

REQUESTS FOR QUOTATIONS - OPEN TENDER**Endline assessment consultant**

enpact e.V. is seeking to contract a qualified consultant to conduct the endline assessment of the dorooob Project.

A Background & Introduction**A.1. About enpact**

The non-profit organization enpact was founded to empower entrepreneurship in the context of international economic cooperation.

Our approach provides quick and efficient access to the essential resources for sustainable growth, including financial support, training, mentoring, and network development. We work with entrepreneurs and support organizations in emerging economies across all development stages:

Early stage development:

We empower new and existing businesses and organizations through mentoring, financial support, and capacity-building initiatives for a period of nine to 12 months.

Crisis relief and resilience:

In a crisis, we provide quick, direct financial support, resilience training, and mentoring over a three-to six-month period to help MSMEs sustain their operations.

Growth and internationalization:

We facilitate market access opportunities, strategic partnerships, and growth-oriented mentoring and training to help businesses expand their international impact.

All our projects are founded on peer-to-peer knowledge exchange, connecting resources across ecosystems, and building global communities that support entrepreneurial activity. We collaborate with partner organizations worldwide that share our vision for the sustainable development of the global entrepreneurship ecosystem. Together, we create projects tailored to the local needs of small businesses and organizations.

A.2. Scope of Work

The **Dorooob Project** is designed to identify students and graduates with innovative and high-potential ideas, and to provide them with the necessary support to transform these ideas into viable products and businesses. The primary objective is to empower the younger generation to leverage their strong academic foundation by transforming their innovative ideas into sustainable and marketable solutions.

The project framework is structured around four components that collectively establish an enabling ecosystem for entrepreneurship:

- Awareness-raising and network development for entrepreneurship
- Pre-incubation support for aspiring entrepreneurs

- Incubation support for entrepreneurs
- A landing pad to facilitate scaling up for entrepreneurs

These components were implemented in consecutive phases across three batches, covering three sectors: the creative industry, agriculture, and tourism.

B Deliverables

The selected consultant will work in close consultation with the project team to carry out the following tasks:

- Review project documents, monitoring data, and previous reports.
- Design and apply suitable assessment tools (surveys, focus group discussions, key informant interviews, etc.):
 - Develop **a survey questionnaire that includes at least 20 structured questions.**
 - Develop **three focus group discussion guides (FGDG)**, one for each sector, to collect insights specific to each industry.
 - Develop **a one key informant interview (KII) guide with a minimum of 12 guiding questions.**
- Collect quantitative and qualitative data from beneficiaries across the three sectors (creative industry, agriculture, tourism).
 - Send surveys to each participating team, totaling 11 teams. This means three teams from the creative industry, four teams from the agricultural sector, and four teams from the tourism sector.
 - Conduct a minimum of **3 focus group discussions** (1 per sector)
 - Conduct a **total of 11 interviews** with teams: 3 from the creative industry sector, 4 from the agriculture sector, and four from the tourism sector.
 - Conduct interviews with experts and stakeholders from the targeted sectors (**at least one expert from each sector**)
 - Deliver **raw datasets** (Excel/CSV for quantitative data; transcripts/notes for qualitative data).
 - Submit a **data collection summary report** that highlights the methodology, insights, and challenges encountered.
- Bring beneficiaries' success stories and case studies to life with visual storytelling, featuring powerful professional photos and videos.
- Analyze data to assess outcomes and impact.
- Develop a comprehensive endline assessment report with findings, conclusions, and recommendations.
- Present key findings to enpact and stakeholders.

The consultant will be responsible for the following deliverables:

1. Inception Report (Week 1)

- A detailed report is submitted within the **first week of contract signing**. The report includes:
 - Proposed **methodology and approach** (quantitative and qualitative).
 - **Work plan and timeline** with milestones and responsibilities.
 - Draft versions of data collection tools (surveys, FGD guides, KII guides).
 - Ethical Considerations and Consent Procedures for Data Collection.
- The report must be reviewed and approved by enpact before proceeding to fieldwork.

2. Data Collection Tools (Week 2-3)

- Finalized tools developed and approved before field deployment. The tools include:
 - **Survey questionnaire**
 - **FGD guides** three versions for different sectors.
 - **KII guides** (minimum 12 guiding questions).
- Submission of a **toolkit package** in digital format (Word/Excel) for record-keeping and reuse.

3. Draft Endline Assessment Report (week 4)

- A comprehensive draft report of at least **20 pages**, excluding annexes, covering:
 - Executive summary of key findings.
 - Methodology, sampling, and limitations.
 - Analysis of quantitative and qualitative data (disaggregated by gender, age, and sector).
 - Case studies and success stories supported by photos and/or videos.

4. Final Endline Assessment Report (Week 6)

- Incorporates feedback from enpact and key stakeholders, including:
 - **Refined analysis** and validation of findings.
 - **Recommendations** for future programming and sectoral interventions.
 - Annexes with full datasets, interview/FGD transcripts, survey instruments, and consent forms.
- Final report length: **20-25 pages**, excluding annexes, and **formatted in Roboto font, size 12**.
- Designed version of the final report, applying the provided CI by the contractor
- To be delivered within **one week of receiving consolidated feedback**.

