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| **REQUEST FOR PROPOSAL –**  **GENDER ANALYSIS IN NORTH DARFUR AND SOUTH KORDOFAN (National Partner Only)**  The Request for Proposal reference: RFP-KRT-886    **SUMMARY**  NRC is looking for a researcher (or a team of researchers) to GENDER ANALYSIS IN NORTH DARFUR AND SOUTH KORDOFAN (National Partner Only) **Deadline for application is Nov 4th, 2023 @ 16:00 (GMT +2)**  The researcher(s) is/are envisaged to be contracted for 7 weeks.  If a team of researchers wishes to apply, they should do so by submitting **only one combined application**.  **PROCESS FOR APPLICATION**  We are opened to provide further information (background of the research, generic terms & conditions, information on award process) upon request   * Deadline for request for any clarifications from NRC: 29 October 2023 - 16:00 (GMT+2) * Last date on which clarifications are issued by NRC: 30 October 2023 – 16:00 (GMT+2) * Deadline for submission: is November 4th , 2023, 16:00 (GMT+2)   Complete **Proposal documents must be submitted either by EMAILS OR HAND DELIVERY (ENVELOPES) t**hatshall be hand delivered at the following address not later than the due date indicated above.   * **Email for submission**: [sd.procurement@nrc.no](mailto:sd.procurement@nrc.no) and Cc: asmaa.mohammed@nrc.no * **Address for submission:** Block 2 House No.337 , Hay-Almattar District , Red Sea State, Sudan   **CONTENT OF REQUEST FOR PROPOSAL**   * Terms of reference * How to Apply * Annex 1: Applicant checklist |

**TERM OF REFERENCE**

**GENDER ANALYSIS IN NORTH DARFUR AND SOUTH KORDOFAN (National Partner Only)**

**Background**:

Humanitarian crises can affect women, men, girls and boys in radically different ways; changing social and cultural structures, and redefining women’s and men’s statuses – in both positive and negative ways. If humanitarian interventions are not planned with gender dynamics in mind, the needs of those most under threat may not be adequately met, and an opportunity to support positive change will be lost. To address the different impacts of conflict and disasters on men, women, boys and girls and promote the potential for positive transformation of gender norms, humanitarian agencies must analyse, plan, and respond to crises in ways that address practical gender needs and promote the rights of all.

In North Darfur and South Kordofan, NRC plans on implementing a project that will aim to foster safe, sustainable, and dignified living conditions for displacement-affected communities prone to conflict over natural resources and due to inadequate adaptable and diversified livelihood options resulting in additional barrier in accessing basic services. As part of this intervention, NRC will undertake a gender analysis in the two States aimed at examining the differences in roles and norms for women and men, girls and boys; the different levels of power they hold; their differing needs, constraints, and opportunities; and the impact of these differences in their lives.

**Objectives:** The gender analysis assessment aims to;

* To understand who and how different groups of people are affected by conflict (women, men, boys, girls, elderly women, elderly men).
* To identify who has access to what services and if there are barriers to accessing these services.
* To identify different needs and priorities of women, men, girls and boys.
* To identify root causes of existing gender inequalities in that context so that they can be addressed in the project or activity design.
* To enhance the likelihood of strong and sustainable project or activity results.
* Understand the implications of conflict and environment on women and men’ lives and on their roles
* Collect relevant information and undertake analysis to inform project design
* To understand if disparities in accessing recourses based on gender are also compounded by other factors such as ethnicity or belonging to a certain social group.

**Methodology:**

1. **Secondary Sources**

The research will begin with research, review and consolidation of all existing literature on gender including reports published by civil society or government ministries or UN reports – UNHCR, UNFPA, UN Women, UNICEF, IOM, OCHA. GBV Working group, or one of the larger GBV agencies, often will have conducted assessments specifically on women and girls. For conflict situations peace building agencies also often have very good gender analyses.

For each secondary resource, the consultant should assess;

* How has the conflict or displacement affected women and men, girls and boys differently?
* Are the needs of women, men, boys and girls being met by the different programmes being implemented by local or international NGOs, the private sector or the government?
* Are women, men, boys and girls able to equally participate, access, and benefit from all of the support and services being provided?
* How can we as NRC support women and men, girls and boys so that they don’t miss out on our programmes because of their sex?

1. **Primary sources**

It is expected that the consultant will conduct the following:

1. Key informant interviews with targeted stakeholders
2. Gender disaggregated Focus Group Discussions with women and men separately. Ensure to select a diverse range of women and men for the discussions i.e. different ages, different religious groups; sexual identities; ethnicities; elderly; differently abled etc.

