



TENDER DOSSIER

Request for Proposals for Third-party Evaluation of JPF Funded Project in Ukraine

**Tender Reference:
JPF-UKR-24-07**

09 October 2024

A - INSTRUCTIONS TO BIDDERS

By submitting a tender, the bidder accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which hereby waives.

Bidders are expected to carefully examine and comply with all instructions, forms, provisions, and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will result in the rejection of the tender.

Any reservation made by the bidder in the tender proposal will not be considered and will result in the immediate rejection of the tender without further evaluation.

The tender procedures will be conducted by personnel from the Japan Platform (hereinafter referred to as "JPF"), and the decision will be made by the tender committee. If requested, representatives from the partner organizations may attend the tender committee as observers.

By adhering to these guidelines, the bidder can ensure that their proposal is evaluated fairly and on an equal basis with other proposals. Any failure to comply with the requirements of the tender dossier may result in the disqualification of the bidder's proposal.

1. Preamble:

The JPF is an international humanitarian aid organization which offers the most effective and prompt emergency aid in response to humanitarian needs, focusing on issues of refugees and natural disasters. JPF conducts such aid through a tripartite cooperation system where NGOs, business communities, and the government of Japan work in close cooperation, based on equal partnership, and making the most of the respective sectors' characteristics and resources.

JPF serves as an intermediary support organization providing various types of assistance to member NGOs in Japan to deliver quick and comprehensive aid on their own. JPF has supported aid activities of 46 member NGOs, each with its own set of diverse strengths. It has delivered humanitarian assistance to 50 nations and regions about 1,800 projects, with a total financial contribution of 72 billion yen. JPF has built a strong reputation based on trust by promoting cooperation among private sectors and NGOs and by accurately reporting all its activities.

Please find attached JPF Information Leaflet as Annex 1. More information on JPF can be found at <https://www.japanplatform.org/index.html>.

2. Purpose of the Request for Proposals

The purpose of this request for proposals (RFP) is to solicit competitive offers for the provision of evaluation services for *four project* which is funded by JPF and implemented by member NGOs.

JPF seeks to contract a Third-Party Monitoring (TPM) entity to accurately capture information, verify activities and analyze data on implemented project activities, and provide recommendations that can be utilized when implementing same or similar projects. In particular, the TPM entity will be an essential quality assurance activity in project locations where JPF has no or limited access to for various reasons. JPF will use the outcome of this evaluation activity to improve the current and future projects. The evaluation reports will be made available to public as a part of JPF's activity to ensure accountability to the donor and public.

3. The main objectives of the evaluation activities are:

To ensure the effectiveness and success of humanitarian projects, evaluation activities play a critical role. These activities serve several key objectives, including:

- Verifying adherence to humanitarian principles and standards: Evaluation activities should verify that all relevant humanitarian principles and standards, including the Core Humanitarian Standards (CHS), are being respected. This helps to ensure that the project is being implemented in a way that is consistent with best practices and industry standards.

- Ensuring adherence to project proposal: Evaluation activities should also verify that project activities are being implemented according to the project proposal. This helps to ensure that the project is staying on track and meeting its objectives.
- Analyzing project impact: Evaluation activities should also analyze the impact of the project on the target population. This helps to determine whether the project is having the desired effect and meeting the needs of the intended beneficiaries.
- Understanding beneficiary satisfaction: Evaluation activities should seek to understand the level of beneficiary satisfaction with the project. This helps to ensure that the project is meeting the needs and expectations of those it is intended to serve.
- Evaluate how Japanese NGOs/Japan Platform (JPF) member organizations manage local implementing partners, what specific support measures can be most effective, what types of assistance can be provided in the short-term, medium-term, and long-term to offer effective aid, and identify the most suitable projects and strategies for implementation for Japanese NGOs.
- Providing feedback for project improvement: Evaluation activities should provide feedback to the project team to help improve their future planning. This can include identifying the strengths and weaknesses of the project and suggestions for changes to the project design, implementation, or monitoring and evaluation.
- CASH Program Evaluation and documenting lessons learned: A special emphasis will be given to cash approach within this evaluation considering that 3 out of 4 projects are implemented via cash modality. JPF would like to capture the cash modality lessons learned through analyzes of these three projects, in comparison with the cash sector standards and benchmarks in Ukraine. Evaluation activities should document, and extract lessons learned and best practices from these projects. This helps to build knowledge and improve future cash-based projects by identifying what worked well and what did not, and how similar projects can be improved in the future.

