**Request for Proposals**

**MOMENTUM Integrated Health Resilience:**

**Sudan Fragility, Crisis and Complexity (F2C) Assessment**

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| **Issuance Date:** | **February 6, 2022** |
| **Deadline for Questions:** | **February 24, 2022, 17:00 PM Khartoum Time** |
| **Deadline for Proposals:** | **February 28, 2022, 17:00 PM Khartoum Time** |

# INTRODUCTION

CARE is an international NGO with local staff and community partners in 100 countries. We create local solutions to poverty and inequality and we seek dignity for everyone every day and during times of crisis. These solutions have a broad range, from disaster response to food and nutrition to education and work for women and girls to healthy mothers and children. CARE puts women and girls at the center of everything we do because when they have equal access to resources, they lift their families and communities out of poverty. Our staff live where they work, which makes us effective at understanding the challenges they face. We’ve been doing this for 75 years, since World War II. It started with the world’s first CARE Package® of food for the post-war hungry in Europe. Our work today is as important as ever, we believe that poverty and inequality are historic injustices that we can end within a generation, for good. If you share our core beliefs: poverty is an injustice; poverty is solvable; and together, we have the power to end it, join us, and Fight with CARE.

In Sudan, Care is leading the implementation of a new USAID-funded project, MOMENTUM Integrated Health Resilience (MIHR), with IMA World Health, and JSI Research and Training Institute. At the global level, IMA has been awarded a Cooperative Agreement from the US Agency for International Development (USAID) to lead the MOMENTUM Integrated Health Resilience (MIHR), a five-year global project working in fragile settings to strengthen quality maternal, newborn, and child health (MNCH), voluntary family planning (FP), and reproductive health (RH) care and service delivery, to reduce maternal, newborn, and child mortality and morbidity and increase the health resilience of families, communities, and nation-states. Care is a sub-partner under this award, and the lead implementing partner for MIHR’s work in Sudan. In Sudan, MIHR will work in one state to improve the readiness, availability, quality, and utilization of maternal, newborn, health (MNH) and WASH services; improve the governance and accountability of health systems; and increase the adoption of healthy behaviors and demand for health services, with the goal of a more resilient health system that supports improved health outcomes.

Working in complex environments while sequencing, layering, and integrating public health activities across the humanitarian development nexus requires in-depth contextual awareness for effective programming. To initiate work in these fragile settings, MIHR has created the F2C (Fragility, Crisis, Complexity) combined assessment tool that will inform the project design and monitoring systems for crisis-sensitive and complexity-aware programming.

Issuance of this RFA does not constitute an award commitment on the part of CARE nor does it commit CARE to pay for costs incurred in the preparation and submission of an application. Further, CARE reserves the right to reject any or all applications received.

# RATIONALE AND OBJECTIVES OF THE ASSIGNMENT

The purpose of this assessment is to better understand the context where MIHR will work in Sudan, specific shocks (including conflict and other crises), and stresses that are both more likely in fragile settings and perpetuate fragility. This information will enable MIHR/Sudan to initiate evidence-based crisis-sensitive interventions that build resilience through strengthening absorptive, adaptive, and transformative capacity. Information will also inform monitoring systems that allow MIHR/Sudan to track the context surrounding the project’s interventions at the district, facility, and community levels.

The F2C Assessment is done in four parts:

1. Desk Review to gather information on recent and current shocks and stresses, and factors contributing to fragility in areas where MIHR/Sudan is working in several districts in South Kordofan State.
2. Key Informant Interviews (KIIs) with a diverse group of stakeholders in to capture how communities, organizations, and institutions experience, cope with, and respond to past, current, and anticipated shocks (including conflicts and crises) and stressors. It will look at how these experiences, coping capacities, and responses impact health service provision and outcomes.
3. Data synthesis to bring together information from the desk review and KIIs for each prioritized shock and stressor.
4. A “Pause and Reflect Workshop” to create an **action plan** for the MIHR/Sudan project and stakeholders. Participants will be asked to prioritize recommendations or actions for MIHR, and detail how these actions are responding to fragility, sensitivity to crisis, and awareness of the complexity. These recommendations, along with the actions will be reviewed by MIHR staff and incorporated into the implementation approach and country workplan, as appropriate.

## The selected consultant or research firm will lead this study and will work in close collaboration with the MIHR project team. This will include:

* Conducting the literature review of the fragility analysis.
* Conducting interviews with key informants and stakeholders.
* Conduct analysis and synthesis of findings,
* Participate in the preparation and facilitation of the action plan review workshop.

# ACTIVITY PLAN

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| *Pre-Desk Work* | * *Readiness briefing with the MIHR/Sudan team.* * *Readiness briefing with the MIHR/Monitoring, Evaluation, Research, and Learning (MERL) team (Washington, DC)* |
| *During Desk Work* | * *Conduct desk review for factors of fragility (shocks and stressors) in 5 counties in Sudan. Review reports (local and international sources) and local medias. Analyze findings and populate fragility analytics table.* ***(6 days FTE)*** * *Conduct KIIs in 2 regions using provided interview guide. The research firm is responsible for taking notes during the interview and utilizing audio recordings to produce a qualitative analysis of how communities, organizations, and institutions experience, cope with, and respond to past, current, and anticipated shocks (including conflicts and crises) and stressors.* ***(8 days FTE)*** * *Work with MIHR/Sudan MEL team to synthesize data from the desk review and KIIs and analyze how these experiences, coping capacities, and responses affect health service provision and outcomes in the selected counties.* ***(3 days FTE)*** * *Participate in Stakeholder “Pause and Reflect” Workshop to present findings and input into MIHR Action Plan. (****1 day FTE****)* |
| *Post-Desk Work* | * *TA debriefing with MIHR/Sudan and MIHR/MERL (****0.5 days FTE****)* |

