policy changes, resource allocation, or programmatic improvements.
- Advanced skills in developing strategic plans for civil society organizations, aligning vision, mission, goals, and objectives with values.
- Ability to engage diverse stakeholders, gather input, build consensus, and ensure alignment with strategic priorities.
- Proficiency in analyzing qualitative and quantitative data related to organizational capacities, funding trends, policy environments, and social impact metrics.
- Strong strategic thinking abilities, anticipating future trends, identifying opportunities and challenges, and developing proactive strategies.
- Demonstrated experience in leading strategic planning processes, achieving organizational goals and mission impact.
- Experience in leading organizational change initiatives, managing resistance, and fostering innovation.
- Experience collaborating with government agencies, philanthropic foundations, private sector partners, and community-based organizations to address social issues.
- Experience providing capacity building support and technical assistance to strengthen strategic planning and management capacities within civil society organizations.

## 5.2. Deliverables and Timeline:

The contract deliverables include:

- SCOs Landscape Assessment Tool and Methodology.
- CSOs Landscape Assessment Draft Report.
- Draft and final CSOs Rebuilding Road Map
- CSOs Landscape Assessment Final Report.
- Contract/project implementation report

*Table; Tentative Time Schedule for deliverables*

<b>Deliverables</b>	<b>Latest date of submission</b>	<b>Mode of Submission</b>
CSOs landscape Assessment tool and methodology	April, 15/2024	In word doc and hard copy
Cleaned data for CSO	April , 30/2024	In Excel spread sheet form
Draft CSOs assessment report	May, 30/2024	In word doc
Draft CSOs Rebuilding Road Map	June, 30/2024	In word doc
Final CSOs assessment report and Rebuildig Road Map	August, 15/2024	In word doc and hard copy(2)
Contract/ project Implementation report	August, 15/2024	In word doc and hard copy(1)

## 5.3. Office Accommodation

### 5.3.1. Facilities to be provided by the Contractor

Printer and stationary materials and electronic equipment's including computers that will be used in the contract shall be provided by the contractor

### 5.3.2. Equipment's

No equipment is to be purchased for the purpose of this contract

## 5.4. Submission and Approval of Report

The report referred to above must be submitted to the project coordinator identified in the contract. ACSOT executive director is responsible for approving the reports.

# ANNEX C

## Administrative Compliance Grid

Contract title:		Consultancy Services for Conducting CSOs Landscape Assessment in Post-Conflict Context						Publication reference:		Procurement No. ACSOT/NED/SC001/24		
Tender number	Tenderer name	Tender submission form duly completed? (Yes/No)	Tenderer's declaration (signed by each consortium member, if consortium member, if Language as required?)	Organisation & methodology exists?	Key experts (list + CV)? (For contracts requiring Key experts are present in only one tender as key All key experts have signed statements of Sub-contracting statement acceptable? (Yes/No/ Not	Nationality of sub- contractors eligible? (Yes/No)	Key experts' CV's comply with minimum requirements	Overall decision? (Accept / Reject)				
1												
2												
3												
4												
5												
6												
7												
8												

<b>Chairperson's name</b>	
<b>Chairperson's signature</b>	
<b>Date</b>	

## ANNEX: D

### Technical Evaluation Grid

	Maximum Score
<b>Organization and methodology</b>	
Rationale	10
Implementation Strategy	30
Timetable of activities	20
<b>Total score for organization and methodology</b>	<b>60</b>
<b>Key experts</b>	
Qualifications and skills	15
General professional experience	10
Specific professional experience	15
<b>Total score for key experts</b>	<b>40</b>
<b>Overall total score</b>	<b>100</b>

<b>Strengths</b>	
<b>Weaknesses</b>	

**NB: Only tenders with average scores of at least 75 points qualify for the financial evaluation.**