4. Scope of Services

This RFP encompasses evaluation of **four project mentioned below** as part of JPF quality assurance activities. Before commencing with the evaluation activities, the successful bidder (contractor) will work closely with JPF and member NGOs in Japan and their local partners in Ukraine. JPF will provide the contractor with relevant documentation, including the approved project proposal documents and other relevant information necessary for conducting the evaluation activities. The evaluation will cover conceptualization, design, implementation, monitoring, reporting, and evaluation of results, engaging all project stakeholders and beneficiaries.

The scope of this RFP under **JPF Ukraine Humanitarian Crisis Response Program** focuses on the evaluation of 3 projects according to the OECD-DAC criterion and core humanitarian standards. JPF, member NGO and the contractor will identify the prioritized criterion and core humanitarian standards for this evaluation.

Drawing from the insights gathered from the third-party evaluation of the projects, the reports will provide actionable recommendations for Japanese NGOs. These recommendations will guide the selection and implementation of projects that align with the evolving needs of the local communities in Ukraine.

Table 1: **JPF Ukraine Humanitarian Crisis Response Program – List of Projects to be Evaluated**

No.	Project Name	Organization	Project Period	M&E Task
1	Cash distribution to internally displaced persons and local people in Mykolaiv and Kherson Oblasts	Member NGO – A	31 st Mar. 2024 – 31 st Oct. 2024	Project End Evaluation
2	Emergency Livelihood Support Project for Victims of War in Ukraine	Member NGO – B	26 th Mar. 2024 – 25 th Jan. 2024	Project End Evaluation

3	Integrated Humanitarian Support for vulnerable populations through Cash-based Interventions (CBI), Protection, and Psychosocial Support (PSS) in Dnipropetrovsk Oblast, Ukraine	Member NGO – C	28 th Mar. 2024 – 31 st Dec. 2024	Project End Evaluation
4	Medical and Education Support to Areas with Humanitarian Crisis Situation in Ukraine	Member NGO – D	1 st Feb. 2023 – 30 th Sep. 2024	Project End Evaluation

4.1 The Scope of Evaluations includes, but not limited to followings;

1. Conduct the output to review, validating the efficient delivery of intended outputs and ascertaining if and how they led to the intended outcome as per the purpose statement (in line with OECD DAC criteria).
2. Assess the status of the outputs and outcomes outlined at the approved project proposal and present it as a table at the final report.
3. Assess the level of satisfaction of stakeholders and beneficiaries (disaggregated by gender) with the changes brought by the project. Seek feedback from relevant stakeholders on the project interventions (in line with OECD DAC criteria of effectiveness).
4. Assess the contributions of the project to the countries relevant Clusters and Humanitarian Response Plan (HRP) objectives and goals (in line with OECD DAC criteria of impact and relevance).
5. Assess the level of participation of, and accountability to the crisis affected people, particularly vulnerable individuals including women, in the project related decision making and assess how effectively the project strengthened the key local actors.
6. Financial and Procurement efficiency evaluation of these projects including but not limited to the basis mentioned below.
 - a. Analyzing the procurement system and implementation of procurement throughout the project to procure different items and services
 - b. Analyzing overspent/underspent budget lines and reason behind them
 - c. Analyzing the rationale behind the number of overall staff, required technical staff and managerial staff against the activities, tasks and produced output/outcome.
 - d. Analyzing the budget lines versus the project activities, outputs and outcomes.
 - e. Analyzing the efficiency of the equipment, material and trainings provided.
7. Draw lessons learnt from the evaluation for the implementing NGO, JPF and other JPF member agencies active.
 - a. Recommendations for the implementing NGO on the project design, implementation modality and stakeholder engagement.
 - b. Recommendations for the member NGO on the project implementation that includes needs assessment, designing, selection of local partner organization, capacity assessment and development of implementing partner, coordination, monitoring and evaluation of implementing partner's activities.
 - c. Replicable lessons learnt on gender equity, awareness raising, inter-sectoral programming that are of broader relevance beyond this project.
 - d. Recommendations for JPF on the program priorities
 - e. Areas for further discussion between JPF and its member agencies on the localization agenda and humanitarian-development nexus
8. Technical Capacity and Expertise Review
 - a. Considering the sector that the member NGOs are working, do they need any technical capacity or technical expert on board or external to support the local implementing partner / project implementation?

