

Invitation to tender for consulting process on third-party funded proposals (mainly EU and institutional German funders)

Procurement number: CXP4DSYMYTS

Date: November 7, 2025

Evangelisches Werk für Diakonie und Entwicklung e. V.
Brot für die Welt
Programme Coordination Unit
Mr Aaron Tangkala
Caroline-Michaelis-Str. 1
10115 Berlin
Germany

Content

1	Terms of Reference.....	3
1.1	Brot für die Welt.....	3
1.2	Background	3
1.3	Objective of the agreement.....	3
1.4	Parties involved.....	3
1.5	Service to be performed	3
1.6	Contract period and time schedule	6
1.7	Reporting.....	6
1.8	Requirements for the execution of the contract/ necessary qualifications	7
1.9	Further requirements.....	7
2	Terms and conditions for tender	8
2.1	General principles	8
2.2	Tenders.....	9
2.3	Eligibility assessment and award of contract.....	11
3	Annexes.....	13

1 Terms of Reference

1.1 Brot für die Welt

Brot für die Welt (Bread for the World) is a globally active development and relief agency of the Protestant Churches in Germany. In almost 90 countries all across the globe, we empower the poor and marginalised to improve their living conditions. Key issues of our work are [food security](#), promotion of [health](#) and [education](#), access to water, strengthening of democracy, respecting [human rights](#), keeping [peace](#) and the integrity of creation. Brot für die Welt takes steps to make sure that there is enough food for everyone. Because fighting hunger becomes increasingly important in times of [climate change](#) and ever scarcer resources.

The work of Brot für die Welt (BfdW) primarily focuses on the [support of projects](#) in the countries of the Global South. An essential feature of our projects is the close and continuous cooperation with local, often church-related [partner organisations](#). Upon request, Brot für die Welt provides them with [specialists](#) and volunteers. Through [lobbying](#), public relations and education in Germany and Europe, we seek to influence political decisions in favour of the marginalised and to raise awareness for the necessity of a sustainable way of life.

Further information on the work of Brot für die Welt is available at: <https://www.brot-fuer-die-welt.de/en/bread-for-the-world/>.

1.2 Background

As part of its efforts to diversify funding sources and enhance the financial sustainability of its international partnerships, Brot für die Welt, in the role of lead applicant, will prepare and submit Concept Notes and Full Proposals—including budgets, logical frameworks, and supporting documentation—to various institutional donors, in close collaboration with local partner organisations as co-applicants based across Asia, Africa, Latin America, South America, and the Pacific.

1.3 Objective of the contract

Facilitate and technically guide a participatory and gender-responsive proposal development process, resulting in a high-quality concept note or full proposal in collaboration with Brot für die Welt and its local partner organisation(s), fully aligned with the requirements of the targeted institutional donor.

1.4 Parties involved

Involved parties are staff from BfdW partner organisations as well as BfdW staff in Berlin and Regional offices involved in proposal writing.

1.5 Service to be performed

- Expert consultancy to coordinate and facilitate a participatory, gender-responsive proposal development process — including donor analysis, workshop facilitation, technical writing and guidance, coordination with the commissioning agency, and quality assurance for final proposal submission
- Develop design, roadmap and work plan for participatory proposal development
- Facilitation of knowledge-building and collaborative planning on proposal writing (during participatory proposal writing process)
- Documentation of key workshop outputs (e.g. draft problem and stakeholder analysis, Theory of Change (ToC))

- Drafting and structuring proposals in line with donor templates; final editing and compliance check with the call for proposals.

