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Tender

## **PROJ10091 Evaluation Quality Assurance and Learning Services (EQuALS 2)**

Foreign, Commonwealth and Development Office

F02: Contract notice

Notice identifier: 2021/S 000-023735

Procurement identifier (OCID): ocds-h6vhtk-02e42a

Published 23 September 2021, 5:36pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Foreign, Commonwealth and Development Office

Abercrombie House, Eaglesham Road

East Kilbride

G75 8EA

#### **Contact**

Susan Lynch

#### **Email**

[susan.lynch@fcdo.gov.uk](mailto:susan.lynch@fcdo.gov.uk)

#### **Telephone**

+44 1355843620

**Country**

United Kingdom

**NUTS code**

UKM95 - South Lanarkshire

**Internet address(es)**

Main address

<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>

Buyer's address

<https://fcdo.proactisportal.com>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://fcdo.proactisportal.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://fcdo.proactisportal.com>

**I.4) Type of the contracting authority**

Ministry or any other national or federal authority

**I.5) Main activity**

Other activity

Diplomatic Services and International Development

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## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

PROJ10091 Evaluation Quality Assurance and Learning Services (EQuALS 2)

Reference number

DN1270

#### II.1.2) Main CPV code

- 75211200 - Foreign economic-aid-related services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

This service, Evaluation Quality Assurance and Learning Service 2 (EQUALS 2), will provide support and assurance in a range of sectoral and methodological areas, with the responsiveness and quick turn-around times that countries and teams require. It will build on our experience of the current EQUALS (Evaluation Quality Assurances and Learning Service) which is due to end in March 2022.

The main objective of the programme is to contribute to the ongoing improvement of evaluative activities and products and their use across FCDO and Other Government Departments (OGD's). The programme will enable FCDO evaluations to continue to be high quality, where high quality is defined as: strategic, used for learning and improvement; independent and objective, with a robust methodology and the right expertise; following transparent processes; safe and ethical; and delivered in partnership with stakeholders. Better evaluation management, together with a more joined up approach, will allow for better synthesis and learning from the evaluation portfolio. FCDO evaluation evidence will continue to be a trusted source that can be used confidently in decision making.

EQUALS2 will retain the core functions of the current programme. It will:

- Establish a panel of evaluation consultants with expertise covering the range of ODA and non-ODA thematic areas and evaluation methodologies.

- Manage an online helpdesk that provides an overarching administrative function for the programme, and through which staff submit their requests for support.
- Ensure there is a strong relationship between the management of the service and evaluation structures in the FCDO; enabling the service to be strongly aligned to FCDO's changing needs, to contribute to and support data collection and use of evaluation and monitoring management information and to the ongoing improvement of evaluative skills and capabilities in FCDO.

Through the Panel, EQUALS2 will provide the three core services of short term (a) technical advice, (b) quality assurance, and (c) evaluation insights.

### **II.1.5) Estimated total value**

Value excluding VAT: £5,580,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UKM95 - South Lanarkshire

Main site or place of performance

The main place of performance will be in the UK.

### **II.2.4) Description of the procurement**

FCDO is seeking a supplier to deliver an 38-month contract of up to 3915000 GBP exclusive of UK VAT from February 2022 until 31 March 2025 for the Evaluation Quality Assurance and Learning Service 2 (EQUALS 2) programme.

There is provision to scale up by up to an additional 1665000 GBP exclusive of UK VAT in cases where the programme has demonstrated a strong impact and has the potential to yield additional results. The estimated value includes all applicable local government taxes.

Please note that the estimated total value of 5580000 GBP represents a maximum,

including scale up options, and FCDO expects competitive tenders based on the full Terms of Reference (Volume 3 of the ITT Pack) within the original budget of 3915000 GBP exclusive of UK VAT.

The main recipients of the services will be FCDO and Other Government Departments who can commission up to £208,000 exclusive of UK VAT of the 3915000 GBP contract budget.

EQUALS2 will retain the core functions of the current programme. It will:

- Establish a panel of evaluation consultants with expertise covering the range of ODA and non-ODA thematic areas and evaluation methodologies.
- Manage an online helpdesk that provides an overarching administrative function for the programme, and through which staff submit their requests for support.
- Ensure there is a strong relationship between the management of the service and evaluation structures in the FCDO; enabling the service to be strongly aligned to FCDO's changing needs, to contribute to and support data collection and use of evaluation and monitoring management information and to the ongoing improvement of evaluative skills and capabilities in FCDO.

Through the Panel, EQUALS2 will provide the three core services of short term (a) technical advice, (b) quality assurance, (c) evaluation insights. These activities are outlined in detail in ITT Volume 3 Terms of Reference. As EQUALS2 is designed to be a flexible and responsive service, the supplier should be prepared that these core services may evolve within the objective of improving and assuring the FCDO's evaluative capabilities and products.

A hybrid payment by results model will be used for effective implementation of the EQUALS2 Contract and will link achievement of agreed KPI's and milestones to an agreed payment schedule.

An FCDO standard service contract will be awarded.

Scale up/down is provided for in ITT Volume 3 Terms of Reference and contract clauses to allow flexibility to respond to emerging needs.

## **II.2.5) Award criteria**

Quality criterion - Name: Core Team Personnel and Panel Experts / Weighting: 19

Quality criterion - Name: Methodology for Providing Service / Weighting: 31

Quality criterion - Name: Social Value: Fighting Climate Change / Weighting: 5

Quality criterion - Name: Social Value: Tackling Economic Inequality / Weighting: 5

Cost criterion - Name: Commercial / Weighting: 40

### **II.2.6) Estimated value**

Value excluding VAT: £3,915,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

38

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The contract includes an extension of up to an additional 24 months beyond the original term of 38 months. The contract includes an option for additional services of the same type to be provided.

There is an option to increase the contract by up to an additional 1665000 GBP excluding UK VAT over and above the original financial limit of the contract up to a maximum financial limit of 5580000 GBP excluding UK VAT.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

List and brief description of conditions:

Available via <https://fcdo.proactisportal.com>

Mandatory and discretionary exclusion, economic and financial standing, technical and professional ability, modern slavery Act 2015 requirements, minimum insurance requirements, tenderers past performance, duty of care, international aid transparency initiative, acceptance of FCDO Terms and Conditions and FCDO Supplier Code of Conduct and safeguarding measures as outlined in the procurement documents. Technical and commercial ability to deliver as per the published award criteria.

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

#### **IV.2) Administrative information**

##### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

29 October 2021

Local time

2:00pm

##### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

##### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 8 (from the date stated for receipt of tender)

##### **IV.2.7) Conditions for opening of tenders**

Date

29 October 2021

Local time

2:00pm

Place

<https://fcdo.proactisportal.com>



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

The authority expressly reserves the right:

(i) not to award any contract(s) as a result of the procurement process commenced by publication of this notice; and, (ii) in no circumstances will the authority be liable for any costs incurred by the Bidders.

Procurement documents can be accessed through the FCDO Supply Partner Portal  
<https://fcdo.proactisportal.com>

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Foreign, Commonwealth and Development Office

Abercrombie House, Eaglesham Road

East Kilbride

G75 8EA

Country

United Kingdom