Tender Document

Invitation to tender in accordance with the European open procedure for the Performance of Evaluations of international programs of RVO

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Contents

Definition of terms

Evaluation	An evaluation is an assessment, as systematic and objective as possible, of an ongoing or completed project, program or policy, its design, implementation and results. The aim is to determine the following things for the intervention in question: the relevance of its objectives and design, the compatibility with its context (coherence), the fulfilment of its objectives (effectiveness), the developmental efficiency of it, its impact and its sustainability (Better Criteria for Better Evaluation, OECD/DAC, 2019). An evaluation should provide information that is credible and useful, enabling the incorporation of lessons learned into the decision-making process of both recipients and donors. (DAC principles for Aid Evaluation, OECD/DAC, 1991)
Tendering authority	The Netherlands Enterprise Agency (RVO), an agency of the Ministry of Economic Affairs and Climate Policy of the Netherlands.
Tender Document	This document and all of its annexes.
Public Procurement Act	The Public Procurement Act 2012 (*Aanbestedingswet 2012*)
General Government Terms and Conditions	General Government Terms and Conditions for Public Service Contracts 2018 (ARVODI-2018: *Algemene Rijksvoorwaarden voor het verstrekken van Opdrachten tot het verrichten van Diensten*).
Most Economically Advantageous Tender	The Tender that achieves the highest definitive total score based on the best price-quality ratio.
Suitability requirements	The requirements with which Tenderers must comply in order to be eligible to win the tender.
Tenderer	An entrepreneur or entrepreneurs who have submitted a Tender or is/are planning to submit a Tender. In this document, the word ‘you’ is taken to mean the Tenderer.
Tender	A quotation submitted by the Tenderer in response to this Tender Document.
IUC-EZK	The Procurement Office (IUC) of the Ministry of Economic Affairs and Climate Policy (EZK) – part of the Netherlands Enterprise Agency (RVO.nl), which in turn is part of the Ministry of Economic Affairs and Climate Policy – will serve as process manager during this tendering process.
Memorandum of Information	A document containing all questions asked and answers given, in anonymised form and, if applicable, additional information. This includes the questions and answers submitted via TenderNed.

Contracting Authority	The State of the Netherlands, represented by the Minister of Economic Affairs and Climate Policy, who concludes the Contract with the Contractor on behalf of the Tendering authority.
Contractor	The party with whom the Contracting Authority concludes the Contract.
Contract	The written framework agreement between the Contracting Authority and the Contractor in which the conditions applicable to the public contracts that will be awarded via this tendering process (Further Agreements) will be recorded within a specific period.
Further Agreement	A written agreement signed by the Contracting Authority and the Contractor based on the framework agreement.
Exclusion Ground	A circumstance applicable to the Tenderer or a person affiliated with the Tenderer that results in exclusion of the Tenderer from participating in the tendering process.
Uniform Single Procurement Document	A statement in which the Tenderer declares his compliance with the requirements specified in this document.

1. Introduction

The Tender Document at hand contains information regarding this invitation to tender conducted in accordance with the European open procedure for the Performance of evaluation studies of International Development programs of RVO. This tendering process is being conducted on the request of the Netherlands Enterprise Agency (RVO). The Procurement Office (IUC-EZK) will act as the process manager during this tendering process.

You are hereby kindly invited to submit a Tender based on this Tender Document. You need not physically send any documents with this invitation to tender: the entire tender process takes place digitally through TenderNed, the online market square for invitations to tender. Both the communication about the Tender with the Contracting Authority and the submission of your Tender will go through TenderNed. Further information about this process can be found in this document.

This Tender Document is structured as follows:
- Chapter 1: describes the organisation (RVO International Development), the purpose and the time schedule of the Tender Contract.
- Chapter 2: describes the content and scope of the Framework Agreement for the Tender Contract.
- Chapter 3: explains the schedule of requirements to the Tender Contract.
- Chapter 4: explains the exclusion grounds and suitability requirements with respect to the Tenderer, including the evidence needed.
- Chapter 5: explains the schedule of preferences pertaining to the Contract.
- Chapter 6: describes the assessment and award procedure. The assessment of the quotations for this Tender are described as well as the procedure for further awarding of assignments under the Framework Agreement.
- Chapter 7: describes the procedural provisions and regulations, including a checklist describing what should be submitted with your offer.

1.1 RVO International Development

The RVO is the Contracting Authority for this Tender. RVO is part of the Ministry of Economic Affairs and Climate Policy; it has been in existence since 2014 and is the result of a merger between NL Agency and the 'Dienst Regelingen'.

RVO supports entrepreneurs in the Netherlands and in developing countries in sustainable, innovative and international business. RVO supports companies with grants, finding business partners, know-how and compliance with laws and regulations. The aim is to improve opportunities for entrepreneurs and strengthen their position. RVO is the implementing agency for a variety of Dutch Ministries and also some international parties (for example the EU). Within the various programs RVO works in the Netherlands and abroad with governments, knowledge centres, international organisations and countless other partners.

RVO consists of five sections, one of which is International Programs (IP). Within IP is the department International Development. The International Development department mostly executes programs in and with entrepreneurs and institutions in developing countries. The majority of these International Development programs are commissioned by the Directorate-General for International Cooperation (DGIS) of the Dutch Ministry of Foreign Affairs. These programs and the project portfolio of these programs aim to contribute to the SDG's and cover a wide variety of sectors, i.e. private sector development, public private partnerships, food security, land rights, water, infrastructure, energy, responsible business conduct and justice & culture , in different countries in Africa, Asia, Central and Eastern Europe, Latin America and the Middle East. An overview of the programs of the International Development department per sector can be found in Table 1.

Table 1: Overview of programs of the RVO International Development department

Sector	Program
Infrastructure	• Develop2Build (D2B) • The Facility for Infrastructure Development (ORIO) • Development Related Infrastructure Investment Vehicle (DRIVE)
Private Sector Development	• Centre for the Promotion of Imports from Developing countries (CBI) • Private Sector Investment Program (PSI) • Dutch Good Growth Fund (DGGF) • Dutch Good Growth Fund Technical Assistance (DGGF TA) • Transition Facility (TF) • 2g@there-OS • Regional Development and Protection Program Sudan (RDPP Sudan) • Private Sector Development (PSD) Toolkit • Small Business Innovation Research (SBIR)
Water	• Dutch Risk Reduction Team (DRR) • Dutch Surge Support Water (DSS Water) • Sustainable Water Fund (FDW) • Ghana WASH Window (GWW) • Water as Leverage • Partners for Water (PvW) • Valuing Water Initiative (VWI)Water OS
Energy	• Clean Cooking Sector Support (CCSS) • Energising Development (EnDev) • Energy Transition Facility (ETF) • SDG Results: Access to renewable energy (SDG 7)
Public Private Partnerships, Food Security & Land rights	• Facility for Sustainable Entrepreneurship and Food Security (FDOV) • Land-at-Scale • SDG Partnership Facility (SDGP)
Health	• Mental Health and Psychosocial Support expertise for emergency relief (MHPSS) • Product Development Partnership III Fund (PDP III)
Responsible Business Conduct	• European Partnership for Responsible Minerals (EPRM) • Fund against Child Labour (FBK) • Fund for Responsible Business (FVO)
Justice & Culture	• Creative Twinning (CT) • Shiraka

In addition to the sector subdivision, several themes apply to all programs, namely gender, International Corporate Social Responsibility (ICSR) and additional cross-cutting themes (e.g. youth and climate). Besides, the Monitoring & Evaluation (M&E) expertise team focuses on embedding and further developing M&E within the International Development department and programs. M&E is used for program development, accountability, learning and management. The M&E expertise team assists the programs in drawing up the Terms of Reference for the evaluations performed under this Framework Agreement.

At the moment about 34 international development programs are executed in about 100 countries by this department, which vary in size (number of projects) and budget. Please visit RVO's website for more information on these programs at: http://english.rvo.nl/subsidies-programs. More information on the projects supported by these programs can be found on RVO's open data website www.aiddata.rvo.nl which provides information on the sectors, countries, budgets and participating organisations. In the foreseen future, some programs (DGGF, DGGF TA, ORIO, DRIVE and D2B) now managed by RVO will become part of Invest NL.

1.2 Reason for this Tender

In order to account for the results of RVO International Development programs there is a strong focus on monitoring and evaluation. Evaluations are used to ensure proper accountability and stimulate learning of policy interventions undertaken for the policy pursued and the activities implemented. The feedback provided by evaluations is used to improve the quality of policymaking and policy implementation. Evaluations therefore foster accountability, provide lessons for learning and adapting our programs.

The Policy and Operations Evaluation Department (IOB) of the Ministry of Foreign Affairs does regular policy evaluation of aspects of the Dutch development cooperation policy. In order for IOB to do a proper evaluation of RVO's programs in accordance with the Order on Periodic Evaluations (https://wetten.overheid.nl/BWBR0040754/2018-03-27), RVO is obliged to conduct external impact evaluations of the development programs that spend over € 10 million per year. Other programs rely on good project monitoring with baselines, mid-term reviews and ex-post evaluations. All evaluation studies are executed by independent contractors (to be selected through this Tender), and managed by RVO.

