

(version 210304)

Procurement Request – Consulting Services

(Simplified Tendering)

Reporting/project support

1. INTRODUCTION

1.1. Introduction to Diakonia

Diakonia's mission and overall goal is to change unfair structures – political, economic, social and cultural – that generate poverty and inequality, as well as oppression and violence. We work with local partner organisations, movements and other actors to fulfil the right to a life in dignity for all people – regardless of their age, class, disability, ethnicity, gender, nationality, political conviction, religion or sexual orientation and identity.

The IHL Centre – part of Diakonia – is an independent expert group that provides rapid and in-depth legal advice, training and advocacy on the laws of war to ensure the protection of persons in conflict zones worldwide.

Since its establishment in 2004, the Centre has been a source of legal expertise supporting humanitarian and human rights action in the Israeli-Palestinian context.

1.2. Objective of the procurement

Reporting/project support

The Israel & Palestine team of the IHL Centre is seeking an experienced consultant to help with the preparation of the final narrative report for an EU-funded multi-year project, which is coming to a close on 30 June 2026, as well as other project-related activities.

You are invited to submit a tender based on the requirements described below.

TERMS OF REFERENCE

Principal assignment

The consultant shall prepare a final narrative report providing an account of activities carried out over the course of the final year of the project (1 February 2025 until 31 January 2026 and an extension period until 30 June 2026), as well as their contribution towards realising the project's outputs, outcomes (specific objectives), and impact (overall objective). The purpose of the report is to ensure accountability to the donor and to draw lessons learned for future programming. The report shall be prepared in full compliance with donor requirements, which will be shared with the selected tenderer upon contracting.

Given the limited travel and preference for online engagements, the consultant(s) will primarily rely on desk research and virtual interviews, rather than field visits.

Qualifications

The tenderer shall have the following qualifications:

- Advanced educational degree in a relevant subject and certifications in project management or relevant fields.
- Proven experience (at least five years) with reporting for large-scale, multi-year grants, grant management, and other project-related activities.
- Proven ability to evaluate projects relating to international law.
- Professional use of the Microsoft Office package.

Timeframe

Activities pursuant to this consultancy will be carried out between 1 July and 31 December 2026.

Ownership and Confidentiality

The consultant will provide the services in full compliance with the principles of transparency, accountability, and respect for confidentiality, in alignment with the Core Humanitarian Standard on Quality and Accountability (CHS).

Ownership of Data and Findings

All data collected during activities related to this consultancy – whether qualitative or quantitative, including interview transcripts, outcome stories, notes, recordings, stakeholder lists, and any derived analytical materials – shall remain the exclusive property of the IHL Centre. The consultant(s) will act as custodians of the data solely for the purpose of this assignment and will not use, share, reproduce, or publish any part of the data or findings without prior written consent from the IHL Centre.

Data Protection and Confidentiality

The consultant(s) will take all necessary measures to ensure that data is securely stored, with access strictly limited to authorised team members, and deleted or transferred in accordance with the data retention policy agreed upon with the commissioning organisation.

Use and Dissemination

The final report, including all annexes, will be submitted to the IHL Centre. The IHL Centre retains the sole right to publish, disseminate, or use the report, either in whole or in part. The consultant will not publish or publicly present findings without express written permission.

Terms and Conditions

The consultant(s) shall be responsible for their own income tax, as well as any travel, health, or other insurance required during the assignment. In addition, the consultant shall be required to sign and adhere to Diakonia's Code of Conduct, ensuring compliance with the organisation's ethical and professional standards throughout the consultancy. Any further

terms and conditions of service, including specific deliverables, timelines, and reporting requirements, will be clearly outlined in the formal contract between the consultant and Diakonia.

Procurement Guidelines

The consultancy will be conducted under a procurement process in which the IHL Centre will decide on the consultant and provide the payment for the service provided. The donor will provide funding for the consultancy service to the IHL Centre. The IHL Centre will oversee the consultancy, providing technical guidance, support, and advice to the consultant(s) throughout the assignment, including methodological input, quality assurance, and validation of deliverables. This arrangement ensures that the consultancy is both independently managed and technically robust, while maintaining transparency in funding and accountability.

