



**Ambasáid na hÉireann**  
Embassy of Ireland

## **Request for Tender**

**For**

**Managing Stage 1 of the selection process for the Ireland Africa  
Fellows Programme, Embassy Addis Ababa**

**Tender Deadline: 21 July 2023, 18:00hrs (local time)**

## 1. Background

Embassy Addis Ababa currently manages the application and selection process for the **Ireland Africa Fellows Programme** for students from Ethiopia, South Sudan and Djibouti. The Programme offers early to mid-career professionals, with leadership potential, the opportunity to undertake a fully funded one-year master's level programme at a higher education institution (HEI) in Ireland. The Programmes are fully funded by the Irish Government and the awards cover programme fees, flights, accommodation and living costs.

**Ireland Africa Fellows Programme** – The Programme aligns with the Irish Government's commitments under [Global Ireland](#) and the national implementation plan for the [Sustainable Development Goals \(SDGs\)](#), [The Global Island: Ireland's Foreign Policy for a Changing World](#), [A Better World: Ireland's Policy for International Development](#), and [Ireland's International Education Strategy](#). The priority focus areas include: Gender Equality and Human Rights, Environmental Sustainability and Climate Action, Health and Nutrition and Management, Technology and Innovation. The aims of the Programme are to nurture future leaders; to develop in-country capacity to achieve national SDG goals; and to build positive relationships with Ireland.

In 2023, Embassy Addis Ababa have decided to change the eligibility criteria for the Fellowship programme from an invite-only basis to an open call for applications. As the Fellowship Programmes have grown over recent years, so too has the administrative work associated with student recruitment, including assessment of applications and selection of awardees for these scholarships. The Embassy of Ireland wishes to engage the appropriate expertise to manage the administrative aspects of Stage 1 of the application process for the Ireland Africa Fellows Programme support the timely recruitment of prospective awardees for study in Ireland commencing in August/September 2024.

## 2. Objectives of the Fellowships Programmes and Focus Areas

The aim of the **Ireland Africa Fellows Programme** (Ethiopia, South Sudan and Djibouti) is to nurture future leaders; to develop in-country capacity to achieve national SDG goals; and to build positive relationships with Ireland. On return home, alumni of these programme are expected to contribute to capacity building for the SDGs in their home countries. It is also envisaged that they will contribute to maintaining positive personal and professional relationships with Ireland, promoting institutional linkages.

The priority focus areas include:

- *Gender Equality and Human Rights*
- *Environmental Sustainability and Climate Action*
- *Health and Nutrition*
- *Management, Technology and Innovation*

## 3. Scope of work and activities

The consultant will be responsible for managing Stage 1 of the selection process for the Ireland Africa Fellows Programme in order to support the timely identification of prospective awardees for study in Ireland commencing in August/September 2024, including:

- a. Assessment and shortlisting of Stage 1 applications.
- b. Selection of students to invite to advance to Duolingo English-language testing.
- c. Ongoing communications with the Embassy and updates on the applications and key targets.

	Average expected applications received annually for stage 1	Average expected applications received annually for stage 2	2023/24 quota for Fellowships
<b>Ethiopia</b>	500	100	10
<b>South Sudan</b>	50	20	2
<b>Djibouti</b>	20	10	1

Annex 1. Sets out the timelines and key deliverable in more detail

#### 4. Methodology

The prospective Consultant should set out their approach to undertaking the activity as outlined under the purpose of the tender. The bid must clearly outline activities and timeframes that will lead to the production of a shortlist of candidates to be submitted to the Embassy. Submission of the shortlist must take into consideration that the Embassy will need sufficient time to engage in final selection processes subsequent to initial selection undertaken by the consultant. Please note that the academic year in Ireland commences in August/September and ends in June/July. The tender offer should include a detailed budget that clearly indicates the portion of fixed cost and/or variable cost per applicant based on your organisation's costing model. Bids must be in Euro.

