

Ljubljana, 25 September 2020
ITF File No.: 04-3-1/25-19/19

INVITATION NOTICE FOR SUBMISSION OF OFFERS FOR FINAL EVALUATION OF “EXPLOSIVE HAZARDS CLEARANCE AND MINE RISK EDUCATION IN NORTH EAST SYRIA” PROJECT

ITF Enhancing Human Security (ITF) is publishing this invitation notice for submission of offers for final evaluation of “Explosive Hazards Clearance and Mine Risk Education in North East Syria” project implemented by ITF in partnership with two implementing partners.

1. Publication reference

Final Evaluation_North East Syria Project

2. Eligibility

Participation is open on equal terms to all interested parties, individuals and business entities (companies).

3. Contracting Authority

ITF Enhancing Human Security

4. Description of the Envisioned Evaluation

Please find the detailed Terms of Reference (ToR) for Final Evaluation of “Explosive Hazards Clearance and Mine Risk Education in North East Syria” Project attached.

5. General Terms

- The final evaluation shall be carried out for the activities implemented by ITF and its partners on the Austrian Development Agency grant, co-funded by Knights of Columbus.
- The prices of the offers should be expressed in EUR.
- The contracting authority reserves the right to do the final selection based on the funds available for this evaluation.
- The offer and all correspondence and documents related to the offers exchanged by the bidder and the contracting authority shall be written in English, which is the language of this procedure.
- This Invitation notice for submission of offers is governed by the laws of the Republic of Slovenia.
- The bidder shall bear all costs associated with the preparation and submission of their offer. In no case will the contracting authority be responsible or liable for such costs, regardless of the process or results of the Invitation notice for submission of offers procedure.

6. Application Content

The bidder shall submit technical and financial proposals, separately comprising the following components:

- A clear and elaborate work plan, including the proposed methodology and no-field-trip scenario.
- Proposed evaluation budget that includes the schedule of payments, including the timetable with the estimated number of days of the consultant or each of the consultants work on the assignment.
- Organizational capacity statement, experience and activities related to Project Evaluations.
- CV(s) for all the consultants and any complementary staff.
- Names, addresses, telephone numbers of three organizations that will act as professional referees.
- Copies of relevant work undertaken in the last 3 years (to be returned after evaluation of bids).
- Full names, post office box, telephone numbers, e-mail address, physical address and contact person of the consultancy.

Please find the details in the attached ToR.

7. Application Procedure:

Proposals shall be submitted electronically to ITF Enhancing Human Security at info@itf.si and to Ms. Katarina Cviki Balić at katarina.cviki-balic@itf.si until **12 am (noon) CET on Friday, 9 October 2020**.

Annex:

Terms of Reference (ToR) for Final Evaluation of “Explosive Hazards Clearance and Mine Risk Education in North East Syria” Project