The purpose of this Framework Agreement is to select suitable high-quality evaluators for evaluation assignments which will be tendered amongst the selected contractors. Please refer to chapter 6 for an overview of the contracting procedure for this Framework Agreement and section 7.4 for the subsequent Further Agreements.

1.3 Time schedule Tender

The schedule below applies to this tendering process.

Friday, 10 April 2020	Issuing of publication, start of tendering period.
Friday, 20 May 2020	Closure of round of questions: deadline for the Tenderer to submit questions regarding this Tender Document and the Contract (including the general terms and conditions) and/or proposals for textual amendments to the draft Contract (including the general terms and conditions).
Friday, 27 May 2020	Issuing of Memorandum of Information
Tuesday, 08 June 2020: 12.00 CEST	Deadline for the receipt of Tenders and opening of new Tenders by the Tendering Authority.
Weeks 24-27	Assessment of Tenders.
Friday, 10 July 2020	Announcement of the award of the Contract.
Monday, 03 August 2020	Deadline for asking questions and/or filing an application for a preliminary injunction in relation to the announcement of the award of the Contract.
Monday, 03 August 2020	Deadline for the winning Tenderer to provide the evidence requested by the Tendering Authority.
September 2020	Starting date of Contract.

If – in the opinion of the Tendering Authority – circumstances provide cause to do so, the Tendering Authority is entitled to amend the specified period(s). In such a case, timely notification of the new period(s) will be provided digitally.

2. Description of assignment

By concluding this Framework Agreement, RVO aims to attract high-quality evaluators that are able to evaluate the relevance, coherence, effectiveness, efficiency, impact and sustainability of RVO's programs and projects. RVO considers evaluation not only as important for accountability purposes, but also for policy learning and adjusting program or project activities.

2.1 Overarching specifications

The following specifications apply for all evaluations that will be contracted through this Framework Agreement:

- The evaluations that will be performed must be in line with the (relevant) OECD DAC criteria.[1]
- Learning must be addressed in each evaluation, both internal (e.g. actionable lessons for the program or project) and external (e.g. lessons for local stakeholders) learning.
- The perspectives of all stakeholders involved in the program or project that is being evaluated must be integrated in the evaluation.
- Evaluations must provide an insight into the nature and magnitude of effects, direct and indirect, positive and negative, intended or unintended, which can be attributed to an intervention.
- The choice whether to take a quantitative, qualitative or mixed methods approach must be based on the particular objective and context of a program or project.[2]
- The contribution of the evaluated program or project to the relevant Sustainable Development Goals must be discussed.
- All evaluations must be based on a thorough and high quality methodology in order to assure the reliability and validity of results.

2.2 Lots

Based on our knowledge of, and experience with, the market for evaluations and internal evaluation needs, this invitation to tender has been divided into the following two lots:

- **Lot 1: Outcome[3] and formative[4] evaluations**
  This lot is for parties that can do monitoring activities, performance management, process evaluations, thematic evaluations and outcome evaluations. Parties in this lot are experienced with the use of qualitative and/or quantitative evaluation methodologies suitable for demonstrating a plausible cause-effect relationship.
- **Lot 2: Impact evaluations**
  This lot is for parties that can do impact evaluations and cost benefit analyses.
  Parties in this lot are experienced with the use of qualitative and/or quantitative evaluation methodologies suitable for demonstrating a convincing cause-effect relationship.

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[1] For an overview and short explanation of the OECD DAC Criteria, please consult the following page: https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm

[2] Quantitative and qualitative techniques are not interchangeable, but complementary. Quantitative (statistical and econometric) techniques can provide a statistical basis for a more qualitative approach, while a qualitative analyse can explain relationships established by quantitative research.

[3] Outcome evaluations measure program or project effects in the target group by assessing the progress in the outcomes that the program or project aims to address.

[4] When the purpose of the evaluation is formative, it means that the evaluation is designed, done and intended to support the process of improvement. It is normally commissioned or done by, and delivered to, someone who can make improvements.

Table 2: Overview of the type of assignments per lot

Lot	Type	What are you asking?
Lot 1: Outcome and formative evaluations	Monitoring	Is the implementation progressing as planned?
	Performance management	Are milestones being achieved?
	Process evaluation	How is the program or project implemented? Do we observe expected behaviors? Why? Why not?
	Thematic evaluations	How is the program or project addressing a particular theme?
	Outcome evaluation	Has the program or project achieved its intended goals?
Lot 2: Impact evaluations	Impact evaluation	Did the program or project produce the intended effects compared to what would have happened anyway?
	Cost benefit analysis	Are the program or project benefits worth the costs?
	System analysis	How is the program or project influencing systemic change?

The Contracting Authority aims to select a minimum of 2 and a maximum of 10 contractors for lot 1 and a minimum of 2 and a maximum of 8 contractors for lot 2. The Tenderers can register for multiple lots and can therefore also be awarded multiple lots.

Please note that registering for both lots can only be done if the composition of the consortium differs per lot (or one in consortium, one as a singular party). Also, a separate proposal for each lot needs to be submitted addressing the specific criteria of each lot.

2.2.1 Description of the lots

Lot 1: Outcome and formative evaluations
In this lot the focus lies on outcome evaluations and program/project adjustments. The evaluation assignments in this lot are for formative and summative[5] purposes with a main focus on understanding the short-term effects of interventions. This lot is for parties that can do monitoring activities, performance management, process evaluations, thematic evaluations and outcome evaluations. Parties in this lot are experienced with the use of qualitative and/or quantitative evaluation methodologies suitable for testing a plausible cause-effect relationship. Evaluations under this lot are typically more ad-hoc and short to medium term in length. Although all OECD DAC criteria should be addressed in the evaluations under this lot, the main focus in this lot lies on the effectiveness criterion: the extent to which the intervention achieved, or is expected to achieve, its objectives, and its results, including any differential results across groups. Since evaluations in this lot assess the progress in the outcomes that the program or project is to address, the complexity of the evaluation assignment is typically low to medium. Given that the evaluations in this lot are of low to medium complexity, the cost of these evaluations are expected to be low to medium.

Examples of assignments under this lot include: baseline studies, midterm reviews and end term evaluations. The evaluations under this lot can be qualitative, quantitative or mixed methods. The choice whether to take a quantitative, qualitative or mixed methods approach must be based on the particular objective and context of a program or project. The types of methods used in this lot include: quasi-experimental approaches, comparative case-studies and small-n impact evaluation

[5] When the purpose of the evaluation is summative, the evaluation is done for, or by, any observers or decisionmakers (by contrast with developers) who need evaluative conclusions for any reasons besides development.

methods. The learning objectives in this lot are to provide actionable lessons for program/project members and stakeholders for program/project adjustment and to provide lessons for local capacity building. Evaluation assignments in this lot should preferably use data collected by the programs and/or projects or other relevant secondary data. The extent to which primary data collection is requested here is thus small to medium. Evaluations for which a small sample size can only be analysed also fall under this lot. It is considered as an advantage if parties in this lot can demonstrate innovative approaches for outcome evaluation and innovative approaches for small-n impact evaluation.

Lot 2: Impact evaluations
In this lot the focus lies on impact evaluations[6]. The evaluation assignments in this lot are for summative purposes with a main focus on understanding the long-term changes brought about or influenced by the interventions. This lot is for parties that can do impact evaluations, cost benefit analyses and/or system analyses. Parties in this lot are experienced with the use of qualitative and/or quantitative evaluation methodologies suitable for testing a convincing cause-effect relationship. The duration of the evaluation assignments under this lot are typically long-term, since a convincing cause-effect relationship needs to be established and the effects beyond direct program/project goals need to be demonstrated. Although all OECD DAC criteria should be addressed in the evaluations under this lot, the main focus in this lot lies on the relevance, impact and sustainability criteria. In other words, whether the intervention is doing the right things, what difference the intervention is making and whether the benefits will last. Since the evaluations in this lot have to provide a convincing cause-effect relationship, the complexity of the evaluation assignment is typically high. Given that the evaluations in this lot are of high complexity, the cost of these evaluations are expected to be medium to high.

Examples of assignments under this lot include: baseline studies and end term evaluations, or an evaluation trajectory that includes various measurements. The evaluations under this lot can be qualitative, quantitative or mixed methods. The choice whether to take a quantitative, qualitative or mixed methods approach must be based on the particular objective and context of a program or project. The types of methods used in this lot include: randomized controlled trials, quasi-experimental approaches, comparative case-studies, contribution analysis, cost-benefit analyses and system analyses. The learning objectives in this lot are to provide lessons for structural program/project adjustments, local capacity building and higher level policy uptake. The extent to which evaluation assignments in this lot are expected to use primary data is high. Existing data collected by the program or project and other relevant secondary data are of course welcomed to be used; it is however expected that for the evaluation assignments in this lot there will be a high need for collecting primary data. Primary data collection may involve in-country fieldwork and/or surveys at household or beneficiary level. It is considered as an advantage if parties in this lot can demonstrate innovative approaches for impact evaluation, cost-benefit analysis and/or system analysis.

[6] Impact evaluations are assessments of the extent to which the intervention has generated or is expected to generate significant positive or negative, intended or unintended, higher-level effects.