- b. What technical capacity and expertise that the member NGO / implementing partner has? (Internal – External)
 - c. From the perspective of the local implementing NGO / local staff, what is the technical capacity or expertise support that they have received during the project implementation from the member NGO?
 - d. What would be the areas that the member NGO should have technical capacity or expertise to ensure quality and improvement of the project activities?
 - e. Assess the active involvement and support of JPF member NGO staff in field research, needs analysis, monitoring, and information gathering.
9. Partnership and Management Modality Review
- a. Considering the different types of partnerships modalities, what is the approach of member NGOs?
 - b. What are the areas for improvement considering from the selection of partners, due diligence checks, risk transfers to capacity building of local partners?
 - c. Considering the limited access of the member NGO staff to Ukraine, what are the best practices to ensure good checks and balances and quality outcome of the activities?
 - d. Assessing the MEAL system and practices applied by the member NGO for quality assurance as well as ensuring feedback and complain mechanisms are in place.
10. Visibility
- a. Checking the visibility of the project in accordance with the JPF Visibility Guidelines, signed cooperation agreement and agreed terms with member NGO.

Methodology: The evaluation methodology will be based on the OECD-DAC criteria, Core Humanitarian Standards and will employ mixed-methods to provide a comprehensive assessment of the project's performance. The evaluation will involve desk reviews of project documents, surveys, interviews, focus group discussions, and site visits.

Data Collection: The data collection process will include a review of project documents, such as project proposals, log-frames, progress reports, and other project outputs including tools and guidance materials, and monitoring data. Primary data will be collected through field surveys, interviews, and focus group discussions with project stakeholders, including beneficiaries, project staff, government officials, donors, UN agencies, and community leaders. Unless it is agreed with JPF, the data will be collected face to face.

Data Analysis: The data collected will be analyzed using both qualitative and quantitative methods, including statistical analysis, content analysis, and thematic analysis. The analysis will focus on assessing the project's relevance, effectiveness, efficiency and impact and identifying the key factors that have contributed to achieving or not achieving the intended results.

Reporting: The evaluation will result in a comprehensive report that will include an executive summary, evaluation findings, conclusions, and recommendations. The report will be in written format, targeting project stakeholders, including government officials, donors, UN agencies, and communities.

Timeline: The evaluation timeline will include key milestones, including data collection, analysis, and reporting.

Human Resources: The evaluation team should consist of evaluation specialists, data collectors, data analysts, report writers and other experts if required. The team members will have the necessary qualifications, experience, and skills. ***JPF requests the evaluation team to have specialists per each project related to CASH, Protection, Health (Medical Doctor) and MHPSS (psychologist) sectors along with a procurement expert that the projects are implemented. If there will not be any expert in the areas mentioned, the bidder should explain how they will ensure quality in these areas.***

Access to Target Locations: The bidder should have access to the project locations and should process all required permissions from the authorities prior to the implementation of the field work.

The projects brief information and projects specific evaluation scopes for each project can be find as an Annex - 2 to this document. All documentation shared with the contractor is considered confidential, and a data protection protocol will be signed as part of the agreement.

5. Confidentiality:

The contractor is responsible for taking all necessary measures to get the consent and protect the confidentiality of the information and data obtained during the evaluation activities. The contractor agrees to use the information and data solely for the purpose of the evaluation and to not disclose any information or data to third parties without the prior written consent of JPF.

The contractor further agrees to destroy or return all confidential information and data upon completion of the evaluation activities.

6. Deliverables

The contractor will report directly to JPF but will work closely with the member NGOs and project implementing partners. During the course of the field level data collection, the contractor is expected to provide JPF with timely feedback, notably in instances where immediate attention or action is warranted. For all tasks specific tools and templates will be developed and agreed to between JPF and the contractor following signing of the contract. It is expected that the reports provided by the contractor will adhere to the agreed upon templates. For all remaining tasks, general approaches will be developed and agreed to between JPF and the contractor, upon signing of the contract.

