

**REQUEST FOR PROPOSAL – NRC SUDAN – TERMS OF REFERENCE (TOR) FOR Training of Local Responders**

The Request for Proposal reference: RFP-SD-PZU-097

**Evaluation Terms of Reference for Training for Local Responders****1- Background information****1.1 Background on the context**

Since the onset of the crisis in April 2023, Eastern Sudan has not been destroyed by direct conflict, but its cities are pushed to their limits under the weight of displacement and the spiralling economic crisis. The humanitarian response to date has focused on the most visible places of displacement, with support almost exclusively channelled to gathering sites established in schools and other public facilities. As a result, IDPs living in urban centres outside these sites—including those accommodated by host communities—have received little to no assistance, potentially straining relations between displaced and host communities. Local responders continue to face significant financial, operational, and technical capacity gaps, including inconsistent funding, inadequate logistics, and limited skills in proposal writing, reporting, monitoring, and administrative management.

**Deadline for application is 06<sup>th</sup> of September 2026 @ 16:00 (GMT +2)**

**PROCESS FOR APPLICATION**

We are opened to provide further information (background of this assignment/consultancy, generic terms & conditions, information on award process) upon request.

- **Deadline for submission: 6<sup>th</sup> September 2026 @ 16:00 (GMT +2)**

**Complete Proposal documents must be submitted by EMAILS Email for submission: [sd.procurement@nrc.no](mailto:sd.procurement@nrc.no)**

**CONTENT OF REQUEST FOR PROPOSAL**

- A. Terms of reference
- B. How to Apply

**Annex 1: Applicant checklist**

## **A. TERMS OF REFERENCE**

### **Purpose of the evaluation and intended use**

| Overview of the context                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <p>Since the onset of the crisis in April 2023, Eastern Sudan has not been destroyed by direct conflict, but its cities are pushed to their limits under the weight of displacement and the spiralling economic crisis. The humanitarian response to date has focused on the most visible places of displacement, with support almost exclusively channelled to gathering sites established in schools and other public facilities. As a result, IDPs living in urban centres outside these sites—including those accommodated by host communities—have received little to no assistance, potentially straining relations between displaced and host communities. Local responders continue to face significant financial, operational, and technical capacity gaps, including inconsistent funding, inadequate logistics, and limited skills in proposal writing, reporting, monitoring, and administrative management.</p>                                                                                                                             |
| 1.1 Scope                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>In line with NRC’s program policy, NRC seeks to support local responders through a graduation approach that invests in local capacity building and provides additional funding. This partnership will focus on building the capacity of local responders via tailored training packages on humanitarian principles, financial and programmatic aspects, accountability to affected populations, monitoring standards, and humanitarian leadership. Initially, NRC will provide Group Cash Transfers (GCTs) and, upon completion of capacity development, offer larger flexible mini-grants to enable local responders to scale up their initiatives, streamline administrative procedures, and establish sustainable systems. The partnership aims to transition local responders from being grant recipients to more independent actors capable of managing higher funding envelopes and delivering coordinated, multi-sectoral responses in urban conflict-affected communities.</p>                                                                |
| 2.1 Project Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>The overall objective of this initiative is to strengthen the capacity of local responders operating in Eastern Sudan’s urban centres, enabling them to scale up their interventions and deliver effective, sustainable humanitarian assistance. The action focuses on two key goals: (1) enhancing local responders’ organizational and technical capabilities through tailored training on humanitarian principles, financial and programmatic aspects, accountability to affected populations, monitoring standards, and humanitarian leadership; and (2) increasing their access to flexible funding through Group Cash Transfers (GCTs) and, upon completion of capacity development, larger flexible mini-grants to sustain and expand localized solutions. Local responders play a critical role in reaching communities where international partners have limited presence, leveraging their deep community ties and contextual knowledge. However, they face significant financial, operational, and technical gaps—such as inconsistent</p> |

funding, inadequate logistics, and limited skills in proposal writing, reporting, and monitoring—which hinder their scalability and sustainability. By supporting local responders, this initiative ensures life-saving assistance reaches the most vulnerable populations while promoting community-driven, contextually appropriate responses.

