



Ambasáid na hÉireann
Embassy of Ireland

Request for Tender

For

Managing the selection process for the Ireland Africa Fellows Programme, SIDS Fellowship and Courtney Fellowship

Tender Deadline: 19th May 2023, 18:00hrs (local time)

1. Background

Embassy Dar es Salaam currently manages the application and selection process for the **Ireland Africa Fellows Programme** for students from Tanzania, Burundi and DRC as well as the **Courtney Fellowship** for Burundi and the **SIDS Fellowship** for Seychelles and Comoros. The Programmes offers early to mid-career professionals, with leadership potential, the opportunity to undertake a fully funded one-year master's level programme at a higher education institution (HEI) in Ireland. The Programmes are fully funded by the Irish Government and the awards cover programme fees, flights, accommodation and living costs.

Ireland Africa Fellows Programme – The Programme aligns with the Irish Government's commitments under [Global Ireland](#) and the national implementation plan for the [Sustainable Development Goals \(SDGs\)](#), [The Global Island: Ireland's Foreign Policy for a Changing World](#), [A Better World: Ireland's Policy for International Development](#), and [Ireland's International Education Strategy](#). The priority focus areas include: Gender Equality and Human Rights, Environmental Sustainability and Climate Action, Health and Nutrition and Management, Technology and Innovation. The aims of the Programme are to nurture future leaders; to develop in-country capacity to achieve national SDG goals; and to build positive relationships with Ireland.

The **SIDS Fellowship** targets students from Seychelles and Comoros. In line with Ireland's Strategy for Partnership with Small Island Developing States (SIDS), priority areas include Climate Action and Ocean Protection. The aims of the Programme are to nurture future leaders; to develop in-country capacity to address climate change and its associated challenges; and to build positive relationships with Ireland.

The **Courtney Fellowship** was set up in 2004 to commemorate the late Archbishop Michael Courtney, the Irish-born Papal Nuncio to Burundi, who was murdered in 2003. Each year it provides sponsorship for a student from Burundi to study in Ireland for the [MPhil in International Peace Studies at Trinity College Dublin](#). The aims of the Programme are to nurture future leaders; to develop in-country capacity to achieve national SDG goals; and to build positive relationships with Ireland.

In 2022, Embassy Dar es Salaam restarted the Courtney Fellowship and launched the Ireland Africa Fellows programme in DRC and Burundi with a trialled new English language support for Francophone candidates before their language test. As the Fellowship Programmes have grown over recent years, so too has the administrative work associated with student recruitment, including assessment of applications and selection of awardees for these scholarships. The Embassy of Ireland in Tanzania wishes to engage the appropriate expertise to manage the administrative aspects of the Ireland Africa Fellows Programme, SIDS Fellowship and Courtney Fellowship and to support the timely recruitment of prospective awardees for study in Ireland commencing in June/ July 2023.

2. Objectives of the Fellowships Programmes and Focus Areas

The aim of the **Ireland Africa Fellows Programme** (Tanzania, Burundi and DRC) is to nurture future leaders; to develop in-country capacity to achieve national SDG goals; and to build positive relationships with Ireland. On return home, alumni of these programme are expected to contribute to capacity building for the SDGs in their home countries. It is also envisaged that they will contribute to maintaining positive personal and professional relationships with Ireland, promoting institutional linkages.

The priority focus areas include:

- *Gender Equality and Human Rights*
- *Environmental Sustainability and Climate Action*
- *Health and Nutrition*
- *Management, Technology and Innovation*

The **SIDS Fellowship** targets students from Comoros and Seychelles. In line with Ireland’s Strategy for Partnership with Small Island Developing States (SIDS), priority areas include:

- *Climate Action*
- *Ocean Protection.*

The **Courtney Fellowship** (Burundi) provides sponsorship for a student from Burundi to study in Ireland for the [MPhil in International Peace Studies at Trinity College Dublin](#). The aims of the Programme are to nurture future leaders; to develop in-country capacity to achieve national SDG goals; and to build positive relationships with Ireland.

