



Ref. No. 280114/2026-1-CRA

TENDER DOCUMENTATION

For a Small-Scale Public Contract

For Services

Mid-Term Evaluation of the “Sustainable Landscape through Integrated Management (SLIM)” Project in Zambia

Tender procedure: open call

1. Contact Details

Contracting Authority

- Name: Czech Republic – Czech Development Agency
- Address: Nerudova 3, 118 50 Prague 1, Czech Republic
- Registration Number: 75123924
- Tax identification number: not registered for VAT
- Person authorized to negotiate in the contractual matters: Ing. Michal Minčev, MBA, director
- Contact e-mail address in technical matters: tender@czechaid.cz

The Czech Development Agency (CzDA), an organizational unit of the state established by the Ministry of Foreign Affairs of the Czech Republic, performs tasks in the field of Foreign Development Cooperation of the Czech Republic (ZRS ČR). It is in charge of the implementation of bilateral development cooperation projects in the Czech Republic, including the preparation, financing and control of implementation.



2. Introductory Provisions

The Tender Documentation (TD) defines the subject of the public contract at a level of detail necessary for the preparation of a tender. It specifies tender conditions required by the Contracting Authority. **Tenders that do not meet these conditions will be excluded from the tender procedure. TD is binding for the suppliers (participants in the tender procedure).** The Annexes No. 1 - 3 are an integral part of TD. TD has been prepared in English language.

Based on the tender procedure the Contracting Authority aims to conclude a contract with the selected participant (Evaluator/Evaluation team). The Draft of the Contract forms the Annex No. 3 of this TD.

This tender procedure does not follow the Act on Public Procurement (APP) of the Czech Republic, No. 134/2016 Coll. as amended, in accordance with its Section 31. However, in accordance with Section 6 of APP, the Contracting Authority will act in a transparent and proportionate manner and all participants will be treated equally and without discrimination.

3. Subject of the Public Contract

Specification of the subject of Public Contract

The objective of the public procurement is to commission an independent mid-term evaluation of the project “Sustainable landscape through integrated management (SLIM)”. The project is implemented by the Czech Development Agency with support from The European Union, Sweden and the Czech Republic and aligns with the broader Green Partnership and Investment Program under the Agriculture, Forestry, Biodiversity, Water, and Climate Nexus (NEXUS) program that aims to enhance resilience of ecosystems and improve people’s livelihoods based on integrated landscape approaches along the NEXUS.

The project commenced in October 2023 and will conclude in September 2027. The project is operating with a budget totaling 7 million EUR.

The evaluation will focus on assessing mid-term progress, effectiveness, and early outcomes of the SLIM project for the period from October 2023 to January 2026. It will examine the extent to which the project is on track to achieve its intended objectives, identify factors that support or hinder progress, and provide actionable recommendations to strengthen implementation in the remaining period.



Detailed information regarding the scope of work, specific evaluation questions, and required deliverables is provided in Annex No. 1: Technical Specifications and Evaluation Questions.

CPV classification of the subject of the Public Contract:

- 77231000-8 Forest management services
- 77231500-3 Forest monitoring and assessment
- 79419000-4 Evaluation consultancy services
- 77231900-7 Sectoral planning in forestry
- 79330000-6 Statistical services
- 73000000-2 Research and development services and related consultancy services
- 71700000-5 Monitoring and control services
- 72224000-1 Project management consultancy services
- 75112100-5 Administrative services for development projects
- 75131000-3 Services for government institutions

Time and Place of Performance of the Public Contract

Expected start of performance is **May 2026**; expected completion date is **July-August 2026**.

The place of performance of the public contract is remote with one field mission to Lusaka, Zambia for the period of 10 days.

Estimated and Maximum Value of the Public Contract

The **expected value** of the public contract is **CZK 399 350 / 19.600 USD without VAT**.

The **maximum value** of the public contract is **CZK 482 480 / USD 23.680 without VAT**.

If the participant's offer contains a higher value of the offer price, the contracting authority will exclude the participant from the tender procedure for reasons of non-fulfilment of the tender conditions.