Table 3: Overview of the lots

	Lot 1: Outcome and formative evaluations	Lot 2: Impact evaluations
Objectives	Outcomes and program/project adjustments. Short-term effects	Impact Long-term changes
Purposes of the evaluation	Formative and summative purposes	Summative purposes
Types of assignments	Monitoring, Performance management, Process evaluation, Thematic evaluations, Outcome evaluation	Impact evaluations, Cost benefit analyses, System analyses
Cause-effect relationship	Plausible to convincing	Convincing
Duration	Short to medium	Long-term
Main focus OECD DAC Criteria	Effectiveness	Relevance, impact, efficiency and sustainability
Complexity	Low to medium	High
Cost of evaluation	Low to medium	Medium to high
Examples of assignments	Baseline studies, midterm reviews, end term evaluations	Baseline studies, end term evaluations
Types of approaches	Qualitative, quantitative or mixed methods	Qualitative, quantitative or mixed methods
Types of methods	Quasi-experimental approaches, comparative case-studies, small-n impact evaluation methods	Randomized controlled trials, quasi-experimental approaches, comparative case-studies, cost-benefit analyses, system analyses
Learning objectives	Actionable lessons for project members and stakeholders for program/project adjustment, Lessons for local capacity building	Lessons for structural program/project adjustments, local capacity building and higher level policy uptake
Extent to which primary data collection is requested	Small to medium	High

2.2.2 Learning and support

Learning and support activities are normally done or coordinated by the Monitoring and Evaluation (M&E) expertise team of RVO and therefore fall outside the scope of this Contract. Examples of such activities are the facilitation of M&E trainings to project advisors, the facilitation of learning trajectories and workshops for sharing lessons learnt to program/project insiders and outsiders. However support from the parties in this framework for these activities might be needed. For these occasions close cooperation between the RVO M&E expertise team and the parties in this framework will be needed. An example of such a collaboration would be a Theory of Change workshop organised and facilitated by the RVO M&E expertise team and involving local actors, program/project members and the contracted evaluation party. Another example would be that the RVO M&E expertise team and the contracted evaluation party jointly organise and facilitate a workshop for the uptake of lessons learned. In the latter example the contracted party would for example prepare the workshop and process the results of the workshop.

2.3 Contract Period

The Contracting Authority intends to conclude Contracts in both lots for a period of two (2) years, including a unilateral option for the Contracting Authority to extend the contract once by two (2) years. The start of the Contract commences September 2020.

Please note that the assignments described in the Further Agreements can have a longer time span than the Contract.

2.4 Scope of the assignment

The Tendering Authority has estimated a total contract value for 4 years of maximum 12,000,000 (exclusive of VAT). The value of each lot is estimated maximum 6,000,000 (exclusive of VAT). The estimated value is an indication from which no rights can be derived. This Tender Document was created using up-to-date knowledge and insights valid at the time of its formulation.

It is possible that the services specified in the Contract and/or the number of Participating Parties may change in the event of political, budgetary, administrative or organisational developments within the Dutch government and the Contracting Authority’s expansion or contraction resulting from this, or changes to the Contracting Authority’s position within the government or to the targets that must be met. In the event such circumstances occur, the Contracting Authority will consult with the Contractor.

The scope and length of the evaluations under this Contract differs. In some cases the baseline and ex-post data collection and evaluation will be tendered in one (impact) evaluation trajectory contract. The terms of Reference for such an evaluation trajectory may include, for example, a baseline study in 2020 and an end line evaluation in 2021 or 2022. Therefore, the assignment described in the Further Agreements can have a longer time span than the Contract awarded through this Tender. In other cases, only part of the evaluation may be tendered, for example when a baseline has already been done.

The estimated value of the Contract is based on the planned evaluations (see Table 4). For many programs this evaluation planning is yet to be discussed and approved, and therefore only provides an indication. In addition, some of the programs listed (DGGF, ORIO, DRIVE and D2B) will most likely move to Invest NL in the near future and therewith not fall under this Contract anymore. On the other hand, new programs might be started and therewith new evaluations may be planned. The Contraction Authority intends to provide a more detailed planning to the Contracted Parties.

Table 4: Planned evaluations and studies for the next 4 years

	Amount of evaluations	Programs	Estimated budget
Lot 1: Outcome and formative evaluations	2 – 4 mid-term reviews 10 – 25 (outcome) evaluations 5 – 10 thematic evaluations	SDGP, Land-at-scale, PVW, FBK PSD Toolkit, DRIVE, D2B, ORIO, EPRM, SDG7, RDPP Sudan, DSS, MHPSS, PVW, Water OS, GWW, Valuing Water CBI, ENDEV, Land-at-scale	Maximum EUR 6,000,000
Lot 2: Impact Evaluations	5 – 10 impact evaluations	PSD Toolkit, DRIVE, D2B, ORIO, DGGF, CBI, Land-at-scale, SDGP	Maximum EUR 6,000,000
Total estimated budget	**Maximum EUR 12,000,000**		

3. Requirements to this assignment

This section includes the requirements set by RVO concerning the requested services and the prices and rates.

By submitting a Tender, you as Tenderer, explicitly consent to all requirements and conditions specified in this Tender document and declare that you will continue to comply with these throughout the entirety of the contract period. Furthermore, you confirm that you will comply with all of the specified prices and rates, including any agreed indexation. Failure to comply with one or more requirements will result in your Tender being disqualified from the assessment process and therefore excluded from the tendering process.

3.1 Requirements relating to the assignment

- RVO follows the IOB Policy Guidelines for Evaluation[7] which presents the basic principles, definitions of evaluation policy, ethical standards, guidelines of the evaluation process, quality control and communication standards. The Ministry's guiding principles reflect the core values on which its evaluations are founded. They are interrelated and mutually reinforcing and, as such, they must be seen as providing an overall framework, with which all aspects of RVO's evaluation work must be consistent. The principles determine what can be expected from researchers involved in an evaluation, from evaluation processes and products, and from the methodology. They are consistent with the OECD/DAC's Principles for Evaluation of Development Assistance (1991)[8] and Quality Standards for Development Evaluation (2010)[9]. All Tenderers have to accept to work according to these guidelines in evaluations to be carried out for RVO.
- Acceptance of independence of potential evaluators in the Further Agreement: Potential evaluators must have no previous, present or future involvement in the design of implementation of the program or project under evaluation, nor in the design, implementation or evaluation of a preceding project phase. In principle, the organizations employing the potential evaluators have not been involved in the design or implementation of the program and project under evaluation. In the case of larger organizations, consortia or partnerships consisting of several, largely independent groups, or a holding company consisting of several largely independent companies, it could be that one group or company has been involved in the program or project under evaluation, while another proposes candidate evaluators. This must be explicitly mentioned in the offer for the Further Agreement and may be checked by the Contracting Authority during the implementation of the assignment. If the Tenderer is not fully independent, the consequence might be that the Tenderer is not allowed to participate for the evaluation assignment in question.

3.2 Tax-related requirements

- The Tenderer will quote the prices according to the following structure:
  - the amount excluding Dutch VAT and any VAT due outside the EU;
  - the amount of Dutch VAT due (if applicable) and the amount of any VAT due outside the EU, and;
  - the amount including Dutch VAT (if applicable) and any VAT due outside the EU.

[7] https://www.iob-evaluatie.nl/publicaties/richtlijnen/2009/10/01/iob-evaluatiebeleid-en-richtlijnen-voor-evaluaties
[8] http://www.oecd.org/dac/evaluation/50584880.pdf
[9] https://www.oecd.org/dac/evaluation/dcdndep/44798177.pdf

- If the Tenderer indicates that no VAT is applicable, then he agrees to provide documentary proof of the grounds for this to the Contracting Authority within fifteen calendar days of the request to do so.
- You are liable for any extra costs for Dutch and/or foreign VAT due if you incorrectly charge no VAT or an incorrect amount of VAT to the Contracting Authority. If applicable, you are liable for accurate payment of VAT in the Netherlands and outside the EU, with the exception of the case stipulated in the following sentence. If the Contracting Authority procures a service from a foreign business and Dutch tax law considers the work to have been performed in the Netherlands, then the Contracting Authority is liable for the payment of VAT to the Dutch Tax and Customs Administration for this/these service(s) performed in the Netherlands.
- You guarantee that the amounts specified in the quotation are inclusive of all taxes and levies (including amounts considered equivalent to taxes or levies), regardless of their description and wherever in the world they may have been levied.
- You indemnify the Contracting Authority against any claims from any tax authority for any taxes, levies or contributions considered equivalent to taxes or levies, originating from either the Netherlands or outside the Netherlands.
- If you believe that your work is being taxed simultaneously (in part or in full) in both the Netherlands and a foreign country (outside the EU), then you agree to provide evidence from the foreign tax authorities in question that prove VAT has been levied on one of the services/amounts substantiated by you in the quotation. You will provide this statement in English. If the statement from the foreign tax authorities is not in English, then you agree to provide a sworn translation of this statement, the costs of which will be borne by you.

3.3 Invoicing requirements

For companies established in the Netherlands only

E-invoicing

The general terms and conditions that apply to this contract contain a provision that invoices must be sent electronically (not in pdf). This can be done in 4 different ways:

- The invoicing portal of the Dutch government
- Link with Digipoort
- E-invoicing with your own (accounting) software package through Simplerinvoicing
- E-invoicing through a service provider.
- See attached ”Brochure e-factureren”.

For companies not established in the Netherlands

The paragraph concerning e-invoicing does not apply to companies located outside of the Netherlands.

