



**Ambasáid na hÉireann**  
Embassy of Ireland

## **Request For Tender**

**For**

**The Provision of a Health Policy Analyst for Embassy Dar es Salaam**

**Tender Deadline: 30<sup>th</sup> March 2023, 18:00hrs**

## **1. Background**

The Embassy of Ireland is the current incoming chair of the Development Partners' Group on Health. Our Deputy Head of Cooperation will become the Chair on 01 July 2023 until 30 June 2024. The chairing of the DPG-Health provides an opportunity for the Embassy to position itself at the centre of health policy dialogue in Tanzania.

The Embassy of Ireland has a substantial portfolio of partnerships in health in Tanzania, focused on primary health care, sexual and reproductive health, nutrition and human resources for health. The largest investment is via the Health Basket Fund. A Health Programme Manager is responsible for the management of these partnerships and grants, supported by a Programme Officer, under the guidance of the Deputy Head of Cooperation.

Taking on the role of DPG-Health chair in addition to managing the portfolio of health grants and partnerships will bring an additional work which will require extra capacity. The Embassy proposes to procure the services of a health policy analyst for this purpose

## **2. Function**

The health policy analyst will support the Embassy in engaging a wide range of health policy matters during the chairing of the DPG-Health. Specific tasks will include:

- Help design the annual work plan for the DPG-Health and the agenda for its monthly meetings and annual retreat
- Preparing briefings in advance of monthly DPG health meetings, bi-monthly meetings with the Permanent Secretary and annual health sector review meetings.
- Provide dedicated analysis on topical health policy issues of interest to the Embassy and the DPG-Health.
- Represent the Embassy at DPG-Health working groups.
- Engage with the DPG-Health troika, the DPG-Health secretariat (WHO) and DPG-Health memberships to solicit and compile views on policy issues.

## **3. Reporting line and location**

The health policy analyst will work under the supervision of the Health Programme Manager. The health policy analyst will be primarily home based with weekly meeting in the Embassy of Ireland in Dar es Salaam. The role will include periodic travel to Dodoma and potentially elsewhere within Tanzania.

## **4. Timeframe**

The health policy analyst will work from June 2023 until July 2024. She/he will be expected to work eight days per month, with potential for some seasonal variation. A work plan will be agreed on a quarterly basis.

## **5. Selection Criteria**

The contractor should possess the following qualities:

1. Substantial, broad knowledge of health policy issues in Tanzania
2. Excellent written and spoken communication skills in English
3. Ability to distil and synthesise complex issues into succinct briefings
4. Excellent research and analysis skills

## Award Criteria

The contract for the requested services will be awarded on the basis of Most Economically Advantageous Tender. Marks will be awarded according to the Award Criteria outlined below. Tenderers must score the minimum marks for criteria 1 and 2 in order to be considered for awarding of the contract.

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

| <b>Qualifying Question</b>  |            |
|---|------------|
| 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?<br><br>Please note that a “No” response will exclude the Tenderer from the competition. | Yes/No     |
| <b>Award Criteria</b>   |            |
| <b>Marks Available</b>  |            |
| <b>Technical Criteria ( marks)</b>  |            |
|   | <b>60</b>  |
| 1. Evidence that the tenderer has the experience to complete the engagement to a high quality   | 35         |
| 2. Evidence that the tenderer has the specific skills and technical Background required to provide the external service. The tenderer will be expected to set out in detail the methodology and planning of the engagement            | 25         |
| <b>Financial Criteria ( marks)</b>  |            |
| 3. Daily Professional Fee Rate  | 40         |
| <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)

| Score         | Meaning             | Interpretation   |
|---------------|---------------------|--|
| 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:

|              |          |                                       |          |                                  |
|--------------|----------|---------------------------------------|----------|----------------------------------|
| <b>Cost</b>  | <b>=</b> | <b>Lowest tendered rate</b>           | <b>x</b> | <b>Number of marks available</b> |
| <b>Score</b> |          | <b>Tendered rate under evaluation</b> |          |                                  |

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 [DarProcurement@dfa.ie](mailto:DarProcurement@dfa.ie)

Submissions must be received no later than **18:00hrs (local time) on 30th March 2023.**

The deadline for receipt of clarification questions is **18:00hrs (local time) on 22<sup>nd</sup> March 2023.**

Late tenders will not be accepted.

## **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 Tanzania and shall be governed by the laws of Tanzania.



## 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 (excluding VAT) |
|-------------------|--------------------------------------|
|                   |                                      |

## 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 <u>and/or any director or person(s) who has power of representation, decision or control over the organisation.</u></b> |   | <b>Yes/<br/>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> <p><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</p> <p><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.</p> |   |  |

**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:<br>[ORIGINAL<br>Signature] |  |
| Print Name:                        |  |
| Position:                          |  |
| E-mail Address:                    |  |
| Date:                              |  |