

# Strengthening Community Safety in Yemen

**Call for Tenders 2019-50014-003**

**for**

***Framework Contract for the provision of Thematic Advice and Training services for the EU-funded project, Strengthening Community Safety in Yemen.***

## Term of Reference

**Open Procedure.**

**Tenders are assessed upon receipt.**



This project is funded by the European Union  
هذا المشروع ممول من الاتحاد الأوروبي

# 1 Background

The Berghof Foundation (BF) is looking for international experts to provide thematic advice and training services for the EU-funded project, Strengthening Community Safety in Yemen. The experts will support, on an as needed basis, the design, implementation and monitoring of the project activities.

The Berghof Foundation (BF)<sup>1</sup> in partnership with the Political Development Forum Yemen (PDF) is implementing the European Union (EU) funded project, Strengthening Community Safety in Yemen. The specific objectives of the project are:

- to initiate and support a Yemeni-led inclusive discussion on local security and community safety principles,
- to strengthen capacities of key local security providers and selected community representatives,
- and to develop an information strategy to inform about and encourage follow-up on inclusive community safety concepts in the future.

The overall aim of the project is to contribute to the stabilisation of the country through improved inclusive local security and community safety approaches. It runs until March 2021.

The project is based on the rationale that in order to feel safe, communities need access and knowledge of the legal system, a sense of fair conduct and a trusted police force, which serves the law. As the perception of the police and of local law enforcement service providers is key, the starting point for any effort to increase the effectiveness of the police and the legal system is to enhance trust, transparency, and accountability of these service providers, taking the needs and concerns of local communities into account. This, in turn, will create trust in the communities towards the police and legal system.

It is not easy to improve the perception and efficiency of local service providers in the area of policing and legal services under current conditions and against a background of rather low levels of trust among the population. We, therefore, consider that concerted efforts are needed that combine strategic-conceptual discussions, with capacity-building and concrete pilot activities on the ground in order to enhance the conceptual understanding and practical implementation of local community safety and community policing efforts. The project further builds on existing laws, such as Presidential Decree No 50 (2013) that aims to introduce community policing and to enhance transparency and accountability.

## 2 The Framework Contract

This contract is based on the system of framework contracts. A framework contract is a procedure whereby identical contracts are concluded between the Berghof Foundation and a number of experts. Participation in this procurement procedure is open on equal terms to all natural persons.

The Berghof Foundation will select, through this procedure, a maximum of 10 experts, provided enough offers meet the criteria indicated below.

For information purposes only, the total amount of the object of present tender should in principle not exceed of EUR 60,000 for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Berghof Foundation.

The signature of the framework contract does not commit the Berghof Foundation to placing orders and does not give the expert any exclusive rights to the services covered by the framework contract. In any case, the Berghof Foundation reserves the right, at any time during the framework contract, to cease placing orders without the expert thereby having the right to any compensation.

---

<sup>1</sup> For more information on the Berghof Foundation and our work, please visit: <https://www.berghof-foundation.org/en/>

The applicable model contracts are provided in Annexes I and II. Experts must declare their acceptance of it and must take it into account in drawing up their tender.

The framework contract runs until the end of the Project (March 2021).

This call for tender is active as long as it is published online. Tenders will be assessed upon receipt.

## Scope of the Framework Contract

The experts' tasks may include but are not limited to:

- ≡ conceptual support to conduct focus group discussions and surveys to understand better security needs, perception of community, police, legal system, etc.;
- ≡ conceptual support to prepare, conduct and focus the discussions in policy workshops in and outside Yemen on options to enhance inclusivity in local security, the role of police and the legal structures in community safety, community policing etc.
- ≡ conceptual support to write, test, and produce the training manual on community safety in Yemen. The training manual should entail specific items related to human rights and gender, as well as to the linkages to the legal system and good practices with regards to transparency and accountability. The manual should be based on existing handbooks and international and national experiences, taking into account the results of the previous field researches to ensure that specific security needs, concerns and perceptions are addressed;
- ≡ thematic advice to conduct needs assessment with police trainers or active police officers to ensure that the main needs are understood;
- ≡ thematic input and training in person during outside Yemen activities, and via video conference during Yemen-based activities, as well as designing and conducting needed training for the project team;
- ≡ thematic advice on the current project and development of activities, such as mappings, field surveys and production of training materials.
- ≡ conceptual support to prepare 'lessons learned' reports to be disseminated;
- ≡ conceptual support, facilitation and training to prepare and conduct high-level consultation meetings ("track 2"), in close collaboration with the UN OSESGY to ensure follow-up and a close link to the overall peace process; and
- ≡ thematic advice to monitor the impact formulated in the theory of change throughout the project, to reflect on the viability of the project's approach and draw lessons learned. These learned lessons aim, on the one hand, to feed into the project itself, and on the other hand, to advance knowledge and benefit the community of experts on Yemen and inclusive local security.