3.4 Requirements relating to the profile of a junior and a senior employee

- On the closing date for submission of the Tender, the Tenderer must have employed or contracted at least one junior employee and one senior employee who fulfil the requirements mentioned for each job.
- The following requirements apply to a junior employee:

  He or she is an employee (or contracted and self-employed) of the Tenderer that has obtained an academic degree and has zero to two years of relevant experience with the performance of evaluations similar to the evaluation assignments that will be performed under this Contract.
- The following requirements apply to a senior employee:

  He or she is an employee (or contracted and self-employed) of the Tenderer that has a minimum of ten years of relevant experience with the performance of evaluations similar to the evaluation assignments that will be performed under this Contract.

3.5 Requirements relating to prices

- The Contractor will indemnify the Contracting Authority legally, according to the applicable civil/administrative law and/or tax law, against any civil/administrative or tax claim which has not been mentioned in this Tender.
- The prices/rates must be all-inclusive. This means they must include salary costs, overhead costs (such as business premises and the salary costs of non-production workers), costs for supporting activities, costs for the use of equipment (such as computers) arising from the contract, profit, insurance costs, travel and accommodation costs, and similar. Rates must be stated in EUR. Extra costs and/or charges under any name above the price offered are legally not owed by the Contracting Authority.

4. Requirements concerning the Tenderer

4.1 Introduction

In this section, you can find the requirements set by RVO to determine whether particular Tenderers are suitable to be awarded the Contract. For this purpose, Exclusion Grounds and Suitability Requirements have been set.

You can indicate whether or not the Exclusion Grounds apply to you and whether or not you are in compliance with the Suitability Requirements by completing the 'European Single Procurement Document'.

The 'European Single Procurement Document' is a PDF file that has been partially filled in for you. You must fill in the rest of the form, print it, legally sign it with a handwritten signature, scan it and submit it together with your Tender via TenderNed.

4.2 Exclusion Grounds

The following Exclusion Grounds are specified in the annex 'European Single Procurement Document':

- all Exclusion Grounds specified in Part III A and B;
- the Exclusion Grounds in Part III C of the 'European Single Procurement Document' that have been selected by the Tendering Authority by means of the tick boxes.

See Section 7 for information on how to submit a Tender in collaboration with other organisations. This section specifies who must provide a completed and signed European Single Procurement Document during the process of submitting a Tender.

The evidence relating to the Exclusion Grounds does not have to be submitted together with the Tender: it is only required once the Tendering Authority requests it.

Please note: The process of applying for a GVA (certificate of conduct) can take several weeks.

For information on types of evidence, see Section 2.89 of the Public Procurement Act.
http://wetten.overheid.nl/BWBR0032203/2016-07-01

The evidence consists of:
1. Extract of Trade Register (no older than 6 months see §4.3)
2. 'Certificate of Conduct for procurement' ('Gedragsverklaring Aanbesteden' -no older than 2 years)
3. Tax statement (no older than 6 months)

The Tendering Authority, to which a Tenderer submits data in order to prove that the exclusion grounds referred to in Article 2.86 or Article 2.87 do not apply to the Tenderer, also accepts data and documents from another Member State, from the country of origin of the Tenderer or from the country where the Tenderer is established, that serve an equivalent purpose or that show that the exclusion ground does not apply to Tenderer.

Please refer to https://ec.europa.eu/tools/ecertis/search
eCertis is the information system that helps you identify different certificates requested in procurement procedures across the EU.

4.3 Suitability Requirements

The purpose of the Suitability Requirements is to assess whether the Tenderer is suitable to fulfil the Contract in the opinion of the Tendering Authority. The Tender will be invalid if the Tenderer does not meet the Suitability Requirements. The Contracting Authority will then exclude the Tenderer from further participation in the tender procedure.

Suitability requirements set standards regarding the Tenderer's Financial and economic standing, evaluation experience and professional qualifications.

By signing the annex 'European Single Procurement Document' (which uses the term 'Selection Criteria' to refer to the Suitability Requirements), the Tenderer declares that he complies with the Suitability Requirements as specified in this subsection of the Tender document. These Suitability Requirements are further specified in the subsequent paragraphs in this section.

4.3.1 *Financial and economic standing*

By signing the 'European Single Procurement Document', the Tenderer declares:

a. That he possesses sufficient financial and economic capacity to fulfil the contractual obligations.
b. That the Tenderer is unaware of any possible claims against him that may compromise his organisation's financial-economic capacity or continuity, and that no investment is required during the Contract period that may have a similar compromising effect.
c. That the most recently issued auditor's report (or, if applicable, a review report or compilation report) does not include a 'continuity section' that expresses doubt concerning the viability of the organisation.
d. That the Tenderer has a sufficient level of professional and/or statutory liability insurance for the fulfilment of the assignment and that in the event of the Contract being awarded to him, will remain sufficiently insured throughout the duration of the assignment(s).

Evidence relating to the Suitability Requirements (do not submit together with the Tender – only submit it when requested to do so):

a. Appropriate banker's statement,
b. Proof of insurance against business risks,
c. Annual accounts or extracts from the annual accounts if the law in the country in which the Tenderer is established requires publication of annual accounts, or
d. A statement concerning the total turnover and the turnover for the business activity that is the subject of the contract, applicable to at most the last three available book years, depending on the formation date or the date on which the Tenderer commenced his professional activities, to the extent that such turnover figures are available.

If the data of the Tenderer's parent/holding company is used in relation to the aspect of financial-economic capacity, then the Tenderer must provide a statement from the parent/holding company that specifies that the parent/holding company unconditionally acts as a guarantor for the obligations to be undertaken by the subsidiary company and any debts arising from the Contract incurred by the subsidiary company. The statement by the parent/holding company must be signed by a legally authorised representative.

4.3.2 Evaluation experience

As a Suitability Requirement Tenderers must have evaluation experience that the Contracting Authority considers necessary to be able to perform the Contract (e.g. in for RVO relevant themes and countries). By signing the 'European Single Procurement Document', the Tenderer declares to have carried out at least one reference assignment for each of the core competences listed in table 5.

As evidence a maximum of ten reference assignments can be presented. If the Tenderer has more than ten reference assignments, the ten that meet the Suitability Requirements the best should be selected. One reference assignment can cover more than one core competence.

TABLE 5 CORE COMPETENCES

Nr	Requirement	Description
1	Thematic coverage	The references must show experience in evaluating at least one of the following themes: 1. Private sector development, entrepreneurship and enabling environment 2. Water: WASH, water management, water use in agriculture and industry 3. Food and nutrition security 4. Sexual and reproductive health and rights (or health more generally) 5. Women's rights and gender equality 6. Responsible Business Conduct 7. Climate: renewable energy, land use and forests, climate resilient agriculture 8. Public private partnerships 9. Financing (of companies and projects/export finance) 10. Public procurement and infrastructure
2	Country coverage	The references must show experience in at least one of the countries on the DGGF country list.
3	Collaboration with local partners/consultants	The references must show at least one collaboration with local partners or local knowledge institutions in one of the countries on the DGGF country list.
4	Methods applied	For Lot 1 only: the references must show experience with the use of qualitative and/or quantitative evaluation methodologies suitable for conducting an outcome evaluation or formative evaluation and testing a plausible cause-effect relationship. For Lot 2 only: the references must show experience with the use of qualitative and/or quantitative evaluation methods suitable for conducting an impact evaluation and testing a convincing cause-effect relationship.

The reference assignments for each of the core competences listed in table 5 must meet the following minimum requirements:

- The subject of the reference assignment must be comparable to the core competence in question and may be in Dutch or English language. The themes correspond to the Dutch spearheads and cross-cutting themes for development cooperation on which RVO is active, as well as several topics which play an important role in project management (procurement, financing, PPPs). The countries follow the DGGF country list, which can be found at http://english.dggf.nl/country-list.[10]
- The reference assignment(s) must have been executed or completed within three years prior to the closing date for the submission of tenders. If the Tenderer uses an assignment that is not yet fully complete, then only the completed results of the ongoing assignment can be submitted for reference purposes: projected results cannot be taken into consideration.

Consortium members must fulfil this Suitability Requirement jointly. If the Tender is submitted by a consortium, the reference assignments must cover at least one evaluation report from each consortium member or one report for which the consortium member was subcontracted.

[10] Please note that RVO's International Development programs are or have been active in other countries as well (more than 80 countries in total). Please visit our open data website for the full list: http://aiddata.rvo.nl/countries/list/.

Please notice that one of the reference assignment(s) is used to score the technical ability and experience in evaluation methods in section 5.2.1. We refer to section 5.2.1 for the award criteria and the related requirements. In addition, the reference assignment(s) are used to score the evaluation experience of the Tenderer in section 5.2.2. We refer to section 5.2.2 for the award criteria and the related requirements.

The Contracting Authority reserves the right to verify, if necessary, references for accuracy and completeness and to contact one or more references or authors without intervention and/or permission from the Tenderer.

