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| **REQUEST FOR PROPOSAL – GENDER ANALYSIS ASSESSMENT IN NORTH DARFUR AND SOUTH KORDOFAN**  The Request for Proposal reference: RFP-KRT-803  **SUMMARY**  NRC is looking for a researcher (or a team of researchers) **to conduct gender analysis assessment in North Darfur and South Kordofan**  **Deadline for application is January 11th March, 2023 @ 16:00 (GMT +2)**  The researcher(s) is/are envisaged to be contracted for 7,weeks,the consultant is required to make field visits to North Darfur and South Kordofan (field presence is mandotary).  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 submission: 11 March 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**

**Gender Analysis Consultancy in North Darfur and South Kordofan.**

**TERMS OF REFERENCE FOR GENDER ANALYSIS IN NORTH DARFUR AND SOUTH KORDOFAN**

**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 project 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
* Profile the gender role in existing production system in the target population and area.
* Define how gender roles affect production and utilization of produce in the household.

**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** |

**Consultancy 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 analysing 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**

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 and work-plan.
4. Sample of 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.

Applicants will be evaluated against the following criteria: professional competencies, expertise and qualification for the tasks described above (50%), Previous experience (30%), Technical quality of submitted work samples (10%), Financial offer (10%).

**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-803 – Gender Analysis Consultancy in North Darfur and South Kordofan.**

**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 7 weeks upon signing the contract 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 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 North Darfur and South Kordofan– 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.

**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. |  |
| … |  |

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).**

|  |  |
| --- | --- |
| **Documents** | **included** |
| Section 4: Technical proposal & Pricing Proposal; completed, signed and stamped | ☐ |
| Section 5: Bidding form; completed, signed and stamped | ☐ |
| Section 6: Service Provision Schedule; completed, signed and stamped | ☐ |
| Section 7: Company Profile and Previous Experience; completed, signed and stamped, including publicly available works or studies commissioned earlier. | ☐ |
| Section 8: Supplier’s ethical standards declaration; completed, signed and stamped | ☐ |
| 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: |