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| **REQUEST FOR PROPOSAL – AD-HOC SUPPORT TO DATA COLLECTION AND QUANTITATIVE DATA ANALYSIS**  **PROCESS FOR APPLICATION**  The Request for Proposal reference: PF-KRT-795  **SUMMARY**  NRC is looking for a researcher (or a team of researchers) to conduct an **AD-HOC SUPPORT TO DATA COLLECTION AND QUANTITATIVE DATA ANALYSIS**  **PROCESS FOR APPLICATION**   * Deadline for submission **6th of March** **2023, 16:00 (GMT+2)**   Complete **Proposal documents must be submitted either by EMAILS OR HAND DELIVERY (ENVELOPES)** thatshall 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: [noon.abdalla@nrc.no](mailto:noon.abdalla@nrc.no) * The e-mail subject of the application should be titled: “**AD-HOC SUPPORT TO DATA COLLECTION AND QUANTITATIVE DATA ANALYSIS**” * **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**   1. Bidding Information 2. Consultancy Provisional Schedule 3. Consultants Profile and Previous experience   **REQUIREMENTS**   1. Cover letter which outlines the consultant’s qualifications and experience in undertaking similar assignments. 2. Bidding form in the template provided 3. Proposed timeframe and work-plan 4. CVs, references for previous relevant work, and an extract from past research projects 5. Financial proposal (bid) detailing the budget (in USD). The financial proposal should provide professional fees and all costs required for undertaking this consultancy 6. Certificate of Registration / Incorporation 7. Certificate of Registration / Incorporation 8. Tax Registration Certificate   **(Fill out check list below)** |

**TERM OF REFERENCE**

**SHORT TERM CONSULTANCY**

**AD-HOC SUPPORT TO DATA COLLECTION AND QUANTITATIVE DATA ANALYSIS**

1. **SUMMARY**

NRC is looking for a researcher (or a team of researchers) to support the data collection of the second round of a longitudinal study, dedicated durable solutions in West Darfur.

* **Deadline for application: March 6th**
* **Timing of the consultancy: 12 days between March 10th – April 10th**

1. **BACKGOUND**

Norwegian Refugee Council (NRC) is an independent rights-based humanitarian organization working to protect the rights of displaced and vulnerable persons during crisis. We serve people affected by war and displacement across the country. Our objective is to alleviate their hardship, restore their dignity and protection and equip them to achieve durable solutions and self-reliance.

In line with NRC’s Durable Solutions Pillar, NRC launched a longitudinal study in Geneina, West Darfur, in order

1. to understand IDP intentions, concerns and needs while in displacement,
2. to understand how displaced people's priorities and intentions change over time.

From this, the research intends to identify ways in which such solutions can be practically supported and relevant assistance can be provided.

A first round of data collection and analysis was implemented in Al Geneina, West Darfur in August 2022, among 500 respondents. The second round of data collection is due to be implemented in March 2022.

1. **OBJECTIVE OF THE SHORT-TERM CONSULTANCY & DELIVERABLES**

NRC seeks the support of seasoned researchers, experienced in longitudinal studies and demonstrating strong experience in quantitative study to support NRC In the below task

* Before data collection: Review of the research kobo tool and coding based on updated questionnaire, including giving guidance on how respondents from round 1 can be matched with respondents from round 2 (4 days)
* After data collection: Review the data cleaning and ensuring homogenization of the datasets (4 days)
* Support Data analysis: Support in merging round 1 & 2 in one data set, and generate tabulated results (4 days)

Total: 12 days.

The consultancy can be done remotely – travels to Sudan / West Darfur are not necessary and would not be covered by NRC.

# SKILLS AND EXPERIENCE

NRC is looking for a qualified researcher/ team of researcher with a strong academic background in social science, and previous experience in longitudinal study. The researchers can be a team of international and Sudanese researchers. In addition, the consultant must demonstrate expertise in the following areas:

* Proven experience in longitudinal study: the consultant should have done at least 1 longitudinal study
* 5 years experience in research
* Strong quantitative profile and experience
* Strong command of written and spoken English and Arabic
* Previous experience and knowledge in the field of Durable Solutions is a distinct advantage.
* Strong knowledge and research experience in Darfur is an advantage
* Previous experience in training/ capacity building is a plus. NRC previous experience is an asset.

1. **HOW TO APPLY**

The researcher(s) is/are envisaged to be hired for 12 days remotely. Please note these will not be 12 consecutive days, and there may be time days/week apart between the different phase of the consultancy. The consultants should have availability between March10th 2023 and April 10th 2023.

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

All applications must include the following:

* Detailed CV of the consultant, showing the relevant experience in relation to this specific topic
* Cover letter detailing the consultant’s qualifications and experience in undertaking similar assignments.
* Propose a reasonable timeline
* Proposed budget for the consultancy, covering all consultancy fees in USD including the taxes
* 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.

1. **ASSESSMENT WILL BE CARRIED OUT BASED ON THE BELOW CRITERIA:**

* professional competencies, expertise and qualification for the tasks described above (50%), Previous experience (40%), Financial offer (10%).

