

**Pre-qualification**

**FOR**

**INDIVIDUAL CONSULTANTS**

**&**

**CONSULTANCY FIRMS**

Save the Children International

Sudan

**September, 2021**

# 1. Save the Children International in Sudan (SCI)

Save the Children is the world’s leading independent organization for children. We work in 120 countries. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. We aim to reach more children than ever before, through programs in health, nutrition, education, protection and child rights, also in times of humanitarian crises.

Save the Children are an equal opportunity organization dedicated to our core values of Accountability, Ambition, Collaboration, Creativity and Integrity.

Save the Children in Sudan operates in Darfur, Kordofan, Red Sea, Blue Nile, River Nile, AlGezira, Sennar, Gadaref Khartoum states.

# 2. Overview of Pre-qualification

SCI invites applications from Consultancy Firms/Consultants having expertise in specialized domains as listed in the scope of Pre-qualification.

## 2.1 Background and Introduction

SCI desired to maintain a pool of pre-qualified panel of consultants including firms and individuals in wide areas of expertise. This pool would be utilized for consultancies, studies, surveys, assessment, specialized assignments, concept papers, proposal writing, IT related policy matters etc. the pool of individual consultants and consultancy firms would be readily available on short & long term and retainer ship basis upon arising needs of SCI.

SCI invites applications from eligible individual consultants and organizations/firms/ registered in Sudan for provision of consultancy and advisory services in various domains.

## 2.2 Scope of Pre-qualification

Consultancy and advisory services are required in the following major areas:

1. Health
2. Nutrition
3. Food security and livelihood
4. Cash Transfer programming
5. Child Protection
6. CRG Child Rights Governance
7. WASH Water supply, Sanitation and Hygiene
8. Education
9. Construction
10. Emergency response
11. Management (HR, Secretarial, Accounts & Finance, Audit, Risk Management)

Note: Consultants may like to specify specialization in above major areas themselves.

2.3**. Standard Instructions**

1. Pre-qualification shall be clear and elaborate. Different sections of the application shall be separated using color separators, flags or tags. The applications shall be prepared without any interlineations or overwriting.
2. Consultancy firms and individual consultants may request in writing, for clarification of any of the provisions of this Pre-qualification up till 07 (seven) calendar days before the submission date. All queries may be sent to [SudanCO.procurement@savethechildren.org](mailto:SudanCO.procurement@savethechildren.org)
3. Applications submitted should remain valid for a period of 3 months from the last date of submission.
4. Eligible consultancy firms and individual consultants are encouraged to submit their pre-qualification’s as per submission requirements.
5. Eligible consultancy firms and individual consultants may apply for any combination of areas for pre-qualification. In case of multiple areas, they are required to submit area wise details of experience and expertise.
6. Pre-qualification submitted by consultancy firms and individual consultants will be evaluated as per pre-established evaluation criteria.
7. All CVs attached with relevant forms should be signed by the relevant employee and countersigned by the Company.
8. As and when needed, SCI would prepare TORs/bidding documents for such assignments. Only consultancy firms and individual consultants pre-qualified in a particular area would be provided TORs/bidding documents for submission of their proposals.
9. Prequalified consultancy firms & individual consultants may be hired on retainer ship basis for some specific period upon arising need.
10. Successful consultancy firms and individual consultants will be pre-qualified for a period of two years.

# 3. Pre-qualification Submission Requirements

The pre-qualification shall be in compliance with the below mentioned requirements:

1. A covering letter as attached
2. Table of Contents with page numbers
3. All forms (attached in pre-qualification) duly filled
4. Each prequalification shall be sent to [SudanCO.procurement@savethechildren.org](mailto:SudanCO.procurement@savethechildren.org) , OR physically delivered in a

sealed prequalification envelope titled Consultant and stating the category of interest and shall be submitted and delivered at the address given below before 1500 hrs. (Sudan time), on or before 30th Sept 2021 to;

# Save the Children International – Sudan CO

Alryahd Area, Khartoum – Sudan, Off 117 street – East of Al Rashideen Mosque

# 4. Pre-Qualification Information

**The pre-qualification in case of Consultancy Firms will be based on the following factors.**

1. Company Profile
   1. Registered Age of the Company/Incorporation Certificate
   2. Name of Managers/Owners/ CEO/Directors/Partners
   3. Location of the Firm’s office/sub office
   4. Number of branches
   5. Core Business Areas
   6. Name of Bank/Certificate of financial position
   7. Annual Audited Accounts of the Company
2. Specific /Similar Experience of the Firm
   1. Area of expertise wise details of consultancy assignments carried out in last 5 years
3. General Experience of the Firm
   1. Details of general experience of the firm during last 5 years
4. Capabilities with respect to Firm Personnel
   1. Total No of employees
   2. Key Personnel of the Firm

