



**INDEPENDENT EVALUATION
DEPARTMENT OF NORWEGIAN
DEVELOPMENT COOPERATION**

Rules for the procurement of consultancy services to carry out a mid-term evaluation of Norway's National Action Plan (2023–2030) on Women, Peace and Security.

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1. General description

1.1. Contracting authority

The Independent Evaluation Department (Eval) is responsible for commissioning and carrying out independent evaluations of activities funded through Norway's development assistance budget.

The goal of the evaluation work is to promote learning and a knowledge-based Norwegian development cooperation, and to ensure the administrative accountability of the actors within Norwegian development policy.

The department reports directly to the Secretaries General of the Ministry of Foreign Affairs and the Ministry of Climate and Environment.

While the department is administratively located within Norec, it operates independently.

Information about the contracting authority and the contracting authority's contact person is provided in the contracting authority's tender management system (KGV).

All communication with the contracting authority shall take place through the contracting authority's KGV. This also applies to questions and answers.

1.2. Purpose and scope of the procurement

The purpose of the procurement is to enter into a contract of consultancy services to carry out a mid-term evaluation of Norway's National Action Plan (2023–2030) on Women, Peace and Security. The assignment shall assess Norway's WPS-related development cooperation and relevant diplomatic and normative efforts, and deliver findings, conclusions and recommendations for the remaining implementation period.

A full description of the procurement, including its purpose and scope, is available in the contracting authority's KGV.

A complete description of the delivery is set out in the specification.

1.3. Background for the procurement

In 2000, UN Security Council Resolution (UNSCR) 1325 on Women, Peace & Security (WPS) brought to the fore women's roles and perspectives in conflict resolution, peace negotiations, peacebuilding, humanitarian response, and post-conflict reconstruction. Since the adoption of the resolution, important progress has been achieved across the globe. In the past five years, however, progress has decelerated, and gender equality and the WPS agenda have been increasingly challenged.

The commitment of Member States to the WPS agenda is expressed in National Action Plans (NAPs). At present, Norway is implementing its fifth NAP (2023–2030), a multi-sectoral action plan that informs the areas of responsibility for several Norwegian ministries. The main responsibility for efforts made to support the agenda internationally, as well as the responsibility for coordinating the work for WPS between all the ministries involved, are placed at the Ministry of Foreign Affairs. The Norwegian support to WPS is broad and

complex, internationally it includes ODA but also the political and diplomatic work of the Ministry of Foreign Affairs and the embassies and normative work in international organisations.

1.4. Contract terms

The contract is governed by the contract terms set out in SSA-O and the appendices 1-7.

1.5. Partial tenders

Tenders for parts of the contract are not permitted.

1.6. Important dates

The contracting authority has planned the following timeframes for the process:

Activity	Time
<i>Expected publishing date</i>	17.06.2026
Deadline for asking questions in connection to submitting tender	21.08.2026 kl.12.00 CET
Deadline to submit offer	31.08.2026 kl.12.00 CET
Contractors opening of the tenders	31.08.2026 kl.12.00 CET
Evaluation of tenders	Week 36-38
Award decision and notification to suppliers	22.09.2026
Expiry of the waiting period	04.10.2026
Contract signing	Week 41
Tender validity period	31.10.2026

Please note that the dates following the opening of tenders are provisional. Any extension of the tender validity period may only be made with the supplier's consent.

2. Rules for the procurement procedure and requirements for tenders

2.1. Procurement procedure

This procurement procedure is conducted in accordance with the Norwegian Public Procurement Act of 17 June 2016 (LOA) and the Public Procurement Regulations (FOA) FOR 2016-08-12-974, Parts I and III. The contract will be awarded using the open procedure, cf. FOA section 13-1(1).

The estimated value of this procurement is between NOK 1.5 million NOK excl. VAT and NOK 2.5 million NOK.

No negotiations are permitted in this procurement procedure. Consequently, it is not permitted to amend the tender after the expiry of the tender submission deadline.

Furthermore, please note that tenders containing material deviations from the procurement documents shall be rejected pursuant to section 24-8(1)(b) of the Public Procurement Regulations. The contracting authority may reject tenders containing deviations from the procurement documents, ambiguities or similar issues that cannot be considered insignificant, cf. section 24-8(2)(a) of the Regulations.

Suppliers are therefore strongly encouraged to follow the instructions set out in these tender documents and their appendices, and to submit questions regarding any ambiguities through the contracting authority's tender management system (KGV).

2.2 Tax certificate

Upon request, the selected supplier shall provide a tax certificate for value added tax (VAT) and a tax certificate for tax. This applies only if the selected supplier is Norwegian. The contracting authority may obtain the tax information through eBevis. Alternatively, the tax certificate may be obtained manually.

The tax certificate shall not be older than six months, calculated from the deadline for submitting the request to participate in the procurement procedure or the tender.

2.3 Public access and confidentiality

The public has access to tenders and protocols after the supplier has been chosen; Act No. 16 of 19 May 2006 on the right of access to documents in public works (the Freedom of Information Act), see Section 23, third paragraph, cf. Section 7-3 of the FOA.