## 2.2 Objective

To deliver system-strengthening support to local responders through tailored training packages that are based on capacity needs assessments. The training will cover humanitarian principles, financial and programmatic management, accountability to affected populations, monitoring standards, and humanitarian leadership. This capacity-building is designed to enable local responders to effectively manage larger funding envelopes, streamline their administrative procedures, and establish sustainable systems, thereby improving the overall quality and timeliness of the humanitarian response in Eastern

## 1-3 Roles and Responsibilities

### Roles and Responsibilities

| Local Partner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NRC                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Conduct a Capacity Needs Assessment (CNA) with local responders to identify gaps and tailor training content.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>NRC to provide list of all LR's of the Project</li> </ul> |
| <ul style="list-style-type: none"> <li>Develop all training tools, agendas, presentations, IEC materials, and pre-/post-training survey questionnaires based on CNA findings.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | -                                                                                                |
| <ul style="list-style-type: none"> <li>Fully organize trainings (in-person, remote) and share the agenda with details on training methodology, # of participants, # of days, training topics, and location of training. The proposed topics of the training are:               <ul style="list-style-type: none"> <li>❖ <i>Monitoring, evaluation and Learning</i></li> <li>❖ <i>Humanitarian principles</i></li> <li>❖ <i>Protection mainstreaming principles</i></li> <li>❖ <i>Consent and beneficiary data protection</i></li> <li>❖ <i>Needs and market assessment and analysis</i></li> <li>❖ <i>Risk management</i></li> <li>❖ <i>Strategic planning</i></li> <li>❖ <i>Project management</i></li> <li>❖ <i>Report writing</i></li> <li>❖ <i>Etc. (according to the CNA findings)</i></li> </ul> </li> </ul> | -                                                                                                |
| <ul style="list-style-type: none"> <li>Prepare training material (including presentations/slides and any other Information, Education and Communication (IEC) material) for trainings on each topic along with agenda for trainings.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | -                                                                                                |
| <ul style="list-style-type: none"> <li>Write training reports along with means of verification such as participants' attendance lists, photos, etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | -                                                                                                |
| <ul style="list-style-type: none"> <li>Take photos during the trainings and field visits with informed consent from the people part of the photo.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | -                                                                                                |

- Conduct pre- and post-training surveys and share the results of both surveys with NRC.

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### 3.1 Partner's duties

1. Fulfill the tasks and render professional assistance as described in the Terms of Reference (ToR)
2. Enable NRC to check the progress of the agreed deliverables.
3. Without undue delay, give notice of circumstances that the Consultancy understands, or ought to understand, may be of relevance to the completion of the Assignment, including any expected delays
4. Make available relevant documentation to the service/deliverables as agreed upon with NRC

### NRC's duties

1. NRC shall contribute to the completion of the Assignment in good faith
2. NRC shall share relevant information and documentation which is necessary for the completion of the assignment.
3. All requests from the partner shall be replied to without undue delay.
4. The NRC shall, without undue delay, give notice of circumstances that the NRC understands, or ought to understand, may be of relevance to the completion of the Assignment, including any expected delays

### General Clauses and Breach of Agreement

#### General Clauses

1. Changes or additions to the agreed deliverables shall be agreed in writing between the authorized representatives of the parties.
2. Both parties shall ensure the proper communication, storage and backup copying of documents and other materials of relevance to the Assignment, irrespective of the format thereof, including emails and other electronically stored materials.
3. All notices, demands or other communications relating to the Agreement shall be submitted in writing to the by the Parties stated postal address or electronic address in this Agreement.
4. Should an extraordinary situation outside the control of the parties arise that makes it impossible to perform duties under this Agreement, and which under Norwegian law shall be classified as force majeure, the other party shall be notified of this as soon as possible. The obligations of the affected party shall be suspended for as long as the extraordinary situation prevails. The corresponding obligations of the other party shall be suspended for the same period.
5. In force majeure situations, the other party may only terminate the Agreement for breach with the consent of the affected party, or if the situation prevails or is expected to prevail for more than thirty (30) calendar days from the date on which the situation arose, and in such case only with fifteen (15) calendar days' notice.
6. Should a dispute arise between the parties as to the interpretation or the legal effects of the Agreement, the parties shall first seek to resolve such dispute through negotiations.
7. If a dispute is not resolved through negotiations, each party may require the dispute to be resolved with final effect through arbitration in accordance with the UNCITRAL procedures in effect. The venue shall be the domicile of the NRC.

