



# **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**

**April 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;** ACSOT/NED/SC001/24
2. **Date of publication;** April 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
7. **Contract Description;** this contract is about a service contract where a consultant is required to help development of CSOs landscape assessment tools, Collect Data, data analysis and developing CSOs landscape Assessment Report and developing CSOs rebuilding Road map (short, medium and long term plan) in post conflict context of Tigray.
8. **Legal Basis and Eligibility;** Consulting firms that have renewed their licenses for the 2016 Ethiopian Calendar fiscal year and are registered for VAT are eligible to participate.
9. **Number of tenders;** No more than one tender can be submitted
10. **Sub-contracting;** Subcontracting is not allowed.

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11. **Implementation period of the contract;** is four Months from the start of the contract
12. **Selection criteria;** Technical and Financial offers (70%, 30% Respectively)
13. **Deadline for submission of tenders;** May 03, 2024 at 3:00pm
14. **Tender opening session;** May 03, 2024 at 3:30 pm at ACSOT Mekelle office.
15. **Operational Language;** English
16. **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;  

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17. **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	26/04/2024	5:00 pm
Deadline for submitting tenders	03/05/2024	3:00 pm
Opening of tenders	03/05/2024	3:30 pm
Completion date for evaluating Technical and financial offers, latest	10/05/2024	4:00 pm
Notification of award <sup>1</sup>	10/05/2024	4:30 pm
Contract signature	16/05/2024	The latest 5:00 pm
Start date of the contract	17/05/2024	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 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.

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<sup>1</sup>The contract with the selected bidder can only be finalized immediately following the receipt of the second payment, which is currently in progress and expected to be effected/received shortly from the donor

- 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; specify if financial offer includes VAT or NOT
- 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
- Tenders must be sent/submitted to the contracting authority before deadline Bidders are required to submit their tender proposals into the designated tender box located at the ACSOT Mekelle Office, situated in Egri-mitkal building, 2nd floor, Room number 202, Hawelty Sub-city, Tabia (Kebelle) Selam.
- 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. 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 available and 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 physically, 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 70/30 basis.

## **11. Confidentiality**

The entire evaluation procedure is confidential, subject to the contracting authority's policy 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 Alliance of 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:

- Defining 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 13 locations (towns/ Woredas) in Tigray with a focus on Mekelle (see the table below)

### 3.1.3. Target Groups;

A total of 218 Civil Society Organizations (CSOs) across 5 locations have been earmarked for assessment. However, tenderers aiming to expand this pool to around 300 CSOs will enjoy a competitive edge during the bidding process, resulting in a more favorable technical evaluation outcome. Upon contract award, ACSOT will furnish the winning consultant with the detailed addresses of the CSOs listed in the table.

*Table; CSOs location*

Woreda/City	Number of CSOs
Mekelle	206
Wukro	3
Adigrat	3
Aksum	4
Shire E/Selassie	2
Total	218

### 3.2. Specific Work

Activities to be performed under this service contract include:

- Designing survey designs, data collection methodologies and tools 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.
- Collect data using smartphone or tablets
- Senior expert/s administer KII and FGD
- Cleaning collected data
- Conducting data analysis, interpretation, and developing CSOs Landscape Assessment report.
- Developing CSOs Rebuilding Roadmap in a post conflict context of Tigray.
- Presenting draft assessment report and rebuilding road map in a workshop to be 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 of Tigray.

### 3.3. Project Management

#### Responsible Body:

The contract will be managed by ACSOT Secretariat NED Project office, 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:

- Transport for Data Collection

## **4. LOGISTICS AND TIMING**

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

The planned commencement date is May 17, 2024, with the project set to be implemented over a period of FOUR months. However, data collection must be finalized within a maximum of 30 days from the contract's signing date. Any additional time needed for report and roadmap updates will not result in extra payments beyond the agreed contract amount.

