Request for Proposal

Danish Refugee Council
Sudan

25th Nov 2026

To interested consultants, firms and organizations

Request for Proposal No.: RFP-SDN-KRT-26-040- Baseline Consultancy for GBV consortium project in Sudan

Dear Sir/Madam:

The Danish Refugee Council (DRC) Sudan is seeking to contract a consultant Sudan seeks proposals from Consultant(s)/consultancy firm will work in collaboration with the consortium management unit, the wider consortium agencies and FCDO and is responsible for leading and carrying out the baseline assessment for this project. This includes developing the methodology and execution of the baseline assessment and providing recommendations to fully establish the set-up of the project.
DRC therefore invites interested consultants, firms, and organizations to submit a proposal in accordance with this RFP and the attached **Terms of Reference, Annex F.**

Your proposal must be expressed in English and valid for a minimum period of 90 days.

I. TENDER DETAILS

The Tender details are as follows:

Line	Item	Time, date, address as appropriate
1	RFP published	25th Nov 2026
2	Closing date for clarifications	30th Nov 2026, (2:PM) 12 :00 UTC
3	Closing date and time for receipt of Tenders	9th Dec 2026, (2:PM) 12:00 UTC
4	Tender Opening Date and time	10th Dec 2026, (10:AM) 08:00 UTC

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

II. IMPORTANT INFORMATION REGARDING THIS RFP:

- This RFP is launched for the in Sudan seeks proposals from a consultant to proposals from Consultant(s)/consultancy firm will work in collaboration with the consortium management unit, the wider consortium agencies and FCDO and is responsible for leading and carrying out the baseline assessment for this project. This includes developing the methodology and execution of the baseline assessment and providing recommendations to fully establish the set-up of the project
- The consultancy is expected to cover approximately Forty days. The consultant shall be prepared to complete the assignment no later than - mid February 20276, in accordance with the ToR. DRC may terminate the contract if the consultant fails to deliver the agreed services and outputs on time.

- Suggested payment schedule:
  1. 30% upon submission of inception report and validated Data collection tools, alongwith invoice

  2. 70% upon submission of validated final report (with validated ppt, raw data, updated M&E framework) alongwith invoice

  No advance payment will be paid to the selected consultant. Payments will be made in instalments against submission and approval of agreed deliverables, in line with the ToR, the final contract, and DRC procedures. The selected consultant is expected to mobilize their own resources for the provision of the contracted services.
- The consultancy may be carried out remotely, with regular online coordination meetings with DRC Sudan teams. No travel to Sudan is expected unless specifically required and approved by DRC.
- The selected consultant will be expected to deliver: an inception note and workplan; victim assistance service mapping and gap analysis; referral pathway and service directory; operational guidance note; one-year strategic vision/roadmap; and final recommendations report.

III. SELECTION AND AWARD CRITERIA

The criteria for awarding contracts resulting from this Tender is based on 'best value for money'. For the purpose of all tenders DRC defines best value for money as:

Best value for money should not be equated with the lowest initial bid option. It requires an integrated assessment of technical, organizational and pricing factors in light of their relative importance (i.e., reliability, quality, experiences, and reputation, past performance, cost/fee realism, delivery time, reasonableness, need for standardization, and other criteria depending on the item to be procured).

For all bids deemed technically compliant as per the specification stipulated in **Annex F – Terms of Reference (TOR)**, DRC will give a weighted combined technical and financial score. The weighted score will determine the contract award.

A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with your bid.

#	Annex #	Document	Instructions
1	A.1	Bid Form (Technical) and Technical Proposal	Technical Proposal should include; - understanding of the assignment; - proposed approach and methodology; - detailed workplan; - proposed team structure and team profiles, if applicable; - quality assurance approach; - approach to safe consultations, confidentiality, informed consent, data protection, do-no-harm, disability inclusion, and survivor-centered principles. Mandatory
2	A.2	Bid Form (Financial)	Complete ALL sections in full, sign and submit Mandatory
3	B	Tender and Contract Award Acknowledgement Certificate	Complete ALL sections in full, sign and submit Mandatory.
4	C	General Conditions of Contract	Sign and submit Mandatory