#### Visibility

1. NRC visual identity will be included in all communication, activities and materials, this includes reports and publications – unless advised otherwise by NRC at the time of publication. Always use NRC's main official logo which will be provided by NRC
2. Case studies or photo stories shared should have photos in a quality format. Consent forms are required for pictures to be used for publication

**Breach of agreement** - There is a breach of contract if one of the parties fails to perform its obligations under the Agreement, and this is not caused by circumstances relating to the other party or by force majeure

1. If one of the parties is unable to perform its obligations as agreed, such party shall give the other party written notice of this as soon as possible.

2. The notice shall specify the reason for the problem and, insofar as it is possible, when performance can take place. A corresponding obligation shall apply if additional delays are to be expected after the first notice has been given
3. The following remedies would be available for breach of the agreement:
  - a. Suspension of performance - In the event of breach of contract on the part of the partner, the NRC may withhold payment, although the amount withheld shall not be obviously higher than what is necessary to secure the NRC's claim resulting from the breach of contract. The partner shall not suspend any performance as the result of breach of contract on the part of the NRC, unless the breach is material.
  - b. Termination - If there is a material breach of agreement, the other party may, after having given the defaulting party written notice and granted it a deadline for remedying the situation, terminate all or part of the Agreement for breach with immediate effect.
  - c. Reduction on budget - If the partner has not succeeded, despite repeated attempts, in curing a defect, the NRC may claim a proportional reduction in the agreement price. The price reduction shall compensate for the reduced value of what has been delivered and shall be independent of any damages. If the services rendered prior to the termination date are of such a nature that the NRC has gained little or no benefit the NRC may, in connection with termination for breach, demand repayment of advances paid to the

#### Liability

- The parties shall at all times show utmost good faith, conduct itself in responsible and proper manner, and dutifully perform their obligations while respecting the conditions under this TOR.
- The Parties shall have sole responsibility for complying with any legal obligations incumbent on them and accepts full responsibility and liability for the acts or omissions (whether intentional or not) of its respective personnel, agents, contractors and/or volunteers.
- Neither party shall be held liable to the other for any loss or damage arising from the inability of that party to perform its obligations herein due to event of a force majeure which includes but not limited to civil commotion, rebellion, revolution, insurrection or any other act of God.
- Any occurrence of force majeure event shall be immediately communicated to the other party and the party affected by such event shall promptly continue with its under obligations this Memorandum of Understanding at the seizure of the event unless the parties agree to terminate the partnership as a result of the occurrence of prolonged the force majeure event.
- The NRC may cancel the Assignment without cause by giving thirty (30) days written notice. In the case of cancellation prior to the completion of the Assignment, the NRC shall pay: a) The amount owing to the Consultancy for the services already performed. b) Other documented costs that is directly attributable to the object of the agreement and incurred by the Consultancy because of the cancellation. In the case of cancellation prior to the completion of the Assignment, the Consultancy shall without undue delay return all unused advanced amounts over and above agreed costs as per a) – b).

### 3.4 Data protection

#### 3.4.1 Data retention and deletion

1. The Data Receiver shall not retain or process Shared Personal Data for longer than is necessary to carry out the Agreed Purposes.
2. The Data Receiver shall ensure that any Shared Personal Data are returned to the Data Discloser or deleted (or destroyed if it is in hardcopy format) in the following circumstances:

- (a) on termination of the Agreement for whatever reason;
- (b) on expiry of the Agreement (unless extended further to the terms of this Agreement);
- (c) once processing of the Shared Personal Data is no longer necessary for the purposes it was originally shared for

#### 3.4.1 Confidentiality and security of personal data

1. Both parties shall take all the necessary technical and organizational measures to protect the personal data transferred under this agreement against accidental, or unauthorized destruction,

accidental loss, unauthorized access, use, alteration or dissemination, and against all other unauthorized forms of processing.

2. Both parties must implement the necessary technical and organizational measures to protect the confidentiality, privacy, integrity, availability, and security of the personal data including establishing organizational policies for employees to safeguard the personal data accordance with this agreement.

