European Market Survey

The Federal Foreign Office regularly commissions independent evaluation companies (or, if appropriate, consortiums) to evaluate its strategies, programmes and large-scale projects. The Federal Foreign Office is always interested in consultancy services regarding funding concepts/strategies and the development of impact-oriented programme and project structures (M&E). It has therefore built up a pool of evaluators, and the aim of this market survey is to find additional European companies to join it. To this end, the Federal Foreign Office is looking for evaluation companies for evaluations and consultancy services.

The main foreign-policy focuses for evaluations worldwide are as follows: humanitarian assistance, crisis prevention, stabilisation, peacebuilding, and cultural relations and education policy (cf. https://www.auswaertiges-amt.de/en/aussenpolitik/themen).

The evaluations consist of an inception phase, field phases in the project regions and a final phase in which all results are collated, and run for at least five to six months, or perhaps significantly longer in the case of strategic evaluations. Evaluation contracts are generally for amounts in the low six figures (euros). Note: Most Federal Foreign Office programme and project documentation is available in German only; the evaluation reports are generally produced in German.

Requirement profile:

- Expertise in foreign-policy evaluation issues;
- Expertise in planning and conducting complex, cross-project evaluations (e.g. programme evaluations or strategic evaluations);
- Expertise in the elaboration and further development of evaluation concepts and general impact structures (specifically for the foreign-policy context); and
- Expertise in the method-based collection, processing and analysis of primary and secondary data in the evaluation sphere.
- In this connection, experience of cooperation with German federal ministries or other supreme federal authorities would be an advantage, but is not an absolute requirement.

Having a pool of evaluators is intended to enable Federal Foreign Office staff responsible for awarding contracts to identify and, if appropriate, contact suitable companies as required, on the basis of categorised indicators and qualifications.

This enquiry is intended solely for market survey purposes and is not part of any specific procurement process. No remuneration will be paid for producing the documents to be submitted.

If you are interested in being included in the Federal Foreign Office’s pool of evaluators, please submit the following documents by 21 February 2020:
• the completed company questionnaire with up to three detailed references (reference projects),
• proof or details of your company’s expertise and regional focuses, as detailed in the requirement profile above, along with evaluation reports, if possible,
• the completed matrix (see Annex), to be added to our list if your company meets all the necessary criteria.

The information you provide will be handled according to the attached information sheet on data processing.

Please send your documents by email only to the Federal Foreign Office Evaluation Unit: evaluierung@zentrale.auswaertiges-amt.de. If you have any questions or you prefer the documents in German, please do not hesitate to contact Ms Knop (tel. +49 30 1817 3923).