5	D	Supplier code of conduct	Complete, sign and submit where applicable. or provide equivalent registration/tax information where available. Mandatory where applicable
6	E	Supplier Profile and Registration	Sign and submit along with company registration Mandatory
7	G	Reference template	Complete and submit or provide at least 3 contactable professional references. Mandatory
8		At least 3 professional references for similar consultancy work within the last 2–5 years, using Annex G or another format that includes contact details. Reference letters may be submitted where available but are not mandatory.	Provide at least 3 professional references for similar consultancy work within the last 2–5 years. References should include the name of the client/organization, type of assignment, contact person, email/phone, and assignment period. Reference letters may be submitted where available but are not mandatory. Mandatory
9		Updated company profile and CVs of proposed team members for firms/organizations, describing relevant qualifications and expertise.	Provide CVs for consultants Mandatory
10		At least 3 samples of similar previous work.	Provide at least 3 samples of similar previous work within the last 2–5 years, such as service mappings, referral pathways, SOPs, operational guidance notes, victim assistance reports, protection/disability inclusion guidance, or similar documents. **Confidential information may be redacted.** Mandatory
11		Statutory documents/licenses	Certificate of incorporation/registration, Copy of Tax certificate Mandatory
12		Arabic language capacity	Bidders should indicate whether they have Arabic language capacity, or explain how Arabic-language consultations, documents, or stakeholder engagement will be managed, if required. Desirable

B. Overall Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFP. A Bid is deemed to meet the criteria if it confirms that it meets the conditions, procedures and specifications in the RFP without substantially departing from or attaching restrictions to them. If a Bid does not technically comply with the RFP, it will be rejected.

Technical Assessment Criteria

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFP. A Bid is deemed to meet the criteria if it confirms that it meets the conditions, procedures and specifications in the RFP without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the RFP, it will be rejected.

For all bids deemed technically compliant as per the specification stipulated in Annex – Terms of Reference (ToR), DRC will give a weighted combined technical and financial score. The weighted score will determine the contract award.

The technical criteria for this RFP and their weighting in the technical assessment are:

Technical criteria #	Technical criteria	Weighting in technical assessment [Total 50%]
1	**Qualification and Language proficiency of personnel dedicated to the consultancy** - **Relevant academic and professional qualifications of the Team Leader/Lead Consultant and key team members in social sciences, gender studies, development, humanitarian action, research or a related field.** - At least five years' relevant experience conducting baseline studies and/or evaluations using mixed methods approaches, including participatory and inclusive data collection and, where appropriate, innovative or non-traditional methods.	**10%**
2	**Proposed Methodology and Assessment** - Quality and appropriateness of the proposed mixed-methods baseline design, including clear research questions, methods and justification for the selected approach - Sampling approach of data collection proposed by consultant - **Data analysis method and approach**	**20%**
3	**Previous experience in similar context** - Demonstrated experience in conducting large-scale external assessment within fragile/emergency contexts. - Detailed knowledge and practical experience in designing and implementing research cycles in the humanitarian sector, specifically for impact measurement. - Professional experience in Sudan and understanding of the operating context. Sudan experience is preferred. - Solid understanding of Sudan's cultural/economic context - **Familiarity with GBV prevention, response and social norms programming** - **Ability to demonstrate/provide evidence of high quality written reports in English and Arabic**	**15%**
4	**References** - Positive references from other institutions preferably from NGOs/INGOs related to similar scope of service	**5%**

Please note that bids shall respond to all criteria, or their bid may be disqualified.

Bidders who pass the technical evaluation will be invited for an online panel interview. The interview will be evaluated per the following criteria:

Technical criteria #	Panel Interview criteria	Weighting in technical evaluation [Total 50%]
1	Previous experience in similar data collection, analysis and research projects	5%
2	Clarity of proposed process	20%
3	Demonstration of understanding of challenges and best practices across various contexts	20%
4	Spoken fluency in English	5%

Please note that bids shall respond to all criteria, or their bid may be disqualified.