Expected activities and deliverables are:

- Kick Off Meeting with JPF, member NGO and local partner/office representatives to start the evaluation process and communication to gather required information for the inception report.
- Inception Report and Meeting: the contractor will provide a draft inception report specific to each project, including a detailed work plan and methodology, including approach, guiding questions, interview/survey questions, a proposed list of stakeholders to be interviewed or otherwise involved, proposed schedule of site visits, sample beneficiary and key informant selection strategy, a list of data to be collected and a timeline for the evaluation process. The inception reports will be finalized after receiving all the final feedback and comments at the inception meeting.
- Data Collection Tools: Along with the inception report, the contractor will develop data collection tools and methodology per project.
- Weekly and/or Monthly Reports: the contractor will submit a weekly/monthly report, containing timely, relevant, and verified project-level information to JPF.
- Success Stories: the contractor is expected to gather success stories, one per each project.
- Project Based Evaluation Reports: The contractor will submit an evaluation report per each project. It is expected that the TPM entity will submit a draft report and, after two rounds of feedback, will submit a final report.
- CASH Evaluation Report: The contractor will submit a separate evaluation report on CASH modality used by the member NGOs which will include lessons learned through analyzes of the three projects, in comparison with the cash sector standards and benchmarks in Ukraine. Evaluation activities should document, and extract lessons learned and best practices from these projects.
- Raw Data and Visuals: the contractor will submit raw data and visuals collected during the assignment.
- Debriefing Workshops: the contractor will conduct **two** debriefing workshops per each project at the end of the project evaluation to further explain findings and make recommendations for current and future projects. The first one will be for the implementing partner and/or local office of the member NGO in their own language. The second one will be for the JPF and relevant member NGO representatives in English.

The contractor will report directly to JPF but will work in close collaboration with the project member NGOs. The contractor is expected to maintain regular communication with JPF and member NGOs during the field-level data collection to ensure that any issues are identified and addressed promptly. The contractor will work closely with project staff and partners to ensure that the evaluation process is conducted in a transparent and collaborative manner. The contractor will also be available to address any questions or concerns from project stakeholders related to the evaluation process.

7. Call for Proposal Schedule

	DATE	TIME*
Tender publication date	9 October 2024	-
Deadline for request for any clarifications from JPF	11 October 2024	17:00
Last date on which clarifications are issued by JPF	14 October 2024	-
Deadline for submission of tenders (receiving date, not sending date)	16 October 2024	17:00
Tender Committee Meetings by JPF	21-22 October 2024	-
Meeting with short listed Companies	24-25 October 2024	-
Notification of award to the successful tenderer	28 October 2024	-
Signature of the contract	31 October 2024	-

* All times are in the local time of Tokyo, Japan.

8. Questions and Clarifications

If JPF, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender dossier, such information will be communicated simultaneously in writing to all the bidders. Bidders are encouraged to carefully review the call for proposals and may submit written questions to the following email address before the deadline for clarification requests, specifying the tender reference number. JPF will respond to all written questions in writing and will communicate the responses to all bidders simultaneously. JPF will ensure that all bidders have equal access to information related to the tender and that the tender process is conducted in a transparent and fair manner.

Bidders may submit questions in writing to the following address by email before the deadline for request for any clarifications, specifying the tender reference number JPF-UKR-24-07.

Contact Person:

Name / Surname	Title	E-Mail Address
Procurement Department	-	procurement@japanplatform.org

Any explanation or amendment to be made regarding the tender dossier shall also be shared with all applicants simultaneously. Bilateral negotiations will not be held with the institutions applying during the tender.

9. Meeting with the Institutions / Company Visits

No clarification or bilateral meeting will be held with the entities applying during the tender. Company visits will not be conducted. However, online meetings will be held with the short-listed candidates as mentioned under Clause 7.

10. Eligibility Documents Required for the Bidders

This tender is open to all natural and legal entities that are capable of providing the required documents as specified in the tender. JPF is committed to ensuring that the tender process is conducted on an equal and transparent basis, without discrimination or preferential treatment towards any bidder. If any of the required documents are in a language other than English, bidders must provide an English-translated copy along with the original document. This requirement ensures that all bidders have equal access to information related to the tender and that the evaluation process is conducted in a fair and impartial manner. Each project needs to be evaluated independently. Therefore, the bidder should present the technical part of the evaluation separately for each project. The bidder can choose to have one technical proposal for each project or one technical proposal with clear sections for each project. JPF needs to see clearly the evaluation design, methodology, targets, work plan and proposed team for each project.