3. The shared personal data shall remain in the position of the receiving party authorized processors only and be processed directly by them, as determined in consultation with data discloser.

### Security Risks and mitigation plans

| Risk                                                                                                     | Consequence   | Likelihood | Mitigation                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------|---------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Internet Connectivity                                                                                    | Severe Impact | High       | Ensure effective coordination with area Offices to work closely with local responders and host them at office                                                   |
| Continues conflict leading to more displacement of IDPs to the camps                                     | Medium        | High       | The project team will work closely with local authorities and other humanitarian organisations present to ensure effective response to influx                   |
| Local authorities are unsupportive or increase bureaucratic restrictions/delays                          | Severe impact | Medium     | The project will work closely with local authorities to ensure their participation and support through project implementation                                   |
| Lack of cooperation of key stakeholders including government authorities in support of NRC's activities. | Severe impact | Medium     | Participation in relevant coordination forums. Constant engagement with relevant government authorities throughout the project duration                         |
| Lack of cooperation of effective coordination with humanitarian partners                                 | Medium        | Medium     | Ensure effective communication and coordination with partners to promote efficient utilization of resources to reach project participants                       |
| Unstability in the political situation.                                                                  | High          | High       | Following the situation and adhering to HSS department advises to find ways to continue with the operation without exposing staff or beneficiaries to any risks |
| Inability to implement the recommendation at large scale due to decrease in funding                      | High          | Medium     | Continued advocacy, donor engagement to raise funds, Engagement with LRs to inform about the state of funding and limitations                                   |

### Annex 1

|                    |                                                                                                                                                                                                                                                                                                                                                |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Locations:</b>  | Country Office                                                                                                                                                                                                                                                                                                                                 |
| <b>Localities:</b> | <p><b>State Gedaref</b> :Localities Madeinat Al Gedaref: Al Fashaga: Al Galabat Al Gharbyah- Kassab: Al Qureisha: Wasat Al Gadaref</p> <p><b>State Kassala</b> :Localities Madeinat Kassala: Reifi Wad Elhilaiw: Reifi Shamal Ad Delta: Reifi Aroma</p> <p><b>State Northern</b> :Localities Dongola: Merwoe: Ad Dabbah: Halfa: Al Burgaig</p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>State River Nile</b> :Localities Al Matama: Shendi: Atbara: Barbar: Abu Hamad: AlDamar</p> <p><b>State Aj Jazirah</b> :Localities Al Hasahisa: Al Kamlin: Al Manaqil: Janub Aj Jazirah: Medani Al: Sharq Aj Jazirah: Um Algura</p> <p><b>State Blue Nile</b> :Localities Al Kurmuk: Ar Rusayris: At Tadamon -: Baw: Ed Damazine: Geisan: Wad Al Mahi</p> <p><b>State Central Darfur</b> :Localities Wadi Salih</p> <p><b>State East Darfur</b> :Localities Ad Duayn</p> <p><b>State Khartoum</b> :Localities Bahri: Jebel Awlia: Karrari: Khartoum: Sharg An Neel: Um Bada: Um Durman</p> <p><b>State Sennar</b> :Localities Sennar: Sinja</p> <p><b>State South Darfur</b> :Localities Nyala Janoub: Nyala Shimal</p> <p><b>State West Darfur</b> :Localities Ag Geneina: Kulbus: Sirba</p> <p><b>State West Kordofan</b> :Localities Abu Zabad: Abyei: Al Dibab: Al Khiwai: Al Lagowa: Al Meiram: An Nuhud: As Salam - WK: As Sunut: Ghubaish: Keilak: Wad Bandah</p> <p><b>State White Nile</b> :Localities Al Gitaina</p> |
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## **B. HOW TO APPLY: PROPOSAL (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) - [sd.procurement@nrc.no](mailto:sd.procurement@nrc.no)

In both cases, please make sure to write on the subject of the email the reference of this Request for Proposal as follows:

## **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/NRC under the contract, shall be included in the total bid price submitted by the bidder.
- 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.
- The consultant will take on any international and local tax obligations within the contract value, **including a 10% Tax payable by the consultant as per Sudanese government regulations, paid by NRC.**



**CURRENCIES OF BID AND PAYMENT**

- All prices shall be quoted by the Bidder in EURO /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.
- 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 bid