Evidence relating to the Suitability Requirements (do not submit together with the Tender – only submit it when requested to do so): a. Title of the evaluation report b. Name and contact details of the client (referee) c. Brief summary of the evaluation report d. Themes and countries covered e. Names of local partners or knowledge institutions f. Team of evaluators (team leader and other evaluators incl. their affiliation at the time of the evaluation and whether they are available under this framework agreement) g. Methods applied

4.3.3 Professional/trade register extract

The Tendering Authority expects the Tenderer to be authorised to practise his trade. For this reason, the Tendering Authority reserves the right to ask the Tenderer to demonstrate that he is registered in the professional register or in the trade register referred to in Annex XI of EU Directive 2014/24/EU in accordance with the regulations applicable in the country in which he is established.
It is also vital that the signed documents included in the Tender have been signed by a legally authorised representative of the Tenderer. For this reason, the Tendering Authority can also ask the Tenderer who is awarded the contract to demonstrate the legal validity of the signature.

Evidence (do not submit together with the Tender – only submit when requested by the Tendering Authority). In order to establish the legal validity of the signed statements, declarations and other evidence, it is vital that a recent and up-to-date (**max. six months old**, counted from the time of submission of the Tender) extract from the professional register or trade register is provided in compliance with the provisions stipulated in Section 2.98 of the Public Procurement Act. The extract must demonstrate the legal authorisation of the signatory. If the signatory of the statements, declarations and other evidence is not featured on the extract, then authorisation of the signatory must be provided by one of the parties featured on the extract, in the form of a statement declaring that the signatory was authorised to legally bind the Tenderer at the time that he signed the documents. In the event that the Tender involves a collaboration (consortium), then every member of this collaboration must provide the aforementioned evidence separately.

5. Award criteria and assessment

5.1 Introduction

This section explains how the Contracting Authority will assess the Tenderer's submission, based on award criteria. Your response to the award criteria must be included in your Tender. In your response, you must take into account the requirements set in chapter 4.

Before the Contacting Authority assesses the content of a Tender, the Contracting Authority will first assess whether the Tender meets the Formal Requirements (chapter 3), whether any Exclusion Grounds apply and whether it meets the Suitability Requirements (chapter 4) by checking the signed Uniform Single Procurement Document.

The Tender will be assessed and ranked on the basis of the award criteria below. This means that the replies/information regarding the requested award criteria will be evaluated per award criterion. Tenderers with the highest ranking (Lot 1: top 10 + lot 2: top 8) will be awarded a Contract.

The replies/information regarding the requested award criteria must be provided with the Tender, by completing the corresponding tables in Annex 7.

A maximum of 100 points can be obtained. A minimum of 50 points must be obtained in order to qualify for this Contract. Tenderers that have a lower score than 50 points will be disqualified for this Contract. The points will be distributed over the criteria as follows:

Max. number of points to be obtained	Award criteria
50	1. Technical ability and experience in evaluation methods
10	2. Evaluation experience
10	3. Methods in which the Tenderer specialized
10	4. Experience with facilitating learning activities
5	5. Composition of the Tenderer
5	6. Sustainability and integrity policy / code of conduct
10	7. Maximum daily tariff

The Award Criteria are explained in the following sections in this chapter.

5.2 Award criteria

5.2.1 Award criteria relating to technical ability and experience in evaluation methods

For RVO it is important to contract parties that have the technical ability and experience in using evaluation methods considered necessary to perform the Contract. The Tenderer will send one evaluation report which is used to grade the technical ability and experience of the Tenderer. The evaluation report submitted by the Tenderer must be one of the reference assignment(s) requested in section 4.3.2. The assessment is based on 8 criteria. For each criteria the evaluation report can score 1 (very poor), 2 (poor), 3 (mediocre), 4 (good) or 5 (very good). The following table lists all the criteria and demonstrates how the scores are calculated.

Max score	Assessment criteria (Score = 1 (very poor), 2 (poor), 3 (mediocre), or 4 (good) or 5 (very good)
5	Description or reconstruction of the intervention logic: Description of the intervention logic and assumptions about cause-effect relations that formed the foundation of the intervention, the used hierarchy of means and objectives , and different result levels.
5	Operationalisation of the result measurement by means of indicators: Main indicators are specific (i.e. clear and unambiguous), measurable (i.e. based on accessible data), relevant (i.e. corresponding to evaluation goals), time-bound (i.e. time varying), valid (i.e. measuring what it intends to measure) and reliable (i.e. consistent). Indicators exist for at least two levels within the result chain.
5	Transparency and reliability of data sources, collection and analysis: The reference study includes a detailed and complete description of the process of data source selection, data collection and data analysis. The data sources used offer sufficient information to answer the research questions. The data analysis is done rigorously.
5	Foundation of conclusions by findings: The conclusions are clearly presented and logically follow from the results. These conclusions must be based on different sources (triangulation) and presented in a way that they can be traced back to the findings (e.g. the report explicitly mentions how the data is synthesized).
5	Representativeness of sample or selection of case studies /interviewees: The selection of the sample and/or the selection of case studies and interviewees are convincingly motivated. The selection bias is minimized (i.e. random sampling) and/or the right and sufficient people were interviewed to gain a thorough understanding of the relevant issues at hand (e.g. different angles are included, a representative selection of respondents, based on a Theory of Change). The limitations of the methodology and validity of conclusions are discussed.
5	Independence of the information sources from stakeholders: This is met when besides the use of information sources related to the evaluation object, sufficient use is made of independent sources (i.e. independent data, or in the case of interviews, persons who do not have a bias or an interest in the evaluation).
5	Contribution to the contracting party’s knowledge acquisition: The recommendations are relevant to the ontracting party’s knowledge acquisition and are written in an accessible and actionable way.
5	Attribution/contribution of effects to the intervention: For Lot 1 only: In the case of an outcome evaluation or other thematic study it presents a plausible causal contribution claim. It verifies the causal chain step by step and it discussed the possible influence of other (contextual) factors on the variable of interest in order to present a strong contribution claim. effects of the intervention. For Lot 2 only: In the case of an impact evaluation it presents a strong causal claim, through quantitative and/or qualitative methods. The casual claim is substantiated with sufficient evidence and tested and validated, and the influence of alternative factors on the variable of interest is tested, in order to present a strong attribution claim.
Total max score 40	*Number of points obtained = (total score / 40) * 50*

The submitted evaluation report must meet the following requirements:

- The object of the evaluation report must be comparable with the concerned key competency and may be in Dutch or English language. Reports will be treated confidentially.
- The evaluation report must have been executed or completed within three years prior to the closing date for the submission of Tenders. If the Tenderer uses an assignment that is not yet fully complete, then only the completed results of the ongoing assignment can be submitted for reference purposes: projected results cannot be taken into consideration. Mid-term evaluations and draft evaluation reports are allowed, as long as the evaluation work is finished and as long as the evaluation quality can be assessed by RVO.
- If an inception report or separate annexes are needed to judge the assessment criteria, those can be submitted in addition to the main evaluation report. In the corresponding tables in Annex 7 the Tenderer must fill in where in the report (if necessary, where in the inception report or annexes) the competences can be found.
- The Tenderer – alone or in conjunction with the consortium/subcontractor(s) – must enclose maximum one evaluation report per lot. For all tenderers:
    - At least one of the report authors is a salaried employee (or owner or self-employed)[11] of the Tenderer on the closing date for submission of the Tender; and
    - this author should have contributed substantially to the evaluation quality under assessment for this Tender.

Consortium members must fulfil this requirement jointly. Assignments including one or more subcontractors can only be used as reference assignments if the subcontractor(s) in question will be involved in the fulfilment of the Contract and if the Tenderer can and will make use of the knowledge and experience of the subcontractor(s) in question during the fulfilment of the assignment.

5.2.2 Award criteria relating to evaluation experience

The reference assignment(s) requested in section 4.3.2 is/are used here to score the experience of the Tenderer in managing for RVO relevant evaluation assignments. The references are scored on the coverage of (for RVO) relevant themes and countries, experience in working with local partners or knowledge institutions and the availability of the evaluators of submitted evaluation reports.

The following table lists all criteria and demonstrates how the scores are calculated per criteria.

[11] Fixed-term contracts are also considered, as long as more than one evaluation was completed during that period of time. However, freelance experts contracted by the Tenderer for the duration of only one study are not considered.

Max score	Assessment criteria
10	Experience in evaluating one or more of the following topics; 1 point for each topic: 1. Private sector development, entrepreneurship and enabling environment 2. Water: WASH, water management, water use in agriculture and industry 3. Food and nutrition security 4. Sexual and reproductive health and rights (or health more generally) 5. Women's rights and gender equality 6. Corporate Social Responsibility 7. Climate: renewable energy, land use and forests, climate resilient agriculture 8. Public private partnerships 9. Financing (of companies and projects/export finance) 10. Public procurement and infrastructure
10	Number of different DGGF countries covered[12]; 1 point per country (up to 10) with a maximum of 10 points
10	Number of evaluations which show experience of working with a local partner or knowledge institution; 1 point per evaluation with a maximum of 10 points
5	Evaluators of submitted evaluation reports; per evaluation 0,5 points if the team leader/first author of the submitted evaluation report is still employed (or self-employed) on the closing date for submission of the Tender or (in case the team leader/first author is no longer available) 0,5 point if (an)other main evaluator(s) is still employed (or self-employed) by the organisation with a maximum of 5 points[13]
Total max score 35	*Number of points obtained = (total score / 35) * 10*

For each reference assignment, in Annex 7 the Tenderer should indicate the title of the evaluation report, themes and countries covered, names of local partners or knowledge institutions and the team of evaluators (team leader and other evaluators incl. their affiliation at the time of the evaluation and whether they are available under this framework agreement).