In addition to the above list, the Berghof Foundation reserves the right to request deliverables not explicitly mentioned in the above list of tasks, but related to the field of expertise object of the present Framework Contract.

In general, the expert shall provide the requested services either in person or online. Some services will require written input, in addition to the oral input. The specific requirements will be detailed in each Request for Service.

## 3 How this Framework Contract Works?

Deliverables will be carried out on the basis of Request for Service submitted by the Berghof Foundation to the selected expert(s) within the framework contract, via email, on an as needed basis (there is therefore no obligation to order on the part of the Berghof Foundation). The request will include specific terms of reference, which set out the specific tasks to be performed and outputs to be produced.

Each time a Request for Service is sent, the selected expert undertakes to take all the necessary measures to send it signed to the Berghof within 5 (five) working days after its reception, unless specified differently in the Request for Service.

### **Pooling**

For each Request for Service, Berghof Foundation will choose from the pool of pre-selected experts the Expert who demonstrably offers best value for money for its requirement when assessed for the service concerned against the awarding criteria below.

If an Expert is unable to take a Request for Service or if no reply is given on their behalf within that deadline, the Berghof Foundation may call on another Expert using the same criteria, and so on until a suitable Expert is contracted.

### **Signature of Request for Service (Specific Contract)**

Each Request for Service will be send together with its Specific Contract (Annex II - model specific contract). After the signature of the Expert, Berghof Foundation will sign the specific Contract and send a copy to the expert for documentation.

## 4 Assessment

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

1. Verification of non-exclusion of tenderers on the basis of the exclusion criteria;
2. Selection of tenderers on the basis of selection criteria;
3. Evaluation of tenders on the basis of the award criteria.

The tenders will be assessed in the order indicated above. Only tenders meeting the requirements of one step will be assessed with respect to the next step.

The contracting authority may reject abnormally low tenders, in particular if it established that the tenderer does not comply with applicable obligations in the fields of environmental, social and labour law.

### **Exclusion Criteria**

All experts must provide a signed and dated declaration on honour (in Annex III), stating that they are not in one of the situations of exclusion listed in that declaration on honour.

### **Selection criteria (Eligibility)**

Experts shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section 5):

- ≡ Experience in community safety, community security, and community policing.
- ≡ Experience in training materials and curriculum development.
- ≡ Experience in coaching and training.
- ≡ A thorough understanding of conflict and security challenges in places similar to Yemen. Specific knowledge of the Yemeni situation is an asset;
- ≡ Excellent verbal and written language skills in English. Arabic language skills are considered an asset.

For those selection criteria for which evidence has not been provided, and after contract award, the successful tenderer will be required to provide evidence upon request before signature of the contract and within a deadline given by the contracting authority.

## Award criteria

The framework contract will be awarded based on the most economically advantageous tender, according to the '*best price-quality ratio*' award method.

- ≡ The quality of the tender will be evaluated based on the following criteria (80%):
  - Proficient experience in policy formulation and consultancy on community safety, security, and justice at levels of local and national governments.
  - Solid track record of undertaking similar work on community safety, security, and justice in various countries
  - Experience in security and justice sectors reforms in conflict and post-conflict situations.
  - Previous work experience in Yemen, in the MENA region or in a similar context to Yemen.
  - Content of the thematic advice is based comparative or personal field experience
  - Accessibility and Flexibility: is the consultant available enough and easy to reach?
- ≡ The weight of the financial offer is 20%.
  - Tenderers are requested to specify a daily rate in EUR (in Annex III)
  - The Berghof Foundation will reject tenders, where no financial offers are proposed.

The Berghof Foundation reserve the right to hold interviews with eligible tenderers.

## 5 Application

The tenderer must submit the following:

- ≡ A signed tender application (model provided in Annex III), including a declaration on honour, stating that the tenderer is not in one of the situations of exclusion criteria, and a financial offer; and,
- ≡ A detailed CV including a track record of previous experience and professional capacity;

For more information, please contact Ramzi Merhej ([r.merhej@berghof-foundation.org](mailto:r.merhej@berghof-foundation.org))

## 6 Annexes

The following documents are annexed and form integral part of the Tender Specifications:

- ≡ Annex I: Model Framework Contract
- ≡ Annex II: Model Specific Contract
- ≡ Annex II: Tender Application, including a declaration on honour on exclusion criteria and a financial offer.