INVITATION TO TENDER

Food Systems Assessment and Feasibility Study

Climate resilient and nutrition sensitive sesame value chain
Lahj Governorate Yemen

NATIONAL TENDER FOR CONSULTANCY SERVICES

Our Reference: 056-JOR-1010

CTM / RFT ID: RFT 200422978

Amman, 26 October 2026.

Introduction

Founded in 1962, Welthungerhilfe (WHH) is a German non-profit, non-partisan and non-denominational organisation working in humanitarian assistance and development cooperation.

WHH Amman Hub invites eligible individual consultants, consultancy firms, research institutions and consortia to submit technical and financial proposals for a food systems assessment and feasibility study in Lahj Governorate, Yemen, in cooperation with ADO. The study will validate and refine the proposed climate-resilient and nutrition-sensitive sesame value chain intervention and inform the final project design.

Important dates

Activity	Date and time
Publication and opening of the tender	01 November 2026
Deadline for clarification requests through eTender	12 November 2026
Deadline for submission of bids through eTender	15 November 2026 at 20:00
Bid opening and evaluation	After the submission deadline, arrangements will be communicated through eTender

All times in this ITT are Yemen local time (UTC+3). The submission period is 14 calendar days from publication.

Offers and clarification requests must be submitted exclusively through WHH's eTender platform. Offers sent by email, post or hand delivery will not be accepted.

1 Eligibility

This national tender is open on equal terms to eligible individual consultants, consultancy firms, research institutions and consortia legally established and/or authorised to provide the required consultancy services in Yemen. Tenderers must demonstrate operational capacity and the ability to organise the required fieldwork in Lahj Governorate.

Tenderers must meet the qualifications in Section 7 of Annex 1, disclose any actual, potential or perceived conflict of interest and pass WHH's applicable screening and due diligence checks. Firms must provide valid legal registration and tax documents, as applicable. Individual consultants must provide identification and evidence of professional or tax registration where legally required.

2 Tender overview

This is an open national invitation to tender for one consultancy services contract. The assignment is not divided into lots. The tender dossier consists of this ITT and the following annexes:

Annex	Document	Bidder action
1	Terms of Reference – Food Systems Assessment and Feasibility Study for the sesame value chain in Lahj Governorate, Yemen	Prepare the proposals in accordance with the ToR
2	WHH Code of Conduct	Sign and stamp, where applicable
3	WHH General Terms and Conditions of Purchase	Sign and stamp, where applicable
4	WHH Supplier Declaration	Complete, sign and stamp, where applicable

Annexes 2 to 4 must be returned with the bid. The technical proposal must confirm acceptance of Annex 1 and the ability to deliver the full assignment.

3 General remarks and special conditions

The offered services must comply with Annex 1. The contractor is responsible for the team, fieldwork arrangements, transport, accommodation, data collection, analysis, workshops and reporting needed to complete the assignment, unless an alternative allocation of responsibilities is expressly agreed in the contract.

The contractor and all personnel engaged in the assignment must comply with WHH's Code of Conduct, safeguarding requirements and confidentiality obligations. The methodology must address informed consent, secure data handling, participation, gender, inclusion, conflict sensitivity and Do No Harm.

4 Scope of services

The assignment comprises four linked stages: scoping and validation of the entry value chain and assessment focus; food systems diagnosis and mapping; prioritisation of leverage points and intervention design; and assessment of the revised project design against OECD-DAC criteria and relevant BMZ feasibility requirements. The complete requirements in Annex 1 apply.

5 Service outputs and reporting requirements

All deliverables require formal approval by WHH as contracting party, with technical review by WHH and ADO. The following summary must be read with the detailed requirements in Section 5 of Annex 1.

Deliverable	Required output	Deadline from contract start
1 Inception meeting and report	4–6 pages, including methodology, study matrix, sampling, draft tools and fieldwork schedule. Approval is required before fieldwork begins.	**Day 7**
2 Scoping and validation note	1–2 pages validating the value chain, geographical focus, target groups, priority outcomes and evidence gaps.	**Day 14**
3 Food systems diagnosis and mapping	5–8 pages with a food systems map, analysis of constraints, underlying causes and leverage points.	**Day 42**
4 Intervention design workshop and revised framework	Half-day participatory workshop and recommended intervention model, revised Theory of Change and topline logframe.	**Day 49**
5 Draft feasibility study report	25–35 pages including executive summary and excluding annexes; executive summary maximum 5 pages.	**Day 63**
6 Final report presentation and handover	Full report of 25–35 pages excluding annexes; public report of 15–20 pages with WHH branding; presentation and supporting materials.	**Within 7 calendar days of consolidated feedback; tentatively Day 75**

The handover must include final data collection tools, anonymised quantitative and qualitative datasets, and relevant photographs and documentation, as specified in Annex 1. Reports must follow the structure in Section 8 of Annex 1.