## **5. REQUIREMENTS**

### **5.1. Personnel; Senior Assessment and Strategic Planning Expert/s**

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

- Educational Background: Hold a Master's Degree in fields such as Law and Governance, Economics, Development Studies, Business Administration, Sociology, Political Science, Public Policy, or related disciplines.
- Assessment Framework Design: Develop tailored assessment frameworks and methodologies for civil society organizations (CSOs).
- Stakeholder Engagement: Effectively engage diverse stakeholders to gather insights essential for assessments.
- Data Collection and Analysis: Utilize qualitative and quantitative methods for accurate data interpretation.
- Effective Communication: Clearly communicate findings and recommendations to various stakeholders.
- Writing Skills: Articulate assessment outcomes in accessible formats.
- Leadership in Assessment: Lead assessments from inception to execution.
- CSO Experience: Prior experience within or closely with CSOs.
- Stakeholder Collaboration: Collaborate with CSOs, donors, government agencies, and other stakeholders.
- Crafting Tailored Strategic Plans for Post-Conflict CSOs: Develop strategic plans for CSOs in post-conflict contexts.
- Proactive Strategic Thinking for Tigray's CSOs: Anticipate and address future trends and challenges for CSOs in Tigray.
- Leadership in Strategic Planning Processes for Tigray's CSOs: Lead strategic planning processes for CSOs in Tigray.



- In-depth Understanding of CSO Dynamics in Tigray: Extensive involvement with CSOs in post-conflict Tigray.
- Collaboration with Diverse Stakeholders in Tigray: Collaborate with various stakeholders in Tigray.

### **5.1.2. Non Key Experts; Data Collectors; #10**

#### **Education, Skills and Experiences**

- A diploma or bachelor's degree in Sociology, Psychology, Economics, Statistics, Demography, political Sciences, computer science, information technology, or a related field.
- Skills on the basic know how of KOBO tool, advanced excel or similar technologies
- Ability to quickly learn and adapt to new ICT tools, technologies, and methodologies as needed to support evolving assessment needs and objectives.
- Experience implementing mobile data collection solutions for field-based assessments, including selecting appropriate tools, designing data collection forms.
- Ability to quickly learn and adapt to new ICT tools, technologies, and methodologies as needed to support evolving assessment needs and objectives.

### **5.2. Deliverables and Timeline:**

The contract deliverables include:

- SCOs Landscape Assessment Tool and Methodology.
- CSOs Landscape Assessment Draft Report.
- CSOs Landscape Assessment Final Report.
- Draft CSOs Rebuilding Road Map
- Final CSOs Rebuilding Road Map
- 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	May 27, 2024	In word doc and hard copy
Cleaned data for CSO	June 28, 2024	In Excel spread sheet form
Draft CSOs assessment report	July 26, 024	In word doc
Draft CSOs Rebuilding Road Map	August 15, 2024	In word doc
Final CSOs assessment report and Rebuilding Road Map	August 30, 2024	In word doc and hard copy(2)
Contract/ project Implementation report	August 30, 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 and rebuilding Road Map in Post-Conflict Context						Publication reference:	Procurement No. ACSOT/NED/SC 001/24	
Tender number	Tenderer name	Tender submission form duly completed? (Yes/No)	Tenderer's declaration (signed by each consortium member, if appropriate)?	Language as required?	Organisation & methodology exists?	Key experts (list + CV)? (For contracts requiring key experts)	Key experts are present in only one tender as key experts? (For contracts requiring key experts)	All key experts have signed statements of exclusivity & ..availability? (For contracts requiring key experts)	Key experts' CV's comply with minimum requirements Yes/No	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>	
Methodology and Approach	20
Interview and presentation	20
<b>Total score for organization and methodology</b>	<b>40</b>
<b>Relevant Experience</b>	
Relevant Consultancy experience (Company-level)	20
Competency of key professionals (Qualifications and skills)	20
CSO Specific experience	20
<b>Total score for key experts</b>	<b>60</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.**