If the report is available online, please insert a link to the report. If the report is not available online, provide a copy of the report. Only reports that can be made available should be presented here.

5.2.3 Award criteria relating to the methods the Tenderer specialized in

Tenderers will be scored on the evaluation methods in which they specialize. Tenderers should explain their experience with different evaluation methods, explain how methods are applied and provide one example of the application of one of these methods in practice. Applicants for Lot 1 must provide an example of an innovative method used to assess outcome level effects or effects around a specific theme. Applicants for Lot 2 must provide an example of the application of an innovative impact evaluation method.

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[12] http://english.dggf.nl/country-list

[13] Fixed-term contracts are also considered, as long as more than one evaluation was completed during that period of time. However, freelance experts contracted by the Tenderer for the duration of only one study are not considered.

Max. no. of points available	Assessment criteria (Score = 1 (very poor), 2 (poor), 3 (mediocre), or 4 (good) or 5 (very good)
5	Explanation of the experience the Tenderer has with using different evaluation methods and how they are applied.
5	An example in which an innovative method is applied in practice: • For Lot 1: an example of the application of an innovative method used to assess outcome level effects or effects around a specific theme. • For Lot 2: an example of the application of an innovative impact evaluation method.
Total max score 10	

5.2.4 Award criteria relating to learning

In the coming years the International Development department of RVO wants to focus more on learning. For that reason RVO searches for Tenderers who are capable of organising and facilitating activities related to learning (e.g. facilitate knowledge sharing workshops, multi-stakeholder dialogue, capacity building, providing communication material etc.). The experience of the Tenderer in facilitating learning activities is scored here. Tenderers must describe their capability to facilitate learning activities and provide an example, reference or material of a learning activity related to an evaluation assignment.

Max. no. of points available	Assessment criteria (Score = 1 (very poor), 2 (poor), 3 (mediocre), or 4 (good) or 5 (very good)
5	Explanation of what type of learning activities relating to evaluation assignments the Tenderer is specialised in. Contribution of the learning activity to internal (i.e. within the client's organisation) and/or external (i.e. a wider set of stakeholders) learning.
5	Example of a learning activity that has been conducted related to an evaluation assignment (e.g. a visual, a description of a specific activity including a reference, etc.)
Total max score 10	

5.2.5 Award criteria relating to the Sustainability and integrity policy / code of conduct

The sustainability and integrity policy/code of conduct of the Tenderer is scored here. All International Development programs of RVO cover issues such as ICSR, sustainability, gender equality, (sexually) transgressive behaviour, decent work, SDGs, etc. Also for RVO as an organisation, sustainability and contributing to the SDGs are important topics. For that reason, it is important for RVO to consider sustainability criteria when purchasing services.

Tenderers must provide information on their sustainability and integrity policy / code of conduct and possible other material and examples. These should give insights into how the Tenderer builds in sustainability and integrity in its processes and procedures related to conducting evaluations.

Consortium members must fulfil this requirement jointly. It is sufficient to provide the policy / code of conduct (or similar) from one of the consortium partners. However, in the second question the Tenderer should explain the sustainability and integrity policies and procedures in relation to conducting (field) research of the consortium as a whole.

Max. no. of points available	Assessment criteria[14] (Score = 1 (very poor), 2 (poor), 3 (mediocre), or 4 (good) or 5 (very good)
5	Quality of the policy / code of conduct (or similar document) that covers sustainability and integrity issues.
5	Explanation of the sustainability and integrity policies and procedures in relation to conducting research. Please include how you address the following topics in relation to (field) research: - Sexually transgressive behaviour and other ethical questions (e.g. personal information of interviewees) - Environmental policy (e.g. policy concerning air travel) - Collaboration and agreements with local partners and subcontractors
Total max score 10	Number of points obtained = (total score / 10) * 5

5.2.6 Award criteria relating to the composition of the Tenderer

The explanation of the composition of the Tenderer is scored here. Tenderers which submit a Tender as a consortium must provide a textual explanation of why they have chosen the specific composition, what in the opinion of the Tenderer the added value is of the composition for performing assignments arising under this Contract and the expertise of each consortium member. Tenderers submitting a Tender in the form of one party must provide a textual explanation of why they have chosen to do so, what the Tenderer's specific expertise or niche is and if the Tenderer has the capacity for performing the assignments arising under this Contract. Both composition options are valid, here we score the motivation for the composition and the capacity for carrying out the assignments arising under this Contract.

Max. no. of points available	Assessment criteria (Score = 1 (very poor), 2 (poor), 3 (mediocre), or 4 (good) or 5 (very good)
5	Explanation of the composition of the Tenderer. In the case of a consortium: Please include the reason why this composition is chosen, what the added value is of the composition in performing assignments arising under this contract and the expertise of each member. In the case of a single party: Please include the reason why this composition is chosen, what the Tenderer's specific expertise or niche is and if the Tenderer has the capacity for performing the assignments arising under this Contract.

5.2.7 Award criteria relating to the maximum daily tariffs

Tenderers are requested to provide their maximum tariffs for a junior employee and a senior employee. Please refer to paragraph 3.4 for the requirements relating to the profile of a junior and a senior employee.

Tariffs for local evaluators are country – and therefore assignment – specific and thus not included in this framework agreement.

Please notice that during the Contract period (with a maximum of 4 years) the Tenderer cannot deviate from the maximum tariffs provided in this section.

[14] Concerning the award criteria relating to the Sustainability and integrity policy / code of conduct we will look in particular at whether you are acting in line with the OECD Guidelines for Multinational Enterprises.

Max. no. of points available	Assessment criteria: This criteria will be assessed by comparing the daily tariffs proposed by Tenderers. Therefore, please fill in Annex 2.
10	The formula used to calculate the number of points scored on this criteria will be: (Lowest daily tariff junior / proposed daily tariff junior) x 5 + (Lowest daily tariff senior / proposed daily tariff senior)x 5 = total score on daily tariff

6. Assessment of the Tender

Below the contracting procedure is summarized. It consists of two main steps: 1) the Framework Agreement tendered through this open tendering procedure; and 2) the awarding of 'further agreements' through a restricted tendering procedure amongst the framework contractors (see section 7.4.2).

6.1 Assessment of the offers

The offers will be assessed in accordance with what is set out in this chapter.

6.1.1 Assessment of the Tender's completeness and legal validity

The Tender will be assessed according to the following procedure. The Tendering Authority will check whether:

1. all required documents have been provided (see the checklist in the subsection 'Structure and content of the Tender' in Section 7);
2. the information is correct and complete, and no adjustments have been made to the documents provided by the Tendering Authority;
3. no provisions have been made by the Tenderer (e.g. specifying that the Tenderer's own terms and conditions apply);
4. the 'European Single Procurement Document' has been completed in full and has been legally signed.

In the event that the aforementioned requirements have not been complied with, the Tender will be excluded from assessment and further participation in the tendering process, unless rectification is permitted within the boundaries of public procurement legislation.

6.1.2 Assessment of requirements relating to the assignment

Subsequently, the Tender's compliance with the requirements to the assignment (see Section 3) will be assessed. Any Tenders that do not comply, will be excluded from further participation in the tendering process.

6.1.3 Assessment of award criteria relating to the assignment

Subsequently, all Tenders not excluded from the tendering process, will be assessed according to the award criteria stipulated in Section 5.

6.1.4 Determination of definitive total score

The Contract will be awarded according to the principle of the Most Economically Advantageous Tender. The Most Economically Advantageous Tender is the Tender that achieves the highest definitive total score based on the best price-quality ratio.
The Tenderer's definitive total score will be rounded to one decimal place. No scores will be rounded off until the moment that this definitive total score is determined. If two or more Tenderers have an equal definitive total score that would result in the Tendering Authority having to award the Contract to more parties than is desired, then the Tendering Authority will award the Contract to the Tenderer with the highest final score for the following sub criterion: 1. Technical ability and experience in evaluation methods. In the event that the highest scoring Tenderers also achieve an equal score for this sub criterion, then determination of the Tenderer to which the Contract will be awarded will be made by drawing lots.

6.1.5 Assessment of evidence

At the moment that the Tenderer legally signs the 'European Single Procurement Document' and submits the Tender, the Tenderer is not (yet) required to provide any evidence, unless expressly asked to do so in this Tender document.

By signing the 'European Single Procurement Document' and submitting his Tender, the Tenderer agrees that at a later date, the Tendering Authority is entitled to request that the winning Tenderer provides the required evidence.

Upon awarding the Contract, the Tendering Authority will only request evidence from the winning Tenderer. The Tendering Authority is entitled to request this evidence at an earlier stage and from all Tenderers if it believes such a course of action is necessary to facilitate the progress of the tendering process.

The evidence must demonstrate that the Tenderer indeed complies with the content of both the 'European Single Procurement Document' and the Tender. Following the Tendering Authority's request to provide the evidence, the Tenderer has 15 (fifteen) calendar days to hand over the required evidence. If the Tendering Authority does not agree with the content and/or validity of one or more of the pieces of evidence provided by the winning Tenderer, then this could result in the winning Tenderer being excluded from further participation in the process. In such cases, the Tendering Authority will inform every Tenderer of this situation. The Tendering Authority will then determine the next Most Economically Advantageous Tender. The score of the Tenderer that has just been excluded will be removed. The calculations will then be carried out once more and a new ranking will be created. The award process will then be conducted again.