To participate in this tender, bidders must provide the following documents:

- Organizational Profile Document: This document should provide detailed information on the bidder's capacity and services, including previous and ongoing work, relevant experiences, registration details, establishment year, number of offices, number of full/part-time staff, experts, surveyors, etc.
- Valid Company Registration Documents: Bidders must submit valid company registration documents, including licenses obtained from the relevant governmental institution.
- Tax Documents: Bidders must provide the most recent original and valid tax documents.
- Address Declaration: Bidders must provide an address declaration for notifications, including phone and email address information. Bidders should indicate if they have an office in the countries of the target projects.
- Signature Declaration: Bidders must provide a signature declaration or list of authorized signatures indicating that they are authorized to submit bids.
- List of Ongoing or Past Activities: Bidders must provide a detailed list of any ongoing or past activities of their organization in the respective countries, along with organization and contact person for reference checks.
- Written Commitment: Bidders must provide a written commitment to not carry any of the "reasons for exclusion from the tender."

The Technical Proposal should include the following:

- Evaluation Design and Methodology: The bidder should provide a detailed evaluation design and methodology that outlines how the evaluation will be conducted.
- Monitoring and Evaluation Targets: The bidder should indicate the monitoring and evaluation targets for field visits, household surveys, focus group discussions, and key informant interviews separately for each project.
- Evaluation Implementation Work and Time Plan: The bidder should provide an evaluation implementation work and time plan that outlines the steps to be taken and the timeline for completion.
- Network and Access Information: The bidder should provide information on their network and access to the target locations.
- Safety and Security Related Policies: The bidder should provide safety and security related policies and procedures that will be applied during the evaluation.
- Confidentiality and Data Protection Policies: The bidder should provide confidentiality and data protection policies and procedures that will be applied during the evaluation.
- Data Collection Tool and Methodology: The bidder should provide information on the data collection tool and methodology of how the data will be analyzed.
- Personnel List and CVs: The bidder should provide a list of personnel who will be assigned to the contract, detailing the tasks of each, and provide CVs for listed key personnel. At least 50 percent of field monitors must be female, and gender equality in the project team will be recognized during the evaluation of bids.
- Sample Questionnaire and Report: The bidder should provide a sample questionnaire and report (with all related information removed to ensure anonymity).
- Alternative Methodology and Activities: The bidder should provide an alternative methodology and activities if the proposed activities cannot be conducted due to conflict or natural disaster related limitations and restrictions.

The Financial Proposal should include the following:

- Taxes and Costs: The bidder should include all taxes and costs associated with the proposed evaluation, ensuring that there are no hidden costs.
- Project Cost and Total: The financial proposal should show the cost of each project separately and the final total for all **four** projects.
- Payment Conditions: The bidder should include payment conditions, indicating the payment schedule and method of payment for the project.

11. Bidding format and content

The proposal should consist of three separate sub-folders, including administrative documents, technical proposal, and financial proposal. Bidders must submit all documents in the same sequence as listed in clause 10.

All documents should be scanned and submitted via email, or a link should be provided to download the documents. The following documents should be included in the bidding proposal:

- The tender reference number *JPF-UKR-24-07* must be specified in the email and file names.
- Bidders who bid as a joint venture must sign the bids by all partners or by persons authorized to bid.
- In the tender letters for consortium bidders, the price that the consortium partners offer for the parts of the business that require their expertise will be written separately.
- The sum of the prices that the consortium partners offer shall constitute the consortium's total bid price.
- All bid letters submitted by the joint venture must be signed by all partners or by the representatives of the partners.

Proposals that do not conform to these requirements or have scrapes, erosions, or corrections will be rejected and will not be considered as submitted at all. These requirements ensure that the bidding process is conducted in a transparent and fair manner and that all bidders have an equal opportunity to submit their proposals.

12. Period of validity

The validity period of the tenders shall be at least 60 calendar days from the date of procurement. The bids which have shorter period of validity will not be taken into account.

In case of need, the Contracting Authority will make a request for extension of the validity period of the bid for a maximum of 30 days. The tenderer may accept or reject this request of the Contracting Authority. Requests and answers in this regard shall be made in writing.

Successful bidder must ensure the validity of the bid for the following 60 days from being notified of the entitlement to the contract. Regardless of the date of notification, 60 days are added to the first 60 days.