**The pre-qualification in case of Individual Consultants will be based on the following factors.**

1. Profile
2. Academic Qualifications
3. Qualifications
4. Publications
5. Memberships
6. Certifications
7. Professional Accomplishments
8. Specific/ Similar experience of the Consultant related to the expertise area.
9. General Experience of the Consultant

# 5 Pre-qualification Evaluation Criteria

### Evaluation Criteria for Consultancy Firms

|  |  |  |
| --- | --- | --- |
| **#** | **Evaluation Criteria** | **Marks to be allocated** |
| a. | Company Profile (Form 2B) | 20 |
| b. | Specific/Similar experience of the firm related to the particular Area. (Form 2C) | 40 |
| c. | General Experience of the firm (Form 2D) | 25 |
| d. | Capabilities with respect to Firm Personnel (Form 2E) | 15 |
|  | **Total Points** | **100** |
|  | Minimum qualification score (65%) | 65 |

### Evaluation Criteria for Individual Consultants

|  |  |  |
| --- | --- | --- |
| **#** | **Evaluation Criteria** | **Marks to be allocated** |
| a. | Qualifications (Form 3B) | 25 |
| b. | Specific/Similar experience of the Consultant related to the expertise area. (Form 3C) | 50 |
| c. | General Experience of the Consultant (Form 3D) | 25 |
|  | **Total Points** | **100** |
|  | Minimum qualification score (65%) | 65 |

# 

# 6. Forms to be completed by Consultancy Firms

**2A. PRE-QUALIFICATION SUBMISSION FORM**

To:

# Save the Children International – Sudan CO

Procurement Unit

[SudanCO.procurement@savethechildren.org](mailto:SudanCO.procurement@savethechildren.org) ,

Alryahd Area, Khartoum – Sudan, Off 117 street – East of Al Rashideen Mosque

Sir,

We, the undersigned, offer **Provision of Consultancy Services** in accordance with your pre-qualification dated [Advertisement *Date*]. We are hereby submitting our pre-qualification documents

We understand and agree that negotiations can be held during the period of validity of the pre-qualification, i.e., before [*Date*]. Our pre-qualification is binding upon us and subject to the modifications resulting from such negotiations.

We understand you are not bound to accept any pre-qualification documents, that you receive. We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

### Form 2B. COMPANY/FIRM PROFILE

|  |  |
| --- | --- |
| **#** | **Details** |
| 1 | Profile of the agency:   * Registered age of Company * Names of Managers/ Owners/ CEO/ Directors/ Partners |
| 2 | * Location of agency office/sub office * Number of branches |
| 3 | * Core Business Areas |
| 4 | Financial Position   * Name of Bank * Certificate of Financial Position * Annual Audited Accounts * NTN of the Company (national taxation number) * Incorporation Certificate |

### Form 2C-1. SPECIFIC/SIMILAR EXPERIENCE AREA OF EXPERTISE: -----------------------------------------

Relevant/similar services carried out in the last five years that best illustrate qualifications

Using the format below, provide information on each assignment for which your firm/entity, itself or as one of the major companies within a legally formed association, was legally contracted. A separate form shall be filled for each assignment.

|  |  |
| --- | --- |
| Assignment Name: | Professional Staff provided by your Firm/Entity: |
| Name of Client: | No. of Staff: |
| Address: | No. of Staff Months; Duration of Assignment: |
| Start Date (Month/Year):    Completion Date (Month/Year): | Approx. value of Services (in PKR): |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed: | |
| **\***Narrative Description of the Project: | |
| **\*\***Description of Actual Services Provided by Your Firm/Staff: | |

**Form 2C-2. SPECIFIC/SIMILAR EXPERIENCE**

(Please provide a summary of projects submitted under Form 2C-1)

### AREA OF EXPERTISE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Assignment Name** | **Client Name/Country** | **Period** | | **Value (SDG)** | **Status** |
| **To** | **From** |
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Pre-qualification for Hiring of Consultants

### Form 2D. GENERAL EXPERIENCE OF THE FIRM (During last five years that best illustrates qualification)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Client/ Country** | **Name of Assignment/ Project** | **Period of Assignment/ Project** | **Value of**  **Assignment / Project** | **Present status of the Assignment/Project** |
|  |  |  |  |  |