#### 5. Timeframe, Required format and content of tenders

- 5.1 Proposal must only be submitted by email to [ADDISABABAExternalEmail@dfa.ie](mailto:ADDISABABAExternalEmail@dfa.ie) by 18:00 Hours (Ethiopia time) on 21 July 2023. Only tenders submitted to this email address will be accepted. Tenders submitted by any other means (including but not limited to by email to another address, fax, post or hand delivery) will not be accepted.
- 5.2 Proposal must be received no later than **18:00 hours (Ethiopia time) on 21 July 2023**. Tenders that are received late will not be considered in this competition.
- 5.3 Proposal must address all of the award criteria specified in Section 8 and also include:
  - a). Proposed methodology for the delivery of the services specified in the RFT
  - b). A signed Confirmation of Bona Fides (Appendix IV)
  - c). A signed Declaration of Personal Circumstances (Appendix V)

The detailed deliverables and timelines are attached as **Annexure 1**.

#### 6. Qualification, Competencies and requirements

The consultant:

- a). Will have demonstrated knowledge and experience in the recruitment of students for study at international universities (provide 3 samples of previous contracts)
- b). Demonstrate that they will have adequate resources in place and technical capacities to manage the call for applications by latest **1 August 2023**;
- c). Must have capacity to assess a large number of applications within given timeframes.
- d). Must have excellent written and spoken communication skills in English.
- e). Must have the capability to issue VAT invoices.
- f). CVs of staff members that will lead this assignment must be attached
- g). It is intended that the contract will be take effect on **June 16, 2023**.
- h). It is envisaged that the contract will run for a Term of 6 weeks.

## 7. Reporting line and location

The Consultant shall report directly to the Programme Officer Consular and Fellowships of the Embassy of Ireland or the delegated representative on all matters related to this assignment.

## 8. Award Criteria

This tender will be awarded to the successful bidder on the basis of the following criteria

- a). Tenderers must have the necessary financial, economic, technical and professional capacity to perform their obligations under the contract.
- b). Methodology
- c). Cost

**The proposal will be evaluated against the following criteria:**

Qualifying Question		
Are you available to take part in the engagement and able to meet the timescale set out in the Terms of Reference for the overall assignment?  Please note that a "No" response will exclude the Tenderer from the competition.	Yes/No	
Award Criteria	Marks Available	Minimum Marks
<b>Technical Criteria (60 marks)</b>		
1. Evidence that the tenderer has the necessary competencies and relevant experience to provide high quality consultancy services as demonstrated by samples of previous projects provided	35	17.5
2. Demonstrated understanding of the brief as evidenced by the proposed methodology for delivering on all aspects of the assignment.	25	12.5

<b>Financial Criteria (40 marks)</b>		
3. Daily Professional Fee Rate	40	Not applicable
<b>Total Marks</b>	<b>100</b>	

Tenderers scoring less than 50% in criteria 1 or 2 will be rejected and will not advance to the financial evaluation stage.

### Scoring Methodology (Award Criteria 1 and 2)

<b>Score</b>	<b>Meaning</b>	<b>Interpretation</b>
90%-100%	<b>Outstanding</b>	A very comprehensive response demonstrating extensive understanding, offering full assurance. Fully supported tender with no reservations.
80%-89%	<b>Excellent</b>	An excellent response demonstrating excellent understanding, offering assurance. Strongly supported tender.
70%-79%	<b>Very Good</b>	A very good response demonstrating very good understanding, offering assurance. Fully supported tender.
60%-69%	<b>Good</b>	A good response demonstrating good understanding, offering assurance. Well supported tender.
50%-59%	<b>Satisfactory</b>	An acceptable response demonstrating a minimum understanding, offering assurance. Satisfactorily supported tender.
Less than 50%	<b>Unacceptable</b>	Response demonstrates limited understanding with limited or insufficient or no detail with a risk of non-delivery.

Marks for cost will be allocated using the following formula:

$$\text{Cost Score} = \frac{\text{Lowest tendered rate}}{\text{Tendered rate under evaluation}} \times \text{Number of marks available}$$

The cost evaluation will be based on the daily professional fee rate presented. Cost should be inclusive of all domestic travel, accommodation and subsistence, be exclusive of VAT and submitted in the Financial Submission (Appendix 1). The price quoted must be fixed and not subject to revision (including possible extension).

## 9. Tender Submission

Tenders must be submitted via [ADDISABABAExternalEmail@dfa.ie](mailto:ADDISABABAExternalEmail@dfa.ie).

