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| **REQUEST FOR PROPOSAL – MAPPING OF SUSTAINABLE AGROPASTORAL LIVELIHOODS OPTIONS IN SOUTH KORDOFAN AND NORTH DARFUR IN SUDAN, EAST AFRICA**The Request for Proposal reference: RFP-KRT-763**SUMMARY** NRC is looking for a researcher (or a team of researchers) to map sustainable Agro-pastoral livelihoods options in South Kordofan and North Darfur in Sudan, East Africa**Deadline for application is December 21st, 2022 @ 16:00 (GMT +2)**The researcher(s) is/are envisaged to be contracted for 2 Months, including spending at least three weeks of this period in North Darfur. The period for the consultancy is January 1st to March 5th, 2022, during which tenure, the consultant is required to make field visits to North Darfur and South Kordofan respectively.If a team of researchers wishes to apply, they should do so 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: 14 December 2022 - 16:00 (GMT+2)
* Last date on which clarifications are issued by NRC: 18 December 2022 – 16:00 (GMT+2)
* Deadline for submission: 21 December 2022, 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 and Cc: omer.bilal@nrc.no
* **Address for submission:** NRC Sudan Country Office, 4th Floor, Nile Tower, Fourth Floor, Block 10, Building #20, Street 63, Khartoum

**CONTENT OF REQUEST FOR PROPOSAL*** Terms of reference
* How to Apply
* Annex 1: Applicant checklist
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**TERM OF REFERENCE**

**MAPPING OF SUSTAINABLE AGROPASTORAL LIVELIHOODS OPTIONS IN SOUTH KORDOFAN AND NORTH DARFUR IN SUDAN, EAST AFRICA**

1. **SUMMARY**

NRC is looking for a researcher (or a team of researchers) to map sustainable Agro-pastoral livelihoods options in South Kordofan and North Darfur in Sudan, East Africa

**Deadline for application is December 21st, 2022 @ 16:00 (GMT +2)**

The researcher(s) is/are envisaged to be contracted for 2 Months, including spending at least three weeks of this period in North Darfur. The period for the consultancy is January 1st to March 5th, 2022, during which tenure, the consultant is required to make field visits to North Darfur and South Kordofan respectively.

If a team of researchers wishes to apply, they should do so submitting only one combined application.

1. **BACKGOUND**

Rapid population growth due to a combination of natural growth and massive waves of in-migration, increasing commercial investment, and government appropriation have cumulatively resulted in the shrinking of available resources in the wake of increasing demand in the North and South Darfur regions of Sudan.

The result has been increasing competition for land and natural resources which when exacerbated by economic pressures often escalates into violent disputes. Movement of nomadic groups into farming land is causing destruction of crops by livestock, the expansion of farms into grazing land is subsequently blocking nomadic corridors, and tensions over access to water points and these are a few of the disputes that have arisen due to this competition for resources.

Lack of the coordinated management of natural resources and increasingly unfavourable climatic conditions are paired with lack of access to markets and improved agropastoral inputs and farming techniques that are resilient to climate change and variability resulting in increasing food insecurity among these communities.

In response to these challenges, NRC seeks to innovatively work with partners and government to promote self-reliance and build resilience by promoting climate resilient agropastoral production practices, economic inclusion, diversified livelihoods strategies, increased access to markets (input, output, financial markets) and sustainable Natural Resources Management practices towards achieving food security and dignified living conditions for displacement-affected communities in North Darfur and South Kordofan.

1. **PURPOSE OF THE RESEARCH**

NRC is seeking for consultancy services to conduct a study of viable sustainable livelihoods opportunities in rural South Kordofan and North Darfur regions of Sudan with special focus on agropastoral and related livelihoods. The assessment will directly contribute towards the designing of a development project hence the need to identify the opportunities that are present in the area under study that can be used to promote growth and strengthen systems for sustainable livelihoods. The main purpose of the study is to identify viable livelihoods opportunities towards building the self-reliance and resilience of displacement-affected communities in the target areas.