## Proposed Evaluation Criteria

### 1. Technical Evaluation

| # | Criteria                                                   | Detailed Description                                                                                                                                                                                                         | Weight | Scoring Guidance                                                                                                          |
|---|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Technical Expertise and Relevant Experience</b>         | Experience in conducting similar trainings and capacity building (Such as Monitoring and Evaluation, Reports writing, risk management, financial management, protection mainstreaming etc.) (For NGO workers/organizations). | 25     | <b>Excellent (90-100%):</b> 5+ relevant trainings, strong references                                                      |
|   |                                                            |                                                                                                                                                                                                                              |        | <b>Good (70-89%):</b> 3-4 relevant trainings, good references                                                             |
|   |                                                            |                                                                                                                                                                                                                              |        | <b>Fair (50-69%):</b> 1-2 relevant trainings                                                                              |
|   |                                                            |                                                                                                                                                                                                                              |        | <b>Poor (30-49%):</b> Minimal relevant experience                                                                         |
|   |                                                            |                                                                                                                                                                                                                              |        | <b>Unacceptable (0-29%):</b> No relevant experience                                                                       |
| 2 | <b>Understanding of Sudan Context and Fragile Settings</b> | In-person presence in the state and Knowledge of Sudan's conflict context, humanitarian needs, mutual aid structures, and challenges of data collection.                                                                     | 20     | <b>Excellent:</b> Deep, nuanced understanding, conflict sensitivity, In-person presence in State                          |
|   |                                                            |                                                                                                                                                                                                                              |        | <b>Good:</b> Solid general understanding , In-person presence                                                             |
|   |                                                            |                                                                                                                                                                                                                              |        | <b>Fair:</b> Basic awareness, limited details , In-person presence                                                        |
|   |                                                            |                                                                                                                                                                                                                              |        | <b>Poor:</b> Weak understanding , no In-person presence                                                                   |
|   |                                                            |                                                                                                                                                                                                                              |        | <b>Unacceptable:</b> No clear understanding shown , In-person presence                                                    |
| 3 | <b>Proposed Methodology and Approach</b>                   | Appropriateness, clarity, and adaptability of methodology                                                                                                                                                                    | 25     | <b>Excellent:</b> Fully adapted, innovative, detailed methodology (participation, group work, post training surveys etc.) |

|   |                                                 |                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                               |
|---|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                                 | for fragile and conflict settings, including group works during the trainings and remote data collection ability post training surveys.                                                                             |           | <b>Good:</b> Solid and appropriate methodology<br><b>Fair:</b> Generic methods<br><b>Poor:</b> Unclear or weak methodology<br><b>Unacceptable:</b> Unrealistic methods                                                        |
| 4 | <b>Work Plan and Timeline Feasibility</b>       | Realistic and feasible work plan matching NRC's deadlines; clear milestones for finalization of the training material, hiring of venue and coordination , training completion, post training suryves and reporting. | 10        | <b>Excellent:</b> Fully aligned, realistic and detailed.<br><b>Good:</b> Feasible with minor adjustments.<br><b>Fair:</b> Tight or vague schedule.<br><b>Poor:</b> Unfeasible plan.<br><b>Unacceptable:</b> Missing timeline. |
| 6 | <b>Financial Offer (Cost-Effectiveness)</b>     | Cost realism and value for money; not only lowest price but quality-price balance.                                                                                                                                  | 20        | Propotional - Lowest cost High Score                                                                                                                                                                                          |
| 7 | <b>Eligibility – Registered Training Center</b> | Entity must be a properly registered Training Center with the relevant authorities, specialized in providing such training services. Consultancy                                                                    | Pass/Fail | Pass: Valid registration certificate provided, clearly stating "Training Center" as the primary specialization.                                                                                                               |

|  |  |                                                                                                                                                                                        |  |                                                                                                                                                                                                                   |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | firms, NGOs, and other non-training entities are not eligible unless they hold separate registration as a dedicated training center. Valid registration certificate must be submitted. |  | Fail: Missing, expired, or invalid certificate. Entity registered solely as a consultancy firm, NGO, commercial trading company, or any non-training entity without a separate, distinct training center license. |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 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<br>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 Consultant ID and address for screening purposes                                                                   |                                              |                     |          |
| Proof of consultancy registration/ Company profile                                                                           |                                              |                     |          |
| Tax Identification Number (TIN) registration certificate (Tax registration)- If any                                          |                                              |                     |          |
| Value Added Tax (VAT) registration certificate (if VAT is to be charged in the country of origin of the consultant) – if any |                                              |                     |          |
| All necessary license certificates in line with government regulations                                                       |                                              |                     |          |

## Envelop 2 – Financial

## Section 6 – Pricing proposal - signed/ stamped

| # | Question                                                                                                                                                                                               | Response Requirement |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1 | Please describe your understanding of the assignment, including key contextual considerations for conducting outcome monitoring of Group Cash Transfer (GCT) interventions in Sudan.                   |                      |
| 2 | Describe your proposed methodology for conducting field data collection, including household surveys, KIIs with GCT focal points, supervision of enumerators, and coordination with local authorities. |                      |
| 3 | Explain how your approach will ensure data quality, ethical standards, safeguarding, inclusion of vulnerable groups, and adherence to Do No Harm principles.                                           |                      |
| 4 | Describe your experience conducting MEAL activities such as household surveys, PDMs, outcome monitoring, assessments, or similar data collection exercises in humanitarian or conflict settings.       |                      |
| 5 | Describe your experience working in Sudan or other hard-to-reach/conflict-affected contexts, including coordination with local authorities and community structures.                                   |                      |
| 6 | Provide a detailed workplan and timeline for the assignment, including field deployment plan, supervision structure, and data submission schedule.                                                     |                      |
| 7 | Identify key operational risks (access, security, data collection challenges, community engagement) and mitigation measures.                                                                           |                      |
| 8 | Provide a detailed financial proposal in USD, including enumerator costs, transport, supervision, data collection tools, and all operational expenses.                                                 |                      |

|    |                                                                                                                               |  |
|----|-------------------------------------------------------------------------------------------------------------------------------|--|
|    |                                                                                                                               |  |
| 9  | Submit CVs of key personnel including field supervisors, enumerators lead, and data manager (if applicable).                  |  |
| 10 | Provide examples of previous similar MEAL assignments (household surveys, outcome monitoring, PDM, humanitarian assessments). |  |
| 11 | Provide at least three professional references from similar assignments.                                                      |  |
| 12 | Submit company registration and legal documentation (if applicable).                                                          |  |

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.

|                                                                               |  |
|-------------------------------------------------------------------------------|--|
| 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                           |  |

## Ethical Standards Declaration for all Supply, Service and Works Contractors

We, the undersigned, ('we', 'our' or 'us') **CONSIDERING THAT:**

**FIRST**, we are bidding for, or entering into, a contract with the Norwegian Refugee Council (NRC) to supply goods, services or works to NRC ('the Contract').

**SECOND**, we understand that as a humanitarian organisation, NRC expects its suppliers and contractors to have high ethical standards.

**THIRD**, we understand that NRC therefore needs us to confirm that we adhere to the required ethical standards ('the ethical standards') by signing this declaration ('the Declaration').

**THEREFORE**, we **DO HEREBY DECLARE** as follows:

### 1. Declaration concerning compliance with applicable laws and these ethical standards

We declare that we shall:

- a. Meet the ethical standards in this declaration ('ethical standards')
- b. Ensure that any party representing us, including but not limited to:
  - board members
  - directors
  - employees
  - contractors or sub-contractors, and their employees
  - consultants and sub-consultants, and their employees;
  - other legal representatives

('our Representatives') are aware of and comply with these ethical standards.

In the event that we, or our Representatives, do not meet the ethical standards at present, we shall:

- a. Explain to NRC in what way we do not currently meet the ethical standards
- b. Agree a plan and timeline with NRC to implement changes that allow us to meet the ethical standards
- c. Provide regular updates to NRC on the implementation plan.

