**REQUEST FOR PROPOSAL**

TO:

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| --- | --- | --- | --- |
|  |  | **Date of issue:** | 07 April 2024 |
|  | **RFP no.:** | GED 24111 |
|  | **Contract title:** | Consultant for Cash-based Transfer Rapid Assessment in Central Darfur |
|  | **Closing date:** | 17 April 2024 At 14:00 |
|  | **Contracting Authority:** | Norwegian Church Aid – Gedaref – Sudan  Contact person: Naserldin Almardi  Tel: 0123554315  Email: [p.s.u@nca.no](mailto:p.s.u@nca.no) |
|  |  | Please note that the Proposals may be delivered to the Contracting Authority at the above Email address OR in a sealed envelope clearly marked with the above RFP Number and the name of the submitting company. | |

**norwegian church aid** **invites you to submit a proposal for consultant to conduct cash-based transfer rapid assessment in central darfur**

Dear Sir/Madam,

The Service is required for rapid assessment for cash-based transfer in Central Darfur, an intervention supported by WFP. Please find enclosed the following documents which constitute the Request for Proposal:

**A – Instructions**

**Annex 1: Terms of Reference**

**Annex 3: Proposal Submission Form** (to be completed by the Candidate)

**Annex 4: General Terms and Conditions for Service Contracts**

**Annex 5: Code of Conduct for Contractors**

If this document is a PDF format, upon request, a complete copy of the above documents can be forwarded in a WORD format for electronic completion. It is forbidden to make alterations to the text.

We should be grateful if you would inform us by email of your intention to submit or not a proposal.

## Instructions

In submitting a proposal, the Candidate accepts in full and without restriction the special and general conditions including annexes governing this Contract as the sole basis of this procedure, whatever his own conditions of services may be, which the Candidate hereby waives. The Candidates are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Request for Proposal.

1. **Scope of services**

The Services required by the Contracting Authority are described in the Terms of Reference in Annex 1.

The Candidate shall offer the totality of the Services described in the Terms of Reference. Candidates offering only part of the required Services will be rejected.

1. **Cost of proposal**

The Candidate shall bear all costs associated with the preparation and submission of his proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

1. **Eligibility and qualification requirements**

Candidates are not eligible to participate in this procedure if they are in one of the situations listed in article 33 of the General Terms and Conditions for Service Contracts.

Candidates shall in the Proposal Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Candidate whose proposal is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility.

Candidates are also requested to certify that they comply with the Code of Conduct for Contractors.

1. **Exclusion from award of contracts**

Contracts may not be awarded to Candidates who, during this procedure:

1. are subject to conflict of interest.
2. are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information.
3. **Documents comprising the Request for Proposal**

The Candidate shall complete and submit the following documents with his proposal:

1. Proposal Submission Form (Annex 3) duly completed and signed by the Candidate.
2. CV. highlighting the Candidate’s experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed.

The proposal and all correspondence and documents related to the Request for Proposal exchanged by the Candidate and the Contracting Authority must be written in the language of the procedure, which is English.

1. **Financial proposal**

The Financial Proposal shall be presented as an amount in SDG in the Proposal Submission Form in Annex 3. The remuneration of the Candidate under the Contract shall be determined as follows:

#### The Candidate shall indicate in his/her proposal his/her proposed global remuneration for the performance of the Services. The Candidate shall be deemed to have satisfied himself as to the sufficiency of his/her proposed global remuneration, to cover both his/her fee rate, including overhead, profit, all his/her obligations, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract. The proposed global remuneration shall cover all obligations of the successful Candidate under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.

**VAT and/or any sales tax applicable to the purchase of services shall be indicated separately in the proposal.**

1. **Validity**

Proposals shall remain valid and open for acceptance for 30 days after the closing date.

1. **Submission of proposals and closing date**

Proposals must be received at the address mentioned on the front page in a sealed envelope not later than the closing date and time specified on the front page.

1. **Evaluation of Proposals**

The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilised in evaluating the Proposals, a technical evaluation and a financial evaluation.

Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights of <75>% for the Technical Proposal; and <25>% for the offered price. Each proposal’s overall score shall therefore be St X <75>% + Sf X <25>%.