Norec is required to follow the principle of additional access, cf. Section 11 of the Freedom of Information Act. When requesting access, Norec is obliged to make its own assessment of what information can be exempted from public access, assessed against the legislation.

Norec is obliged to prevent others from gaining access to or knowledge of information about technical facilities and procedures or operational and business matters that it would be of competitive importance to keep secret, cf. FOA Section 7-3, cf. Section 13 of the Public Administration Act.

In the event of a request for access, the department of evaluation will contact the provider before the documents are handed over.

2.4 Tender validity period

The supplier shall be bound by its tender until the date specified in section 1.6 above.

2.5. Communication and information

The contracting authority uses the electronic tender execution tool (KGV) Merzell CTM provided by Merzell Gruppen (tidl.EU Supply), <https://eu.eu-supply.com/> when carrying out the procurement. All communication in the procurement process must take place in KGV.

If technical support is needed, Merzell CTM Customer Service should either be contacted by phone 23 96 00 10, by e-mail to kgv@eu-supply.com or using the customer service portal <https://merzell.atlassian.net/servicedesk/customer/portal/14/group/16/create/68>.

2.6. Questions about the tender documents

All questions regarding the procurement must be submitted in writing and in Norwegian or English in KGV. Inquiries made in any other way will not be answered.

Questions that concern all suppliers will be answered anonymously in KGV to everyone who has expressed their interest in the procurement.

The supplier is obliged to review the tender documents and appendices in a proper manner and is responsible for familiarising itself with all conditions that may affect the delivery.

If a supplier discovers errors, omissions or ambiguities in the tender documentation, the supplier is requested to immediately notify the contracting authority of this in KGV.

2.7. Corrections, additions or changes to the tender specification

The tender documents may be corrected, amended and/or supplemented within the framework of Section 14-2 of the Procurement Regulations. Corrections, changes and supplements will be made available in KGV.

2.8. Additional information

If the supplier finds that the tender documents do not provide sufficient guidance or are unclear, the supplier may request additional information from the contracting authority through the contracting authority's tender management system (KGV).

If any errors are identified in the tender documents, the supplier is requested to notify the contracting authority through the KGV.

3. The European Single Procurement Document (ESPD)

3.1 General information about ESPD

As preliminary documentation of compliance with the qualification requirements, confirmation that no grounds for rejection apply, and, where relevant, compliance with the selection criteria, the supplier shall complete the attached ESPD form. The form shall be submitted together with the tender. Before the contract is concluded, the supplier or suppliers recommended for contract award must document compliance with the qualification requirements in accordance with the stated documentation requirements.

At any stage of the procurement procedure, the contracting authority may request that suppliers submit all or part of the supporting documentation where this is necessary to ensure that the procurement procedure is conducted properly, cf. FOA section 17-3(3).

If several suppliers participate jointly in the procurement procedure, the participating suppliers shall submit separate self-declarations.

3.2 National reasons for rejection

According to ESPD Part III: Grounds for inadmissibility, Section D: "Other grounds for inadmissibility laid down in the national legislation of the contracting authority's Member State". The Norwegian procurement rules go further than what follows from the grounds for rejection stated in the EU Public Procurement Directive and in the standard form for the ESPD. It is therefore clarified that in this competition, all the grounds for rejection in Section 24-2 of the Procurement Regulations also apply, including the purely national grounds for rejection.

The following of the grounds for rejection in Section 24-2 of the Procurement Regulations are purely national grounds for rejection:

§ 24-2 (2). This provision states that the contracting authority shall reject a supplier when the contracting authority is aware that the supplier has been legally convicted or has issued a fine for the specified criminal offences. The requirement for the contracting authority to reject suppliers who have decided on fines for the specified criminal offences is a special Norwegian requirement.

Section 24-2 (3) (i). The reason for rejection in the ESPD form only applies to serious errors in the practice of the profession, while the Norwegian reason for rejection also includes other serious errors that may lead to doubts about the supplier's professional integrity.

3.3 Overall indication for all qualification requirements in the ESPD form

In this procurement procedure, suppliers may provide an overall declaration in the ESPD form confirming that they meet all of the qualification requirements set out in these tender documents. This is done in Part IV, Section A of the ESPD form.

4 Qualification requirements

In order for the tender to be evaluated, the supplier must complete the electronic self-declaration form (ESPD) confirming that it meets all of the qualification requirements set out below.

4.1 Supplier registration, authorization, etc.

Criteria	Documentation
The supplier shall be registered in a company register, professional register, or trade register in the country in which it is established.	<ul style="list-style-type: none">Norwegian companies: Certificate of registration (Company Registration Certificate)Foreign companies: Evidence that the company is registered in a business register, professional register, or trade register in the country where the supplier is established.