BfdW is looking to obtain the following services:

Lot 1: English-speaking consultants with international institutional donor experience

- **Estimated workload under Lot 1: up to 7 concept notes and 3 full proposals (with an option for an additional concept note and/or full proposal as needed)**
- Geographic focus: Global
- Language: English (proficient)
- Proven experience with EU (including INTPA (RELEX), CERV and NDICI), and other institutional donors such as BMZ, GIZ, UN agencies

Lot 2: Portuguese-speaking with international institutional donor experience

- **Estimated workload under Lot 2: up to 4 concept notes and 2 full proposals (with an option for an additional concept note and/or full proposal as needed)**
- Geographic focus: Latin America and Caribbean, South America, Africa
- Language: Portuguese and English (proficient)
- Proven experience with EU (including INTPA (RELEX), CERV and NDICI), and other institutional donors such as BMZ, GIZ, UN agencies

Lot 3: English-speaking consultants with focus on climate related funding (especially IKI)

- **Estimated workload under Lot 3: up to 4 concept notes and 3 full proposals**
- Geographic focus: Global
- Language: English (proficient) and German
- Required donor knowledge: IKI and other climate related institutional funders such as Climate Action Fund

Lot 4: English Speaking consultants for IKI Large Grants

- Estimated workload under Lot 4: 1 concept note IKI Large grants and 1 full proposal IKI Large Grants.
- Geographic focus: Global, covering at least three continents (with different languages across country team)
- Language: mainly English (proficient), other languages are an added advantage (German, French, Spanish)
- Required donor knowledge: International Climate Initiative

Bidders may apply for one or more lots, depending on their technical expertise and language capacities. The evaluation and awarding of the contract is done per lot, not in a bundle.

1.5.1 Activities to be carried out

The consultant will guide and facilitate the participatory and gender-responsive development of a donor proposal in collaboration with Brot für die Welt and its local partner organisations. The consultant will provide expert advice, process guidance, and technical support. The specific tasks include:

Preparation Phase

- Review and analyse relevant donor call for proposal documents, funding guidelines and requirements, and thematic documents related to the call for proposals.

- Study the strategic and programmatic priorities of participating local partner organisations.
- Develop a roadmap for the proposal development process, ensuring a participatory, gender-responsive and inclusive approach that integrates gender justice considerations from the outset.

Workshop Planning and Facilitation

- Design and facilitate a series of interactive, online workshops using digital collaboration tools (e.g. google docs, Miro, Mural, MS Teams, Zoom) to:
 - Introduce the partner organisations to the institutional donor's priorities, funding modalities, and proposal requirements.
 - Foster a shared understanding of key concepts such as systematic problem analysis, theory of change, stakeholder analysis, risk analysis as well as results-monitoring, intervention logic, and gender-responsive programming.
 - Initiate joint work on the proposal components.

Facilitation and Technical Support for Proposal Development

- Facilitate and technically support the co-creation of the following proposal components, based on inputs from all relevant stakeholders:
 - For the **Concept Note**: problem analysis, stakeholder analysis, development of intervention logic and a gender-responsive theory of change, as well as a preliminary risk assessment.
 - For the **Full Proposal**: narrative proposal, detailed logframe matrix, full project budget, detailed risk analysis and required supporting documents i.e. annexes aligned with donor formats and guidance.
- Provide structured advisory support to the partner organisation throughout the proposal development

Coordination with Brot für die Welt

- Coordinate closely and regularly with the designated Brot für die Welt team, to ensure coherence with institutional requirements and internal quality standards.

Support Finalisation and Quality Assurance

- Upon request, review, revise, and edit draft versions of the concept note or full application, logframe, and budget to ensure clarity, coherence, and alignment with donor criteria.
- Support the finalisation of all application documents, ensuring submission-readiness by the donor deadline.

1.5.2 Special circumstances

Specific assignments will be initiated within the lots mentioned in 1.5 once awarded via written request by the Programme Coordination Unit's Third-Party Funding Team. Upon receiving the request, the consultant confirms availability and accepts the assignment by email. Both, the request and confirmation, constitute a binding agreement to deliver the specified service within the agreed timeframe and terms. The consultant agrees to deliver the requested services within the agreed timelines and according to the terms of reference. The parties also agree that the commissioning is a prerequisite for the performance of the services.

1.5.3 Scope of the service

The overall contractual period for the provision of services shall extend from November 2025 to December 2026.

Assignments under the respective lots will be commissioned on a case-by-case basis, in accordance with the timing of published calls for proposals, applicable submission deadlines set by institutional donors, and the confirmed availability of the selected consultant(s).