**Technical evaluation**

For the evaluation of the technical proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

|  |  |  |
| --- | --- | --- |
| Technical evaluation | | Maximum Points |
|
| 1 | Candidate’s relevant academic qualifications | 10 |
| 2 | Candidate’s relevant experience in the field of assignment | 65 |
| 3 | Candidate’s experience in the region/country e.g. knowledge of local language, culture, administrative system, government etc. | 20 |
| 4 | Candidate’s proficiency in English and Arabic | 5 |
| Total Technical Score (ST) is 100 | | 100 |

**Interviews**

The Contracting Authority reserves the right to call to interview the Candidates having submitted proposals determined to be substantially responsive.

**Financial evaluation**

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

Sf = 100 x Fm/F, in which

Sf is the financial score.

Fm is the lowest price and

F is the price of the proposal under evaluation

**Negotiations**

The Contracting Authority reserves the right to contact the Candidates having submitted proposals determined to be substantially and technically responsive, in order to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal, but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.

Negotiations may however have the purpose of reducing the scope of the services or revising other terms of the Contract in order to reduce the proposed remuneration when the proposed remunerations exceed the available budget.

**A.12. Award criteria.**

The Contracting Authority will award the Contract to the Candidate whose proposal has been determined to be substantially responsive to the documents of the Request for Proposal and which has obtained the highest overall score.

1. **Signature and entry into force of the Contract**

Prior to the expiration of the period of the validity of the proposal, the Contracting Authority will inform the successful Candidate in writing that its proposal has been accepted and inform the unsuccessful Candidates in writing about the result of the evaluation process.

Within 5 days of receipt of the Contract, not yet signed by the Contracting Authority, the successful Candidate must sign and date the Contract and return it to the Contracting Authority. On signing the Contract, the successful Candidate will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful Candidate fails to sign and return the Contract within the days stipulated, the Contracting Authority may consider the acceptance of the proposal to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Candidate will have no claim whatsoever on the Contracting Authority.

1. **Cancellation for convenience**

The Contracting Authority may for its own convenience and without charge or liability cancel the procedure at any stage.

1. **Data Protection and Privacy**

The Contracting Authority may collect and process personnel data such as names, addresses, telephone numbers, email addresses, banking details and CVs. Such data will be used for the sole purpose of managing the procurement process and any subsequent Contract issued as a result of the procurement process, including transmission to bodies charged with monitoring and or inspecting procurement processes, in accordance with applicable EU, international and national law on data protection. Data may be stored for as long as a legitimate reason remains for its storage and up to a period of seven years.

Submission of any bid, proposal, quotation or offer and acceptance of any subsequent Purchase Order or Contract signifies the bidder’s consent to such data collection and its processing.

The General Terms and Conditions provide reference to the specific rights, and regulations related to the data that is stored.

**Annex 1: Terms of reference**

**Term Of reference for CBT Rapid Assessment in Central Darfur**

**Introduction**

NCA has signed a letter of agreement (LFA) to implement a joint program to strengthen the resilience and social cohesion of the target community in Jada and Kurolia Clusters since 2023. The proposal outlines several approaches to implementing the activities, including developing a community safety net, community nutrition, post-harvest loss, and general food distribution. However, some of these activities heavily depend on market functionality, beneficiaries' access to markets and social services, and exposure to risks.

One of the key approaches developed to implement the identified activities is the Cash-Based Transfer (CBT) program. However, the application of this program is highly dependent on the functionality of the banking system and the availability of CIT services. Unfortunately, after the eruption of the conflict over all of Sudan, all social services, banking systems, and community and information technologies have collapsed and are out of service.

Despite the challenges, the project is still introducing support to the target community with limited capacity. After following the developments of the events on the ground by NCA and WFP, it seems that the community has started to cope with the new situation, and some services and private service providers have partially started to provide limited services. Therefore, NCA and WFP are planning to conduct a CBT rapid assessment in Central Darfur, targeting 7 markets and their entire community, to get a clear picture of market functionality, service availability, accessibility, and the risks that may be faced while implementing the CBT approach.

**CBT Rapid Assessment Objective**

CBT Rapid Assessment is aiming to provide concrete information and evidence about market functionality, services availability, and accessibility, as well as the potential risks, their Likelihood, and how they can be managed effectively.