The study will focus on:

Mapping community livelihood groups working on agro-pastoral production systems *(roles/responsibilities/opportunities/challenges/women and youth specific challenges and opportunities/early adopters)*

Mapping stakeholders/other market actors working on agro-pastoral production systems *(roles/responsibilities/opportunities/challenges)*

Analysis of land and water resources management systems and practices

Identifying alternative livelihood options other than agro-pastoral production systems

* Analysis of related policies and strategies

Investigating the strengths and opportunities of systems and structures in support of climate resilient livelihoods strategies, land and water resources management, disaster risk reduction (DRR) and agropastoral production systems will be key in guiding the final design of the program.

1. **OBJECTIVES OF THE RESEARCH**

The main objective of the study is to gather in-depth qualitative information to understand the market systems of agro-pastoral production that can contribute towards increased food security, self-sustenance and resilience of displacement affected persons in South Kordofan and North Darfur in Sudan. An exploration of the below sub objectives will contribute towards the achievement of the study’s main objective.

* ***Gather information on community agro-pastoralist groups:*** Outline the roles and responsibilities, challenges and opportunities faced by community livelihoods groups and identify early adopters: Groups will include among others, seed saver groups, village savings and loans associations (VSLAs), community-based organizations (CBOs), women' economic groups etc.
* To gather information on the roles and participation of Women and Youth in local market systems and livelihood activities: Outline the opportunities and challenges faced by Women and Youth in livelihoods activities particularly in agro-pastoral production systems.
* To identify and map the key stakeholders and market actors in agropastoral production systems: Outline the roles and responsibilities, opportunities and challenges faced by stakeholders engaged in providing support to agro-pastoralist production systems through sustainable, diversified practices to foster increased food security, production, post-harvest and access to markets – stakeholders will include among others, financial service providers e.g. Micro Finance Institutions and Banks, local authorities, community leaders, Lead Farmers, medium and small market actors, agro-pastoral leaders, Government agricultural extension workers, Technical Line Ministry departments, local research institutions etc.
* Gather information on the systems and structures in place for land and water resources management and Community Disaster Preparedness and Response - outlining existing opportunities and challenges.
* Recommend agro-pastoral value chains and livelihoods interventions that present potential for further development and support towards increasing household income and improving the food security of target communities – this will include potential income generating activities from natural resources e.g., forest resources – including the description of preferred support packages and modalities as informed by the Market Based Approach.
1. **PREPARATIONS AND STUDY METHODOLOGY:**

In preparation for the study, there is need to consult the respective Area Managers and agree on arrangements for the visit. The consultant will provide an inception report, outlining the deployment schedule. The expectation is that the consultant will undertake field missions in each of NRC Sudan’s offices in North Darfur (North Area Office), and South Kordofan (South Area Office).

To ensure a comprehensive study, NRC proposes the collection and analysis of both primary and secondary data. Listed below are suggestions for consideration in addition to those to be suggested by the consultant to add value to the project.

* Carry out a desk review of existing data: Assessment reports, policies, and strategies – Area offices can support with access to previous assessment reports and other secondary data for review.
* Primary data collection: Key Informant Interviews and Focus Group Discussions with target groups and key stakeholders.
* Workshops, meetings, brainstorming sessions – to collect more information and validate information gathered through FGDs and KKIs
1. **EXPECTED OUTPUTS**
* Inception report which includes the mission trip schedule, as discussed during pre-deployment consultations
* Final mission report as guided by the study objectives inclusive of the following key elements for each of the 2 target areas:
	+ A map of community livelihood groups working on agro-pastoral production systems, early adopters of improved/sustainable agro-pastoral production systems (roles/responsibilities/opportunities/challenges/women and youth specific challenges and opportunities/early adapters)
	+ A map of stakeholders involved in agro-pastoralist production systems – their challenges and opportunities
	+ A map of systems and structures in place for Disaster Risk Reduction and Natural resources Management – outlining their opportunities and constraints.
	+ Key recommendations for improving agro-pastoralist production systems; promising agro-pastoral value chains and viable income generating activities that can result in increased household income; preferred support modalities.
	+ Summary of key policy and strategy points related to agro-pastoralist production systems
* Use of English in both hard and soft report copies.
* A power point presentation for the study to be presented in experts consultation workshop.
1. **COST BURDENS**
* The consultant is responsible for own ICT equipment and software, and personal insurances.
* The consultant will take on any international and local tax obligations within the contract value, including a 10% Tax payable by the consultant as per Sudanese government regulations.
* The consultant is expected to breakdown their budgeted/financial proposal outlining the allocation of costs to travel, accommodation, meals, insurance, per diem, etc…
* The consultant is expected to include all travel, accommodation, and meal expenses in their budgeted proposal.
* The consultant is to bear all costs associated with their accommodation.
* The payment profile for the consultancy will be: 30% on contract signing, 30% upon delivery and acceptance of the inception report, and 40% upon delivery and acceptance of the final report.
1. **SKILLS AND EXPERIENCE**

