

DPD26.OPT.001 EORE CS – Tender Instruction Sheet

Introduction														
1.1	Purchaser	The Purchaser is: MAG												
1.2	Two-Stage Tender	<p>The tender process will comprise two stages.</p> <p>Stage 1 (3 steps):</p> <ul style="list-style-type: none"> – Validation of bidders based on the Supplier/Consultant Registration Questionnaire and administrative criteria. – Eligibility and organisational capacity check. – MAG Policies and Statements compliance check. <p>Bidders failing Stage 1 will not progress to Stage 2.</p> <p>Stage 2:</p> <ul style="list-style-type: none"> – Technical evaluation of the Tender Criteria Document (methodology, team, risk mitigation). – Financial evaluation. 												
1.3	Tender Name	PD26.OPT.001												
1.4	Tender Costs	MAG shall not be liable for any costs incurred in the submission of any proposal.												
1.5	Timeframe (AST Arabian Standard Time)	<p>Invitation to Tender Timeframe (AST Time)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 5px;">Publication of ITT</td> <td style="padding: 5px;">30/06/2026</td> </tr> <tr> <td style="padding: 5px;">Deadline for clarification questions</td> <td style="padding: 5px;">08/07/2026 23:59 AST (Arabia Standard Time)</td> </tr> <tr> <td style="padding: 5px;">Clarification questions published</td> <td style="padding: 5px;">10/07/2026 17:00 AST (Arabia Standard Time)</td> </tr> <tr> <td style="padding: 5px;">Deadline for proposals submission</td> <td style="padding: 5px;">14/07/2026 23:59 AST (Arabia Standard Time)</td> </tr> <tr> <td style="padding: 5px;">Shortlisting of bidders</td> <td style="padding: 5px;">15/07/2026 17:00 AST (Arabia Standard Time)</td> </tr> <tr> <td style="padding: 5px;">Award of contract (tentative)</td> <td style="padding: 5px;">20/07/2026 17:00 AST (Arabia Standard Time)</td> </tr> </tbody> </table> <p><i>Note: all dates to be confirmed by MAG at time of publication.</i></p>	Publication of ITT	30/06/2026	Deadline for clarification questions	08/07/2026 23:59 AST (Arabia Standard Time)	Clarification questions published	10/07/2026 17:00 AST (Arabia Standard Time)	Deadline for proposals submission	14/07/2026 23:59 AST (Arabia Standard Time)	Shortlisting of bidders	15/07/2026 17:00 AST (Arabia Standard Time)	Award of contract (tentative)	20/07/2026 17:00 AST (Arabia Standard Time)
Publication of ITT	30/06/2026													
Deadline for clarification questions	08/07/2026 23:59 AST (Arabia Standard Time)													
Clarification questions published	10/07/2026 17:00 AST (Arabia Standard Time)													
Deadline for proposals submission	14/07/2026 23:59 AST (Arabia Standard Time)													
Shortlisting of bidders	15/07/2026 17:00 AST (Arabia Standard Time)													
Award of contract (tentative)	20/07/2026 17:00 AST (Arabia Standard Time)													
Preparation of Bids														
2.1	Language	<p>The language of the Bid is: English.</p> <p>Direct engagement with MAG staff, partners and communities during the assignment must be conducted in Arabic.</p>												