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C. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

Any discrepancy between the unit price and the total price shall be re-computed by DRC, and the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the final price based on DRC's re-computation and correction of errors, its Bid will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by DRC after it has received the Proposal.

The financial proposal shall include, as a minimum:

- total consultancy fee in USD;
- breakdown by deliverable, phase, or level of effort, as applicable;
- daily rate, if applicable;
- any reimbursable costs, if applicable;
- confirmation that travels costs are not included unless specifically requested and approved by DRC.

IV. TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Period
- Tender Closing
- Administrative Evaluation
- Technical Evaluation, including interviews if required
- Financial Evaluation
- Contract Award
- Notification of Contract Award

V. SUBMISSION OF BIDS

Bidders are solely responsible for ensuring that the full bid is received by DRC in accordance with the RFP requirements, prior to the specified date and time mentioned above. DRC will consider only those portions of the bids received prior to the closing date and time specified.

All responsive bids shall include Annex A.1. For the financial proposal, bidders may either complete Annex A.2 or submit their own financial proposal format, provided it includes all required financial information.

Bidders are solely responsible for ensuring that the full Bid is received by DRC in accordance with the RFP requirements.

Bids can be submitted by email to the following dedicated, controlled, & secure email address:

tender.sdn@drc.ngo

When Bids are emailed, the following conditions shall be complied with:

- **The RFP number shall be inserted in the Subject Heading of the email**
- **Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains**
  - The financial bid shall only contain the financial bid form, Annex A.2, or the Bidder's chosen financial form
  - The technical bid shall contain all other documents required by the tender, but excluding all pricing information
- Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.
- Email attachments shall not exceed 4MB; otherwise, the bidder shall send his bid in multiple emails.

Failure to comply with the above may disqualify the Bid.

DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.

DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

Bids can only be submitted electronically.

VI. COMPLETION OF BID FORM

A. Prices Quoted

Any discount offered shall be included in the Bid price.

B. Currency

The currency of the Bid shall be in **USD**. No other currencies are acceptable.

C. Language

The Bid Form, and all correspondence and documents related to this RFP shall be in **English**.

D. Presentation

Bids shall be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized representative of the Bidder.

E. Split Awards

DRC reserves the right to split awards.

F. Validity Period

Bids shall be valid for at least the minimum number of days specified in the RFP (Annex B and Annex A1, A2) from the date of

Bid closure. DRC reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

VII. ACCEPTANCE

DRC reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFP Closure.

VIII. AWARD OF CONTRACTS

This RFP does not commit DRC to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by DRC. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of DRC and the successful Bidder.

DRC may award contracts for part quantities or individual items. DRC will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. DRC reserves the right to cancel any RFP, to reject any or all Bids in whole or in part, and to award any contract.

Consultants or suppliers who do not comply with contractual terms and conditions, including delivering services or outputs that differ from those agreed in the contract, may be excluded from future DRC procurement processes.

IX. CONFIDENTIALITY

This RFP or any part hereof, and all copies hereof shall be returned to DRC upon request. This RFP is confidential and proprietary to DRC, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of DRC, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the RFP, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this RFP.

X. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT

Bidders and their employees, officers, advisers, agent or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this RFP or procurement process, or any other procurement process being conducted by DRC in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to DRC, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

XI. IMPROPER ASSISTANCE

Bids that, in the sole opinion of DRC, have been compiled:

- With the assistance of current or former employees of DRC, or current or former contractors of DRC in violation of confidentially obligations or by using information not otherwise available to the public or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal DRC information not made available to the public or to the other Bidders,

- In breach of an obligation of confidentially to DRC, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration.

Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from DRC, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this RFP was an official, agent, servant, or employee of, or otherwise engaged by, DRC and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFP relates.

XII. CORRUPT PRACTICES

DRC has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by DRC as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of: facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favouritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of

documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by DRC, including tendering, award or execution of contracts. DRC reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate DRC's policy with regards to Anti-Corruption to Third Parties. The Bidder furthermore agrees to inform DRC immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific DRC country operations via www.drc.dk/where-we-work, or via DRC's Code of Conduct Reporting Mechanism: www.drc.dk/relief-work/concerns-complaints/code-of-conduct-reporting-mechanism. Reports of suspected corruption can also be reported directly to DRC HQ at c.o.conduct@drc.dk.