Submissions must be received no later than **18:00hrs (local time) on 21 July 2023**.

The deadline for receipt of clarification questions is **13:00hrs (local time) on 19 July 2023**.

**Late tenders will not be accepted.**

## **General Terms and Conditions**

### **FOI**

It should be noted that any correspondence in relation to the review is subject to the application of Freedom of Information legislation. This applies to the services under the contract and not the tendering and contracting process.

### **Governing Laws**

The work carried out by the Consultant, irrespective of where their offices are located, shall be deemed to be carried out in Ireland and shall be governed by the laws of Ireland.

### **Publication**

Rights concerning the production of reports or any other business documentation and those relating to their reproduction and publication will remain the property of the Department. No document based, in whole or in part, upon the work undertaken in the context of the Contract awarded following this tender may be published except with the prior formal written approval of the Department.

### **Conflict of Interest**

Any conflicts of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to the Department, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.

### **Insurance**

The professional services provider(s) must ensure that they are adequately insured on normal and customary terms against the risks which may arise or be occasioned by the work to be carried out and in particular, will ensure that such insurance includes (without limitation) public liability insurance, travel insurance and professional indemnity insurance with an adequate limit having regard to the nature and extent of such work. The professional services provider(s) undertakes to furnish the Department upon request with copies of all such insurance policies together with evidence that all associated premiums have been duly paid up to date.

### **Tendering Costs**

The Department of Foreign Affairs will not be liable in respect of any costs incurred by Tenderers in the preparation of tenders or any associated work effort, including the supply of equipment, where relevant, for evaluation and the return of such equipment to tenders, following such evaluation.

### **Content of Tender**

Information supplied by tenders will be treated as contractually binding. However, the Department of Foreign Affairs reserves the right to seek clarification or verification of any such information. Post-tender qualifications or revisions will not be acceptable and may invalidate the tender.

The Department reserves the right to update or alter the information contained in this document at any time, but not later than 7 days before the closing date of the call for tender. Participating tenders will be so informed, should the need arise. The Department reserves the right to request additional information from the tenders after the closing date.

### **Interpretation of the Tender**

It is the duty of the tenderer to fully understand and correctly interpret this tender. At all times, the tenderer has the responsibility to notify the Department, in writing, of any ambiguity, divergence, error, omission, oversight, or contradiction contained in this tender, as it is discovered, or to request any instruction, decision, clarification or direction that tenderers may require to prepare a Tender. Whilst every endeavour has been made to give Tenderers an accurate description of the requirements, Tenderers should form their own conclusions about the methods and resources needed to meet these requirements. The Department does not accept responsibility for the Tenderers' assessment of the requirements.

**Tax Compliance:** It will be a condition of the award of any contract under this Request for Tender that the successful Tenderer shall for the term of any such contract, comply with domestic taxation law and requirements. Prior to the award of any contract arising out of this competition, the successful Tenderer shall be required to verify their tax status by the Embassy.



**Right to Amend or Terminate the Tender Process**

The Department may, in its absolute discretion:

- change the basis of, or the procedures (including the timetable) relating to the tender process;
- reject any or all of the tenders;
- invite Tenderers to proceed further at any stage of the tender process;
- furnish Tenderers with additional information in respect of any aspect of the Services; or
- abandon the tender process

## Appendix 1

### Financial Submission

#### Fee Rate

Tenderers are requested to complete the pricing template below with the fixed fee rate in respect of the services specified in the Terms of Reference. This fee quoted must be inclusive of all costs (e.g. domestic travel, facilities, equipment, supplies, telephone, email, IT, institutional levy and any other third party costs) all exclusive of VAT.

This fee shall be fixed for the duration of this engagement, including any permitted extensions. The fee rates quoted must relate to productive (working) time.

#### TOTAL COSTS

Consultant's name	Fixed daily fee rate in €(excluding VAT)

### General Terms and Conditions

#### Freedom of Information

Tenderers are advised that the Embassy is subject to the [Freedom of Information \(FOI\) Act, 2014](#). If a Tenderer considers that any of the information supplied in their Tender response is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases the relevant material will, in response to a request under the FOI Act, be examined in the light of the exceptions provided for in the Act.