3. Scope of work and activities

The consultant will be responsible for managing the selection process for the Ireland Africa Fellows Programme, SIDS Fellowship and Courtney Fellowship in order to support the timely identification of prospective awardees for study in Ireland commencing in July 2023 to July 2026, including:

- a. Collecting all stage 1 applications.
- b. Assessment and shortlisting of Stage 1 applications.
- c. Selection of students to invite to submit Stage 2 applications.
- d. Management of all communication and troubleshooting with applicants.
- e. Assessment and shortlisting of Stage 2 applications.
- f. Provide language support for Francophone candidates.
- g. Selection of students to invite for English language test.
- h. Assessment of English language results and shortlisting candidates for interview.
- i. Ongoing communications with the Embassy and updates on the applications and key targets.
- j. Organization of logistics for interviews and participation on the panel for selection.
- k. Providing the Embassy with a final report on the recruitment round, including necessary statistics and analysis of applications.

	Average expected applications received annually for stage 1	Average expected applications received annually for stage 2	2023/24 quota for Fellowships
Tanzania	500	200	10
Seychelles	50	25	2
Comoros	20	10	1
Burundi	100	50	1
DRC	500	100	4

Annex 1. Sets out the timelines and key deliverable in more detail

4. Methodology

The prospective Consultant should set out their approach to undertaking the activity as outlined under the purpose of the tender. The bid must clearly outline activities and timeframes that will lead to the production of a shortlist of candidates to be submitted to the Embassy. Submission of the shortlist must take into consideration that the Embassy will need sufficient time to engage in final selection processes subsequent to initial selection undertaken by the consultant. Please note that the academic year in Ireland commences in August/September and ends in June/July. The tender offer should include a detailed budget that clearly indicates the portion of fixed cost and/or variable cost per applicant based on your organisation's costing model. Bids must be in Euro.

5. Timeframe, Required format and content of tenders

- 5.1 Proposal must only be submitted by email to DarProcurement@dfa.ie by **18:00 Hours** (Tanzania time) on **19th May 2023**. Only tenders submitted to this email address will be accepted. Tenders submitted by any other means (including but not limited to by email to another address, fax, post or hand delivery) will not be accepted.
- 5.2 Proposal must be received no later than **18:00 hours (Tanzania time) on 19th May 2023**. Tenders that are received late will not be considered in this competition.
- 5.3 Proposal must address all of the award criteria specified in Section 8 and also include:
 - a). Proposed methodology for the delivery of the services specified in the RFT
 - b). A signed Confirmation of Bona Fides(Appendix IV)
 - c). A signed Declaration of Personal Circumstances (Appendix V)

The detailed deliverables and timelines are attached as **Annexure 1**.

6. Qualification, Competencies and requirements

The consultant:

- a). Will have demonstrated knowledge and experience in the recruitment of students for study at international universities (provide 3 samples of previous contracts)
- b). Demonstrate that they will have adequate resources in place and technical capacities to manage the call for applications by latest **3 July 2023**;
- c). Must have capacity to assess a large number of applications within given timeframes.
- d). Must have excellent written and spoken communication skills in English.
- e). CVs of staff members that will lead this assignment must be attached
- f). It is intended that the contract will be take effect on **June 16, 2023**.
- g). It is envisaged that the contract will run for a Term of 1 year. The contract may be extended by a period of 12 months (1 year), with a maximum of two extensions
- h). The Embassy estimate that the total value of this contract will be €51,000 (excluding VAT) over three years.

7. Reporting line and location

The Consultant shall report directly to the Programme Officer Consular and Fellowships of the Embassy of Ireland or the delegated representative on all matters related to this assignment

8. Award Criteria

This tender will be awarded to the successful bidder on the basis of the following criteria

- a). Tenderers must have the necessary financial, economic, technical and professional capacity to perform their obligations under the contract.
- b). Methodology
- c). Cost

The proposal will be evaluated against the following criteria:

Qualifying Question		
Are you available to take part in the engagement and able to meet the timescale set out in the Terms of Reference for the overall assignment? Please note that a "No" response will exclude the Tenderer from the competition.	Yes/No	
Award Criteria	Marks Available	Minimum Marks
Technical Criteria (60 marks)		
1. Evidence that the tenderer has the necessary competencies and relevant experience to provide high quality consultancy services as demonstrated by samples of previous projects provided	35	17.5
2. Demonstrated understanding of the brief as evidenced by the proposed methodology for delivering on all aspects of the assignment.	25	12.5
Financial Criteria (40 marks)		
3. Daily Professional Fee Rate	40	Not applicable
Total Marks	100	

Tenderers scoring less than 50% in criteria 1 or 2 will be rejected and will not advance to the financial evaluation stage.

