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| **REQUEST FOR PROPOSAL – PROFILING ASSESSMENT ON ACCESS TO NATIONALITY AND CIVIL DOCUMENTATION FOR SOUTH SUDANESE REFUGEES IN SUDAN**The Request for Proposal reference: RFP-KRT-879**SUMMARY** NRC is looking for a researcher (or a team of researchers) to PROFILING ASSESSMENT ON ACCESS TO NATIONALITY AND CIVIL DOCUMENTATION FOR SOUTH SUDANESE REFUGEES IN SUDAN**Deadline for application is Sep 23rd, 2023 @ 16:00 (GMT +2)**The researcher(s) is/are envisaged to be contracted for 11 weeks. The period for the consultancy is Oct 1st to Dec 17th, 2023, during which tenureIf 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: 18 Sep 2023 - 16:00 (GMT+2)
* Last date on which clarifications are issued by NRC: 19 Sep 2023 – 16:00 (GMT+2)
* Deadline for submission: 23 Sep 2023, 16:00 (GMT+2)

Complete **Proposal documents must be submitted by EMAILS Email for submission**: sd.procurement@nrc.no and Cc: asmaa.mohammed@nrc.no**CONTENT OF REQUEST FOR PROPOSAL*** Terms of reference
* How to Apply
* Annex 1: Applicant checklist
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**TERM OF REFERENCE**

**PROFILING ASSESSMENT ON ACCESS TO NATIONALITY AND CIVIL DOCUMENTATION FOR SOUTH SUDANESE REFUGEES IN SUDAN**

1. **SUMMARY**

NRC is looking for a researcher (or a team of researchers) to **PROFILING ASSESSMENT ON ACCESS TO NATIONALITY AND CIVIL DOCUMENTATION FOR SOUTH SUDANESE REFUGEES IN SUDAN**

**Deadline for application is Sep 23rd , 2022 @ 16:00 (GMT +2)**

The researcher(s) is/are envisaged to be contracted for 11 weeks. The period for the consultancy is Oct 1st to Dec 17th, 2023.

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

1. **BACKGOUND**

Before the crisis, Sudan hosted an estimated 814,000 refugees of South Sudanese origin including an estimated 221,000 - 352,000 individuals commonly referred to as the pre-2013 caseload who were declared refugees following the secession of South Sudan from Sudan in 2011. Khartoum and White Nile hosted the highest numbers of refugees. For the South Sudanese caseload, the government previously maintained an open-door policy for new arrivals, fleeing conflict or conflict related food insecurity however, following the declaration of prima facie refugee status in 2018, an estimated 23% of the total population of South Sudanese refugees have never formally registered for refugee status. An intention survey conducted in 2021 by UNHCR targeting South Sudanese refugees indicated that about 86% of the respondents did not have access to nationality certificates while a further 69% did not have access to civil documents.

 Since 15th April 2023, violence in Sudan between the Sudanese Armed Forces (SAF) and the paramilitary Rapid Support Forces (RSF) has resulted in the secondary displacement of more than 140,000 people, mostly South Sudanese women and children fleeing from Khartoum, who have newly arrived in White Nile[[1]](#footnote-2). Limited access to both nationality and civil documents exacerbated by a context of prolonged displacement are key risk factors for statelessness. Similarly, the lack of legal identity and civil documents exposes refugees both in and out of camps to various protection concerns including harassment by police and security forces, smuggling, arbitrary arrest as well as other challenges such as inability to access work permits and livelihood opportunities, challenges accessing informal labour markets and movement restrictions. Access to legal identity documentation remains key to securing legal identity, enjoying a wide range of rights including increased protection, socio-economic rights and enjoy freedom of movement.

1. **PURPOSE OF THE RESEARCH**

The assessment will aim to map out actual access to legal identity, civil documents, and priority needs in terms of identity documentation for the South Sudanese refugee. The research will target both pre and post 2013 South Sudanese refugees and will aim to understand the communities' intentions and perceptions regarding access to nationality/ civil documentation, and prospects for durable solutions including where possible re-acquisition of Sudanese nationality.

The findings from the assessment will support the design of a tailored legal assistance response that will support access to legal identity and civil documentation based on accurate, relevant data, and inputs from beneficiaries and other stakeholders for South Sudanese refugees.