XIII. CONFLICT OF INTEREST

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of DRC and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any DRC contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify DRC immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of DRC, or cases in which any DRC official, employee or person under contract with DRC may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as DRC may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of DRC.

XIV. WITHDRAWAL/MODIFICATION OF BIDS

Requests to withdraw a Bid after the Bid Closure Time shall not be honoured. If the selected Bidder withdraws its Bid, DRC shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, DRC shall withhold such Bid security until the issue has been resolved.

Withdrawal of a Bid may result in your suspension or removal from the DRC suppliers List.

A Bidder may modify its Bid prior to the RFP closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the RFP closure.

XV. LATE BIDS

All Bids received after the RFP closure will be rejected.

XVI. CONDITIONS OF CONTRACT

All Bidders shall acknowledge that the DRC General Conditions of Contract or the Special Conditions of Contract, as applicable, are acceptable.

XVII. CANCELLATION OF THE RFP

In the event of an RFP cancellation, Bidders will be notified by DRC. If the RFP is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders.

The RFP may be cancelled in the following situations:

- where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the project impossible;
- all technically compliant Bids exceed the financial resources available; or
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

DRC shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an RFP, even if DRC has been advised of the possibility of damages. The publication of a procurement notice does not commit DRC to implement the programme or project announced.

XVIII. QUERIES ABOUT THIS RFP

For queries on this RFP, please contact the Procurement department, procurement.sdn@drc.ngo

All questions regarding this RFP shall be submitted in writing to the above. On the subject line, please indicate the RFP number. **Bids shall not be sent to the above email**.

> **All questions during the tender period, as well as the associated answers, will be shared with all suppliers invited, or for open tenders published at: and DRC website** https://drc.ngo/reliefwork/procurement-in-drc.

XIX. RFP DOCUMENTS

This RFP document contains the following:

1. This Cover Letter
2. Annex A: DRC Bid Form (Technical bid and financial bid)
3. Annex B: Tender and Contract Award Acknowledgment Certificate
4. Annex C: DRC General Conditions of Contract
5. Annex D: DRC Supplier Code of Conduct
6. Annex E: Supplier Profile and Registration
7. Annex F: Terms of Reference
8. Annex G: Reference Template

Under DRC's Anticorruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Yours sincerely DRC

ANNEX B

Tender and Contract Award Acknowledge Certificate

This attachment shall be signed and submitted with the Bid

1. In compliance with the RFP Instructions and General Conditions of Contract, we the undersigned, offer to provide the consultancy services described in *RFP-SDN-KRT- 26-040* and the attached Terms of Reference, at the prices stated in our financial proposal

2. We accept the terms and conditions set forth in the RFP Letter and the following requirements have been noted and will be complied with where applicable:

a. We confirm that the consultancy services will be provided in accordance with the ToR, agreed workplan, and contract requirements.

b. That conditional Bids cannot be accepted.

c. That the currency of the Bid should be in USD.

d. DRC reserves the right, at its own discretion:

   i. To award a contract for a lesser or greater quantity than the total quantity Bid for.

   ii. To reject any or all Bids and/or enter a contract with a Bidder other than the lowest Bidder.

e. Successful Bidders who are awarded contracts will be notified by the receipt of the original Purchase Order/Contract and acknowledgement copy. In case or urgency successful Bidders(s) may also be notified by email.

f. We confirm that the validity of this offer is for 90 calendar days from the date of the RFP closure.

g. We agree to the terms and conditions set forth in the DRC General Conditions of Contract (Annex C)

h. We certify that the below mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

i. We agree to abide by the DRC Supplier Code of Conduct as attached as Annex D.

3. We note that DRC is not bound to proceed with this RFP and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

We agree to the above terms and conditions.

Submitted by:

Company/Consultant Name

Place

Date

Title/Position

Print Name

Signature

Duly authorized company representative

Company Stamp