13. Currency of tenders

The amounts quoted in the offers given by the companies are required to be written in American Dollar - USD.

14. Language of offers and procedure

The proposals and all other related documents shall be the scanned version of the original document and shall be written in English. If the original document language is in a language other than English, then the translation of the document will be accepted along with the original.

15. Alteration or withdrawal of tenders

Bidders may not alter or withdraw their tenders after submission.

16. Notification award and contract signature

The successful bidder will be notified in writing, and the contract will be signed within ten (10) calendar days. Prior to the signing of the contract, a meeting will be conducted between JPF and the successful bidder to discuss the contract's terms and conditions. Firms that are not selected as a result of the evaluation will be notified in writing within fifteen (15) working days. If the successful bidder fails to sign the contract, the second-best bidder will be notified in writing by the tender committee, and a contract will be signed within ten (10) calendar days.

17. Cancellation of the tender procedure

In the event of a tender procedure's cancellation, JPF will notify the bidders of the cancellation. The tender procedure may be canceled in the following circumstances:

- The tender procedure has been unsuccessful, where no qualitatively or financially worthwhile tender has been received, or there has been no response at all.
- The economic or technical parameters of the project have been fundamentally altered.
- Exceptional circumstances or force majeure render the normal performance of the TPM impossible.
- All technically compliant tenders exceed the financial resources available.
- There have been irregularities in the procedure that prevent fair competition.

JPF shall not be liable for any damages arising from the cancellation of the tender, regardless of their nature (including damages for loss of profits) or relationship to the cancellation. The publication of a procurement notice does not obligate JPF to implement the announced third-party monitoring.

18. Reasons for disqualification from the tender

Bidders in the following cases shall be excluded from the tender if they are found to be:

- Bankrupt, in liquidation, or in a similar situation according to the legislative provisions in their home country, whose work is carried out by the court, declare concordat, or suspend their business.
- Proven by the employer to have engaged in activities that violate business or professional ethics during the course of business with the organizations within five (5) years prior to the date of procurement.
- Their membership/license has been canceled from the chamber they were required to register with, in accordance with the legislation as of the date of procurement.
- Bidders that fail to provide the requested documents, provide incomplete or misleading information, and/or submit falsified documents as requested by this tender dossier.
- Bidders shall be excluded from the tender if they engage in any of the following activities:
- Committing or attempting to commit mischief, fraud, making promises or threats to influence, exploiting the tender for personal gain, making deals, extortion, bribery, or other means of breach.
- Engaging in acts to influence other bidders' willingness to attend the tender, preventing their participation in the tender, making or offering deals to other bidders, and engaging in acts to influence fair competition or the tender decision.
- Arranging, using, or attempting to falsify documents or fraudulent collateral.
- Submitting more than one proposal, either directly or indirectly, in person or by proxy, on behalf of oneself or others.

19. Ethical Considerations

To ensure ethical conduct during monitoring and evaluation activities, the selected TPM entity must adhere to the following principles:

- All activities should be designed and conducted within the framework of Do No Harm principles and should respect and protect the safety, rights, and welfare of the beneficiaries, stakeholders, and the general public. The TPM entity should take all reasonable steps to ensure that monitoring and evaluation activities do not contradict ethical principles.
- The TPM entity must obtain consent from all participants in M&E data collection activities and must keep all data gathered confidential. Ownership of all data, information, and findings gathered through different M&E activities lies with the contracting authority (JPF).
- The TPM entity must adhere to the principles and policies of the member NGOs, with special attention given to Child Protection principles, Gender policy, and Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) policy.

The TPM entity is responsible for having Health, Safety and Security principles, policies, and guidelines in place to protect their own staff, beneficiaries, and third parties.

20. Submission of Proposals

Interested Consultants/Companies/Organizations shall provide a proposal along with the information and documents listed under Clause 10, **until 17:00 (pm), 16th of October 2024**. The documents shall be in PDF format and signed by the authorized person. All the documents shall be in a zipped file and shall be send to the following e-mail address;

Name / Surname	Title	E-Mail Address
Procurement Department	-	procurement@japanplatform.org

21. Ownership of tenders

JPF is obliged to keep the procurement proposals collected as a result of this tender for future audits.

22. List Annexes

- Annex 1 JPF_Info_Sheet
- Annex 2 Projects Summary Documents for Evaluation
- Annex 3 JPF CHS Evaluation Framework