

Award procedure

“Social Cohesion in Displacement Contexts: The Case of Colombia“

Invitation to tender / Tender notice

1. Awarding authority and client

German Institute of Development and Sustainability (IDOS)

Tulpenfeld 6

53113 Bonn, Germany

vergabe@idos-research.de

<http://www.idos-research.de/>

2. Description of Services

A research study (30 pages) (based on primary qualitative data collection) conducted by an individual consultant on how social cohesion is affected in communities hosting Venezuelan refugees in Colombia, taking into account different hosting contexts, including political, historical and demographic diversity. Additional optional activities in this context is the write-up of a policy brief (8 pages) and dissemination activities (primarily in Colombia).

Award number: 20240209_IDOS_D1PK

3. Tender process

National public tender (UVgO)

4. Bid deadline

06 March 2024, 12:00 pm (noon) CET

5. Performance period

Approx. 21.03.2024 – 31.01.2025 + optional services: 01.03.2025 – 30.06.2025

6. Contract period

Approx. 20.03.2024 – 28.02.2025

In case of optional services: prolongation until 30.06.2025

7. Lot award procedure

No

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8. Transmission and signature of tenders

The award procedure will be carried out as an e-tendering process using the DTVP platform. The bids must be submitted electronically. Submission by other means, e.g. by post, e-mail, fax or as an attachment to a message via the award platform, is excluded.

No fees are charged for registration on the DTVP platform and submission of the bid via the platform. If a company is not yet registered to use the platform, registration for the free Basic Edition is required:

<https://www.dtv.de/Center/company/registration/step2.do?method=showStep2&edition=1>

A qualified electronic signature is not required for the submission of bids including all attachments. All documents to be submitted must be completed in full and include the name of the declarant(s) where provided (text form in accordance with § 126b BGB). As an alternative to text form in accordance with § 126 BGB, the documents can also be printed out, signed manually and uploaded as a pdf or provided with an electronic signature as a pdf. It is important to legibly name the company and the responsible person(s) submitting the declaration (in the case of a pdf signature, therefore, also add the name in written form).

Only bids that have been received on time via the e-tendering platform will be considered. It is pointed out that the timely uploading of bids is the responsibility of the bidder.

If the bidder / tenderer wishes to withdraw or amend a submitted bid, the bidder / tenderer must withdraw the submitted bid - before the deadline - via the award platform. If the bidder wishes to submit an amended bid, he/she must submit it again via the award platform before the expiry of the bid deadline.

Changes and additions to the tender documents are not permitted (Section 38 (10) sentence 1 UVgO) and may lead to exclusion from the procedure.

Incomplete bids may be excluded. IDOS may, in compliance with the principles of transparency and equal treatment, request missing, incomplete or incorrect documents, or have them completed or corrected, or clarify the contents of the application that require clarification, if necessary also several times.

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9. Documents that remain with the bidder and become part of the contract

Terms of Reference	(must not be added to the tender)
VOL Teil B ¹	(must not be added to the tender)
Any bidder questions arising during the procedure and answers from the contracting authority	(must not be added to the tender)
Annex A (must not be added to the tender)	Guidelines on Safeguarding Good Scientific Practice and Preventing Scientific Misconduct at the German Institute of Development and Sustainability (IDOS)
Annex B (must not be added to the tender)	IDOS referencing guidelines
Annex C (must not be added to the tender)	IDOS travel guidelines
Annex D (must not be added to the tender)	IDOS Research Ethics Guidelines ²

10. Elements of the tender to be submitted and which become part of the contract:

The following documents must be signed and enclosed with the bid:

Annex 1a	Offer letter incl. list of obligatory annexes
Annex 1b	Price list
Annex 2	Personal declaration of the absence of grounds for disqualification
Annex 3	Self-declaration of professional suitability and capability
Annex 4	Contract Form
Annex 5	Confidentiality declaration / data protection

¹ see: https://www.bam.de/SharedDocs/DE/Downloads/Ausschreibungen-des-Einkaufs/bam-praeambel.pdf?__blob=publicationFile

² Every research study collecting primary data at IDOS will have to receive ethical clearance from the IDOS Research Ethics Committee.

