



Invitation to Bid for Endline Evaluation:

Procurement Reference Number: ZZZ2304-IRK Service 2026-03 Endline Evaluation

Procurement Method: Open Domestic Bidding

Date of Issue: 18 August 2026

Arbeiter-Samariter-Bund Deutschland e.V. (ASB) invites eligible and qualified evaluators, consultants, and consultancy firms to submit proposals for the provision of Endline Evaluation services under project ZZZ2304-IRK.

Detailed information regarding the assignment scope, objectives, methodology, deliverables, qualifications, timeline, and evaluation requirements is provided in the attached Terms of Reference (ToR). Applicants are strongly encouraged to review the ToR carefully before preparing their proposals.

Interested applicants shall submit their complete proposal package electronically no later than 5:00 PM Baghdad Time on 29 August 2026.

Required Application Documents

Interested applicants shall submit a complete proposal package consisting of the following documents:

1. Technical Proposal

The technical proposal shall be prepared in line with the attached Terms of Reference (ToR). It should clearly demonstrate the applicant's understanding of the assignment, proposed approach, methodology, team composition, and ability to complete the assignment within the required timeframe.

The technical proposal must not exceed 5 pages, excluding CVs, annexes, and supporting documents.

2. Financial Proposal

The financial proposal shall clearly indicate all costs related to the assignment. All prices must be quoted in Iraqi Dinar (IQD) and must be inclusive of all applicable taxes, fees, and charges.

3. Proposed Workplan and Timeline

Applicants shall submit a proposed workplan showing the key phases of the assignment, including preparation, desk review, inception, data collection, analysis, reporting, and final submission.

The proposed workplan and timeline must not exceed 30 days in total and should be consistent with the requirements outlined in the ToR.

4. CV(s) of Proposed Evaluator(s)

Applicants shall provide the CV(s) of the proposed evaluator(s) or evaluation team members, demonstrating relevant qualifications, technical expertise, and experience related to similar assignments.

5. Consultancy Profile

Applicants shall submit a consultancy profile, where applicable, including organizational background, areas of expertise, previous experience, and available technical capacity.

6. Similar Experience

Applicants shall provide at least two examples of similar assignments completed by the applicant. For each assignment, the following information should be included:

- Assignment title;
- Brief description of services provided;
- Client or contracting organization;
- Assignment period;
- Contact details of a reference person, if available.

ASB reserves the right to verify any information provided by contacting the referenced organizations.

7. References

Applicants shall provide contact details for at least two professional references related to previous assignments of a similar nature.

Completeness of Submission

Applicants are responsible for ensuring that their submissions are complete and contain all required supporting documentation. ASB reserves the right to reject any proposal that is incomplete or fails to meet the minimum administrative requirements.

Proposal Submission Requirements

Applicants must ensure that:

- The proposal is submitted in **English**.
- The proposal remains valid for **30 days** from the submission deadline.
- All supporting documents required are included.

Evaluation and Selection

Proposals will be evaluated based on:

- Relevant experience and qualifications.
- Quality of the technical proposal and methodology.
- Financial offer.

Bid Submission

Complete proposals shall be submitted electronically no later than 5:00 PM Baghdad Time on 29 August 2026.

Submission Email: apply_asbiraq@asb-me.org

The email subject line must state: **ZZZ2304-IRK Service 2026-03 Endline Evaluation**

Late or incomplete submissions will not be considered.

Clarifications

Requests for clarification may be submitted to: ASB Procurement Team

Email: apply_asbiraq@asb-me.org

Planned Procurement Schedule

Activity	Date
Invitation to Bid	18 August 2026
Proposal Submission Closing Date	29 August 2026
Evaluation Process	31 August 2026
Contract Award and Signature	03 September 2026

Ethical Conduct and Anti-Canvassing Policy

ASB is committed to a fair, transparent, and competitive procurement process. Any attempt to influence the evaluation process may result in disqualification.

Approved by:

Arbeiter-Samariter-Bund Deutschland e.V. (ASB)

Finance Manager/ Mohy Shalo

Date: 18-08-2026

Signatur:

Stamp:

