

REQUEST FOR PROPOSAL

TO:

Date of issue:	18 November 2024
RFP no:	NCAPS24041
Contract title:	Multi Sectoral Needs Assessment (Gedaref, White Nile, Central Darfur and North Darfur)
Closing date:	26 Nov 2024 at 16:00 Local time
Contracting Authority:	Norwegian Church Aid (NCA) Contact person: Abdesalam Adlan Tel: 249110 270 329 Email: p.s.u@nca.no
Please note that the Proposals may be delivered to the Contracting Authority at the above address in a sealed envelope clearly marked with the above RFP Number and the name of the submitting company or by email to above email address	

NORWEGIAN CHURCH AID (NCA) INVITES YOU TO SUBMIT A PROPOSAL FOR MULTISECTROAL NEEDS ASSESSMENT IN GEDAREF, WHITE NILE, NORTH DARFUR AND CENTRAL DARFUR STATES

Dear Sir/Madam,

The Service is required for proposal development for in response to the Humanitarian Implementation Plan (HIP) 2025 call announced by Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO).

Please find enclosed the Annex 1 (terms of reference) which constitute the Request for Proposal:

A – Instructions

B – Annexes

Annex 1: Terms of Reference

Annex 2: Organization and Methodology (Technical Proposal)

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.

A. 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.

A.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.

A.2. 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.

A.3. 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.

A.4. Exclusion from award of contracts

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

- (a) are subject to conflict of interest
- (b) 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

A.5. Documents comprising the Request for Proposal

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

- a. Proposal Submission Form (Annex 3) duly completed and signed by the Candidate
- b. 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.
- c. Copies of any registration certificates as required by national legislation or competent authorities including company registration certificates, tax registration, VAT registration and membership certificates of any relevant professional bodies.

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.

A.6. Financial proposal

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

Global price: 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 themselves 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.

Technical evaluation		Maximum Points
Sub-total Candidate and/or Organisation		60
1	To what degree does the proposal show understanding of the task?	10
2	Have the Terms of Reference been addressed in sufficient detail?	20
3	Is the conceptual framework adopted appropriate for the task?	10
4	Is the sequence of activities and the planning logical, realistic and promising efficient implementation to the Contract?	10
5	Is the work plan adequate in responding to the Terms of Reference	10
Sub-total Organisation and Methodology		40
1	Relevant academic qualifications	5
2	Relevant experience in the field of assignment	10
3	Experience in region/country e.g. knowledge of local language, culture, administrative system, government etc.	20
4	Proficiency in Arabic and English languages	5
Total Technical Score		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:

$Sf = 100 \times Fm/F$, 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.

A.13. 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 3 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.

A.14. Cancellation for convenience

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

A.15. 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 bidders' 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

1. Background

The conflict between the Rapid Support Forces (RSF) and the Sudanese Armed Forces (SAF) erupted on April 15, 2023. Nearly 18 months later, Sudan is grappling with the world's largest ongoing displacement and hunger crises. Severe rainfall in July and August 2024 has further worsened conditions for those already displaced, intensifying their suffering. Sudan is home to approximately 11 million internally displaced persons (IDPs), while an additional 2.34 million have sought refuge in neighboring countries. Notably, 54% of IDPs are women and girls, and more than half (54%) are under the age of 18. A cholera outbreak was officially declared, with 8,457 reported cases and 299 deaths between July 22 and September 15, affecting eight states. Additionally, outbreaks of dengue fever have been recorded. Over half of the population—25.6 million people—are facing Crisis or worse conditions (IPC Phase 3 or above) between June and September 2024. Among them, approximately 755,000 people are in Catastrophe (IPC Phase 5) across 10 states, while 8.5 million people (18% of the population) are experiencing Emergency (IPC Phase 4) conditions.²

Norwegian Church Aid (NCA) and Catholic Agency for Overseas Development (CAFOD), two international non-governmental organizations (INGOs), are collaborating on a multi-sectoral needs assessment. This assessment will focus on urgent issues such as protection including gender-based violence (GBV), water, sanitation, and hygiene (WASH), and food security and livelihoods (FSL) in Gadaref, Central Darfur, North Darfur, and White Nile States. The results of this assessment will guide the upcoming HIP 2025 ECHO application.

2. Objective of the Needs Assessment

The primary goal of this assessment is to collect reliable quantitative and qualitative data to inform programmatic decisions in key thematic areas, including WASH, Food Security and Livelihoods, Protection (with a focus on gender-based violence), and Nutrition.

2.1. Specific Objectives:

- i. **Identify Core Needs:** Assess and document the essential needs in the identified sectors (see the key areas below) and gather demographic data on the affected populations (disaggregated by age, sex, disability, and profile such as refugees, returnees, IDPs, and host communities).
- ii. **Community Feedback:** Collect and document feedback from affected communities regarding their priorities, ongoing responses, and preferred delivery approaches.
- iii. **Innovative Solutions:** Propose potential innovative responses to address identified needs across the sectors.
- iv. **Mapping of Ongoing Responses:** Identify and map existing responses, the actors and response gaps the proposed locations.
- v. **Market Conditions for Cash-Based Responses:** Assess the market conditions, availability of financial institutions, current modality of cash distribution and gaps to inform planning and implementing cash-based interventions in the sectors outlined above. It is important that the consultants consult with state-based cash working groups to provide a clearer picture.

