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| **REQUEST FOR PROPOSAL –**  **English Course for Teacher’s in Tunidba Camp - East Sudan**  The Request for Proposal reference: RFP-GAD-283    **SUMMARY**  *NRC is providing 2 levels English language course for 75 Teachers in Tunadbah camps in Gedarif, Eastern Sudan, each level will be completed within 2 weeks, 5 days per week, 2hours per day with maximum class capacity of 20, Which is expected to achieve the following activities:*   * *Coordination with project staff of NRC, to understand the context and the status of trainees.* * *Prepare training materials* * *Levels test for the participants*   *Service provider/Trainer should share plan, methodology, list of training materials and pre and post assessment questionnaire 10 days before the training schedule, to incorporate feedback timely.*  **Deadline for application is March 23st, 2023 @ 16:00 (GMT +2)**  The researcher(s) is/are envisaged to be contracted for 1 Month,The period for the consultancy /Teachers English Training is April 1st to April 25th, 2023, during which tenure, the Training will take place in Tunidba Camp East Sudan - Gadarif.  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: 21 April 2023 - 16:00 (GMT+2) * Last date on which clarifications are issued by NRC: 22 April 2023 – 16:00 (GMT+2) * Deadline for submission: 23 April 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**: [Abdulaziz.omer@nrc.no](mailto:Abdulaziz.omer@nrc.no) Or nasreldin.yagoob@nrc.no * **Address for submission:** NRC- Gadarif Office – East Jobarab – Alriyada Street -  Gadarif Sudan   **CONTENT OF REQUEST FOR PROPOSAL**   * Terms of reference * How to Apply * Annex 1: Applicant checklist |

**TERM OF REFERENCE**

**English Course for Teacher’s in Tunidba Camp - East Sudan**

# **Introduction**

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| Overview of the context |
| *Norwegian Refugee Council (NRC) re-entered Sudan in 2020 and is establishing its operational footprint in multiple locations affected by conflict and displacement,* *over the past year, NRC has demonstrated a regional competence and expertise in working with displaced and host community populations. NRC has mainly focused on Tigrayans who are displaced by recent conflict, NRC has good community acceptance at different levels and among different stakeholders including, but not limited to, local communities, government, humanitarian actors/agencies. This strengthens the organization’s ability to operate safely and deliver assistance in Eastern Sudan, including hard to reach areas. NRC has extensive presence in key locations in Sudan and robust operational capacity. This enables to reach a larger number of beneficiaries, and strategically be able to respond quickly and efficiently.* |
| NRC’s activities and presence |
| *NRC has been implementing teachers training programs for primary level education alongside other education activities in two refugee camps in Gedarif, Easter Sudan (Um-Rakoba, Tunadbah and Babikri camps) through liaising with local NGOs and teachers training institutions in the country, 120 teachers been trained on different skills and pedagogical training program. To further expand the teachers training program in line with education sector strategic plan 2021-2023, the need to develop and design teachers training programme in English language is essential. The teachers training programme will give teachers in the refugee camps access to in-service training that will ultimately improve their English language skills, learning outcome, quality of the education programmes and enable them to gradually transit to the formal education in English language Sudanese curriculum.* |
| Scope (Geographic and Target Groups) |
| *NRC is providing 2 levels English language course for 75 Teachers in Tunadbah camps in Gedarif, Eastern Sudan, each level will be completed within 2 weeks, 5 days per week, 2hours per day with maximum class capacity of 20, Which is expected to achieve the following activities:*   * *Coordination with project staff of NRC, to understand the context and the status of trainees.* * *Prepare training materials* * *Levels test for the participants* * *Service provider/Trainer should share plan, methodology, list of training materials and pre and post assessment questionnaire 10 days before the training schedule, to incorporate feedback timely.* |

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| Overarching purpose and expected outcomes |
| ***Expected Outcomes:***  *Better English-speaking skills, increased vocabulary, and more learning skills.* |
| Objectives |
| *Conflict affected teachers in Tunadbah camps will be able to identify key language skills in basic English* |
| Expected outputs |
| * *Teacher acquires more knowledge* * *Be able to use more technical educational vocabularies* |