In the event a winning Tenderer does not qualify for the definitive award of the Contract, then all Tenderers will be notified of this and the consequences thereof concerning the award of the contract.

7. Submission procedure for Tenders

7.1 Statement of agreement

By submitting a Tender, including the 'European Single Procurement Document', the Tenderer explicitly consents to all requirements and conditions stipulated in this Tender document and the Memorandum of Information and declares that he will continue to comply therewith throughout the entirety of the contract period. Furthermore, the Tenderer confirms that he will comply with all of the specified prices and rates, including any agreed indexation. Failing to comply with one or more requirements will result in his Tender being disqualified from the assessment process and therefore excluded from the tendering process.

7.2 Schedule

See schedule in Subsection 1.3.

7.3 General procedure

This tendering process will be carried out in compliance with the Public Procurement Act. In this case, the 'open procedure' was selected. An announcement thereof was published on www.tenderned.nl and on Tender European Daily (TED).

In the event that a Tender is not submitted in accordance with the provisions and regulations stipulated in this section, the Tendering Authority can set aside the Tender and exclude the Tenderer from further participation in this tender procedure.

7.3.1 Communication

All communication relating to this tender procedure will be conducted via TenderNed (www.tenderned.nl), unless otherwise specified.

Once you have indicated your interest in this invitation to tender on TenderNed, you can send and receive messages about this tender process via 'My Tenders'. Any questions concerning the tender process can be sent to the Tendering Authority's contact person via TenderNed.
You will receive messages via TenderNed. Via your personal TenderNed settings, you can turn on automatic notifications, including notifications to your private email address. It is your responsibility to ensure that these emails are not blocked by your email provider's security system.
If the communication cannot be conducted via TenderNed, you can contact the following contact person(s):
robin.mooijman@rvo.nl.

Attempts to directly contact parties other than the contact person(s) stated above in relation to this tender process are prohibited.

If you have any functional or technical questions regarding TenderNed, you can contact the TenderNed service desk on weekdays between 08:30 and 18:00 CET on 0800-8363376 or via servicedesk@tenderned.nl. You can also consult the eHandbook via http://www.tenderned.nl/egids/.

7.3.2 *eHerkenning*

All TenderNed users affiliated with a *Dutch* company registered with the Dutch Chamber of Commerce are obliged to log in and register using eHerkenning.
This obligation does not apply to companies not registered in the Netherlands.
Visit http://www.tenderned.nl/eherkenning-en-tenderned-0 for more information about eHerkenning, including the terms and conditions. You are responsible for any consequences arising from the failure to register with eHerkenning in a timely manner.

7.3.3 *Questions and additional information/changes*

During the procedure, you have the opportunity to ask questions. Ask your questions as soon as possible. All questions will be answered anonymously. The Tendering Authority can answer your questions via TenderNed in two ways:

- Via one or more Memoranda of Information.

- By means of the TenderNed 'Questions and Answers' facility.

The deadline for submission of your questions is specified in the schedule (see section 1.3). In any event, all questions asked will be answered at least 10 days prior to the deadline for submission of the Tender.

Submitting a question to the Tendering Authority
Questions are to be asked via TenderNed. See https://www.tenderned.nl/cms/english/six-steps-bidding-public-procurement-contracts-online-through-tenderned.

All questions and answers will be published anonymously for all interested parties to view. If you have a compelling reason why you do not wish your question (and its answer) to be revealed to the other interested parties, then tick the 'Answer Individually' box. However, the Tendering Authority will decide whether or not to process your question individually.

Answers from the Tendering Authority
The Memoranda of Information are an integral part of this Tender document. The Tendering Authority assumes that all sections for which no questions have been asked have been clearly and fully understood.

7.3.4 *Validity period and submission of Tender*

The Tender must be valid for at least the four months after the deadline for submitting the tenders. In the event that an application for a preliminary injunction is filed with the competent court in The Hague against the award decision, then the Tenderers must in any event ensure that their Tenders are valid until four weeks subsequent to the initial decision by the court.

7.3.5 *Variants on Tender*

Upon submitting a Tender in accordance with the Tender document, the Tenderer is not permitted to submit a variant of this Tender.

7.3.6 *Costs of submitting a Tender*

The Tendering Authority will not reimburse any Tenderers for any costs resulting from the drafting and submitting of a Tender, including any further information requested of the Tenderer.

7.3.7 *Termination of tendering process*

Until the moment that the Contract is signed, the Tendering Authority reserves the right to partially, fully, temporarily or permanently terminate the tendering process. In such cases, Tenderers will not be entitled to receive compensation for any costs incurred by them in connection with this Tender, unless the Contracting Authority is of the opinion that a (small) contribution to the tender costs is appropriate in view of the circumstances.

7.3.8 *Order of precedence of documents*

In the event of inconsistencies between the Tender document and the Memorandum of Information, the Memorandum of Information takes precedence.
In the event that there are multiple Memoranda of Information, then the provisions in the most recent Memorandum of Information takes precedence in the event of inconsistencies between the different Memoranda.

7.3.9 *Information about the Tenderer's obligations*

The Tenderer must take into account his obligations relating to environmental, social and employment law in compliance with article 2.81 paragraph 2 of the Public Procurement Act.

Information on obligations resulting from Dutch legal provisions with regard to taxes, environmental protection, occupational health and safety and terms of employment that will be applicable to the Tenderer's activities throughout the Contract period is available from the following sources:
- Information on taxes: the Dutch Tax and Customs Administration: (www.belastingdienst.nl).
- Provisions concerning environmental protection: the Ministry of Infrastructure and Water Management (www.rijksoverheid.nl).
- Provisions pertaining to occupational health and safety and terms of employment: the

Ministry of Social Affairs and Employment: (www.rijksoverheid.nl).

7.3.10 *Inconsistencies and objections*

If the Tenderer is of the opinion that the documents contain inconsistencies, errors or matters that are unclear or if the Tenderer has any objections, then the Tenderer must report this to the contact person in writing, including substantiation.

7.3.11 *Complaints procedure*

If a Tenderer disputes a response given by the Tendering Authority to a question, request, comment or objection from the Tenderer, or if the Tenderer receives no response, then he can submit a complaint. More detailed information on this matter can be found in the 'Complaints Procedure' annex.

7.3.12 *Dispute resolution*

In addition to the provisions in the 'Complaints Procedure' subsection, any dispute arising from this tendering process can be presented to the Public Procurement Experts Committee (www.commissievanaanbestedingsexperts.nl) and/or to the competent court in The Hague. Dutch law applies exclusively to such proceedings.

7.3.13 *Submission of the Tender*

The deadline (date and time) for submission of Tenders is stipulated in the 'Time schedule' (1.3) and it is a final deadline.

- In order to submit a Tender, you must register with TenderNed. One or more registered users must be connected and authorised to submit the Tender via TenderNed on behalf of your company.
- The Tendering Authority advises that you start the TenderNed registration process immediately rather than postponing it until the tendering period is coming to a close. Upon registering your organisation, you must add this invitation to tender via TenderNed's announcements platform.
- For more information on registering and establishing your organisation with TenderNed and digital submission of your Tender, visit https://www.tenderned.nl/cms/english/six-steps-bidding-public-procurement-contracts-online-through-tenderned.
- Only Tenders that have been submitted to the digital safe for this invitation to tender either prior to or on the day of the deadline (prior to the time of the deadline) will be processed by the Tendering Authority.
- The time and date as displayed on the digital countdown clock in TenderNed serves as the definitive deadline for the submission of Tenders.
- The Tendering Authority is only able to see the Tenders once the digital safe opens in TenderNed. This safe can only be opened upon expiry of the deadline for the submission of Tenders.
- In the event you have technical issues or questions regarding submission of your Tender via TenderNed, you can contact the TenderNed service desk via servicedesk@tenderned.nl or +31 (0)70-3798899. If you believe that the TenderNed service desk is taking too long to answer your question or comment, then you can contact your contact person within the Tendering Authority.
- Any risks resulting from late submission of the Tender and/or submission of an incomplete Tender is borne by the Tenderer.
- The Tendering Authority is neither responsible nor liable for any consequences resulting from a Tender that is submitted too late, incorrectly or incompletely.

The Tendering Authority will treat confidentional information provided by the Tenderer with due care.

7.3.14 *Structure and content of the Tender*

The Tender must be submitted entirely via TenderNed and the 'European Single Procurement Document' must be legally signed.

You can use the following checklist during the submission of your quotation.

Subject	Description	Action required from tenderer
Annex 1	European Single Procurement Document*	Fill in, legally sign and add to TenderNed
Award criteria	Tender, including a general response to the Tendering Authority's award criteria.	Add to TenderNed
'Prices/Rates' annex	Prices/rates included in the quotation	Add to TenderNed

* See Subsection 7.3.16 in the event your Tender is submitted in collaboration with other companies.

7.3.15 *Legal signature*

A legal signature signifies that the document in question has been signed by a legally authorised representative.