Terms and Conditions

The Contracting Authority has defined the terms and conditions for the implementation of the public contract in the form of a draft contract. The text of the draft contract is part of the Tender Documentation (Annex No. 3 of TD).



4. Qualification Criteria

A supplier demonstrates meeting the qualification criteria as it is detailed and required below:

Requirement	Proof of Evidence
<u>4.1 Basic qualification</u>	
A) The supplier was not convicted of a criminal act in the country of its domicile in the last 5 years before the commencement of the tender procedure.	A copy of extract from the Criminal Register for the supplier and supplier's statutory representatives (in relation to the country of the supplier's registered office.) A solemn declaration of the supplier (see Solemn Declaration in Annex No. 2 of TD).
B) The supplier has no outstanding tax arrears registered in tax records in the Czech Republic and in the country of its domicile; the supplier has no outstanding arrears in respect of payments and penalties of public health insurance in the Czech Republic or in the country of its domicile; the supplier has no outstanding arrears in respect of payments and penalties of social security contributions and contribution to the national employment policy in the Czech Republic and in the country of its domicile.	A copy of valid Taxpayer Registration Certificate , or equivalent document from abroad, if registered therein, or a statement from other similar register, if registered therein (i.e. Tax Registration certificate and the most recent Tax Clearance certificate in Zambia). A solemn declaration of the supplier (to prove no outstanding arrears in the Czech Republic; see Solemn Declaration in Annex No. 2 of TD).
C) The supplier is not in liquidation, has not been declared insolvent, the receivership has not been imposed in respect of the supplier under another legal regulation and the supplier is not in a similar situation pursuant to the law of the country of its domicile.	A copy of valid Commercial Registration Certificate , or equivalent document from abroad, if registered therein, or a statement from other similar register, if registered therein (i.e. Business licence/Certificate of Registration in Zambia).



	A solemn declaration of the supplier (see Solemn Declaration in Annex No. 2 of TD).
4.2 Technical qualification	Proof of Evidence
<p>The tenderer must ensure that the proposed expert team of minimum 2 people possesses the following technical qualifications:</p> <p>Lead Evaluator</p> <ul style="list-style-type: none">• Experience in independent evaluation of international donor funded projects including evaluation methodologies and data collection<ul style="list-style-type: none">○ At least 3 successfully completed M&E assignments within the last 5 years. <p>Any team member</p> <ul style="list-style-type: none">• Region-specific experience (Southern Africa), demonstrated by at least 1 independent evaluation<ul style="list-style-type: none">○ Local expertise and experience specific to region, demonstrated by at least 1 independent evaluation• Demonstrated expertise in Integrated landscape management, landscape approaches to natural management and/or implementation of ILM based initiatives in one of following:	<p>A structured CV of the person/s, which will include:</p> <ul style="list-style-type: none">• duration of each professional experience (from – to, month/year),• list and description of successfully completed assignments,• job position or function including main responsibilities and roles,• level of language skills in English



- At least **1** successfully completed M&E assignments within the last 5 years in ILM based initiatives, projects/programmes involving landscape management approaches to natural resource management, alternatively
- **3 years** of experience in implementation of ILM based initiatives projects/programmes involving landscape management approaches to natural resource management

Each expert forming the evaluation team must speak English at minimum level **C1** (or Native Speaker) according to the Common European Framework of Reference for Languages.

Lead Evaluator will act as the primary point of contact and hold overall responsibility for coordination and delivery of the evaluation report. Additional experts must be directly relevant to the project to ensure that all qualifications mentioned above are met. The team structure and the specific roles and responsibilities of each member must be clearly defined.



Documents proving basic and professional qualification requirements (extracts from registers) shall not be older than 90 days before the day of the tender submission.

The documents shall be provided with translation to English or Czech language in case they are not written in one of these languages.

5. Structure and Form of the tender

Participant's tender shall be prepared in electronic form (scan in .pdf format or ZIP format) in the English language. Participant's tender shall be prepared in accordance with the Contracting Authority's requirements stated herein.