### 2. Declaration concerning status

We hereby declare that neither we, nor to the best of our knowledge our Representatives, are in any of the following situations:

- 2.1. Have made an offer, payment, consideration or benefit of any kind, which constitutes illegal or corrupt practice, directly or indirectly, as an inducement or reward in relation to the tendering, awarding or execution of the Contract.
- 2.2. Are involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organisation or other illegal activity
- 2.3. Are insolvent, in receivership, bankrupt, or being wound up
- 2.4. Have suspended activities
- 2.5. Are subject to legal proceedings related to 2.1
- 2.6. Have at any time been found guilty and sentenced by a court, whether in the country of employment or abroad, for a criminal offence in respect of children or vulnerable adults

### 2.7. Are engaged in:

- terrorism or the material support of terrorism
- the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof
- the sale or manufacture, either directly or indirectly, of weapons
- the production of alcohol, tobacco, or pornography.

### 3. Declaration concerning Conflicts of Interest

We declare that neither we nor, to the best of our knowledge, our Representatives have an undisclosed conflict of interest with NRC, in accordance with [NRC's Conflict of Interest Policy \(the Policy\)](#).

Where any potential conflict of interest exists between our Representatives and NRC or any NRC staff member, we shall notify NRC in writing of the potential conflict using [Form F in the Policy](#). We understand that the Policy and the Form is available on [NRC's website](#) or that we can contact the NRC Procurement focal point, as mentioned in the tender documentation. NRC shall then determine whether action is required.

A conflict of interest can be due to a relationship with an NRC staff member such as family or friends.

We understand that if we fail to report a potential conflict of interest and are later found to have a conflict of interest, we may be removed from the NRC vendor database.

### 4. Declaration concerning compliance with national law

We declare that we and, to the best of our knowledge, our Representatives:

- 4.1. comply with all applicable laws and regulations in effect in the country or countries where the Contract will be carried out.
- 4.2. comply with all applicable export laws concerning the country or countries where the Contract will be carried out.
- 4.3. are registered with the relevant government authority with regard to taxation for the duration of the Contract.
- 4.4. pay taxes according to all applicable national laws and regulations for the duration of the Contract.



**5. Declaration concerning compliance with labour standards**

We declare that we and, to the best of our knowledge, our Representatives:

We declare that we and, to the best of our knowledge, our Representatives comply with applicable national labour law standards and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work. Specifically, we declare that we and, to the best of our knowledge, our Representatives comply with the following minimum labour standards:

**5.1. Working Conditions**

- a. All workers receive a contract of employment that is written in a language they understand.
- b. All workers are free to leave after giving reasonable notice.
- c. All workers have the right to join or form trade unions of their own choosing and to bargain collectively.
- d. No worker is required to lodge 'deposits' or identity papers or immigration documents in order to obtain employment.

**5.2. Wages and benefits**

- a. Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages are always sufficient to meet basic needs.
- b. No deductions from wages are made as a disciplinary measure.

**5.3. Working time**

- a. Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. Whenever possible working hours do not exceed 48 hours per week (8 hours per day).
- b. Workers are provided with at least one day off for every 7-day period.

**5.4. Health and safety**

- a. Steps are taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- b. Workers receive regular and documented health and safety training, and such training is repeated for new workers.
- c. Workers have access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage is provided.
- d. Accommodation, where provided, is clean, safe and adequately ventilated.

**5.5. Discrimination and abuse**

- a. No worker is forced, bonded or an involuntary prison worker.
- b. There is no discrimination at the workplace based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- c. Measures are in place to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.

- d. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, are prohibited.

**5.6. Persons under 18**

- a. No persons under the age of 18 shall be engaged in work which is hazardous to their health or safety, including night work.
- b. The working hours and nature of work of any worker who is under the age of 18 shall not interfere with their opportunity to complete his or her education.

**6. Declaration concerning the environmental standards**

We declare that we and, to the best of our knowledge, our Representatives comply with applicable national environmental law standards and with international environmental standards, to the greatest extent possible.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

- 6.1. We respect national and international environmental legislation and regulation.
- 6.2. We ensure that production and extraction of raw materials for production does not contribute to the destruction of the resources and income base for marginalised populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
- 6.3. We take environmental measures into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. This includes reasonable steps to minimise negative environmental impacts (e.g. emissions, water usage, waste) and to use - where possible - sustainable resources. Local, regional and global environmental aspects shall be considered. The local environment at the production site will not be exploited or degraded by pollution and waste.
- 6.4. We carefully manage hazardous chemicals and other substances in accordance with documented safety procedures.