6 Logistics and fieldwork responsibilities

The contractor must plan and budget for the resources, personnel, local coordination and field logistics required for safe and feasible implementation. Access arrangements, permissions and responsibilities must be explained in the technical proposal. Any assumptions about WHH or ADO support must be stated explicitly.

WHH Amman Hub will provide relevant project documentation and available monitoring or evaluation materials as described in Annex 1. The contractor must complement these materials with an external literature review and relevant primary evidence.

7 Participation and qualifications

The proposed consultant or team must meet Section 7 of Annex 1, including a Master's degree or equivalent in a relevant discipline; at least 10 years of progressive relevant experience; participatory and mixed-methods research skills; and experience in food and nutrition security, climate resilience, rural development and the relevant cross-cutting themes. Nutrition-sensitive programming expertise is an asset. Provide CVs, team roles and evidence of at least two comparable assignments.

8 Clarifications and interviews

WHH may invite tenderers to an interview or technical clarification to verify the proposed approach, team expertise, availability and capacity. Invitations and arrangements will be communicated through eTender. Any interview will relate to the published criteria and will be handled consistently for tenderers at the same stage. It does not permit a material revision of the offer.

9 Anti Terrorism Policy

WHH renounces all forms of terrorism and money laundering and seeks to ensure that neither its funds nor donor funds provide direct or indirect support to individuals or entities associated with such activities. WHH screens suppliers and service providers against applicable sanctions lists. By submitting an offer, tenderers acknowledge the applicable screening and agree to provide the information required for these checks through the Supplier Declaration and any requested supporting evidence.

10 Language of the bid

Technical and financial proposals and tender correspondence must be in English. Official registration and supporting legal documents may be submitted in Arabic; WHH may request an English translation or explanation. Tenderers must demonstrate the language capacity needed for engagement with local stakeholders and preparation of the required reports.

11 Contradictions or errors in the tender documents

Tenderers must submit questions, requests for clarification and reports of unclear or contradictory requirements exclusively through the messaging function of the relevant eTender procedure. WHH will communicate clarifications and any amendments through eTender to ensure equal access to information. Tenderers must monitor the platform and take account of all published clarifications.

12 Alteration or withdrawal of bids

Tenderers may amend or withdraw their offers through eTender before the submission deadline, in accordance with the platform procedure. Any amended bid must be fully resubmitted before the deadline. No offer may be amended after closing, except for clarifications requested by WHH that do not materially alter the bid. Offers must remain valid for the period stated in Article 26.

13 Errors in calculations

The evaluation committee will check financial proposals for arithmetic errors. If amounts in figures and words differ, the amount in words will prevail. If a unit rate and a calculated line total differ, the quoted unit rate will prevail. WHH will seek confirmation of any corrected evaluated total; refusal to accept the correction may result in rejection.

14 Service implementation conditions

The assignment will be implemented in Lahj Governorate, Yemen, with relevant field locations and stakeholder engagement agreed with WHH and ADO through the approved inception report and workplan. The contractor must coordinate with the designated focal points and promptly report access, security, methodological or timetable constraints.

15 Implementation schedule

Tenderers must propose a realistic start date and a detailed workplan covering all milestones in Article 5 and Annex 1. The contract start date will be agreed upon award. Final delivery is tentatively expected by Day 75, subject to the feedback timeline defined in Annex 1. Any change to agreed dates requires written agreement.

16 Prices

Quote all prices in USD, inclusive of VAT and all applicable taxes. Provide personnel roles, daily rates and level of effort, fieldwork and enumerator costs, travel, accommodation, workshops, data processing, reporting and other implementation costs. Identify taxes separately and include them in the total.

17 Review acceptance and rejection of deliverables

WHH, with technical input from ADO, will review outputs against Annex 1, the approved methodology, workplan and quality standards. The contractor must address agreed comments and submit revisions. Final acceptance requires written WHH approval. Any remaining disagreement on final findings must be documented as required by Annex 1.

18 Ordering party

Deutsche Welthungerhilfe e.V.
Acting through WHH Amman Hub, Jordan

19 Contract and technical focal points

WHH will confirm contract and technical focal points and coordination with ADO upon award. During the tender, all procurement communication must take place through eTender.

20 Documents to be submitted

Upload the following documents before the closing deadline. Technical and financial proposals must be separate files. Do not include prices in the technical proposal.

Administrative documents

- This ITT acknowledged and signed by the tenderer's authorised representative, with a company stamp where applicable.
- Annexes 2 and 3 signed; Annex 4 fully completed and signed. Add a company stamp where applicable.
- For firms or institutions: company or institutional profile, valid legal registration, tax or VAT certificate where applicable, and evidence of authority to provide the services in Yemen. For individuals: professional profile, identification and professional or tax registration where legally required.
- Declaration of any actual, potential or perceived conflict of interest, including a nil declaration if none exists; consortium arrangement and identification of the lead member, if applicable.

