

**Matrices for reviewing the suitability and assessment of service- (*Evaluation of Germany's Feminist Development Policy*) - ("Consultant team with expertise in evaluation of interventions with gender- and human rights-related goals for a country case study in Namibia")**

Reviewing suitability				
To assess the professional qualifications, the following requirements must be met by the consultant and are to be proven by CV, certificates, publications and copy of the passport.				
Criterion	Type	Description	A-Criterion fulfilled	Remarks
K1.	A	<p><b>Completed scientific university degree.</b> All team members (team lead and YEE) must have at least a bachelor's degree in any of the following fields: economics, political science, sociology, gender studies, administration, international relations or related field.</p> <p>To be demonstrated by submitting CV and certificates.</p>		
K2.	A	<p><b>Work experience (team lead) in conducting data collection and data analysis.</b> The team leading consultant must have conducted at least three studies /evaluations in the last 10 years in which qualitative data collection and analysis were conducted.</p> <p>To be demonstrated by submitting list of all relevant evaluation projects from the last 10 years.</p>		
K3.	A	<p><b>Work experience (YEE) in conducting data collection and data analysis.</b> The YEE consultant must have conducted at least one study/evaluation in the last 5 years in which qualitative data collection and analysis was conducted.</p> <p>To be demonstrated by submitting list of all relevant evaluation projects from the last 5 years.</p>		
K4.	A	<p><b>Profound knowledge on human rights-based and/or gender/feminist approaches</b> All team members (team lead and YEE) must have expertise in human rights-based and/or gender/feminist approaches to evaluation and/or human rights-based and/or gender/feminist approaches to development</p> <p>To be demonstrated by submitting CV, list of relevant projects or publications from the last 10 years.</p>		
K5.	A	<p><b>Work experience (team lead) with human rights-based and/or gender/feminist approaches</b> The team leader must have worked in at least three assignments in this context in the last 10 years (e.g. publications, program/project evaluations, studies).</p>		

		To be demonstrated by submitting CV, list of relevant projects or publications from the last 10 years.		
K6.	A	<b>Excellent command of English (written and oral)</b> , all team members (team lead and YEE)  To be demonstrated by submitting CV.		
K7.	A	<b>Profound knowledge in Afrikaans</b> , all team members (team lead and YEE)  To be demonstrated by submitting CV.		
K8.	A	<b>Profound knowledge in one of the following local languages: Oshiwambo, Otjiherero, or Khoekhoegowab</b> , all team members (team lead and YEE) have to fulfill this criterion.  To be demonstrated by submitting CV.		
K9.	A	<b>Current place of residence is Namibia</b> , all team members (team lead and YEE).  To be demonstrated by submitting CV including the postal address.		
K10.	A	<b>Permanent residency in Namibia</b> , all team members (team lead and YEE). The consultant team has permanent residency in Namibia for at least 5 years in the last 10 years.  To be demonstrated by submitting CV or reference documents.		
K11.	A	<b>Parity in gender representation and one YEE consultant</b> The team as a whole must have at least parity in gender representation and must incorporate one YEE consultant (age of 35 years or younger or less than 5 years of professional experience).  To be demonstrated by submitting a copy of the passport.		

## Assessment of service

						Expectations			
Criterion	Type	Description	Weightage (G)	Performance points assigned (Lp)	Lp x G	0 – 3 Points	4 – 7 Points	8 – 10 Points	Remarks
K12.	B	Outline: Please describe how a human rights-based and gender/feminist approach to evaluation would influence the design, data collection, analysis and reporting stages of a case-study. Please describe how a case study process can address intersectionality and be participatory and inclusive for diverse stakeholders, especially Civil Society Organizations.	45	0		Reference of the approach to design, data collection and analysis techniques and methods and reporting stages of a case study is hardly given or not given. The incorporation of intersectionality is not plausible.	Reference of the approach to design, data collection and analysis techniques and methods and reporting stages of a case study is given satisfactorily. The incorporation of intersectionality is partly plausible.	Reference of the approach to design, data collection and analysis techniques and methods and reporting stages of a case study is given in almost all or all aspects. The incorporation of intersectionality is fully plausible.	Max. 2 pages, front size 11
K13.	B	Verbal presentation of K11 in a virtual interview via Teams.	45	0		Quality of content of the presentation as well as the quality of content and methodology of the contributions to the discussion is low or very low.	Quality of content of the presentation as well as the quality of content and methodology of the contributions to the discussion is satisfactory.	Quality of content of the presentation as well as the quality of content and methodology of the contributions to the discussion is good or very good.	Invitation dispatch expected on June 19th, 2026. Estimated date: between June 23rd – June 25th, 2026. Duration: max. 30 minutes Language: English
K14.	B	The consulting team should be linguistically proficient. Profound knowledge in additional local languages (besides the language already considered for criteria K7 and K8) is an asset.  To be demonstrated by submitting CV	10			2 Points for each additional local language (proficient level) spoken per team member. Languages already considered for criteria K7 and K8 are not considered. Maximum: 10 points.			
Total performance points (L):					0,00				

For K12 at least 180 of 450 points must be achieved to be invited to the verbal presentation (K13). Tenders that attain less than 180 performance points will be excluded from the further procedure.

Assessment method:

The assessment is carried out according to the extended guideline method. The extended reference value method according to UfAB V v2.0 is used, by forming a quotient of performance (addition of performance points) and price for each tender. The key figure for the price-performance ratio (economic efficiency) is calculated as follows:

$$Z = L/P$$

Z = Key figure (of economic efficiency)

L = Total number of performance points (key performance indicator)

P = Total price (Euro) of the tender (price key figure)

Subsequently, all tenders within a 10 percent fluctuation range based on the leading tender (highest Z value) are selected. Finally, these pre-selected tenders are compared against the performance points L and the tender with the highest performance points is awarded. If there are tenders with the same number of points within the fluctuation range, the tender with the lower price will be accepted.

Legends:

A = Ausschlusskriterium [exclusion criterion] (no points, only fulfilled or not fulfilled)

B = Bewertung [assessment]

KG = Kriteriengruppe [criteria group]

K = Kriterium [criterion]

Note: The scale of points ranges from 0 to 10.