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Bidder	<ol style="list-style-type: none"> 1. Research proposal in English (10 pages) (for further details see ToR) including <ul style="list-style-type: none"> • Cover letter explaining motivation of the applicant • Short CV of the researcher outlining/marketing the thematic expertise on social cohesion and/or displacement in Colombia, experience in qualitative data collection and analysis, and experience in conducting research studies and providing policy advice • Information on the research methodology and concept (analytical framework, localities, data collection, data analysis, potential cooperation with local actors, time schedule, quality assurance (including a risk assessment and mitigation mechanisms in place)) 2. Brief description and documentation of 2 reference projects / studies on social cohesion and/or displacement in Colombia, which are relevant for this study
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The costs of preparing applications and bids will not be reimbursed. Documents, samples, etc. enclosed with the application or offer shall become the property of IDOS without any claim to remuneration or return.

The terms and conditions of business of the contractor shall not apply. Offers that are based on the contractor's own terms and conditions, in whatever form, shall be excluded from the evaluation.

If the contract value exceeds €30,000, the client will request an extract from the central trade register from the Federal Office of Justice for the bidder who is to be awarded the contract.

11. Bidder questions / Further information on the electronic award procedure (e-award procedure)

Bidders are requested to check immediately after accessing the tendering platform that the tendering documents are complete and whether there are any uncertainties regarding these documents. They should also check whether they can open all files and use their functions without any issues.

If the Bidder believes that the rules in the tendering documents are unclear or that the documents raise issues that could influence the bid preparation process, then he or she should notify the contact point of this situation immediately via the communication area of the tendering platform. Any self-evident ambiguities and inconsistencies of which a bidder fails to provide notification despite being aware of them or due to grossly negligent ignorance will detrimentally affect his or her bid.

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Bidders’ questions about the tendering process must be submitted in text form via the tendering platform only. All questions and answers of general relevance will be published in anonymised form on this platform. The Client reserves the right in this context to add more specific information to the tendering documents. Questions and answers and any more specific information that have been published on the tender platform are binding for the tendering process and the services to be provided.

Bidders are responsible for using the platform to keep abreast of updates and changes during the course of the tendering process and for amending their own documents accordingly. It is therefore advisable to refrain from sending off the bid too early.

In order to answer any questions about the tendering process as comprehensively as possible, all requests for information must be submitted and will be answered according to the time schedule outlined under point 12. While questions may be submitted after this date, bidders are not guaranteed a response before the expiry of the bid submission deadline.

Bidders are required to communicate with the Client in the form of written questions only, submitted via the tender platform, and to refrain from any other form of contact. The Client will immediately refuse any attempt to establish contact other than in writing via the platform. Information will not be provided over the phone; such information would not be binding even if it were to be issued in this way.

If the Client initially only requests personal declarations as evidence of suitability, then the Client reserves the right to request a reasonable amount of supplementary documentation if it deems this necessary.

12. Deadlines / Dates

Questions concerning the tender	no later than 22.02.2024, 17:00 CET
Answers to bidder questions	no later than 28.02.2024, 17:00 CET
Bid deadline	06.03.2024, 12:00 PM (noon) CET
Binding period for bids	05.04.2024
Expected award of contract	Approx. 20.03.2024
Expected performance period	Approx. 21.03.2024 – 31.01.2025 Optional Services: 01.03.2025 – 30.06.2025

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13. Exclusion Criteria and Evaluation / Assessment Criteria

- Bidders who do not have any professional research experience (on-site) in Colombia
- Bidders who do not speak Spanish (min. C1)
- Bidders who have not published in English
- Bidders who do not have professional experience in conducting research studies in the thematic area of social cohesion and/or displacement in Colombia (relevant to the study and particularly including qualitative data collection and analysis) at all

The contract as such will be awarded to the most economical bid in accordance with the award regulations for the examination and evaluation of bids (§ 43 UVgO) on the basis of the criteria 55% (40% + 15%) quality of the research proposal and the innovative approach and local embeddedness, 15% experience and suitability of researcher and 30% price in accordance with the evaluation matrix below. A detailed breakdown of the evaluation criteria for each part can be found in Annex 3.