NRC is looking for a qualified researcher/ team of researcher with a strong and solid understanding of Market Dynamics, and previous experience in Agro-pastoral LFS studies. The researchers can be a team of international and Sudanese researchers. In addition, the consultant must demonstrate expertise in the following areas:

* Proven experience working in hard to reach/ conflict-affected contexts.
* Expertise on the sustainable livelihood’s framework and market analysis, economic (micro economic) to identify existing sustainable opportunities (on and off farm)
* Experience in undertaking assessment to inform Market system development programs
* Expertise in market programming (small-scale business support as well cash responses).
* An in-depth knowledge and understanding of the political dynamics of the Sudan and its history of relations between tribes, governments, and political organs.
* Experience on Conflict Analysis
* Practical application of cross cutting themes like age, gender and diversity mainstreaming, and gender competence, M&E,
* Proven experience of using participatory tools and methodology.
* Excellent analytical and report writing skills

**OTHER QUALITIES**

* Ability to work under pressure, independently and with limited supervision
* Highest standards of ethics and integrity
* Ability to work in insecure environments
* Communicating with impact and respect
* All employees/contractor of the Norwegian Refugee Council should be able to adhere to our Codes of Conduct and the four organizational values: Dedicated, innovative, inclusive, and accountable

**\*The interested bidder needs to demonstrable expertise in agro-pastoral production systems and livelihoods strategies and displacement response with knowledge of Sudan agro ecological systems.**

1. **PREPARATION FOR TOOLS AND TECHNIQUES**

The consultants in collaboration with NRC will design the FGD and KII guide. The draft tools will be submitted as attachments to the inception report and M&E and LFS staff will do the technical review.

1. **EXPECTED DELIVERABLES**
	* Inception Report
	* A power point presentation for the study to be presented in experts consultation workshop,
	* Incorporate the outcomes of experts meeting in the final report
	* The final report: Precise English report in both hard and soft copies.
2. **Data Protection and Confidentiality**

NRC is compliant to the data protection policy (GDPR), this will be adhered to through training of research assistants on research ethics and professional administration of data collection tools. Every respondent will have informed consent before engagement, participation is voluntary, and all respondents anonymized. Data will be collected and recorded in an electronic system ODK secured in the NRC cloud system. For KIIs and FGDs, information recorded in hard copy, necessary steps will be taken to anonymize respondent, and response, names, and any personal data, which may compromise the protection of participant will not be documented. No pictures will be taken of children/minors during this exercise.

1. **Quality control and data management**

NRC M&E unit will technically support supervise the consultant to ensure validity of the tools; this will be done through pretest and adjustment of the tools before field data collection. All enumerators will be taken through tool administration and interpretation of question to ensure accuracy of data. Necessary step will be taken to ensure participation of all segments of the population through cultural sensitivity and alignment to participant’s cultural practices. The voluntary participation is a control measure for information accuracy however probing and assessment team will use other facilitation skills. The technical proposal will outline additional data quality control will be implemented and how data will be processed.

1. **Scope of Work**

The assessment will be carried out in two states of Sudan: South Kordofan and North Kordofan. It will target internally displaced persons (in and out of camps, and rural areas) and local communities hosting them.

1. **Gender and culture**

Ability to get on with the community in terms of ability to speak the local language and ensure gender mix, depending on the context, sometimes women are not free to talk to men or men cannot interview women so this needs to be considered.