**Scopes of the CBT assessment**

The assessment should be focused on seven locations in central Darfur, targeting the main and branch markets and some communities around them.

The target respondents for the assessment are traders, market users, and youth. The assessment topics include market components and viability, prices, item resources, access to the market, internet availability, protection, conflict sensitivity, and how NCA should be accountable to beneficiaries.

The assessment would cover 7 locations in Central Darfur, namely Zalingei and Zalingei markets, Morain Market, Hamidia Market, Alkhamise Market, Kurolia Market, Abta Market, Warnga Market, Tiraj Market, and Tululo Market. Within this assessment, 47 sample sizes will be answered, with the assessment team passing through questionnaire sections.

**Assessment methodology:**

The assessment team they should use interview methodology by using the questionnaire tool was developed and prepared by WFP, focus group discussion and general Observation for gathering information.

**CBT Rapid assessment timeline:**

the Initial Plan for assessment should be started on 23rd April and end on 30th of April as detailed in the table below. But is it not conditionally depending on the situation on the ground and market day.

|  |  |  |  |
| --- | --- | --- | --- |
| No | Assessment activity | Target | Proposed Date |
| 1 | Reviewing the assessment tools with data collectors | Data collectors | 23/04/2024 |
| 2 | Start data collection | Field work | 23/04/2024 |
| 3 | End of data collection | Field work | 24/04/2024 |
| 4 | Data entering | Office work | Immediately |
| 5 | Data analysis | Office work | Immediately |
| 6 | Sharing the first draft of Assessment report | NCA team | 30/04/2024 |
| 7 | Submission of final assessment report and information dissemination with WFP | NCA and WFP team | 30/04/2024 |

**Roles and responsibilities of the assessment team**

1. Review the assessment tools will be shared by WFP with data collector.
2. Data collection. If possible, use Kobo toolbox.
3. Time data entry.
4. Data analysis.
5. Produce final report and information sharing with NCA and WFP.

**Required Report**

* The consultant should produce quality report after data analyses, it will be good if he uses Microsoft application such as BSS, Excel, or Kobo toolbox,
* the consultant should share first draft report, with NCA and give its remarks before submission the final report final dissemination workshop with technical NCA staff and WFP.

### Annex 3: proposal submission form

My financial proposal for my services is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Unit** | **Qty** | **Unit Price (SDG)** | **Total Price (SDG)** |
| **Consultant to conduct cash-based transfer (CBT) rapid assessment in Central Darfur as described in the TOR** | **Job** | **1** |  |  |
| **Total price incl. taxes** | | | |  |

|  |  |
| --- | --- |
| **Candidate or Company information** | |
| Company (legal name) |  |
| Street name and no. |  |
| City |  |
| Postal code |  |
| Country |  |
|  |  |
| Phone no. |  |
| Email |  |
| Website |  |
|  |  |
| Director (name) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFERENCES** | | | | |
| **Name and country of customer** | **Type of contract** | **Value** | **Contact name** | **Phone/fax and email** |
|  |  |  |  |  |
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|  |  |  |  |  |

Include details of the experience and past performance on contracts of a similar nature within the past five years and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Candidate’s assignments and periods of engagement. Additional documents can be attached to the above form.

The proposal is valid for a period of 30 days after the closing date in accordance with the article A.9. Validity.

After having read your Request for Proposal no. GED 24111 for Cash-bases Transfer Rapid Assessment in Central Darfur dated 21 March 2024, and after having examined the Request for Proposal, I/we hereby offer to execute and complete the services in conformity with all conditions in the Request for Proposal for the sum indicated in our financial proposal.

Further, I/we hereby:

* Accept, without restrictions, all the provisions in the Request for Proposal including the General Terms and Conditions for Service Contracts.
* Provided that a contract is issued by the Contracting Authority I/we hereby commit to perform all services described in the Terms of Reference.
* Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service.
* Certify and attest compliance with the Code of Conduct for Contractors in Annex 5.

The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

Any subsequent Contract related to this Proposal will be subject to the Contracting Authorities General Terms and Conditions for Service Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

Signature and stamp:

Signed by:

|  |  |
| --- | --- |
| **The Candidate** |  |
| Name of the company |  |
| Address |  |
| Telephone no. |  |
| Email |  |
| Name of contact person |  |