<u>Evaluation criteria</u>	
In total, a maximum of 100 points can be achieved in parts A, B, C and D together <u>after</u> weighting	
<p><u>Part A: Quality of the research proposal (max. 100 points)</u></p> <p>Bidders will have to provide information on how they intend to conduct the study.</p> <p>For the quality of the research proposal, the bidder can receive up to 100 points.</p> <ul style="list-style-type: none"> • 100 points: Very good and fully convincing proposal that is well structured including timeline, description of methods and quality insurance throughout the process • 70 points: Good and generally convincing proposal that includes all key elements • 40 points: Satisfying but less convincing proposal where key elements are missing or very little information is provided • 0 points: non convincing or no proposal 	<p>Weighting 40% →</p> <p>Max. 40 points after weighting</p>
<p><u>Part B: Innovative research approach and local embeddedness of the research proposal (max. 100 points)</u></p> <p>Bidders will have to give information on the innovative qualitative research approach and local embeddedness of the proposed study, for which the bidder can receive up to 100 points.</p> <ul style="list-style-type: none"> • 100 points: Very good and convincing innovative research approach and very good local embeddedness • 70 points: Good proposal that includes reference to some innovative research approaches and local embeddedness • 40 points: Less convincing references to or very little information innovative research approaches and local embeddedness • 0 points: Not convincing or no reference to innovative research approach and local embeddedness 	<p>Weighting 15% →</p> <p>Max. 15 points after weighting</p>

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Part C: Professional experience and suitability of the bidder (max. 100 points) The evaluation of the professional performance is assessed according to the experience and competences in the areas outlined below.			Weighting 15% → Max. 15 points after weighting	
The consultant has professional experience and qualifications in the following areas:				
Thematic expertise on social cohesion and displacement in Colombia	40 points	25 points	10 points	5 points
- Relevant academic and policy publications AND Qualitative research data collection and analysis (field-work/on-site experience)	More than 5 years <input type="checkbox"/>	More than 3 years <input type="checkbox"/>	More than 1 year <input type="checkbox"/>	Less than 1 year <input type="checkbox"/>
Professional experience conducting research studies	40 points	28 points	17 points	6 points
	More than 7 yrs. <input type="checkbox"/>	More than 5 yrs. <input type="checkbox"/>	More than 3 yrs. <input type="checkbox"/>	More than 1 year <input type="checkbox"/>
Professional experience providing policy advice	20 points	25 points	10 points	5 points
	More than 5 yrs <input type="checkbox"/>	More than 3 yrs <input type="checkbox"/>	More than 1 year <input type="checkbox"/>	Less than 1 year <input type="checkbox"/>
Part D: Price (max. 100 points) The price of the study will be evaluated as follows: The best price offer (net amount) will be awarded 100 points. For all other bidders, the number of points is determined by the percentage of the best price according to the formula: Best price x 100: Price of the bidder			Weighting 30% → max. 30 points after weighting	
Total			100 points after weighting	

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14. Additional / supplementary offers

Additional and/or supplementary offers are not allowed.

15. Rights of use and exploitation

The Contractor shall transfer to IDOS the unrestricted and exclusive rights of use and exploitation of all materials and results produced in connection with the order. The submission and presentation of the results shall be made on a suitable data carrier and in writing. The assignment is covered by the agreed price and will not be remunerated separately. After publication of the Discussion Paper and (optional) Policy Brief the raw data can be further used by the researcher.