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| **REQUEST FOR PROPOSAL – An assessment to map sustainable livelihood options for people affected by displacement: Refugees, internally displaced persons, and host communities in Sudan – White Nile State**  The Request for Proposal reference: RFP-KRT-774  **SUMMARY**  NRC is looking for a researcher (or a team of researchers) **to map sustainable livelihood options for people affected by displacement: Refugees, internally displaced persons, and host communities in Sudan – White Nile State**  **Deadline for application is January 28th, 2023 @ 16:00 (GMT +2)**  The researcher(s) is/are envisaged to be contracted for 38 days, including spending the whole period in White Nile State. The period for the consultancy is February 1st to March 10th, 2023, during which tenure, the consultant is required to make field visits to White Nile State 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: 23 January 2023 - 16:00 (GMT+2) * Last date on which clarifications are issued by NRC: 25 January 2023 – 16:00 (GMT+2) * Deadline for submission: 28 January 2023, 16:00 (GMT+2)   Complete **Proposal documents must be submitted by EMAILS Email for submission**: [sd.procurement@nrc.no](mailto:sd.procurement@nrc.no) and Cc: aseel.alnaw@nrc.no  **CONTENT OF REQUEST FOR PROPOSAL**   * Terms of reference * How to Apply * Annex 1: Applicant checklist |

**TERM OF REFERENCE**

**Mapping sustainable livelihood options for people affected by displacement: Refugees, internally displaced persons, and host communities in Sudan.**

1. **SUMMARY**

NRC is looking for a researcher (or a team of researchers) to **map sustainable livelihood options for people affected by displacement: Refugees, internally displaced persons, and host communities in Sudan – White Nile State**

**Deadline for application is January 28th , 2022 @ 16:00 (GMT +2)**

The researcher(s) is/are envisaged to be contracted for 38 days , including spending the whole period in White Nile State. The period for the consultancy is February 1st to March 10th, 2023, during which tenure, the consultant is required to spend the whole consultancy period in White Nile State respectively.

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

1. **BACKGOUND**

Livelihood support to refugees, internally displaced persons (IDPs), and host communities in Sudan remains hampered by the economic downturn, movement restrictions and access to work permits. According to the projections of Humanitarian Needs Overview (HNO) for 2023, about 15.8 million people will need humanitarian support in Sudan[[1]](#footnote-2). Therefore, the humanitarian needs remain high and continue to increase compared to previous years. This has led to the prioritization of humanitarian interventions that meet immediate basic needs over those that build self-reliance of the people affected by displacement. Conflict, inflation, and natural disasters such as floods remain the main drivers of humanitarian needs in Sudan.

Despite such challenges, NRC, collaborating with partners and the respective government departments, looks for a balance between meeting immediate needs and building capacities for self-reliance for the people affected by displacement by promoting economic inclusion, employability, and income generating opportunities to contribute and drive the humanitarian responses towards durable solution[[2]](#footnote-3). This is in line with NRC’s vision of “people protected, rights respected”[[3]](#footnote-4), and resonates well with the Government of Sudan’s 2019 Global Refugee Forum commitment by supporting the market and increase economic activities[[4]](#footnote-5). However, there is extremely limited information and assessments that were conducted to understand the livelihood options that people affected by displacement can pursue in Sudan.

NRC re-entered Sudan in February 2020 and has managed to open humanitarian operations in Khartoum, South Kordofan, Gedaref, White Nile, West, and North Darfur states under the following sectors: Livelihood and food security, Education, water and sanitation, Shelter, camp management, information, counselling, and legal assistance (ICLA) and recently started protection.

1. **PURPOSE OF THE RESEARCH**

NRC is seeking for services for consultancy to conduct a scoping exercise of viable livelihoods and food security opportunities for refugees, IDPs and host communities in **White Nile State in Sudan**. The main purpose of the assessment is to identify opportunities to guide NRC’s livelihoods and food security response strategy. NRC endeavors to strike some balance between activities that meet immediate basic needs and those that contribute towards medium and long-term livelihood objectives by building self-reliance and resilience. The assessment should be conscious of safe and inclusive processes especially in age, gender, and diversity in participation to ensure inclusiveness and safety of the target community members in this assessment[[5]](#footnote-6).