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Pre-qualification for Hiring of Consultants

**Form 2E. – CAPABILITIES WITH RESPECT TO FIRM PERSONNEL**

### 2E-1: NUMBER OF EMPLOYEES

|  |  |  |  |
| --- | --- | --- | --- |
|  | **TOTAL NUMBER OF EMPLOYE** | | **ES** |
|  | **Management** | **Consultants/Experts** | **Support Staff** |
| **Full Time** |  |  |  |
| **Part Time** |  |  |  |
| **Other**  (Provide  Details) |  |  |  |

**Form 2E-2: KEY PERSONNEL OF THE FIRM** (Attach CV of top ten personnel)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr No.** | **Name** | **Designation with Company** | **Qualification** | **No. of years of Experience** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
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| 4 |  |  |  |  |
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| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my firm, its qualifications, and its experience.

Date:

*[Signature of staff member and authorized representative of the firm]* *Day/Month/Year*

Full name of staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 7. Forms to be completed by Individual Consultant

**3A. PRE-QUALIFICATION SUBMISSION FORM**

To:

# Save the Children International – Sudan CO

Procurement Unit

[SudanCO.procurement@savethechildren.org](mailto:SudanCO.procurement@savethechildren.org) ,

Alryahd Area, Khartoum – Sudan, Off 117 street – East of Al Rashideen Mosque

Sir,

I, the undersigned, offer **Provision of Consultancy Services** in accordance with your pre-qualification dated [Advertisement *Date*]. I am hereby submitting my pre-qualification.

I, understand and agree that negotiations can be held during the period of validity of the pre-qualification, i.e., before [*Date*]. My pre-qualification is binding upon me and subject to the modifications resulting from such negotiations.

I understand you are not bound to accept any Pre-qualification that you receive.

I remain,

Yours sincerely,

Signature:

Name of Consultant:

Address:

**Form 3B. INDIVIDUAL CONSULTANT PROFILE**

### 1. Academic Qualifications

|  |  |
| --- | --- |
| **Degree**  **(Please provide attested copies)** | **Name of Degree and Awarding Institution** |
| PhD |  |
| MPhil |  |
| Masters |  |
| Memberships/Certifications |  |
| Publications (attach separately) |  |

### 2. Professional Accomplishments (Positions Held, Attach detailed CV separately)

|  |  |  |
| --- | --- | --- |
| **DD/MM/YY** | | **Company/Project/Position/Experience** |
| **From** | **To** |  |
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**3. Current Engagement of the Consultant**

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| --- | --- |
|  | Provide complete details relating to current assignments with value and timelines |
|  | Employer details (if any)   * Name of the Employer o Designation * Status of Employment (Full Time/Part Time) o Employed Since |

### 4. Affiliations of the Consultant

|  |  |  |
| --- | --- | --- |
| **Name of Organization** | **Affiliated Since** | **Nature of Affiliation** |
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### Form 3C-1. SPECIFIC / SIMILAR EXPERIENCE OF THE CONSULTANT AREA OF EXPERTISE: -----------------------

Relevant/similar services carried out that best illustrate qualifications and experience.

Using the format below, provide information on each assignment for which you were legally contracted. A separate form shall be filled for each assignment.

|  |  |
| --- | --- |
| Assignment Name: | Professional Staff provided by you (If any): |
| Name of Client: | No. of Staff: |
| Address: | No. of Staff Months; Duration of Assignment: |
| Start Date (Month/Year):    Completion Date (Month/Year): | Approx. value of Services (in PKR): |
| Narrative Description of the Project: |  |
| Description of Actual Services Provided: |  |
| Consultants Role & Responsibilities: |  |

**Form 3C-2. SPECIFIC/SIMILAR EXPERIENCE**

(Please provide a summary of projects submitted under Form 3C-1)

### AREA OF EXPERTISE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Assignment Name** | **Client Name/Country** | **Period** | | **Value (SDG)** | **Status** |
| **To** | **From** |
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Pre-qualification for Hiring of Consultants

### Form 3D. – GENERAL EXPERIENCE OF THE CONSULTANT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Client** | **Name of Assignment/ Project** | **Period of Assignment/ Project** | **Value of**  **Assignment / Project** | **Present Status of the Assignment/Project** |
|  |  |  |  |  |

Pre-qualification of Consultants

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

|  |  |
| --- | --- |
|  | Date: |
| *[Signature of Consultant]* | *Day/Month/Year* |

Full name of Consultant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pre-qualification of Consultants