Qualitative date collection will assess the following aspects

* Power dynamics
* Participation
* Ownership (to include understanding of access to and control) of resources and decision-making
* Access to rights
* Access to services
* Safety issues

**Expected Results**

* Detailed gender analysis assessment report for each State
* Documented account of KII interviews/ meetings

**Deliverables**

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| **Phase** | **Duration** |
| Desk review, development and pre-test of  research tools and training on data collection. (Submission on inception report at the end of this phase) | **2 weeks** |
| Field data collection | **2 weeks** |
| Analysis and production of a draft report, feedback with NRC | **2 weeks** |
| Submission of final report | **1 week** |

**team Qualification**

The selected consultant should have the following

* A thorough understanding of qualitative assessment methodologies in humanitarian contexts and a proven interest in influencing response outcomes
* Previous experience and proven interest in building the capacities of others in assessment methodologies
* Previous experience in conducting gender analysis
* Demonstrated understanding of designing and analyzing gendered assessments.
* Knowledge of participatory survey approaches, gender-responsive tools

**Institution and Organisational Arrangements**

NRC Sudan will be able to provide logistic support for movement within Sudan including the booking of UNHAS/commercial flights, accommodation, the cost associated with in-country travel.

**Duties of the Consultant**

* Reports should be submitted in Microsoft Word format in electronic format, in UK English. All text should be unformatted. Graphs or other graphical devices should be editable (i.e. not pictures). All references must be cited according to convention, and detailed in a bibliography.
* All verbatim quotations must appear in quotation marks, and must not be of excessive length. All data collected under the consultancy must be submitted with the deliverables, in a widely recognized format such as Microsoft Excel in electronic form
* Everything submitted to NRC must be the original work of the consultants. Any plagiarism in any form, or any other breach of intellectual property rights, will automatically disqualify the consultant from receiving any further payments under the contract by NRC, and NRC will seek to recover any payments already made.
* NRC retains the right to copyrights with regard to products, processes, and other materials which the Individual Consultant has developed for NRC under this contract and which bears a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Individual Consultant acknowledges and agrees that such products, documents and other materials constitute works made for hire for NRC.
* Equipment to be used: the consultant will use their personal laptop
* There is no travel allocation or per diem for international or national travels. This is an all-in-fee consultancy.
* Local travel, transport, and accommodation is covered by NRC. Where possible, NRC will host the consultant in existing guesthouses. If no room is available, the consultant will be booked into either humanitarian hubs, or in security cleared hotels.

**Additional responsibilities**

* NRC may provide an invitation letter if required by authorities for travels.
* The Consultant must observe all NRC security policies and regulations while working with NRC and while in NRC premises or vehicles. The consultant agrees to observe NRC’s Code of Conduct while working with NRC.

**Application Procedures**

All interested are requested to submit their curriculum vitae along with other required documents listed below to the following email:

The e-mail subject of the application should be titled: **Gender Analysis Assessment**

The offer should include;

1. Technical proposal not exceeding 5 pages which provides an outline of the research framework and methods
2. Bidding form in the template provided
3. Proposed timeframe
4. Sample of past research projects
5. Financial proposal (bid) detailing the budget (in EURO). The financial proposal should provide professional fees and all costs required for undertaking this consultancy

Applicants will be evaluated against the following criteria: professional competencies, expertise, and qualification for the tasks described above (30%), Previous experience (30%), Technical quality of submitted work samples (20%), and Financial offer (20%).

1. **Consultancy Provisional Schedule**

**Consultancy Schedule:**

Attach the Service schedule here:

Schedule to include:

Detailed list of consultancy to be completed in reference to Consultancy Description

Duration of each of the activities and completion date.

Table for breakdown of service provision

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| Activity | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 |
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**HOW TO APPLY: PROPOSAL (ENVELOP/ EMAIL)**

The applicant(s) is/are expected to comply with the below requirements and submit the following:

* Submission of proposal via email - (attach two files for each technical and financial proposal) - to: [sd.procurement@nrc.no](mailto:sd.procurement@nrc.no) and Cc: [asmaa.mohammed@nrc.no](file:///C:\Users\Ramona%20Padurean\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\ILP6OFZZ\asmaa.mohammed@nrc.no)

OR

* Hand delivery to the location specified above in the cover page of this document: 2 sealed envelopes for each Technical Proposal and Financial Proposal.

In both cases, please make sure to write on the subject of the email or on the envelope the reference of this Request for Proposal as follows:

**RFP-KRT-778 – GENDER ANALYSIS IN NORTH DARFUR AND SOUTH KORDOFAN (National Partner Only)**

**TECHNICAL SUBMISSION (MANDATORY)**

* Detailed CV of the consultant/s.
* Cover letter detailing the consultant’s qualifications and experience in undertaking similar assignments.
* Copies of previous publications, writing samples and gender analysis examples
* Annex I of this document (Consultant’s checklist) – filled, signed, and stamped.