Procurement Timeline

Step	Activity	Dates
1	Proposal Submission	Until 26 June 2026
2	Review and Scoring	29 June 2026
3	Selection and contracting	30 June 2026
4	Kick-off	1 July 2026

2. CONTENT OF TENDER

Your tender shall include the following information when sending it to Diakonia:

- 1) **A technical proposal**, providing a CV and cover letter with a brief description of the consultant or firm, highlighting relevant experience in similar activities; the profile and qualifications of the consultant(s) proposed for this assignment; and contact details.
- 2) **A financial proposal**, providing an itemised budget (separating fees and reimbursable expenditure if applicable), with hourly rates for the activities to be carried out pursuant to the consultancy. All costs shall include VAT.

Please note: Technical and financial proposals should be sent in 2 separate files/attachments.

- 3) Signed “Diakonia’s Code of Conduct for suppliers” (Annex 1)
- 4) Signed “Confirmation of Eligibility” (Annex 2)

3. TENDER SUBMISSION

Applications should be submitted in soft copy (email). Submissions must be sent via email to Diakonia (eitan.diamond@ihlcentre.org, SUBJECT: *Reporting/project support-IHL Centre* [Name + Last Name]) on, or before, **26 June 2026**.

4. PROCUREMENT METHOD AND SELECTION PROCEDURE

4.1. Procurement Method

Diakonia applies a simplified procurement method for this procurement.

4.2. Selection Procedure

Only complete tenders that were submitted on time and that fulfil the requirements in terms of the technical specifications and deliveries will be evaluated.

The contract will be awarded to the economically most advantageous tender, determined by the best price-quality ratio (quality and cost-based selection, QCBS).

The examination of submitted tenders will be carried out based on the technical and price criteria stated below, where the technical evaluation will have a weight of **60%** and the financial evaluation a weight of **40%**. The tenderer with the highest total points will be awarded the contract.

The technical evaluation criteria for this procurement are:

Technical Criteria	Max. points
1) Qualifications of the consultant(s)	20
2) Proven experience with reporting for large-scale, multi-year projects	60
3) Proven ability to evaluate projects relating to international law	20
Total max points	100

The technical evaluation will be based on the following rating scale, whereby the percentage rate is multiplied with the maximum points for each criterion.

Rating scale	Rate	Definition
Poor	0%	Not sufficient
Not entirely satisfactory	40%	Sufficient in some respects but not as a whole
Satisfactory	60%	Sufficient but lacks substantial advantages or has uneven quality

Good	80%	Adequate and well suited to the purpose
Very Good	100%	Gives added value and shows high quality on the whole

The tender must achieve a minimum of **70** points as a condition for further financial evaluation of the price.

The calculation of the total points for each tender is made according to the formula below, where the tender with the highest technical points will be recalculated to 100 technical points and the tender with the lowest price will get 100 financial points. The technical points are thereafter multiplied with the technical weight, and the financial points are multiplied with the financial weight. The sum of the weighted technical and financial points = total points.

$\text{Total points} = \frac{\text{Proposal under consideration}}{\text{Highest points}} \times 100 \times \text{technical weight} + \frac{\text{Lowest price}}{\text{Proposal under consideration}} \times 100 \times \text{financial weight}$

5. TENDER INFORMATION

5.1. Client Contact Details

Client: Diakonia

Office: IHL Centre, Israel-Palestine

Email: eitan.diamond@ihlcentre.org

Contact person: Eitan Diamond

5.2. Appeal

Decisions taken as part of Diakonia's procurements are not possible to appeal against, and Diakonia is not obliged to disclose the procurement documentation after completion of a procurement.

6. CONTRACT

A draft contract is attached as Annex 3.

List of Appendices:

Annex 1: Diakonia's Code of Conduct for suppliers (To be signed and submitted together with Tender)

Annex 2: Confirmation of Eligibility (To be signed and submitted together with Tender)

Annex 3: Draft Contract