**Please provide information required in the templates below**

1. **Bidding Form**

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary. If there is insufficient space to complete your answer in the space provided, please include on a separate attachment with a reference to the question.

1. **Bidder’s general business details**
2. **General information**

|  |  |
| --- | --- |
| **Company name:** |  |
| **Any other trading names of company:** |  |
| **Registered name of company (if different):** |  |
| **Nature of primary business/trade:** |  |
| **Primary contact name:** |  |
| **Job title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Registered Address:** |  |
| **Business licence number:** |  |
| **Country of registration** |  |
| **Registration date:** |  |
| **Expiry date:** |  |
| **Legal status of company (eg. partnership, private limited company, etc.)** |  |

1. **Owners/Managers**

Please fill in the below table with the full names and the year of birth of the company’s owner(s) and manager(s)\*:

|  |  |
| --- | --- |
| **Full name** | **Year of birth** |
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*\* Please note this information is necessary in order to conduct the vetting procedure referred to in clause 25 of the Invitation to Bid-General Terms and Conditions.*

1. **Employees**

Please list the employees who would be involved with NRC in the event of contract award:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee name** | **Job title** | **Role on NRC project** | **Phone** | **Email** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| … |  |  |  |  |

1. **Company bank account details:**

|  |  |  |
| --- | --- | --- |
| Beneficiary name: |  |  |
| Beneficiary account no.: |  |  |
| Beneficiary Bank: |  |  |
| Bank branch: |  |  |
| SWIFT: |  |  |
| IBAN: |  |  |
| Bank address: |  |  |

1. **References**

Please provide details of at least 3 client references whom NRC may contact, preferably from NGOs and UN agencies, for similar related works:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client/company name** | **Contact person** | **Phone** | **Email** | **Contract details ( location, size, value, etc)** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| … |  |  |  |  |

1. **Equipment**

Please provide details of any relevant equipment owned by the company that would potentially be used for carrying out of the Base Line Survey. (do not mention rented items):

|  |  |
| --- | --- |
| **Type of equipment/ vehicles** | **Quantity** |
| 1 |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
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1. **Bid Validity**

Please confirm the validity of your bid below (in calendar days):

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1. **Confirmation of Bidder’s compliance**

We, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The following documents are included in our **Bid**: **(please indicate which documents are included by ticking the boxes below).**

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| --- | --- |
| **Documents** | **included** |
| Cover letter which outlines the consultant’s qualifications and experience in undertaking similar assignments. | ☐ |
| Bidding form; completed, signed and stamped | ☐ |
| Service Provision Schedule; completed, signed and stamped | ☐ |
| Company Profile and Previous Experience; completed, signed and stamped, including publicly available works or studies commissioned earlier. | ☐ |
| Certificate of Registration/ Incorporation | ☐ |
| Tax registration certificate | ☐ |
| Financial Offer (Excel) detailing the budget (in USD or NGN) | ☐ |
| Copies of Curriculum Vitae and Motivational Letter | ☐ |
| Recommendation letters from previous organizations served OR 2 organizational references who can verify the quality of the consultant’s work and/or publicly available works or studies commissioned earlier | ☐ |
| Sample of similar assessment performed | ☐ |

We understand that NRC is not bound to accept the lowest, or indeed any bid, received.

We agree that NRC may verify the information provided in this form itself or through a third party as it may deem necessary.

**We confirm that NRC may in its consideration of our offer, and subsequently, rely on the statements made herein.**

|  |  |
| --- | --- |
| Name of Signatory: | Tel N°: |
| Title of Signatory: | Name of Company: |
| Signature & stamp: | Date of Signing: |
| Address: |

1. **Consultancy Provisional Schedule**

**Consultancy Schedule:**

Attach the Service schedule here:

Schedule to include:

* + - 1. Detailed list of consultancy to be completed in reference to Consultancy Description
      2. Duration of each of the activities and completion date.

Table for breakdown of service provision

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **Week 7** |
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**Manpower:**

In addition, provide a list of the manpower involved in the activities on site with an estimate of the total man-hours completed by each of the skills. Format to follow the below simple format:

|  |  |  |
| --- | --- | --- |
| **#** | **Proposed Personnel/Manpower** | **# of workers allocated to the Consultancy Service** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| … |  |  |

**NOTE:** The manpower list and service provision schedule shouldn’t be limited to this Form.

A comprehensive list has to be submitted adapting the Form as necessary.

1. **Consultants Profile and Previous Experience**

The Bidder is requested to:

1. Submit the **CONSULTANCY Profile**
2. Complete the following **Previous Experience** **Table** listing the work or contracts undertaken in the past 5 years similar to the services required under this contract
3. Submit **evidences of previous experience** in form of Contracts, Completion Certificates, etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Name of Project** | **Total value of the Consultancy activity performed** | **Duration of the contract** | **Starting date** | **Ending date** | **Contracting Authority and Place** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |

**NOTE**: The list shouldn’t be limited to this Form in regards to the number of works reported. A comprehensive list of the last 5 years’ experience has to be submitted adapting the Form to the necessary rows.

NRC may conduct reference checks for previous contracts completed