The participant shall submit a tender with the following content and structure:

1. Draft Contract:

- A duly completed, signed and scanned draft of the contract, as contained in Annex No. 3 of TD;
- A participant shall fill in the yellow marked information: contractor's details, tender price (Article 2.1), bank details.

2. Upon the signature of the contract with the selected participant, the sub-annexes of the contract become part of the contract.

3. Qualification documents

- Documents proving the fulfilment of meeting the qualification criteria as required above (i.e. extracts from the Criminal Register, Commercial Registration Certificate, Taxpayer Registration Certificate, Certificate of Professional Competence).

4. A completed Annex No. 2 of the Tender documentation – Solemn declaration, List of reference services

5. Technical proposal containing a description of the proposed approach to the evaluation, methodology, workplan and budget. Upon the signature of the contract with the selected participant, the technical proposal will become Annex No. 2 of the contract under the title "Technical Proposal".



Requirements on the tender price

The participant will state the tender price in US dollars as a price without VAT, up to an absolute value with 2 decimal places. A price with a variance or a negative price is not allowed.

The tender price will be indicated by the participant in the draft contract according to Annex No. 3 of the TD. The tender price will be set as a total price of services in USD without VAT.

The tender price in USD without VAT will be the subject of tender evaluation.

The price is declared as the highest allowable price, which can only be changed under the conditions specified in the concluded contract and APP.

Manner and deadline for submission of tenders

Tenders must be submitted electronically by e-mail at the Contracting Authority's e-mail address: tender@czechaid.cz. Each participant may submit one tender only.

Tenders may be submitted electronically by no later than the end of the time limit for the submission of tenders: **May 29th, 2026, until 11 am of CET** (Central European Time, UTC+1).

The Contracting Authority will not accept tenders delivered after the time limit.

6. Evaluation of tenders

The Contracting Authority will evaluate the tenders on the basis of the following evaluation criteria:

Criterion No.	Name of the criterion	Weight of the criterion
1	Total price excluding VAT	60 %
2	Quality of the Technical Proposal	30 %
3	Thematic expertise	10 %



Specification of criteria and manner of evaluation

6.1 Evaluation criterion No. 1 – Total price excluding VAT – criterion weight 60 %

- Under the evaluation criterion “Total price excluding VAT” the Contracting Authority shall evaluate the total price without VAT stated in the draft contract (Article 2.1). The tender price will be stated as a positive number in absolute value with no more than two decimal places. Exceeding the tender price is not admissible. The tender price shall be binding for the entire duration of the public contract.
- The tenders will be sorted according to their total tender price (without VAT). The tender containing the lowest tender price will be evaluated as the most economically advantageous.
- The participant is not allowed to make the total tender price conditional in any way. Any such conditioning or indicating different values or a range of values which are the subject matter of evaluation, will be a reason for excluding the tender and the participant from the tender procedure. The Contracting Authority shall apply the same if the value of the condition which is the subject of evaluation is in a quantity or form other than requested by the Contracting Authority.
- The Contracting Authority will assess whether the tender price of the selected participant is not abnormally low.
- The tender with the lowest tender price will receive 60 points. The other tenders will be awarded points according to the following formula:

$$(Lowest Tender Price / Evaluated Tender Price) * 60 = Number of points$$

6.2 Evaluation criterion No. 2 – Quality of the technical proposal – criterion weight 30 %

Maximum points will be awarded to proposals that thoroughly explain how they integrate the evaluation criteria, the specified questions, and the proposed methods presented as a matrix of evaluation questions, methods for data and information acquisition, identification of target groups, sampling approach and data triangulation. At the same time, these proposals should outline the theoretical framework of the proposed methods and acknowledge their limitations. The proposal should showcase a logical connection between findings, conclusions, and recommendations with the stated, specific, and realistic evaluation questions is expected.

Furthermore, the proposal should set out the timetable for the work and the division of tasks and responsibilities among the individual members of the evaluation team; these procedures are designed realistically.