#### Conflict of Interest

Tenderers must disclose in their submissions details of any circumstances, including personal, financial and business activities that will, or might, give rise to any conflict of interest

associated with any current or previous engagement/programme undertaken, or any relationship that may reasonably be perceived to potentially conflict or impact on their ability to participate in the Tender Process or fulfil the requirements of the engagement. This also includes any sub-contractor.

Failure to disclose a material conflict of interest may disqualify a Tenderer or cause the termination of any subsequent contract and entitle the Embassy to seek remedies, such as cost or compensation for loss.

Where Tenderers identify any potential conflicts they should state how they intend to avoid such conflicts. The Embassy reserves the right to reject any submission which, in the Embassy's opinion, gives rise, or could potentially give rise to, a conflict of interest.

Tenderers or any of their affiliates shall not be assigned any engagement which, by its nature, may be in conflict with another engagement of the Tenderer. The Embassy may accept the participation of a Tenderer that has been engaged in the preparation of a project if it can be demonstrated that no unfair advantage is given to the Tenderer and that the tendering process offers equal opportunities to all Tenderers.

### **Tendering Costs**

The Embassy will not be liable in respect of any costs incurred by Tenderers in the preparation of tenders or any associated work effort, including the supply of equipment, where relevant, for evaluation and the return of such equipment to Tenderers, following such evaluation.

### **Content of Tender**

Information supplied by tenders will be treated as contractually binding. However, the Embassy reserves the right to seek clarification or verification of any such information. Post-tender qualifications or revisions will not be acceptable and may invalidate the tender.

The Embassy reserves the right to update or alter the information contained in this document at any time, but not later than 7 days before the closing date of the call for tender. Participating tenders will be so informed, should the need arise.

The Embassy reserves the right to request additional information from the tenders after the closing date.

### **Interpretation of the Tender**

It is the duty of the Tenderer to fully understand and correctly interpret this tender. At all times, the tenderer has the responsibility to notify the Embassy, in writing, of any ambiguity, divergence, error, omission, oversight, or contradiction contained in this tender, as it is discovered, or to request any

instruction, decision, clarification or direction that tenderers may require to prepare a tender.

Whilst every endeavour has been made to give Tenderers an accurate description of the requirements, Tenderers should form their own conclusions about the methods and resources needed to meet these requirements. The Embassy does not accept responsibility for the Tenderers' assessment of the requirements.

### **Tender Acceptance or Rejection**

The Embassy reserves the right to hold Tenderers strictly to the terms and conditions submitted in their tenders and also reserves the right to accept or reject in whole, or in part, any or all submissions in response to this tender. Tenderers are specifically notified that failure to comply with or respond to any part of this tender (other than those elements clearly indicated as optional) may result in rejection of their submission as non-compliant. Tenderers whose submissions are not accepted will be notified in writing on finalisation of the competition.

### **Right to Amend or Terminate the Tender Process**

The Embassy may, in its absolute discretion:

- change the basis of, or the procedures (including the timetable) relating to the tender process;
- reject any or all of the tenders;
- invite Tenderers to proceed further at any stage of the tender process;
- furnish Tenderers with additional information in respect of any aspect of the Services; or
- abandon the tender process.

### **Insurance**

Tenderers, if awarded a contract under this competition, shall ensure that they are adequately insured on normal and customary terms against the risks which may arise or be occasioned by the work to be carried out and in particular, shall ensure that such insurance includes (without limitation) public liability insurance and professional indemnity insurance with an adequate limit having regard to the nature and extent of such work. The successful Tenderer will furnish the Embassy upon request with copies of all such insurance policies together with evidence that all associated premiums have been duly paid up to date.

### **Governing Law**

The work carried out by the Service Provider, irrespective of where their offices are located, shall be

deemed to be carried out in Ethiopia and shall be governed by the laws of Ethiopia.

## Appendix 2

### **Confirmation of Bona Fides**

We the undersigned do offer in accordance with the Terms of Reference specified therein to provide professional services for the Department of Foreign Affairs at the daily fee rate set out in Appendix I and subject in all respects to the Terms of Reference and Terms and Conditions of Contract published with this call for tenders which we have read and accepted.