**LEGAL REQUIREMENT SUBMISSION (MANDATORY)**

A consultant is a self-employed expert (sole trader), or an expert provided by a registered company/entity who is contracted by NRC for their specialized skills or knowledge, which they provide to NRC for a defined period of time to work on a specific project with a specific output. Therefore, they should provide:

* Proof of their consultancy registration/ Company profile
* ID/Passport of the consultant/s.
* Bank statement for the past 6 months
* Tax Identification Number (TIN) registration certificate (Tax registration)
* Value Added Tax (VAT) registration certificate (if VAT is to be charged depending on the country of origin of the consultant)
* All necessary license certificates in line with government regulations
* Proof of insurance to cover personal liabilities – medical evacuation/health insurance

**IN CASE OF SEVERAL AN APPLICATION COMBINING DIFFERENT INDEPENDENT RESEARCHERS**

* Either the different researchers/ consultants are under the same company name
* Or the lead researcher is subcontracting the 2nd researcher. In this case, this should be clarified in the application

**FINANICAL PROPOSAL SUBMISSION (MANADATORY)**

**BID PRICE FOR SERVICE CONTRACT**

* The contract will be awarded to a single bidder, unless otherwise specified in the Bid Data Sheet, all duties, taxes and other levies payable by the supplier under the contract, shall be included in the total bid price submitted by the bidder.
* For those bidders who are VAT registered, VAT must be specified
* The priced offer submitted by Bidders shall be checked for arithmetical errors and for what might be considered unreasonable rates during the evaluation. Where errors are identified one or more of the following steps may be taken
  + By default, the financial evaluation of the bid will be based on the unit rate of the line item,
  + If any rates are considered to be unrealistic or unreasonable, they may be altered by mutual agreement, provided that no alteration shall be made in the amount of the Bid.
  + If any arithmetical errors are detected in an otherwise acceptable bid, then the Bidder will be disqualified, the onus is on the Bidder to provide accurate information.
* The Bidder is reminded that it is entirely his responsibility to ensure the accuracy of their bid. No alteration will be made to the bid after its submission on the grounds of any arithmetical errors subsequently discovered except as provided above.

**CURRENCIES OF BID AND PAYMENT**

* All prices shall be quoted by the Bidder in EURO, unless otherwise stated. Similarly, all payments will be made in the same currency.
* By default, payment will be made within 30 days of completion of delivery and submission of all necessary documentation (Final Report). Failure to provide all necessary documents will result in delays

**BID VALIDITY**

* Bids shall remain valid for a period of 90 calendar days after the date of the bid submission deadline as prescribed by Norwegian Refugee Council. A bid valid for a shorter period shall be rejected as non-compliant.
* In exceptional circumstances, prior to the expiration of the bid validity period, the Norwegian Refugee Council may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension.
* Any corrections/ amendments must be initialled and stamped by the bidder

**ANNEX I - APPLICATION CHECKLIST (FOR THE APPLICANT TO FILL AND SIGN/ STAMP)**

**TO BE INCLUDED IN THEIR PROPOSAL**

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| **Description – ANNEX I** | **To be filled by bidder Included? (yes/no)** | **To be filled by NRC** | | |
| **Present & complete?** | | **Comments** |
| **ENVELOP – TECHNICAL** | | | | |
| CV of the applicants |  |  |  |  |
| Cover letter detailing the consultant’s qualifications and experience in undertaking similar assignments; |  |  |  |  |
| Copies of previous publications, writing samples and legal analysis examples |  |  |  |  |
| Proof of consultancy registration/ Company profile |  |  |  |  |
| Tax Identification Number (TIN) registration certificate (Tax registration) |  |  |  |  |
| Value Added Tax (VAT) registration certificate (if VAT is to be charged in the country of origin of the consultant) |  |  |  |  |
| All necessary license certificates in line with government regulations |  |  |  |  |
| Proof of insurance to cover personal liabilities – medical evacuation/health insurance |  |  |  |  |
| Provision of own equipment – laptop, phone, and all related accessories – Compulsory No NRC Modem will be provided |  |  |  |  |
| Proven experience working in hard-to-reach/conflict-affected contexts - Compulsory |  |  |  |  |
| Strong knowledge of English and Arabic - Compulsory |  |  |  |  |
| Proven experience of excellent research skills, mandatory experience in GENDER ANALYSIS IN NORTH DARFUR AND SOUTH KORDOFAN (National Partner Only) - Compulsory |  |  |  |  |
| Proven experience of previously working in South Kordofan and North Darfur – Desirable |  |  |  |  |
| Envelop 2 – Financial | | | | |
| Section 6 – Pricing proposal - signed/ stamped |  |  |  |  |

To: Norwegian Refugee Council

Sir / Madam,

We offer to deliver the service in accordance with all requirements of the current Request for Proposal, Conditions of Contract and any other Binding requirements accompanying this Bid. We, the undersigned, verify that we are in compliance with all applicable laws and regulations, and meet the ethical standards as listed above or positively agree to these ethical standards and are willing to implement necessary changes in the organization.

This Bid signed by our authentic representative and your written award of it shall constitute the formation of a binding contract between us.

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| Registered company name: |  |
| Any other trading names: |  |
| Any associated companies (cross holding/ joint ownership/ shareholding/ etc.) |  |
| Name of Signatory: | Date of Signing: |
| Title of Signatory: | Name of Bidder: |
| Signature & stamp: | Tel N°: |
| Email: |
| Address: |

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| Bank name (to be used for this contract) |  |
| Account number |  |