# **Methodology**

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| Lines of inquiry |
| 1. ***Camp environment:***   *NRC is providing the camp-based teachers with English language skills in order to overcome the difficulties of language barriers and in order to transit from none-formal to structured formal Sudanese curriculum in English language*   1. ***Partnerships:***   *NRC is working closely with the education sector represented by UNHCR, UNICEF, Save the Children and Islamic Relief Worldwide, alongside with the Ministry of Education, local partners, and camp management to deliver the needed assistance to the Tigray community.*   1. ***Strategy***   *Engaging in regular Teacher professional development to enhance teaching and learning quality in Emergency situations with regular feedback sessions* |
| Responsibilities of the contractor |
| *The Contractor shall provide the services with appropriate care and attention and in line with the Contract.*  *The Contractor shall allow NRC Representative or his authorized representative’s full access to supervise the operations. To ensure compliance with the contract documents and the criteria set by NRC, NRC has the right to inspect the quantity and quality of materials and workmanship used.*  *The Contractor shall provide and maintain the necessary liability insurances, including appropriate workmen's compensation insurance or its equivalent, with respect to its employees for the duration of this contract and any extension thereof, to cover claims for personal injury and death as per the laws of the country.* |
| 1.9 Rights and Obligations of NRC |
| *NRC will provide the service provider with a list of trainees*  *NRC is also responsible for finance and monitoring the activity through agreed entitlements due to the contracted service.*  *NRC will review and comments on training reports and send back to the service provider on time, when final comments addressed and adjusted,*  *NRC will release the final instalments following the first instalment.*  *NRC will conduct monitoring to the trainees to ensure adherence to the provisions of this agreement*  *NRC shall cooperate with the service provider according to the signed Agreement.*  *NRC shall supply all necessary information and written instructions for the Contractor to carry out the services properly.*  *NRC will provide Accommodation and Transportation for the contractor’s representatives to and from the training venue in camps (The place for running training is in the vicinity of participants’ designated residences)*  *Food and drinks during training.*  *Whiteboards/flipcharts for group work, pens, books, scissors, masking tape poster paper, colored pens, selective photocopies, as well as Chairs and tables.* |

# **Timeframe & expected number of days**

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| *The work is expected to start on the 1th of April 2023 and conclude by 25 of April 2023. Please see the table below for an indicative outline of delivery dates and milestones. Please note that this is subject to change.*   |  |  | | --- | --- | | *Delivery dates:* | *Milestones:* | | *2 days* | * *Written and oral exam will be conducted to all participants to determine their levels* * *Categorize the participants in suitable levels / groups* | | *1 Week* | * *Classrooms and Materials preparations* * *Meetings and information sessions between NRC key staff and the Service provider* | | *2 Weeks* | * *Course start and course complete* | | *2 days* | * *Levels test and evaluation* * *Feedback sessions* * *Reports submission to NRC* | |

# **Application process and requirements**

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| *Interested service providers should submit a bid, which must include the following:*   * *Proposal of maximum 3 pages in length, including outline of approach and methods to be applied, proposed time frame, work plan and any comments on the TOR.* * *Outline of experience in similar work.* * *Cost proposal.* * *At least 2 examples of similar work undertaken.* * *previous experience in the relevant field will be an asset & preferably with NRC.* |

**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: [abdulaziz.omer@nrc.no](mailto:abdulaziz.omer@nrc.no) Or nasreldin.yagoob@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-GAD-283 – English Course for Teacher’s in Tunidba Camp - East Sudan**

**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**

* *Proposal of maximum 3 pages in length, including outline of approach and methods to be applied, proposed time frame, work plan and any comments on the TOR.*
* *Outline of experience in similar work.*
* *Cost proposal.*
* *At least 2 examples of similar work undertaken.*
* *Applicants must have a previous experience with NRC*

**OTHERS**

* Provision of own equipment – laptop, phone, and all related accessories

The period for the Teachers English Training 1st of April 2023 to 25th  of April , 2023, Please see the table below for an indicative outline of delivery dates and milestones. Please note that this is subject to change.

* . 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** | | | | |
| *Proposal of maximum 3 pages in length, including outline of approach and methods to be applied, proposed time frame, work plan and any comments on the TOR.* |  |  |  |  |
| *Outline of experience in similar work.* |  |  |  |  |
| *Cost proposal.* |  |  |  |  |
| *At least 2 examples of similar work undertaken.* |  |  |  |  |
| *previous experience in the relevant field will be an asset & preferably with NRC.* |  |  |  |  |
| *Proposal of maximum 3 pages in length, including outline of approach and methods to be applied, proposed time frame, work plan and any comments on the TOR.* |  |  |  |  |
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| 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 |  |