Technical proposal and experience

- Understanding of the assignment, proposed approach and methodology, assessment questions, data collection and sampling approaches, analysis plan, ethical and safeguarding measures, and relevant assumptions and responsibilities.
- Workplan with milestones and proposed start date; team composition, roles, availability, level of effort and CVs of the proposed consultants.
- At least two comparable previous assignments, stating scope, dates, client, the proposed team's role and reference contacts. Include relevant reports or extracts where disclosure is authorised.

Financial proposal

- A signed financial proposal in USD with detailed all-inclusive cost breakdown, total price, tax treatment, offer validity and confirmation of the payment terms in Article 22; stamp where applicable.

21 Selection criteria

WHH will first verify timely submission, eligibility, completeness of the required documents and responsiveness to the ToR. Incomplete, ineligible or materially non-responsive offers may be rejected. Clarifications may be requested through eTender without permitting material changes to an offer.

Responsive offers will be evaluated using the weights stated in Section 6 of Annex 1:

Criterion	Assessment basis	Weight
Technical proposal	Understanding of the assignment; relevance and rigour of the methodology; food systems and feasibility approach; sampling, analysis, inclusion and risk management; feasibility and completeness of the workplan.	45%
Financial proposal	Evaluated total all-inclusive price in USD for the complete assignment.	35%
Relevant experience and expertise	Relevant qualifications and experience of the proposed team; expertise in the required sectors and cross-cutting themes; evidence from comparable assignments and references.	20%

The technical proposal score (T) and relevant experience and expertise score (E) will each be assessed on a scale of 0 to 100 against the above criteria and Annex 1. Price will be scored proportionally against the lowest evaluated price among responsive offers.

Financial score F = (Lowest evaluated total price / Evaluated total price of the offer) × 100

Final score = (T × 45%) + (F × 35%) + (E × 20%)

The contract is expected to be awarded to the responsive tenderer with the highest final score, subject to satisfactory reference checks, screening, due diligence, availability and internal approvals. WHH is not bound to accept the lowest-priced or any offer and may cancel the procedure before award. Preparation and submission costs are borne by tenderers.

22 Payment and supporting documents

Payments will be made in three instalments in accordance with Section 9 of Annex 1:

Instalment	Trigger and required supporting documents
20%	Upon signing the contract and submission of the inception report and an invoice.
70%	Upon submission of the first draft report, raw data collected and an invoice.
10%	Upon submission and approval of the final report and all deliverables stated in Section 5 of Annex 1, with an invoice.

Payment will be made through banking channels to the contractor against complete invoices with valid banking instructions. Submission of an invoice or payment does not itself constitute acceptance of a deliverable. Data handover must comply with the confidentiality and anonymisation requirements of Annex 1 and the contract.

23 Liability delay and nonconforming services

The contractor is responsible for its services and the acts and omissions of its personnel and approved subcontractors in accordance with the contract and applicable WHH terms. Delays or deliverables that fail to meet agreed requirements may lead to the remedies or penalties provided in the signed contract and Annex 3.

24 Performance bond and bank guarantee

No bid bond, performance bond or bank guarantee is required as part of this tender submission.

25 Terms and conditions of contract

The contract will incorporate the agreed services and deliverables, Annex 1, the applicable WHH General Terms and Conditions of Purchase in Annex 3, and the accepted offer. The contractor must comply with the WHH Code of Conduct in Annex 2 and the commitments made in Annex 4. Any reservation must be declared expressly in the bid and will be assessed for responsiveness.

WHH may exclude a tenderer for an unresolved conflict of interest, misrepresentation, failure to provide required information, or failure of applicable screening or due diligence checks. Publication of this invitation or receipt of an offer creates no obligation to award a contract.

26 Offer conditions and submission instructions

- Offers must remain valid for thirty (30) working days from the date of submission, as required in Annex 1. State the validity explicitly in the financial proposal.
- Upload the administrative documents, technical proposal and financial proposal as separate clearly named files, using any designated sections provided by the procedure. Complete all mandatory platform fields and submit the offer formally.
- Uploading files or saving a draft alone does not complete submission. Tenderers are responsible for registering in time, completing all uploads and obtaining the platform's submission confirmation before the deadline. Late offers will not be accepted.

Relevant eTender RFT ID: RFT 200422978

WHH eTender public tender list: https://eu.eu-supply.com/ctm/supplier/publictenders

New tenderers must register as suppliers or service providers on eTender before submitting an offer. Tenderers must monitor the procedure for clarifications and amendments until closing.

27 Appeals

Tenderers who believe that they have been harmed by an error or irregularity during the award process may file a concern through WHH's reporting portal:
https://welthungerhilfe.whispli.com/reportconcerns