The total number of assignments to be implemented under each lot shall correspond to the indicative volumes outlined in the lot specifications. Actual assignments will depend on a formal written request by Brot für die Welt and become binding only upon the consultant's explicit acceptance in accordance with the Terms of Reference.

1.5.4 Place of service delivery/ travel

The services are expected to be provided online through digital collaboration and facilitation tools.

1.6 Contract period and time schedule

Service or activity (as described in 1.5.1)	Estimated time required (number of days)	Period of implementation (e.g. month/year)
Per Concept Note	Max. 9 days	November/December 2025 – December 2026
For IKI Large Grants concept note	Max. 15 days	
Per Full Proposal	Max. 18 days	November/December 2025 – December 2026
For IKI Large Grants full Proposal	Max. 30 days	
Total	Depended per Lot	November/December 2025 – December 2026

If it becomes apparent to the consultant that the estimated time required will be exceeded or that the agreed period of performance cannot be adhered to, the Consultant must inform BfdW of this without delay and agree with the BfdW on the further course of action.

1.7 Reporting

The consultant provides a timesheet with the tasks performed and sends in the final concept note or proposal as narrative report on the services and activities performed. The consultant hands over access and control to all working documents and platforms (e.g. admin rights for google documents, Signal (drive/doc/group) or WhatsApp groups) created and used in the proposal process upon submission of the proposal. The consultant may freely share conclusions and recommendations in writing after completion of an assignment.

The consultant agrees to an evaluation meeting if requested by BfdW.

1.8 Requirements for the execution of the contract/ necessary qualifications

The consultants should meet the following requirements. Requirements that are marked as minimum requirement must be fulfilled. Tenderers who do not meet this requirement will not be admitted to the professional evaluation:

- Proven experience in developing and coordinating donor proposals for institutional donors.
- At least 5 years of relevant professional experience in international development cooperation.
- Strong facilitation skills and experience in participatory, gender-responsive planning processes, preferably involving local partner organisations and multi-stakeholder settings.
- Required language skills as mentioned in 1.5.

1.9 Further requirements

It is expected that the assignment will be carried out taking into account gender justice, impact and target group orientation as well as sustainability criteria.

2 Terms and conditions for tender

2.1 General principles

2.1.1 Contact person and questions

Evangelisches Werk für Diakonie und Entwicklung e. V.
Brot für die Welt
Mr Aaron Tangkala

Programme Coordination Unit
Caroline-Michaelis-Str. 1
10115 Berlin
Germany

Email: vergabe-IP@ewde.de

Questions should be sent by email to the above mentioned contact email. A timely response cannot be guaranteed for questions that are not asked at the latest 3 calendar days before the expiry of the tender deadline. Questions that are also relevant for other tenderers will be made available to all tenderers in anonymised form by email together with the answer on the website: <https://fuv.brot-fuer-die-welt.de/consultancy-proposals-2nd>

2.1.2 Type of procedure

The contract will be awarded in accordance with the specifications for procurement procedures for supplies and services on the basis of § 50 German Unterschwellenvergabeordnung (UVgO / Regulation on sub-threshold procurement):

Several tenderers, in principle at least three, are invited to submit a written tender.

If necessary, negotiation talks will be held with the tenderers; the tenderers have no right to such talks. BfdW reserves the right to award the contract even without having negotiated beforehand.

BfdW will not remunerate the preparation of the tender. Should the tender not be considered and/or there is no interest in submitting a tender, please send a message to the above contact email, giving reasons if possible.

2.1.3 Procurement documents

The procurement documents consist of the following documents:

- Invitation to tender
- Model contract
- Payment Terms

Terms and conditions for payment General terms and conditions of contract or delivery or other terms and conditions of the Consultant (herein called the Contractor) that deviate from the specifications in the procurement documents are excluded. They do not apply in the event of an assignment even if they were enclosed with the tender.

2.1.4 Bidding consortia

A bidding consortium is an association of two or more individual tenderers who submit a joint tender. In the case of a bidding consortium, an authorised representative must be appointed. The authorised member represents the bidding consortium in a legally binding manner towards BfdW (herein called the Client). Each member of the bidding consortium is jointly and severally

liable for the performance of the contractual obligations even after its dissolution. The distribution of tasks within the bidding consortium must be set out in the tender.