Scoring Methodology (Award Criteria 1 and 2)

Score	Meaning	Interpretation
90%-100%	Outstanding	A very comprehensive response demonstrating extensive understanding, offering full assurance. Fully supported tender with no reservations.
80%-89%	Excellent	An excellent response demonstrating excellent understanding, offering assurance. Strongly supported tender.
70%-79%	Very Good	A very good response demonstrating very good understanding, offering assurance. Fully supported tender.
60%-69%	Good	A good response demonstrating good understanding, offering assurance. Well supported tender.
50%-59%	Satisfactory	An acceptable response demonstrating a minimum understanding, offering assurance. Satisfactorily supported tender.
Less than 50%	Unacceptable	Response demonstrates limited understanding with limited or insufficient or no detail with a risk of non-delivery.

Marks for cost will be allocated using the following formula:

Cost	=	$\frac{\text{Lowest tendered rate}}{\text{Tendered rate under evaluation}}$	x	Number of marks available
Score				

The cost evaluation will be based on the daily professional fee rate presented. Cost should be inclusive of all domestic travel, accommodation and subsistence, be exclusive of VAT and submitted in the Financial Submission (Appendix 1). The price quoted must be fixed and not subject to revision (including possible extension).

9. Tender Submission

Tenders must be submitted via DarProcurement@dfa.ie

Submissions must be received no later than **18:00hrs (local time) on 19th May 2023.**

The deadline for receipt of clarification questions is **18:00hrs (local time) on 16th May 2023.**

Late tenders will not be accepted.

General Terms and Conditions

FOI

It should be noted that any correspondence in relation to the review is subject to the application of Freedom of Information legislation. This applies to the services under the contract and not the tendering and contracting process.

Governing Laws

The work carried out by the Consultant, irrespective of where their offices are located, shall be deemed to be carried out in Ireland and shall be governed by the laws of Ireland.

Publication

Rights concerning the production of reports or any other business documentation and those relating to their reproduction and publication will remain the property of the Department. No document based, in whole or in part, upon the work undertaken in the context of the Contract awarded following this tender may be published except with the prior formal written approval of the Department.

Conflict of Interest

Any conflicts of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to the Department, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.

Insurance

The professional services provider(s) must ensure that they are adequately insured on normal and customary terms against the risks which may arise or be occasioned by the work to be carried out and in particular, will ensure that such insurance includes (without limitation) public liability insurance, travel insurance and professional indemnity insurance with an adequate limit having regard to the nature and extent of such work. The professional services provider(s) undertakes to furnish the Department upon request with copies of all such insurance policies together with evidence that all associated premiums have been duly paid up to date.

Tendering Costs

The Department of Foreign Affairs will not be liable in respect of any costs incurred by Tenderers in the preparation of tenders or any associated work effort, including the supply of equipment, where relevant, for evaluation and the return of such equipment to tenders, following such evaluation.

Content of Tender

Information supplied by tenders will be treated as contractually binding. However, the Department of Foreign Affairs reserves the right to seek clarification or verification of any such information. Post-tender qualifications or revisions will not be acceptable and may invalidate the tender.

The Department reserves the right to update or alter the information contained in this document at any time, but not later than 7 days before the closing date of the call for tender. Participating tenders will be so informed, should the need arise. The Department reserves the right to request additional information from the tenders after the closing date.

Interpretation of the Tender

It is the duty of the tenderer to fully understand and correctly interpret this tender. At all times, the tenderer has the responsibility to notify the Department, in writing, of any ambiguity, divergence, error, omission, oversight, or contradiction contained in this tender, as it is discovered, or to request any instruction, decision, clarification or direction that tenderers may require to prepare a Tender. Whilst every endeavour has been made to give Tenderers an accurate description of the requirements, Tenderers should form their own conclusions about the methods and resources needed to meet these requirements. The Department does not accept responsibility for the Tenderers' assessment of the requirements.