1. **COVID-19 safety measures**
* Avoid physical contact with respondents – explain the reason
* Reduce the number of people for FGDs to 8-10 or less
* Keep the 1-2 meters distance apart to reduce contact between people (both consultants/staff and respondents)
* Provide hand washing facilities (water and soap) through community participation and NRC contribution
1. **Report Design Quality**
* Use visuals to highlight key messages including but not limited to; charts, infographics, maps. **Example:** <https://www.nrc.no/globalassets/pdf/reports/ukraine/food-security-and-livelihoods-assessment-may-2020/lfs-infographic-english-version.pdf>
* Apply a standard design and consistently using it through the report such as; charts types and coloring scheme. **Example:**
<https://www.nrc.no/globalassets/pdf/reports/make-or-break--the-implications-of-covid-19-for-crisis-financing/nrc_make_or_break_implications_covid19_crisis_financing_ov.pdf>
* Format charts, tables and graphs to be attractive and easy to understand. **Example:**
<https://www.nrc.no/globalassets/pdf/reports/myanmar-youth-led-assessment-overview/myanmar-yla-overview-2020.pdf>
* Use negative space and images when possible. **Example:**
<https://www.nrc.no/globalassets/pdf/reports/nrc_downward-spiral_covid-19_report.pdf>
* Generate maps using modern design. **Example:**<https://www.nrc.no/news/2020/april/more-than-50-million-people-displaced-within-their-own-country/>
* Pay attention to charts and maps size, so that it is readable.
* Follow NRC design guidelines included [he HYPERLINK "https://1drv.ms/w/s!Al5xEZUMI3LmhJg5XNVgHJwtK1dHYg?e=EwO1aB"r HYPERLINK "https://1drv.ms/w/s!Al5xEZUMI3LmhJg5XNVgHJwtK1dHYg?e=EwO1aB"e](https://1drv.ms/w/s%21Al5xEZUMI3LmhJg5XNVgHJwtK1dHYg?e=EwO1aB) **and** mentioned examples above.
1. **Intellectual Property**

All information pertaining to this project (documentary, audio, project documents, etc.), which the firm may come into contact within the performance of its duties under this consultancy, shall remain the property of NRC who has exclusive rights over their use. Except for the purposes of this assignment, the information shall not be disclosed to the public nor be used without written permission of NRC. National and international copyright laws will be applicable.

**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 and Cc: omer.bilal@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-763 – Agropastoral mapping of LFS options in SK and ND – Sudan, East Africa**

**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 sample and legal 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 month (30 days)
* 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

 **TECHNICAL EXPERTISE**

* Proven experience working in hard to reach/ conflict-affected contexts.
* Expertise on the sustainable livelihood’s framework and market analysis, economic (micro economic) to identify existing sustainable opportunities (on and off farm)
* Experience in undertaking assessment to inform Market system development programs
* Expertise in market programming (small-scale business support as well cash responses).
* An in-depth knowledge and understanding of the political dynamics of the Sudan and its history of relations between tribes, governments, and political organs.
* Experience on Conflict Analysis
* Practical application of cross cutting themes like age, gender and diversity mainstreaming, and gender competence, M&E,
* Proven experience of using participatory tools and methodology.
* Excellent analytical and report writing skills

**OTHERS**

* Provision of own equipment – laptop, phone, and all related accessories
* The period for the consultancy is January 1st to March 10th, 2022, including field missions to North Darfur and South Kordofan. The timeline is indicative. Any change of timeline needs to be clearly outlined in the proposal, with adequate alternative proposed.
* For Non-Sudanese, a yellow card certificate is mandatory to travel to Sudan

**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 40 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 bidderIncluded? (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 sample 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 Agro-pastoral livelihoods studies at the field level and understanding of Market Dynamics principles - Compulsory |  |  |  |  |
| Proven experience in the field of sustainable Solutions – desirable |  |  |  |  |
| Proven experience of previously working in South Kordofan – Desirable |  |  |  |  |
| Proven experience of previously working in 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: |

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