2.1.5 Subcontractors

If necessary, the tenderer may also engage third parties for the performance of the contract and commission them with the performance of the services or parts of the services. If subcontractors are intended to be engaged by the tenderer(s), this must be stated in the tender. The Client reserves the right to request information about the subcontractor (e.g. on eligibility). The Contractor is also responsible towards the Client for the delivery of the service as agreed when using subcontractors.

2.1.6 Data protection within the framework of the procurement procedure

The tenderer agrees that the personal data provided by him/her may be processed and stored for the procurement procedure.

If personal data is passed on by the tenderer in the context of the procurement procedure (e.g. own employees, named contact persons at references), the obligation to provide information pursuant to Art. 13 GDPR or § 17 of the Kirchengesetz über den Datenschutz der Evangelischen Kirche in Deutschland [DSG-EKD / Data Protection Act of the Protestant Church in Germany] must be observed, i.e. the employees concerned must be informed accordingly and their consent to the processing of their personal data in connection with the submission of the tender must be obtained.

Upon conclusion of a contract, a data protection declaration must be signed by the Contractor.

2.1.7 Sanctions list screening

Based on international requirements [UN Resolution No. 1390 (2002), UN Resolution No. 1373 (2001), UN Resolution No. 2253 (2015), EC Regulation No. 881/2002, EC Regulation No. 2580/2001, EU Regulation No. 2016/1686 and EU Regulation No. 2017/1390 with numerous amendments], financial resources may not be paid to recipients who are on the sanctions list of the European Union and/or the United Nations and, in the case of transactions in US dollars, the United States of America. The implementation of appropriate safeguards is mandatory.

Accordingly, Brot für die Welt will carry out verification measures with all contractual partners against the existing sanctions lists of the European Union and the United Nations and, if applicable, the United States of America, in order to prevent funds from being paid to persons or organisations that are on the above sanctions lists.

2.2 Tenders

2.2.1 Form and content

The tender is to be prepared in English language and should not exceed 10 pages. The tender must be submitted electronically in text form. A natural person authorised to represent the tenderer, a contact person for questions and full contact details must be provided.

A complete tender consists of:

a) Content tender

1. Designation of the project team intended to deliver the services, including details of the qualifications, specialist knowledge (experience with proposal participatory development and proposal writing) and experience of the staff, including language and regional knowledge, as well as meaningful CVs in table form.

2. Implementation concept with regard to the services described in the terms of reference with methodological approach
3. Lot(s) being applied for (clearly indicated)
4. Availability for assignments (time zones, other commitments)

b) Financial tender

1. Indication of the daily rate for a concept note, a full proposal or a combination of a concept note and a full proposal in EUR, taking into account the specifications in the terms and conditions for payment (Annex 2). To ensure the comparability of offers, only a single average daily rate must be provided for the performance of services. It is not permitted to submit different daily rates for different qualification or experience levels (e.g. junior/senior consultants, assistants).
2. Estimated total fee with a full breakdown of days per employee
3. Estimate of other expenses incurred

The daily rate must be quoted inclusive of all incidental costs (e.g. overheads, administrative expenses, zoom or teams licences) (cf. Section 6 Terms and conditions for payment. For tenderers based abroad, the fee must in principle include all local and national taxes and duties (including value-added tax or analogous types of tax). In the case of consultants based in Germany, the net price must be stated. The specifications for pricing are defined in the terms and conditions for payment (Annex 2).

c) Documents for the assessment of eligibility:

1. Brief CV or company description (incl. number of employees and structure, legal form, headquarters and other locations, main areas of expertise and activity) or short description of the applicant (with presentation of expertise and main areas of activity including linguistic/regional experience)
2. List with at least 3 references of comparable services (e.g. proposal writing in a consortium) carried out in the last five years

Additional information if applicable:

3. Declaration on the intended use of subcontractors, specifying the parts of the services to be performed by the subcontractors
4. Bidding consortia must submit a legally binding declaration signed by all members of the bidding consortium stating that each member of the bidding consortium is jointly and severally liable for the contractual performance of the service and that the authorised representative of the bidding consortium legally represents the listed members towards the Client and is in particular entitled to submit the tender and to accept payments with effect for each member.