4.2 Economic and financial capacity of the supplier

Criteria	Documentation
The supplier shall have sufficient economic and financial capacity to perform the contract. Creditworthiness without requirements for security shall be sufficient to meet the requirement.	<ul style="list-style-type: none">Credit assessment based on the most recently available financial statements. The rating shall be carried out by a credit rating agency licensed to conduct such activities.The contracting authority reserves the right to obtain additional credit ratings or other financial information itself, including, but not limited to, annual accounts, including notes, directors' reports, and auditors' reports.

If the supplier has a valid reason for not providing the documentation requested by the contracting authority, it may demonstrate its economic and financial capacity by submitting any other document that the contracting authority considers appropriate.

4.3 Technical and professional qualifications of the supplier

Criteria	Documentation
The supplier shall have experience from similar assignments.	<p>Description of up to three of the supplier's most relevant assignments carried out during the last three years. The description shall include information on the value of the assignment, the time of performance, and the client (name, telephone number, and email address).</p> <p>The supplier is responsible for demonstrating the relevance of the assignments through the description. The supplier may document its experience by referring to the competence of personnel at its disposal who may be used for the performance of this contract, even if the experience was gained while such personnel were working for another supplier.</p>

4.3 Subcontractors

For the purpose of this contract, the supplier may rely on the capacity of other entities to meet the requirements relating to economic and financial capacity, cf. FOA section 16-3, and technical and professional qualifications, cf. FOA section 16-5.

If a supplier relies on the capacity of other entities, it shall document that it has access to the necessary resources, cf. FOA section 16-10, for example in the form of a commitment declaration.

Separate ESPD forms shall also be submitted for the relevant subcontractors.

5 Award criteria

The contract will be awarded on the basis of the tender presenting the best price–quality ratio, based on the following criteria:

Criteria	Weigh	Documentation requirements
Price - Offered price	20 %	<ul style="list-style-type: none">Suppliers budgetTotal price offer
Quality <ul style="list-style-type: none">Under this criterion, the following will be assessed:<ul style="list-style-type: none">Quality of Approach, Methodology, and Expected OutputUnderstanding of the Assignment and Analytical PrioritizationOrganization of the Work, Team Composition, Experience, and Delivery Capacity	80 %	<ul style="list-style-type: none">Technical proposal, CVs and references as specified in the Appendix 1 (Terms of reference)

5.1 Evaluation method

The evaluation of tenders will be based on the best ratio between quality (80%) and price (20%). Both criteria will be scored on a scale up to 10 points and weighted accordingly.

Quality 80%:

Criterion 1: Quality of Approach, Methodology, and Expected Output

This criterion assesses the overall quality, coherence, and appropriateness of the proposed approach.

Criterion 2: Understanding of the Assignment and Analytical Prioritization

This criterion assesses the bidder's understanding of the purpose, context, and key analytical challenges of the assignment.

Criterion 3: Organization of the Work, Team Composition, Experience, and Delivery Capacity

This criterion assesses the suitability and capacity of the proposed team and the capability of the work plan to deliver according to the time plan and requested quality standards.

Price 20%:**Criterion 4: Price**

Price will be evaluated based on the total cost of the assignment. The lowest price will receive the maximum score. Other prices will be scored proportionally in accordance with the evaluation method applied. Tenders that are priced at twice the level of the lowest-priced tender will be awarded 0 points.

If a tender appears to be abnormally low in relation to the services provided, the contracting authority reserves the right to request a written explanation of the price or costs proposed.

The evaluation shall be conducted with full professional independence. All bidders are required to disclose any actual, potential, or perceived conflicts of interest that may affect their impartiality in carrying out the evaluation. This includes past, ongoing, or planned involvement in the design, implementation, or funding of interventions covered by the evaluation, or other relationships with key stakeholders.

6. Submission of tenders

The tender shall be submitted electronically through the contracting authority's KGV https://eu.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=456563&TID=200417196&B=

The tender must be submitted in its entirety in accordance with the format specified in the KGV by the tender deadline. Submission by e-mail or similar means will result in rejection of the tender. The tender shall be binding, and the supplier bears the risk of any ambiguities in the tender.

6.1 Format of the tender

The supplier shall complete and respond to all requirements set out in the procurement documents. Documentation shall be uploaded as PDF files unless otherwise specified. Budget shall be submitted in Excel format.

The following documents shall be completed and submitted with the tender:

- Tender letter
- Other appendices

6.2 Electronic signature

Suppliers are encouraged to use an electronic signature to authenticate themselves when submitting tenders. Electronic signatures can be obtained from: www.commfides.com, www.buypass.no or www.bankid.no.

7. Appendices

- Contract – SSA-O Norwegian government standard contract for consultancy
- SSA-O Appendix 1 – The contractor's description of the assignment (Terms of reference)
- SSA-O Appendix 2 – The consultancy's specification of the assignment
- SSA-O Appendix 3 – Project and progress plan
- SSA-O Appendix 4 – Administrative provisions
- SSA-O Appendix 5 – Price and provisions
- SSA-O Appendix 6 – Amendments to the general agreement
- SSA-O Appendix 7 – Amendments to the agreement after the agreement has been entered into