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 assessment is to get in-depth qualitative information to understand the livelihood opportunities that can be supported to ensure improvement in living conditions and protection of refugees and displaced people in White Nile. The profiling must align to relevant sustainable livelihoods assets (human, financial, social, physical, and natural) factoring in all variations resulting from nationality to other diversities that exist in the assessment population.
* To explore the capacities that exist among refugees and displaced persons in White Nile based on the sustainable livelihoods framework (human, financial, social, physical, and natural). This can be categorized based on age, gender, and diversity to ensure inclusiveness and protection of all.
* To explore how NRC can collaborate with refugees and displaced persons in White Nile to strengthen existing opportunities within these communities without driving dependency and be in line with Sudan government policies? (Propose preferred delivery modality).
* To map existing private sector stakeholders (formal and informal), government and informal institutions that are relevant in developing the listed livelihoods assets and specify their roles towards improving the livelihoods of refugees and displaced persons in White Nile.
* To identify economic empowerment and inclusion opportunities for refugees (for both Men and Women) in White Nile and the social, economic, and legal barriers to their inclusion.
* To recommend, potential viable livelihoods including description of the preferred support packages and modalities. (With focus on Market based approaches).

1. **PREPARATIONS AND STUDY METHODOLOGY:**

To ensure all segments of the target population are reached NRC proposes the use of secondary data to capture previous related assessments as well as getting primary information from communities, leaders, government, and other NGOs. Below are some of the suggestions for consideration:

* Desk review of existing data: Assessment reports, policies, and strategies.
* Primary data collection: Key informant interviews (KIIs) and Focus group discussions (FGDs) with target groups and stakeholders
* Workshops, meetings, brainstorming sessions.

The consultants will capitalize on their experience and make necessary suggestions and inclusion of additional data collection tools to add value to this project.

1. **EXPECTED OUTPUTS**

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

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 and 70% upon delivery and acceptance of the final report.

1. **SKILLS AND EXPERIENCE**

The Consultancy team must be multidisciplinary as the study is an opportunity to define strategical alternative livelihoods definition hinging on the sustainable livelihood framework and context of 2023.

At the minimum, the consultant(s) must possess the following:

* Demonstrate a good understanding of the Market dynamics with practical working experience or research/Surveys in such environments.
* Expert in sustainable livelihoods framework and market analysis, economic (micro economic) to identify existing sustainable opportunities on farm as well-off farm
* An 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.
* An experience on Conflict Analysis
* An expertise in national, regional, and global economics.
* Practical application of cross cutting themes like age, gender and diversity mainstreaming, and gender competence, monitoring, and evaluation
* Advocacy.
* 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 mapping sustainable livelihood options for people affected by displacement: Refugees, internally displaced persons, and host communities in Sudan.**

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 White Nile State- Sudan. It will target Refugees, internally displaced persons, and host communities in White Nile State.

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!Al5xEZUMI3LmhJg5XNVgHJwtK1dHYg?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](mailto:sd.procurement@nrc.no) and Cc: [aseel.alnaw@nrc.no](mailto:aseel.alnaw@nrc.no)

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

**RFP-KRT-774 – Mapping sustainable livelihood options for people affected by displacement: Refugees, internally displaced persons, and host communities in Sudan – White Nile State**

**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 White Nile. 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 USD, 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 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 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 mapping sustainable livelihood options for people affected by displacement: Refugees, internally displaced persons, and host communities in Sudan. - Compulsory |  |  |  |  |
| Proven experience in the field of sustainable Solutions – desirable |  |  |  |  |
| Proven experience of previously working in White Nile– 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 |  |

1. OCHA, Humanitarian Need Overview 2023, Issued November 2022 [↑](#footnote-ref-2)
2. NRC Programme Policy. [↑](#footnote-ref-3)
3. NRC Global Strategy. [↑](#footnote-ref-4)
4. S-CRRF 2021 [↑](#footnote-ref-5)
5. UNHCR AGD policy. [↑](#footnote-ref-6)