2.2.2 Tender submission period and submission of tenders

Please send your complete tender by **November 24, 2025 (12:00 noon CET)** at the latest via <https://en.dtv.de/> and do refer to the procurement number: **CXP4DSYMYTS**

Please note that all bidders have to register and upload their offer via <https://en.dtv.de/>

For additional information on the registration process, please refer to <https://support.cosinex.de/unternehmen/display/company/Registration>

For additional information on system requirements, please refer to <https://support.cosinex.de/unternehmen/display/company/System+requirements>

The binding period for the tender is: December 31, 2025.

The documents must be received in full by Brot für die Welt by the end of the tender period. Brot für die Welt reserves the right to request missing or incomplete documents. The tenderer is not entitled to supplementary submission.

2.3 Eligibility assessment and award of contract

2.3.1 Eligibility assessment

The eligibility of the tenderer will be assessed on the basis of the following criteria:

Main areas of activity/competence

- Minimum 5 years' experience in donor-funded project development.
- Proven track record in facilitating participatory, inclusive and gender-responsive proposal processes.
- Demonstrated experience with relevant donor (see Lots).
- Proficiency in required working languages.
- Proven facilitation skills and experience with digital collaboration tools.

2.3.2 Award of contract

The contract is awarded to the most economical tender. This is determined on the basis of the award criteria price 30 percent and quality 70 percent.

When assessing the quality of the tender, the following sub-criteria are evaluated:

Award criterion	Maximum score	Weighting factor (WF)**	Evaluation points (EP)***	Performance points****
Price*				
Daily fee rate for a concept note OR a full proposal	30			
Quality				
1. Technical Expertise & Methodology	30			
Proposed methodology for participatory, gender-responsive proposal development	10	3.33	0 to 3	=WF x EP
Structuring of co-creation process with local partners	5	1.67	0 to 3	=WF x EP
Understanding of Brot für die Welt's approach to participation, empowerment, and gender justice	5	1.67	0 to 3	=WF x EP

Ability to moderate participatory online processes across cultures, languages, and stakeholder levels.	10	3.33	0 to 3	=WF x EP
2. Donor Experience & Proposal Track Record	30			
Demonstrated experience with relevant institutional donors (EU, BMZ, GIZ, UN, IKI, etc.)	10	3.33	0 to 3	=WF x EP
Understanding of donor logic (e.g., intervention logic, logframe, risk matrix)	10	3.33	0 to 3	=WF x EP
Donor-Specific Knowledge & Compliance - Deep knowledge of formats, expectations, and strategic priorities of institutional donors relevant to each Lot.	10	3.33	0 to 3	=WF x EP
3. Language Proficiency & Contextual Knowledge	10			
Native or fluent working proficiency in required languages per Lot	5	1.67	0 to 3	=WF x EP
Familiarity with regional political contexts and gender-responsive programming in the target geographies.	5	1.67	0 to 3	=WF x EP
Total	100			

***Price**

The lowest daily rate receives 30 points. The other tenders receive fewer points according to the relative deviation from the lowest daily rate.

Example: The cheapest daily rate offered by tenderer A is €150 and receives 30 points in the evaluation. Tenderer B's next highest daily rate is €200, deviates by €50, i.e. 33.33%, and receives 20 points. The figures are rounded in accordance with standard commercial practice. Minus points are not awarded.

****weighting factor:** Maximum number of points/max. evaluation points

***** evaluation points**

0 points	Objective not met
1 point	Objective largely met: comprehensible presentation, focus partly corresponds to the task

2 points	Objective well met: overall compelling and coherent presentation, focus largely corresponds to the assignment
3 points	Objective met with distinction: coherent and compelling presentation, focus on the specifics of the assignment

***performance points: Sum of weighting factor times evaluation points in the respective category

The tender with the highest total number of points (performance points) will be awarded the contract.

3 Annexes

Annex 1: Model contract

Annex 2: Terms and conditions for payment

Annex 3: Time sheets