5. Presentation of Key Findings (Week 7)

- Develop and deliver a **PowerPoint presentation of 10-15 slides** that summarizes the methodology, key findings, success stories, and recommendations.
- Present findings in a **workshop** with the enpact team and partners.
- Provide presentation materials (slides, infographics) in digital format for dissemination.

C Timeline

It is expected that the service contract will be signed in **October 2025 and run until 15th of December 2025**. The contract duration shall not exceed a total of 2 months. The contract shall take effect on the date on which the last contracting party signs it. The duration of the tasks and deliverables shall not exceed December 2025. The execution of the deliverables shall not start before the contract has been signed, or before the specific date specified in the contract.

D Payment Schedule

The payment schedule will be structured as follows:

- 40%** upon conducting interviews and/or focus group discussions with the teams
- 60%** upon delivery of the final endline assessment report and presentation

Other terms and conditions will be specified in the service contract to the awarded vendor. Payments will be made in the currency specified in the contract and executed via bank transfers. The currency could be either EUR or EGP only.

The financial offer for this award must include net prices excluding VAT. Upon conclusion of the contract with the contracting party that is awarded the contract, it will be determined, depending on the contracting party's country of domicile, whether enpact or the contracting party is responsible for paying VAT and which tax rate is to be applied. Only if the payment of VAT by the contractual partner is agreed upon will this value also become part of the payment plan.

E Evaluation Criteria and Matrix

All submitted offers that adhere to the specified general requirements and meet the tender deadline will undergo evaluation by two independent assessors. The contract will be awarded based on the tender featuring the best price-quality ratio. The assessment will be guided by distinct categories: Technical Evaluation will carry a weight of 70% in the overall assessment, while Financial Competitiveness will account for 30%. This dual assessment approach ensures a review of each proposal, emphasising both technical and financial viability.

Evaluation Criteria

1. Technical Evaluation (70%)

- **Experience and Expertise (0-40 Points):**
 - Proven experience in designing and conducting evaluations, assessments, or impact studies, preferably within the development sector.
 - Demonstrated expertise in both qualitative and quantitative research methodologies, including data collection, analysis, and reporting.
 - Prior experience in conducting endline, baseline, or mid-term evaluations for donor-funded or international development projects.
 - Familiarity with entrepreneurship, private sector development, youth empowerment, or related thematic areas is highly desirable.
- **Technical competencies (0-30 Points):**
 - Strong knowledge of evaluation standards and practices.
 - Ability to synthesize findings and provide evidence-based conclusions and actionable recommendations.
 - Strong report-writing skills with proven ability to produce high-quality, structured, and concise reports in English
- **Communication skill (0-20 Points):**
 - Excellent communication and facilitation skills to engage with diverse stakeholders, including project staff, beneficiaries, and partners.
- **Delivery Timeline and Compliance (0-10 Points):**
 - Realistic and achievable delivery schedule that aligns with the project milestones.
 - Evidence of flexibility to meet project requirements and adhere to

- deadlines.
- Ability to work independently and deliver outputs within agreed timelines.

2. Financial Competitiveness (30%)

The financial evaluation is based on each offerer's proposed cost and financial aspects, considering the overall budget allocated for the project. The review of financial competitiveness involves comparing each offer's proposed costs against the technical proposal's value and quality.

The evaluation of the price is based on the competitiveness of the total prices. The price evaluation is based on a point scale that represents the distance between the prices of all offers and that of the cheapest offer. The most affordable offer receives 100 points in the price evaluation; the evaluation of the subsequent offers is carried out by dividing the respective offer price by the price of the cheapest offer and multiplying the result by 100 $[(\text{Cheapest} / \text{Offer Price}) * 100]$.

The net prices excluding VAT are used to ensure comparability of prices. Offers not submitted in EUR are converted into EUR for evaluation purposes, using the exchange rate applicable to the month in which the offer was submitted, as per the European Commission's publication ('InforEuro').

F Application & Contracting

Interested individual consultants or consulting firms are invited to submit the following documents:

1. **Technical Proposal** outlining:
 - A **general concept** for how the tenderer will deliver on the expected deliverables.
 - Understanding of the assignment and proposed approach/methodology.
 - Work plan with an indicative timeline.
 - Profile/CV of the consultant who will be directly engaged in the assignment.
2. **Financial Proposal** providing a detailed budget breakdown, including professional fees, travel costs (if applicable), and any other expenses.
3. **Supporting Documents** such as samples of previous similar work (designed evaluation/assessment reports), references, or certificates that demonstrate relevant experience and capacity.
4. Applications should be addressed to: **enpact e.V., Linkstr. 12, 10785 Berlin, Germany**
5. **Company/consultant information:** The name, address, VAT number (Tax Registration) of the company, and if it is an individual consultant(s), to send their CVs and IDs.
6. **Customer Information:** The name, address, and contact details of enpact.
7. **Date:** The date the quotation was prepared should be included.

It is expected that the service contract will be signed by October 2025 and run until December 2025. The contract shall take effect on the date it is signed by the last contracting party. The duration of the tasks and deliverables shall not exceed December 15, 2025. The execution of the deliverables shall not start before the contract has been signed, or before the specific date specified in the contract.

This service contract is open to all natural and legal persons on equal terms, regardless of their domicile or place of business. Eligibility is solely dependent on the presentation of an offer.

Offers are accepted until Thursday, 16th of October 2025 at 12 pm (CEST) and must be submitted by e-mail to hm@enpact.org.