² <https://un.dk/famine-risk-is-real-for-14-areas-of-sudan-amid-ongoing-fighting/#:~:text=Even%20worse%2C%20755%2C000%20people%20face,Emergency%E2%80%9D%20levels%20of%20food%20insecurity>

- vi. **Cross cutting themes:** Identify key issues in areas of gender equality, environment and conflict and provide analyses of the gaps and how the needs might be addressed.

3. Key thematic questions

Suggested Key Areas of focus		
WASH	Protection/GBV	MPC
Water Supply <ul style="list-style-type: none"> • Availability of water: access to clean drinking water • Quality of water: awareness of water quality, common water-borne diseases • Water infrastructure: conditions of existing infrastructure, functionality, demand and supply Sanitation <ul style="list-style-type: none"> • Access to sanitation facilities • Sanitation Practices Hygiene <ul style="list-style-type: none"> • Hygiene practices • Community awareness and education Vulnerability and Access <ul style="list-style-type: none"> • Do women, children, the elderly, or people with disabilities, experience barriers to accessing WASH services? • Dynamics between IDPs and host communities in relations to water services 	General protection: <ul style="list-style-type: none"> • Protection concerns • Identification of most vulnerable groups • Psychosocial well-being and mental health specialized services availability and gaps Sexual and Gender based violence <ul style="list-style-type: none"> • Incidence of SGBV • Prevention and response mechanisms in place and gaps • Access to Services and gaps Child Protection <ul style="list-style-type: none"> • Child-specific protection risks • Child specific protection services and gaps 	<ul style="list-style-type: none"> • Household demographics and vulnerability • Household livelihoods and income sources • Expenditure patterns and prioritization of needs • Food security and nutrition • Access to cash or financial assistance • Protection concerns and risks related to cash interventions • Gender and social dynamics related to cash distribution • Feedback mechanisms and community engagement preferred by target beneficiaries • Potential impact of cash transfers • Availability of cash • Availability of financial institutions • Preferred modality of cash transfer

4. Scope of Work

4.1. Consultant

The consultant will:

- Prepare and submit inception report that lay out the detail plan and methodologies
- Incorporate feedback to inception report from CAFOD and NCA.
- Lead the design and implementation of the assessment.
- Oversee the development of data collection tools, sampling methods, and sample sizes.
- Train enumerators and support the data collection process.
- Conduct desk reviews, stakeholder/actor mapping, and interviews, including discussions with relevant institutions, other INGOs, CWG, and cluster leads as needed.
- Be responsible for data analysis and report writing.
- Ensure that the findings are clearly articulated.
- Present the draft report to stakeholders in line with NCA's guidance.
- Submit the final report along with annexes, including tools, a soft copy of raw data, and a stakeholder map for the target states.

4.2. Norwegian Church Aid (NCA)

NCA will be responsible for:

- Contracting the consultant and making necessary payments.
- Receive inception report, share with CAFOD and organize feedback mechanism.
- Hire local enumerators and assigning staff to collect data as needed in Gedaref and Central Darfur.
- Schedule and coordinate training sessions for the consultant as needed.
- Address permission issues with local authorities as needed in Gedaref and Central Darfur States.
- Oversee the recruitment and training of enumerators in partnership with the consortium to ensure effective and efficient data collection in Gedaref and Central Darfur States.
- Receive consultant's reports and share them with stakeholders for review and feedback.
- Organize the presentation of findings by the consultant.
- Gather inputs for the draft report and share them with the consultant for finalization.
- Organize meetings between CAFOD and/or consultant as needed.

4.3. Catholic Agency for Overseas Development (CAFOD)

NCA will be responsible for:

- Review start report and provide feedback.
- Review data collection and analyses tools and provide feedback.
- Hire local enumerators and/or assigning staff to collect data as needed in White Nile and North Darfur States.
- Schedule and coordinate training sessions required for White Nile and North Darfur States.
- Address permission issues with local authorities as needed in White Nile and North Darfur States.
- Oversee the recruitment and training of enumerators in partnership with the consortium to ensure effective and efficient data collection in North Darfur and White Nile States.
- Review draft reports of the consultant and provide feedback
- Organize the presentation of findings by the consultant.
- Participate meetings needed during needs assessment process

5. Geographic locations: The assessment will cover the following locations:

State	Locality
Central Darfur	Zalingei locality
North Darfur	To be determined by CAFOD
White Nile	Kosti, Rabak
Gedaref	IDP gathering site and host communities close to the IDP gathering site

6. Deliverables

- Inception Report:** A report outlining the MSNA objectives, methodology (including tools and sampling approach), work plan, timeline, and team roles, as well as specifying deliverables and ethical considerations.
- Draft Data Collection Tools:** Preliminary versions of the data collection tool, developed in collaboration with CAFOD and NCA, for review and approval by NCA and CAFOD prior to fieldwork.
- Assessment Findings Report:** A detailed final report presenting the findings from the assessment, structured to clearly highlight key results and insights in each sector.
- Actionable Recommendations:** A set of practical, sector-specific recommendations based on the assessment findings, designed to guide future interventions and responses.
- Stakeholder Mapping:** A stakeholder mapping document created using a template agreed upon by NCA/CAFOD and the consultant.