This criterion evaluates whether the evaluation matrix included in the proposal contains the following elements:

1. Evaluation questions (aligned with the criteria and guiding questions above)
2. Timeline and division of tasks
3. Data collection methods allowing triangulation
4. Identification of target groups and sampling approach

Scoring:

- **30 points:** All four elements are included with high specificity. Matrix fully and clearly addresses all provided evaluation questions and operationalizes them effectively. Strong methodological logic, well justified methods, realistic design, and clear articulation of limitations.
- **20 points:** Matrix includes all four elements, but some aspects are general or insufficiently detailed (e.g., vague methods, unclear target groups, or only partial incorporation and operationalization of the provided evaluation questions).
- **10 points:** Matrix is missing one element or includes it only superficially. Content is too general or incomplete, and work with the provided evaluation questions is superficial. Methods, sources, triangulation, or sampling are vague or insufficient.
- **0 points:** Evaluation matrix is missing two or more elements.

The maximum attainable score under the criterion „Quality of technical proposal“ is 30 points.

6.3 Relevant thematic expertise – criterion weight 10 %

In addition to the mandatory qualifications, applicants may demonstrate further monitoring and evaluation experience that is thematically relevant to the SLIM project;

- At least 1 successfully completed M&E assignments within the last 5 years in Geospatial systems, GIS-based monitoring, spatial data analysis, or digital environmental information systems, alternatively
- 3 years of experience in implementation of Geospatial systems, GIS-based monitoring, spatial data analysis, or digital environmental information systems

The full 10 % weight shall be awarded if the applicant demonstrates compliance with at least one of the above-mentioned criteria.

Applicants must clearly identify the relevant assignments/experience in their CV.

The maximum attainable score under this criterion is 10 points.



6.4 Selection of the most suitable tender

The tender with the highest sum of points of the evaluation criteria will be evaluated as the most economically advantageous.

7 Explanation of the Tender Documentation

Any requests for explanation of the Tender Documentation are accepted by the Contracting Authority **within 5 working days (in the Czech Republic) before the expiry of the submission deadline**. The requests have to be delivered in English language and in a written form to the e-mail address tender@czechaid.cz. The response shall be sent to all the participants within 3 working days (in the Czech Republic) from the receipt of the request for explanation.

The Contracting Authority reserves the right for providing additional information on the Tender Documentation on its own initiative, in which case it will send such information to all the participants at the same time.

8 Rights of the Contracting Authority

- All documents submitted by the supplier must be signed by a person authorized to act on behalf of the participant.
- All communication of the participant to the contracting authority concerning this public contract will be made in writing and in English.
- The contracting authority reserves the right to specify the public contract or clarify the business and technical conditions of the public contract.
- The costs of the participation in the tender procedure and the preparation of the tender shall not be compensated to the participants.
- The Contracting Authority reserves the right to verify or clarify the information declared by the participant in the tender before deciding on the selection of the most suitable tender. The Contracting Authority reserves the right, in order to ensure the proper conduct of the tender procedure, to require the participant to clarify the submitted data, documents, samples or models within a reasonable time or to supplement other or missing data, documents, samples or models.
- The Contracting Authority reserves the right to exclude a participant from further participation in the public contract if such participant states untrue facts in its tender.
- No objections or appeals are admissible against the contracting authority's decision.
- The Contracting Authority reserves the right to cancel the tender procedure at any time without justification.
- All documents submitted by the supplier must be processed in accordance with legal regulations governing the protection of personal data, in particular the



Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter the “GDPR“) and Czech Act No. 110/2019 Coll., on personal data processing. If consent of a data subject with the processing of personal data by the Contracting Authority is required, the supplier shall provide personal data of the data subject to the Contracting Authority only if the data subject gives consent with data processing in a written form and in accordance with the legal regulations governing the protection of personal data. This consent must be provided to the Contracting Authority together with personal data. The supplier may use the consent form that is available on the Contracting Authority’s website.

9 List of Annexes to Tender Documentation

- Annex No. 1 – Technical Specifications and Evaluation Questions
- Annex No. 2 – Solemn Declaration, Forms
- Annex No. 3 – Draft Contract

In Prague:

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Ing. Michal Minčev, MBA
Director of the Czech Development Agency,
Contracting Authority