**7. Declaration concerning protection from sexual exploitation and abuse**

We and, to the best of our knowledge, our Representatives comply with international standards related to protection from sexual exploitation and abuse (PSEA) and sexual harassment.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

- 7.1. We take sexual misconduct seriously and ensure that any employee found to have carried out sexual misconduct will be subject to disciplinary action.
- 7.2. We will ensure, that none of our employees engage in any sexual activity with persons (adult or child) in relation with this contract regardless of the age of majority or consent locally.

- 7.3. We will ensure that none of our employees produce, procure, distribute or use sexually explicit material in any activities under the Contract or on any sites used under the Contract.
- 7.4. We will ensure that none of our employees will exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading, or exploitative behaviour. This prohibition extends to any use of sex trade workers. If any sexual misconduct is found to have taken place, such employees face disciplinary action.
- 7.5. We shall report any incident or complaint of sexual misconduct or child abuse related to the activities carried out under the Contract through NRC's PSEA and Safeguarding Unit at psea@nrc.no.
- 7.6. We shall report any known or reported sexual relationship between our employees and NRC staff to NRC.

#### 8. Declaration concerning protection of children

We declare that neither we nor, to the best of our knowledge, our Representatives are engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child. We commit to upholding international and national laws and policies regarding child safeguarding. Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

- 8.1. We support and protect the complainant, survivors and witnesses of any raised incidents or complaints of sexual misconduct or child abuse.
- 8.2. We will ensure, that our employees will not abuse or exploit children or act in a manner that may place a child at risk of harm.
- 8.3. We will ensure that our employees are not left alone with children.
- 8.4. We will ensure our employees will not ask children for personal contact details without a valid reason to do so.
- 8.5. We listen, to the best of our ability, to children's views and opinions and treat boys and girls in a manner that is respectful of their rights and dignity during the performance of the Contract.
- 8.6. We shall report any suspicion of child safeguarding concerns through the Complaints and Feedback Mechanism, provided by the NRC contract focal point and at <https://nrc.caseiq.app/portal> for reporting safeguarding concerns i.e. the speak up portal for 3rd parties.

#### 9. Declaration concerning anti-human trafficking

We declare that neither we nor, to the best of our knowledge, our Representatives are engaged in trafficking in persons as defined in the protocol to Prevent, Suppress and Punish Trafficking in Persons or the UN Convention against Transnational Organized Crime.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

- 9.1. We do not solicit persons for the purpose of employment, or offer employment by means of materially false or fraudulent pretences, representations, or promises.
- 9.2. We do not charge employees recruitment fees.
- 9.3. We do not provide or arrange housing for employees that does not meet host country housing and safety standards.
- 9.4. We commit to report any suspected violations of this clause to NRC immediately.
- 9.5. We commit to make our Representatives aware of the trafficking related prohibitions outlined above and share the Global Human Trafficking Hotline Information with them (1-844-888-FREE, [help@befree.org](mailto:help@befree.org)).

#### 10. General

We understand that:

- 10.1. The Declaration will be kept on file for a period of 10 years.
- 10.2. The Declaration will be updated every year or more often as appropriate.
- 10.3. We must inform NRC immediately in the event that there is a change to the Declaration.
- 10.4. NRC may perform checks to verify that the ethical standards are adhered to and shall be granted reasonable access to our premises and to our documentation, computer systems etc, in order to be allowed to do so.
- 10.5. In the event that NRC deem that we fail to meet or are not taking appropriate steps to meet, the ethical standards, NRC may immediately terminate any and all contracts and agreements we have with them and at no cost to NRC.

#### 11. Requirement to notify NRC

We shall immediately notify NRC through the Complaints and Feedback Mechanism, provided by the NRC contract focal point if:

- 11.1. Any allegations of alleged corruption, sexual exploitation or abuse, or child abuse are made against us or, to the best of our knowledge, our Representatives, during the Contract, whether relating to the Contract or not.
- 11.2. Any allegations are made, or any changes occur, in relation to any of the declarations made herein



Signed on our behalf as follows:

|           |  |
|-----------|--|
| Signature |  |
| Name      |  |
| Position  |  |
| Date      |  |
| Place     |  |