2.2	Tender Documents	<ul style="list-style-type: none"> • Bidders must complete and return all documents requested in Profile of the consultancy firm/individual consultant(s) including, but not limited to: <ul style="list-style-type: none"> ➤ legal status, ➤ country of registration (if applicable) ➤ years of operation ➤ Minimum 3 professional references included ➤ Evidence of legal registration (firm) or professional standing (individual consultant) ➤ No evidence of insolvency or professional misconduct findings in any jurisdiction • Technical Proposal complete and signed including, but not limited to: <ul style="list-style-type: none"> ➤ Relevant experience in M&E and conflict sensitivity in humanitarian contexts (minimum 10 years). Provide at least 3 references from comparable assignments, preferably in the MENA region. ➤ Demonstrated knowledge of the Palestine context and current conflict dynamics. ➤ Location/base of consultant(s), preference given to candidates based in Palestine and/or Jordan. ➤ Detailed methodology for the conflict sensitivity analysis in Gaza, including approach under access restrictions. ➤ Approach to reviewing MAG’s EORE practices through a conflict-sensitivity lens. ➤ Approach to developing/adapting M&E tools and indicators within MAG’s MEL systems. ➤ Proposed training/coaching approach for MAG oPt staff. ➤ Detailed timeline and workplan covering the three phases ➤ CVs of all proposed team members. ➤ Team’s combined minimum 10 years’ M&E/conflict sensitivity experience in humanitarian contexts ➤ Confirmed availability of Arabic-speaking facilitators for all direct engagement in oPt. ➤ Capacity to conduct interviews, focus group discussions and surveys in Arabic with full English translation. ➤ Measures for safe, ethical engagement with traumatised/conflict-affected communities, including informed consent procedures. ➤ Contingency arrangements for delivery under access/security constraints in Gaza and the West Bank.
-----	------------------	--

		<ul style="list-style-type: none"> ➤ Data protection arrangements for information collected from staff, partners and communities. • Financial Proposal complete and signed • Signed Supplier Registration Form
2.3	Presentation of Tender	Bidders must submit their best technical and financial proposals in the formats and specifications below. Non-compliant proposals may be rejected.
2.4	Submission of Documents	Submit electronically via email, files named as follows: PD26.OPT.001 EORE-CS – Technical Proposal – [Bidder Name] PD26.OPT.001 EORE-CS – Financial Proposal – [Bidder Name] Email: tenders@maginternational.org
2.5	Clarifications	Questions must be received by email to tenders@maginternational.org by 8th July 2026 23:59 (UTC/GMT+3), AST (Arabia Standard Time) , marked: “[Bidder name] Request for Clarification to MAG tender: PD26.OPT.001 EORE-CS ”. Responses will be shared with all bidders on 10th July 2026 17:00 (UTC/GMT+3), AST (Arabia Standard Time) .
2.6	Alternative Bids	Bidders may propose alternative methodological approaches as supplementary material, clearly distinguished from the core proposal. MAG is under no obligation to consider alternative proposals.
2.7	Prices	Prices held firm for the duration of the assignment. Any price revision must be agreed in writing with MAG.
2.8	Currency Unit	All prices expressed in USD, excluding VAT.
Submission and Opening of Bids		
3.1	Scope of Agreement	MAG intends to award a fixed-term consultancy contract for an initial period of three months, commencing upon signature by both parties. At MAG's sole discretion, the contract may be extended to include the preparation and facilitation of a dissemination workshop in Amman.
3.2	Signing of Bid	Tender documents must be signed by an authorised representative of the bidder (or the individual consultant, where applicable).
3.3	Deadline	Tenders received after the closing date will not be considered, save exceptional circumstances at MAG’s sole discretion. <u>Deadline for submission: 14th July 2026 at 23:59 (UTC/GMT+3), AST (Arabia Standard Time)</u>
3.4	Compliance	MAG reserves the right to reject tenders not submitted in the specified format.

3.5	Right to Reject All Tenders	MAG is under no obligation to accept any tender.
3.6	Right to Accept Part of a Tender	MAG may accept whatever part(s) of an offer it desires, unless the bidder expressly stipulates otherwise.
Evaluation and Comparison of Tenders		
4.1	Selection Criteria	Pre-qualification assesses: <ul style="list-style-type: none"> – References and relevant experience – Team composition – Insurance/liability (if applicable) – Legal and professional standing – Ethical conduct – Data protection policy – MAG Policies and Statements (see Tender Criteria Document and Supplier Registration Form)
Award of Agreement		
5.1	Disclaimer	MAG reserves the right to reject any and all proposals.
5.2	Award	Awarded to the bidder offering the best value for money (best quality-price ratio), in compliance with transparency and equal treatment principles.
5.3	Purchasing Conditions	Any agreement is subject to MAG's standard consultancy contract unless expressly agreed otherwise in writing.
5.4	Review Process	Performance review at completion of the assignment (Final Report acceptance) between MAG Emergency Response Manager and the consultant.
5.5	Preferred Supplier(s)	Award does not constitute exclusivity.