Tax Compliance: It will be a condition of the award of any contract under this Request for Tender that the successful Tenderer shall for the term of any such contract, comply with domestic taxation law and requirements. Prior to the award of any contract arising out of this competition, the successful Tenderer shall be required to verify their tax status by the Embassy.

Right to Amend or Terminate the Tender Process

The Department may, in its absolute discretion:

- change the basis of, or the procedures (including the timetable) relating to the tender process;
- reject any or all of the tenders;
- invite Tenderers to proceed further at any stage of the tender process;
- furnish Tenderers with additional information in respect of any aspect of the Services; or
- abandon the tender process

Appendix 1

Financial Submission

Fee Rate

Tenderers are requested to complete the pricing template below with the fixed fee rate in respect of the services specified in the Terms of Reference. This fee quoted must be inclusive of all costs (e.g. domestic travel, facilities, equipment, supplies, telephone, email, IT, institutional levy and any other third party costs) all exclusive of VAT.

This fee shall be fixed for the duration of this engagement, including any permitted extensions. The fee rates quoted must relate to productive (working) time.

TOTAL COSTS

Consultant's name	Fixed daily fee rate in €(excluding VAT)

Appendix 2

Confirmation of Bona Fides

We the undersigned do offer in accordance with the Terms of Reference specified therein to provide professional services for the Department of Foreign Affairs at the daily fee rate set out in Appendix I and subject in all respects to the Terms of Reference and Terms and Conditions of Contract published with this call for tenders which we have read and accepted.

We confirm that all information and commitments contained in or referred to in our tender are (i) accurate and correct, and (ii) accurately reflect our actual current operational and financial capability.

We confirm that our tax affairs are in order and that, if awarded the contract, we will be in a position to provide the Department promptly with a current valid Tax Clearance Certificate from the Irish Revenue Commissioners.

We confirm that this Tender shall remain irrevocable open for acceptance by you for a period of 6 months from the closing date for receipt of tenders and it shall remain binding upon us for that period or such other period as we may agree.

We acknowledge that no legally binding agreement exists between us unless and until our offer is accepted by you and a contract in the form set out in this request for tenders has been concluded.

We understand that the Minister of Foreign Affairs is not bound to accept the lowest or indeed any tender it may receive and may abandon or terminate the tender process at any time.

Signature of tenderer or authorised agent:

Printed Name:

Name of Tenderer:

VAT No:

Postal Address:

Telephone no:

E-mail:

Appendix 3

Personal Situation Declaration Form

This Declaration of compliance with Regulation 57 of the European Union (Award of Public Authority Contracts) Regulations 2016 (SI 284 of 2016) **must** be signed by all **Contractors/Suppliers**.

Name of Contractor/Supplier:	
Address:	
Country:	

Any Contractor/Supplier who is unable to answer NO to all of the questions relating to the Mandatory Eligibility Criteria will be assessed as a "Fail".

Any Contractor/Supplier who is unable to answer NO to all of the questions relating to the Discretionary Eligibility Criteria may be assessed as a "Fail" and the Contractor/Supplier may, at the discretion of the Contracting Authority not be admitted to the tender.

Please enter <u>Yes</u> or <u>No</u> as appropriate to the following statements relating to the current status of your organisation and/or any director or person(s) who has power of representation, decision or control over the organisation.		Yes/ No
Mandatory Eligibility Criteria		
1.	The Contractor/Supplier has been the subject of conviction by final judgment of participation in a prescribed criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 th October 2008 within the last five years.	
2.	The Contractor/Supplier has been the subject of conviction by final judgment of corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in the national law of Ireland within the last five years.	
3.	The Contractor/Supplier has been the subject of conviction by final judgment of fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests within the last five years.	
4.	The Contractor/Supplier has been the subject of conviction by final judgment of terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or of inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision within the last five years.	