We confirm that all information and commitments contained in or referred to in our tender are (i) accurate and correct, and (ii) accurately reflect our actual current operational and financial capability.

We confirm that our tax affairs are in order and that, if awarded the contract, we will be in a position to provide the Department promptly with a current valid Tax Clearance Certificate from the Irish Revenue Commissioners.

We confirm that this Tender shall remain irrevocable open for acceptance by you for a period of 6 months from the closing date for receipt of tenders and it shall remain binding upon us for that period or such other period as we may agree.

We acknowledge that no legally binding agreement exists between us unless and until our offer is accepted by you and a contract in the form set out in this request for tenders has been concluded.

We understand that the Minister of Foreign Affairs is not bound to accept the lowest or indeed any tender it may receive and may abandon or terminate the tender process at any time.

#### **Signature of tenderer or authorised agent:**

Printed Name:

Name of Tenderer:

VAT No:

Postal Address:

Telephone no:

E-mail:

## Appendix 3

### Personal Situation Declaration Form

This Declaration of compliance with Regulation 57 of the European Union (Award of Public Authority Contracts) Regulations 2016 (SI 284 of 2016) **must** be signed by all **Contractors/Suppliers**.

Name of Contractor/Supplier:	
Address:	
Country:	

Any Contractor/Supplier who is unable to answer NO to all of the questions relating to the Mandatory Eligibility Criteria will be assessed as a "Fail".

Any Contractor/Supplier who is unable to answer NO to all of the questions relating to the Discretionary Eligibility Criteria may be assessed as a "Fail" and the Contractor/Supplier may, at the discretion of the Contracting Authority not be admitted to the tender.

<b>Please enter <u>Yes</u> or <u>No</u> as appropriate to the following statements relating to the current status of your organisation and/or any director or person(s) who has power of representation, decision or control over the organisation.</b>		<b>Yes/ No</b>
<b>Mandatory Eligibility Criteria</b>		
<b>1.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of participation in a prescribed criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 <sup>th</sup> October 2008 within the last five years.	
<b>2.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in the national law of Ireland within the last five years.	
<b>3.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests within the last five years.	
<b>4.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or of inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision within the last five years.	

<b>5.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council within the last five years.	
<b>6.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of child labour or other forms of trafficking in human beings, as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council within the last five years.	
<b>7.</b>	The Contractor/Supplier has breached their obligations relating to payment of taxes or social security contributions in Ireland or the law of the country within which the Contractor/Supplier is established and this breach has been established by a judicial or administrative decision having final and binding effect in Ireland or in accordance with the law of the country within which the Contractor/Supplier is established within the last five years.	
<p><b><u>If you have answered Yes to Question 7,</u></b> please provide details of the relevant amount including:</p> <ul style="list-style-type: none"> <li><b>a.</b> confirmation of whether you have paid, or have entered into a binding arrangement with a view to paying the outstanding tax or social security contributions including any accrued interest and/or fines; or</li> <li><b>b.</b> details of whether you were informed of the exact amount due following the breach and at such time that it did not have the possibility of taking measures as outlined above before the expiration of the deadline for submitting this tender.</li> </ul>		

**THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE CONTRACTOR/SUPPLIER'S ORGANISATION.**

I certify that the information provided above is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this Declaration may lead to my organisation being excluded from participation in this and future competitions.

Signed on Behalf of the Contractor/Supplier identified above, by:

Signed: [ORIGINAL Signature]	
Print Name:	
Position:	
E-mail Address:	
Date:	



### Annexure 1: Timelines and deliverables

Fellowship Programme 2023-24 – Timeline	
Date	Action
June 2023	Marketing and branding the fellowship – Embassy Addis Ababa
3 July 2023	Stage 1 applications open for 4 weeks  Candidates to seek overall guidance from Embassy Addis Ababa website before applying through submitting documents directly to Embassy.
31 July 2023	Stage 1 applications close. Embassy will deliver applications to consultant on 1 August.
1 August – 3 September 2023	5 weeks to review stage 1 applications. Shortlist and selection of candidates for advancement to English-language testing to be delivered to Embassy by 30 August.  Embassy to inform unsuccessful applicants.
8 September 2023	Conclusion of contract. Consultant to remain available to provide clarifying information until this date.