



**Invites tenders regarding**

**Endline survey of FORUT's 5-year development  
programme cycle (2019-2023) / framework  
agreement with Norad**

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| <p><b>Time: November 2022 – February 2022</b><br/><b>Output: Data Analysis Results</b></p> |
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You are hereby invited to submit tenders regarding an endline survey of FORUT's 5-year development programme cycle (2019-2023) / framework agreement with Norad – the Norwegian Agency for Development Cooperation

We look forward to receiving your tender.

Ida Oleanna Hagen  
Secretary General

## **1. Administrative conditions**

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| Contracting authority | FORUT – Campaign for Development and Solidarity  |
| Postal address        | P.O. Box 300, 2803 Gjøvik, Norway  |
| Corporate ID No       | 951 989 827  |
| Contact person        | Ståle Stavrum<br>International Programme Director<br>Phone (+47) 61 18 74 07<br>E-mail: <a href="mailto:staale@forut.no">staale@forut.no</a> |
| Deadlines             | Expression of Interest: 31 October 2022<br>Technical Proposal: 15 November 2022<br>Final Report: 28 February 2023                            |
| Submission of tender  | Tenders are to be submitted by e-mail to <a href="mailto:staale@forut.no">staale@forut.no</a>  |

## **2. General Tendering Conditions**

1. Tenders must be prepared based on the conditions indicated, and satisfy the listed requirements.
2. Tenders must be in writing and signed by an authorised representative of the tenderer.
3. The tender and all documentation appended must be drawn up in Norwegian or English and contain the information indicated in this tender documentation.
4. Tenderers may suggest alternative solutions or designs, provided that these satisfy the set requirements. Alternative solutions must be described separately, with an accounting of their cost.

## **3. Requirements regarding the tenderer (qualification)**

The tenderer must have fulfilled the required legal obligations regarding registration, taxation and other legal charges in Norway or in the tenderer's home country.

Tenderers must have documented resources, competence, and experience to perform projects in the area(s) of expertise requested.

## **4. Tendering process and evaluation**

The tendering process will be in two stages.

### **Stage 1:**

Tenderers are invited to submit an Expression of Interest as the first stage in the tendering process which must include:

- a) A confirmation that the requirements specified above (point 3) are fulfilled, as well as a description of previous similar projects
- b) A brief description of the tenderer and their relevant background and experience (facts about the company/person, competence and capacity)

- c) A confirmation that the required resources will be at the disposal of the tenderer when the project is to be implemented.

## **Stage 2:**

Based on received Expressions of Interests a shortlist of persons/teams will be selected by FORUT. These persons/teams will be requested to submit a technical proposal based on this Terms of Reference.

More information about the technical proposal will be given upon request, but it will at a minimum need to include:

1. Overview/background of tenderer
2. Understanding of the assignment including:
  - Proposed approach and methodology
  - Risk assessment
  - Proposed evaluation timeline
3. Presentation of tenderer/team including CVs
4. Budget

Tenderers will be evaluated with emphasis on the following criteria:

- 1 Implementation and Method
- 2 Team and Qualifications
- 3 Tender price

The tender document should give sufficient information to be evaluated according to these criteria.

## **5. Tender price**

Fees and costs must be given in NOK, excluding VAT, but including any other taxes and fees. The tender must indicate the total cost of the project, specified as fee/hour for each personnel category. Reimbursable costs must be listed separately.

See ToR for further information about budgeting.

## **6. Terms of reference**

The terms of reference indicate fundamental and specific requirements for the performance of the project, as well as the goals for the assignment.