

(version 210304)

Procurement Request – Consulting Services

(Simplified Tendering)

Development of an advocacy, communications, and rightsholders engagement strategy for the Domestic Resource Mobilisation Programme

1. INTRODUCTION

1.1. Introduction to Diakonia

Diakonia is a Swedish faith-based development organisation that works to change unfair structures that generate poverty, inequality, oppression, and violence. Diakonia supports civil society organisations in about 25 countries in Africa, Asia, the Middle East, and Latin America and has its Head Office in Stockholm, Sweden. Diakonia works through capacity building of civil society actors in partnership with local and regional organisations and seeks to employ a rights-based approach to development in all programmes, including a special focus on gender equality.

To achieve Diakonia's mission and goal, one of the key approaches is on policy, advocacy, and mobilisation. In line with the organization's theory of change, mobilization and advocacy are at the core of most of our partner organizations' strategies across the globe, as it is for Diakonia as an actor in its own right in Sweden. We invite people, with particular focus on our base of congregations and activist groups, to take part in the global struggle for a just, equal, and sustainable world. We do this by raising awareness and by facilitating their mobilization to join the advocacy work. Based on the voice of rights holders and our partners Diakonia formulates policy and advocates towards decision-makers, donors, private sector, public and other influential actors. Besides being grounded in our strategy, our specific agenda is elaborated based on strategic value for partners and rights holders, the added value of Diakonia in the debate, and identified opportunities for change.

About the Africa Economic Justice (AEJ) Programme

Africa Economic Justice Programme (AEJ) is a regional programme that has been supporting regional civil society organizations working in Sub-Saharan Africa since 2007. Over this period, AEJ has strategically created a platform where new practices and innovative ideas on social and economic justice and economic empowerment of women are tested and developed. AEJ works with regional Civil Society Organizations (CSOs) who complement the work of the national and local actors by providing linkage to the regional and global authorities including intergovernmental and non-state international actors.

About the Domestic Resource Mobilisation Programme

The Domestic Resource Mobilisation (DRM) Programme is a sub programme of the AEJ Programme which intends to improve social and economic justice through increased domestic resource mobilization to promote sustainable development in Africa. The programme recognizes that inadequate domestic resource mobilization perpetuates African

governments' dependency on external resources such as foreign aid and loans to implement the Sustainable Development Goals and the African Union Agenda 2063 which require substantive amounts of resources. The programme therefore aims to identify gaps and loopholes that inhibit resource mobilisation and develop appropriate policy, institutional and technical capacities.

The programme prioritizes five intervention areas linked to existing EAC, ECOWAS and SADC frameworks and policies. The intervention areas are:

1. Harmful tax competition between member states
2. Tax evasion and tax avoidance by individuals and companies (domestic and multinational)
3. Public debt management
4. Corporate transparency and accountability in the extractive sector
5. Institutional and programmatic capacity of regional CSO partners

1.2. Objective of the procurement

Diakonia seeks to procure a team of consultants to develop an advocacy, communications, and rightsholders engagement strategy for the Domestic Resource Mobilisation Programme.

1.3. Objective of the strategy

The main objective is to have a strategy that provides a more concrete approach of engaging rightsholders, that facilitates coherent messaging, that enhances the programme's visibility, and that that supports partners in their strategic engagements with key stakeholders.

2. CONTENT OF TENDER

You are invited to submit a tender based on the Terms of Reference (Appendix 1) and other requirements included in this Procurement Request.

The tender shall include the following information when sending it to Diakonia:

- 1) A presentation of the consultant(s) proposed to implement the assignment, including education, expertise, and previous experience of relevance, including a presentation on how gender mainstreaming is to be ensured in the implementation of the assignment
- 2) A description of the approach and methodology for implementing the assignment, with gender mainstreaming, following the Terms of Reference.
- 3) Proposed timeframe.
- 4) Itemised budget, separating fees and reimbursable expenditure (if applicable). All costs shall include VAT and all other applicable taxes.
- 5) Signed "Diakonia's Procurement Guidelines for suppliers" (Appendix 2)

6) Contact details (Appendix 3)

7) Signed “Confirmation of Eligibility” (Appendix 4)

3. TENDER SUBMISSION

3.1. Tender delivery

Your tender shall be submitted to Diakonia at the email address indicated below:

africa@diakonia.se

3.2. Submission deadline

The submission deadline is 5th August 2022.

Tenders that are submitted after the deadline will not be considered.

3.3. Tender Validity

Your tender shall be valid for 90 days after the submission deadline.

4. PROCUREMENT METHOD AND SELECTION PROCEDURE

4.1. Procurement Method

Diakonia applies a simplified procurement method for this procurement.

4.2. Selection Procedure

Only complete tenders that were submitted on time and that fulfil the requirements in terms of the technical specifications and deliveries will be evaluated.

The contract will be awarded to the economically most advantageous tender, determined by the best price-quality ratio (quality and cost-based selection, QCBS).

The examination of submitted tenders will be carried out based on the technical and price criteria stated below, where the technical evaluation will have a weight of 75% and the financial evaluation a weight of 25%. The tenderer with the highest total points, will be awarded the contract.

The technical evaluation criteria for this procurement are:

Technical Criteria	Max. points
1) Experience and expertise of proposed consultant(s) including previous experience regarding gender mainstreaming	45%
2) Suitability of approach and methodology, including gender mainstreaming	45%
3) Adequacy of time-plan	10%
Total max points	100

The technical evaluation will be based on the following rating scale, whereby the percentage rate is multiplied with the maximum points for each criterion.

Rating scale	Rate	Definition
Poor	0%	Not sufficient
Not entirely satisfactory	40%	Sufficient in some respects but not as a whole
Satisfactory	60%	Sufficient but lacks substantial advantages or has uneven quality
Good	80%	Adequate and well suited to the purpose
Very Good	100%	Gives added value and shows high quality on the whole

The tender must achieve a minimum of 60% as a condition for further financial evaluation of the price.

5. TENDER INFORMATION

5.1. Client Contact Details

Client: Diakonia

Office: Africa Regional Office

Phone/Cell: +254 0 206 180 214

Emails: africa@diakonia.se

Postal address: P.O. Box 21323, 00505 Ngong Road, Nairobi Kenya

Address for courier (may not be the same as postal address): The Navigators Compound, Kindaruma Road, Kilimani, Nairobi

Contact person: Sandra Kidwingira

5.2. Appeal

Decisions taken as part of Diakonia's procurements are not possible to appeal¹ against and Diakonia is not obliged to disclose the procurement documentation after completion of a procurement.

(In certain circumstances when Diakonia procures goods and services in connection with specific donor agreements the right to appeal a decision and disclosure of procurement documentation may be applicable.)

6. CONTRACT

A draft contract is attached as Appendix 3.

List of Appendices:

Appendix 1: Terms of Reference

Appendix 2: Diakonia's Code of Conduct for suppliers

Appendix 3: Draft Contract

Appendix 4: Confirmation of Eligibility (To be signed and submitted together with Tender)

¹ Diakonia is not covered by the Swedish Public Procurement Act (LOU).