1. **OBJECTIVES OF THE RESEARCH**

The research will,

* + Profile the needs and family/ancestry tree among a sample of South Sudanese refugees in Sudan to understand their prospects for durable solutions and viable pathways
	+ Map out South Sudanese refugees needs in terms of civil registration, legal identity, and nationality documentation.

Identify and document the procedures and requirements for the issuance of both Sudan Sudanese and Sudanese legal identity documentatio

1. **PREPARATIONS AND STUDY METHODOLOGY:**

The consultant shall use NRC and UNHCR framework to carry out the assessment and to identify possible responses and implementation modalities. It is expected that the consultant will conduct the following:

* Literature review
* Key informant interviews and focus group discussions with diverse women and girls to identify risks and proposed solutions to the HLP challenges in Sudan; supplemented by broader community consultation and in particular with vulnerable groups.
* Document at least 5 case studies on women’s HLP rights
* Document of challenges, capacities and potential vulnerability of women and girls in this context.

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1. **EXPECTED OUTPUTS**

The consultant will be expected to;

* Design assessment toolkit including work plan and profiling/assessment tools (household survey, key informant questionnaires, and focus group discussion questionnaires) jointly with NRC and UNHCR
* Remotely support data collection, consolidation, analysis, and drafting of the report
* Develop final profiling assessment report including layout and copy editing work.
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 NRC as per Sudanese government regulations.
* 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 PROFILING ASSESSMENT ON ACCESS TO NATIONALITY AND CIVIL DOCUMENTATION FOR SOUTH SUDANESE REFUGEES IN SUDAN.

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

* Extensive professional research experience 5 -10 years.
* Experience with quantitative and qualitative data collection in field settings.
* Experience carrying out analysis of complex analysis of qualitative and quantitative data.
* Previous experience in Sudan or a similar context is preferred.
* Knowledge of participatory survey approaches, gender-responsive tools
* Demonstrated communication and report-writing skills
* Understanding of humanitarian principles and NRC’s work
* Fluency in Arabic is desirable.

**OTHER QUALITIES**

* Ability to work under pressure, independently and with limited supervision
* Highest standards of ethics and integrity
* 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 have demonstrable expertise in PROFILING ASSESSMENT ON ACCESS TO NATIONALITY AND CIVIL DOCUMENTATION FOR SOUTH SUDANESE REFUGEES 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 ICLA 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.

The consultant is responsible for the overall conduct of the evaluation in accordance with the ToR, including:

* Adjusting the evaluation methodology (supported by NRC)
* Managing the evaluation team and ensuring efficient division of tasks between the team members (If applicable)
* Representing the evaluation team in meetings with the commissioning manager and other stakeholders (If applicable)
* Presenting evaluation findings and recommendations & submitting all outputs on time

This consultancy is open to both national and international consultants. There is a preference for a combination, where international expertise is combined with national/local knowledge. The consultant is expected to support the research remotely however NRC and local partners on the ground will undertake field data-collection and provide logistical support.

1. **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. **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. **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: [asmaa.mohammed@nrc.no](asmaa.mohammed%40nrc.no)

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-879 – PROFILING ASSESSMENT ON ACCESS TO NATIONALITY AND CIVIL DOCUMENTATION FOR SOUTH SUDANESE REFUGEES IN 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 6 Month
* 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 with INGOs & humanitarian
* Expertise on the assessments on legal and civil documentation, and/or housing, land and property rights
* 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 Oct 1st to Dec 17th, 2023. The timeline is indicative. Any change of timeline needs to be clearly outlined in the proposal, with adequate alternative proposed.

**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 30 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 |  |  |  |  |
| Strong knowledge of English and Arabic - Compulsory |  |  |  |  |
| Proven experience of excellent research skills, mandatory experience in PROFILING ASSESSMENT ON ACCESS TO NATIONALITY AND CIVIL DOCUMENTATION FOR SOUTH SUDANESE REFUGEES IN SUDAN. - Compulsory |  |  |  |  |
| Proven experience in the field of assessments on legal and civil documentation, and/or housing, land and property rights – desirable |  |  |  |  |
| Envelop 2 – Financial  |
| Section 6 – Pricing proposal - signed/ stamped. Ps. Bids over 10 pages will not be accepted |  |  |  |  |

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. [↑](#footnote-ref-2)