- vi **Raw Data:** All raw data collected under this agreement, in soft copy format, will be submitted alongside the final report.

7. Timeline:

Activities	Date
Submission of proposals and financial plans including admin and logistics by consultant	Nov 26
Review of proposals and shortlisting	Nov 27
Award	Nov 28
Inception report	Dec 05
Data collection in the field, analyses, and final report in three weeks' time	Dec 30

8. Logistics and Administrative Considerations

- a) **Logistics:** NCA and CAFOD will provide the necessary logistics in the respective states.
- b) **Permissions:** NCA and CAFOD will secure necessary permission for data collection in the respective target locations
- c) **Professional Fee:** The consultant is expected to provide a detailed budget for the assessment. NCA will review proposals based on its approved professional fee policy and the budget provided.
- d) **Tax and Insurance:** The consultant is responsible for securing their own insurance related to the work, as well as complying with all applicable tax regulations under Sudanese law.
- e) **Contract and Terms:** A formal contract will be signed upon the commencement of the assessment. This contract will outline additional terms and conditions, including details on inputs, deliverables, and adherence to NCA and CAFOD's Code of Conduct, Child Protection, and Safeguarding principles.
- f) **Data Collection and Processing:** NCA and CAFOD will assign staff/enumerators to collect data. Consultant will be responsible to assign data collection coordinators in respective locations

9. Consultant Qualifications

- **Experience:** Proven experience in conducting needs assessments in humanitarian settings, specifically within Sudan and the target states.
- **Data Analysis & Report Writing:** Strong skills in data analysis, including the ability to synthesize quantitative and qualitative data, and produce clear, structured reports.
- **Sector Knowledge:** Familiarity with key sectors such as Gender-Based Violence (GBV), Water, Sanitation and Hygiene (WASH), Food Security and Livelihoods (FSL), and Multi-Purpose Cash programming.
- **Education:** A relevant advanced degree in a related field (e.g., international development, public health, social sciences, or humanitarian assistance).

ANNEX 2: ORGANISATION AND METHODOLOGY (TECHNICAL PROPOSAL SUBMISSION TEMPLATE

To be filled in by the candidates, in compliance with the following instructions:

Rationale

- Any comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the Contract. Detailed list of inputs, activities and outputs. Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final Contract
- An opinion on the key issues related to the achievement of the Contract objectives and expected results
- An explanation of the risks and assumptions affecting the execution of the contract.

Strategy

- An outline of the approach proposed for contract implementation.
- A list of the proposed activities considered to be necessary to achieve the contract objectives.
- The related inputs and outputs.
- If a team of experts: A description of the support facilities (back-stopping) that the team of experts will have from the Candidate during the execution of the Contract.)

Timetable of activities

- The timing, sequence and duration of the proposed activities taking into account mobilisation time.
- The identification and timing of major milestones in execution of the Contract, including an indication of how the achievement of these would be reflected in any reports particularly those stipulated in the Terms of Reference.
- Include a programme.

Key experts

- The Candidate shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Candidate proposes to use for the performance of the services. The key experts are those whose involvement is considered instrumental in the achievement of the Contract objectives. The CV of each key expert shall be included highlighting his/her experience in the specific field of the services and his/her specific experience in the country/region where the services are to be performed. In addition, the Candidate shall include information on current participation of key experts in other contracts and or commitments to participate in future contracts, including detailed description of their tasks and period of engagement.

ANNEX 3: FINANCIAL PROPOSAL SUBMISSION FORM

My financial proposal for my services is as follows:

IMPORTANT NOTE: VAT OR ANY OTHER SALES TAX SHOULD ONLY BE INCLUDED IF THE CANDIDATE IS REGISTERED FOR TAX PURPOSES IN THE COUNTRY IN WHICH THE SERVICES ARE TO BE RENDERED

Global price

	Currency	Amount
Global price (fees and expenses)		
VAT or other tax on services		
Total price incl. taxes		

Obligation Statement

Clearly state whether you are legally obligated to charge VAT for goods and/or services.

Tick appropriate box

YES – I AM legally obligated to charge VAT	NO – I am NOT legally obligated to charge VAT
State country of tax liability, if any	
State applicable VAT rate	

CANDIDATE OR COMPANY INFORMATION

Candidate or 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

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 7 working days after the closing date in accordance with the article A.9. Validity.

After having read your Request for Proposal no. NCAPS24041 for Multi Sectoral Needs Assessment dated 18 Nov 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, Annex 1 (enclose the technical proposal).
- 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.

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