If it is recorded in the professional or trade register that two or more people are only jointly authorised to represent the organisation, then the documents requiring a legal signature must be signed by those two or more people. If any limitations are in place regarding authorisation to represent the organisation, then this must be taken into account.

The 'European Single Procurement Document' must be signed with an original and handwritten signature (hereinafter referred to as: a 'handwritten signature') by the legally authorised representative(s).

The documents bearing the handwritten signature must be scanned and added to your Tender.

Please note: Although the 'European Single Procurement Document' offers the opportunity to add a digital signature, the Tendering Authority requires a handwritten signature. The lack of a handwritten signature in principle leads to exclusion from the tendering procedure. If a handwritten signature is missing, you will be given one single opportunity to correct it.

7.3.16 *Submission of a Tender in collaboration with other organisations*

If you cannot carry out the assignment independently, you can set up a collaboration with other organisations.

There are two ways in which you can submit a Tender in collaboration:
1) As a consortium in which each member of the consortium is jointly and severally liable for the fulfilment of the obligations arising from the Tender as well as the fulfilment of the Contract.
2) In a principal contractor-subcontractor structure in which the Contractor is liable for the fulfilment of all obligations, including the obligations that will be subcontracted.

Tendering as a consortium
If a Tender is submitted by a consortium, then:

- Every member of the consortium must fill in and legally sign a separate 'European Single Procurement Document', which also includes a specification of who the consortium members are (see Part II of the 'European Single Procurement Document'). Indicate the role each member plays within the consortium. In the 'European Single Procurement Document', you must indicate who is in charge of the consortium (who is lead manager) and will act as its authorised representative.
- All organisations in the consortium accept joint and several liability for the fulfilment of the obligations arising from the Tender and the eventual fulfilment of the Contract.
- If a consortium member relies upon the capacity of another entity in order to demonstrate compliance with the applicable Suitability Requirements, then the entities in question must complete and sign Part II C of the 'European Single Procurement Document' (in compliance with the provisions specified below in the subsection 'Submitting a tender together with

subcontractors' in the eventuality that subcontractors <u>are</u> obliged to demonstrate their capacity).
- Every member of the consortium, for their part, must provide the evidence requested for the Tender.

Submitting a tender as a principal contractor together with subcontractors
If a Tender is submitted by a principal contractor that does *not* rely upon the capacity of any subcontractors, then only the principal contractor is required to complete and legally sign Part II D of the 'European Single Procurement Document'.

If the principal contractor *does* rely on the capacity of subcontractors in order to demonstrate compliance with the applicable Suitability Requirements, then the subcontractor(s) in question must also complete and legally sign Part II C of the 'European Single Procurement Document'.

The principal contractor is fully liable for the fulfilment of the obligations arising from the Tender as well as the fulfilment of the contract (if awarded). In addition, the principal contractor is liable for the fulfilment of the obligations for which he has hired the subcontractor(s).

All completed and legally signed 'European Single Procurement Document' forms must be added to the Tender.

7.3.17 *Single Tender*

All natural persons, legal entities and organisations may only submit a single Tender (either individually or in combination with other natural persons, legal entities and/or organisations). Tenderers who are mutually connected via a relationship of dependence (group link) are permitted to participate separately in this tendering procedure. However, this is on the express condition that they participate as competitors in this tendering process. For this purpose, they must demonstrate that their mutual relationship has not influenced their behaviour within the scope of this tendering procedure nor has it restricted fair competition.

By submitting a Tender, the Tenderer in question agrees to this condition.

The Tendering Authority does not consider submission of a Tender for multiple lots to constitute submission of multiple Tenders.

7.3.18 *Violation of the fundamental principles of procurement law and restriction of fair competition*

Any Tenderer whose actions violate a fundamental principle of procurement law (such as the equality principle), the result of which restricts or could restrict fair competition, will be excluded from this tendering procedure. This is also the case if the violation or the restriction of fair competition only comes to light after the announcement of the award of the Contract to all Tenderers. Prior to making the decision to exclude the Tenderer in question, the Tendering Authority will notify the Tenderer of this intention, at which point the Tenderer will be given the opportunity to demonstrate to the Tendering Authority that no violation of a fundamental principle of procurement law or restriction of fair competition has taken place.

By submitting this Tender, the Tenderer declares his awareness that actions contravening any fundamental principle of procurement law can result in the aforementioned consequences. The Tendering Authority can use all resources available to him in order to identify any violation of the fundamental principles of procurement law or the restriction of fair competition. A judicial decision will not be a necessary requirement in such cases.

7.3.19 *Communication and language*

During the tendering process, communication with the Tendering Authority must be conducted in Dutch or English.

The Tender must be submitted in Dutch or English.
Additional documents (such as informational materials etc.) can also be provided in Dutch or English.

During the fulfilment of the contract, communication must be conducted in Dutch or English .

7.3.20 *General terms and conditions*

The applicability of any of the Tenderer's general terms and conditions concerning delivery, payment and/or any other matters is explicitly excluded. The General Government Terms and Conditions apply to the Contract.

7.3.21 *Contract conditions*

The draft Contract, Data processing Agreement and the corresponding General Government Terms and Conditions are included in the annexes. The Tenderers have the opportunity to ask questions, make comments and propose textual amendments.

The Tendering Authority is free to accept or reject the proposed textual amendments. The Tendering Authority will indicate whether or not the proposals have been accepted or rejected in the Memorandum of Information. By submitting the Tender, the Tenderer declares his consent to the (possibly amended) Contract. Only the definitive Contract will apply during the execution of the assignment.

In the event external professionals are hired, include a subsection about integrity and the integrity code.

7.3.22 *Explanation and verification of the Tender*

The Tendering Authority can request that the Tenderer explains his Tender in greater detail and/or provide substantiating documents. The Tendering Authority is entitled – although not obliged – to check the accuracy of all data and statements submitted within the scope of the Tender.

7.3.23 *Request for supplementary information concerning the Tender*

The Tendering Authority can ask Tenderers to provide supplementary information and/or clarification of their Tender.

7.3.24 *Announcement of the award of the Contract*

All Tenderers will receive a message simultaneously that announces the award of the Contract and substantiates its decision. All Tenderers are entitled to request further information regarding this decision from the Tendering Authority.

Standstill period
All Tenderers and stakeholders who dispute the award of the Contract and/or the verbal/written substantiation thereof can apply for a preliminary injunction at the competent civil court in The Hague. This must be done no later than 20 calendar days subsequent to the sending of the digital notifications concerning the award of the Contract. Upon expiry of this period, no more applications for a preliminary injunction can be submitted. In the event a Tenderer applies for a preliminary injunction, we kindly request that you send a copy of the summons to the Tendering Authority.

On the grounds of Section 2.129 of the Public Procurement Act the award of the Contract does not yet mean the Tenderer's Tender has been accepted. For the 20 calendar days subsequent to the sending of the digital notification of the award of the Contract, the Tendering Authority is not permitted to definitively award the assignment by concluding the Contract.

If a preliminary injunction is applied for during these 20 calendar days, then a waiting period will be required pending a judgement in the preliminary injunction proceedings. The judgement will serve as the basis for further decision making by the Tendering Authority.

If preliminary injunction proceedings are brought against the award of the Contract, then the Tendering Authority will notify the Tenderer of this fact. The Tenderer must ensure that his Tender remains valid for at least four weeks subsequent to the judgement in the preliminary injunction proceedings.

Interest in relation to the judgement

Tenderers who have an interest in the judgement in these preliminary injunction proceedings can only engage in these proceedings by means of intervention or joinder. The Tenderer cannot initiate separate proceedings or other judicial proceedings.

7.4 Further Agreements within the Contract

7.4.1 *Further agreements within the Contract*

After the Contract has been awarded, Further Agreements between RVO and the contracting parties are tendered according to the following procedure:

1. RVO prepares a Terms of Reference (ToR) in which the specific assignment is described, as well as the requirements and selection criteria. All contracting parties from Lot 1 or Lot 2 under the Contract will be sent the ToR and invited to write a concept note. Parties will be asked to confirm participation in the specific assignment within 5 days after sending the invitation.

   The concept note will be assessed according to the quality of the technical proposal (understanding of the assignment, vision on the assignment and suitability of the proposed approach and methodology) and the relevant experience and knowledge of the team leader. The concept note does not require a budget or a workplan. Interested contractors are given a reasonable amount of working days to react on a call of a concept note.

   If three or less contractors are interested, no concept notes are needed and a full proposal is requested at once (see below).

2. A maximum of 3 contractors (with the highest score on the concept note) will be asked to submit a full proposal. These proposals will be assessed according to the quality of the technical proposal (the content of the concept note cannot be changed in the full proposal (e.g. the team leader and methodological proposals), but must consist of a deepening of the technical proposal), the relevant experience and knowledge of the evaluation team, quality of project management arrangements and price. Interested contractors are given a reasonable amount of working days to prepare a full proposal.

3. The assignment is awarded to the Tenderer with the most economically advantageous full proposal.

Annexes

The following annexes constitute an integral part of this Tender document. These annexes were published together with the Tender document.

Annex 1: European Single Procurement Document
Annex 2: Prices/Rates
Annex 3: Draft Contract
Annex 4: ARVODI-2018
Annex 5: “Brochure E-factureren Rijksoverheid”
Annex 6: Complaints Procedure
Annex 7: Format Response to award criteria