5.	The Contractor/Supplier has been the subject of conviction by final judgment of money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council within the last five years.	
6.	The Contractor/Supplier has been the subject of conviction by final judgment of child labour or other forms of trafficking in human beings, as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council within the last five years.	
7.	The Contractor/Supplier has breached their obligations relating to payment of taxes or social security contributions in Ireland or the law of the country within which the Contractor/Supplier is established and this breach has been established by a judicial or administrative decision having final and binding effect in Ireland or in accordance with the law of the country within which the Contractor/Supplier is established within the last five years.	
<p><u>If you have answered Yes to Question 7,</u> please provide details of the relevant amount including:</p> <ul style="list-style-type: none"> a. confirmation of whether you have paid, or have entered into a binding arrangement with a view to paying the outstanding tax or social security contributions including any accrued interest and/or fines; or b. details of whether you were informed of the exact amount due following the breach and at such time that it did not have the possibility of taking measures as outlined above before the expiration of the deadline for submitting this tender. 		

THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE CONTRACTOR/SUPPLIER'S ORGANISATION.

I certify that the information provided above is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this Declaration may lead to my organisation being excluded from participation in this and future competitions.

Signed on Behalf of the Contractor/Supplier identified above, by:

Signed: [ORIGINAL Signature]	
Print Name:	
Position:	
E-mail Address:	
Date:	

Annexure 1: Timelines and deliverables

Fellowship Programme 2023-24 – Timeline	
Date	Action
June 2023	Marketing and branding the fellowship – Embassy Dar es Salaam Consultant to create email inbox that candidates will submit applications through.
3 July 2023	Stage 1 applications open for 4 weeks Candidates to seek overall guidance from Embassy Dar es Salaam website before applying through submitting documents directly to consultant.
31 July 2023	Stage 1 applications close
1 August – 3 September 2023	5 weeks to review stage 1 applications Eligible applicants invited to stage 2; Unsuccessful applicants informed.
4 September 2023	Stage 2 applications open, invitation by email for 3 weeks. Candidates encourage beginning preparing for Duolingo English language test.
24 September 2023	Stage 2 applications close
25 September – 14 October 2023	Review stage 2 applications Appraisals and ranking - see scoring instructions Successful applicants invited for Duolingo language test Unsuccessful applicants informed
16 October – 22 October 2023	IELTS test / Duolingo English Language test Shortlisted applicants who do not already have an accepted certificate (e.g. IELTS/TOEFL) are invited to take Duolingo English Test online. Embassy/consultant may choose to build in time (within the set deadlines) to organise additional English language support for applicants before taking the Duolingo/IELTS test, and/or to provide a second opportunity to applicants to sit the test, in agreement with the Embassy. All applicants within an eligible country should be provided with the same opportunities
23 October – 3 November 2023	Duolingo results sorting and selecting candidates to be invited for interview.
6 November – 8 November 2023	Candidates shortlisted for interview are notified.

<p>13 November – 24 November 2023</p>	<p>02 weeks of interviews.</p> <p>Interviews can be carried out in person or remotely at the Embassy premises, according to each circumstances.</p> <p>Request certified hard copies of candidates’ documentation (these can be certified by the embassy if interviews are in person and candidate presented originals during the interview. For interviews done remotely, certified hard copies must be sent within a reasonable time after the interview.</p> <p>Unsuccessful applicants informed by consultant.</p>
<p>By 08 December 2023</p>	<p>Interviews complete.</p> <p>Appraisals and ranking of candidates following interview. Shortlist of candidates and reserves agreed.</p> <p>The shortlist, together with the scans of candidates’ and reserves’ applications and documentation, are submitted to the Embassy.</p> <p>Unsuccessful applicants informed by consultant</p> <p>[If Duolingo is not accepted by HEIs in 2023-24] Shortlisted candidates and reserves are invited to take IELTS English Test (or the correct TOEFL where IELTS is not available) – tests should be booked as soon as possible in December 2023 for a date before 28 February 2024.</p>
<p>By 21 January 2024</p>	<p>Final deadline for certified hard copies to be received by embassy and scans of any outstanding documents to be submitted to ICOS using a secure link.</p> <p>(For those requiring new passports because their existing passport will expire, certified hard copies can be provided later, provided a certified hard copy of their existing passport is provided by the 21 January deadline.)</p>
<p>By end January 2024</p>	<p>Hard copies of certified documentation in English (degree certificate, transcripts, and passport) sent to ICOS via Dip Bag by the Embassy.</p>