# EXPECTED OUTCOMES AND DELIVERABLES

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| **Expected Outcomes:** | |
| Together with the MIHR staff in Sudan and Washington, DC, the consultant or research firm will conduct the F2C assessment to better understand the Sudan context where MIHR will work, specific shocks (including conflict and other crises), and stresses that are both more likely in fragile settings and perpetuate fragility. Through the completion of a desk review and KIIs, data analysis, workshop, and an action plan, MIHR/Sudan will be able to initiate evidence-based crisis-sensitive interventions that build resilience through strengthening absorptive, adaptive, and transformative capacity. | |
| **Final Deliverables Required & Due Dates:** | |
| ***Deliverables*** | ***Due Date*** |
| * F2C workplan | **3 days from start date** |
| * Fragility Desk Review Report (3-5 pages) * Fragility analytics table (provided) | **1.5 weeks from start date** |
| * Final Interview Guides * Audio Files of stakeholder KIIs * Recorded Transcripts (if necessary) or Detailed Notes * Codebook * Files of coded transcripts * Qualitative analysis of KII themes and findings in short report (3 – 5 pages) | **5 weeks from start date** |
| * Completed table with synthesized data from desk review and KIIs (provided) | **6 weeks from start date** |
| * PowerPoint presentation on findings from Fragility Desk Review and Key Informant Interviews to be presented at Workshop * Input into Workshop Action Plans | **8 weeks from start date** |

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# PERIOD OF PERFORMANCE

The assignment will take place over approximately eight weeks, beginning in February 2022, with an estimated 20-25 days of LOE.

# CONSULTANT OR RESEARCH FIRM REQUIRED QUALIFICATIONS

* Lead consultant/researcher holds a Master of Public Health, or a master’s degree in socio-anthropology, social development, political science, or peacekeeping
* Research and/or assessment experience in Sudan; preference for experience in South Kordofan State
* Arabic language skills; English language skills preferred
* Familiarity with Sudan context and environment
* Ability to work under pressure and meet deadlines
* Strong communication and interpersonal skills
* Proficiency in Microsoft Office software and common data collection and analysis applications (e.g., Epi info, STATA, SPSS, NVivo, Dedoose, etc.)
* Past performance conducting assessments and/or evaluations on USAID-funded projects
* Experience in managing and conducting qualitative research
* Experience writing strong data driven report, preferably for USAID funded projects
* Experience designing and leading participatory workshops
* Experience conducting analysis related to fragility, conflict, and insecurity preferred

# RESPONDING TO THE RFA

The technical application must include the following:

## Technical Proposal

The technical proposal must be provided electronically and include the following:

**Cover Letter:** limited to one page, confirming the entities’ interest in collaborating with CARE International under the MIHR project. The cover letter shall incorporate:

* The RFA number
* Proposal submission date
* Company or individual consultant name, address, email and phone
* Company profile and details, if applicable
* DUNS number—if the offeror is an entity/firm, the offeror must poses/obtain a Data Universal Numbering System (DUNS) number.

**Technical Section:** should contain the following components:

* A general description of the Offeror’s qualifications and experience as they relate to the requested qualification enumerated above.
* A response that clearly describes the Offeror’s understanding of the services required and the Offeror’s approach to performing the services described in the Scope of Work
* A description of the key personnel that the Offeror proposes to perform the services detailed in the scope of work if necessary.
* A list of staff who have the legal authority to provide services on behalf of the Offeror if required.
* CV(s) for individuals proposed to complete Scope of Work.
* A description of the level of services expected of each staff member named in the proposal
* The timeline to complete the above scope of work.
* Completed Certifications (see Part D)

Applications may contain matrices, tables, and figures if they synthesize needed intonation. The technical section should not exceed 25 pages in length. This limitation does not include the following:

* Cover page (one-page limit),
* Table of contents (one-page limit),
* Acronym list (one-page limit), and
* Following requested annexes:
  + organizational chart (no page limit)
  + staffing matrix (no page limit)
  + resumes of key personnel (four-page limit each)

**Past Performance:** please complete the following table with past performance references for the last three years for similar work performed:

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| **Organization Name** | **Address** | **Name & Contact Info** | **Scope of Services** | **Rate / Fee for Services** |
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**References:** please include at least three references that were involved in past work in the supervision of the Consultant’s/Research Firm’s work and qualitative data collection activities.

## Financial Proposal

The applicants shall submit cost proposals / budgets as a separate section, which is not subject to the page limitation of the proposal. The financial package shall include a detailed budget with a detailed budget narrative. The budget should relate to results while also showing a type of cost for each activity, outlining the costs of the proposed activity/project to be realistic and reasonable for the work in accordance with the Scope of Work.

To support the costs proposed, please provide detailed budget narrative for all costs, to clearly explain the basis of all costs, such as market surveys, price quotations, current salaries, historical experience, etc. The combination of the cost data and breakdowns specified above and the budget narrative must be sufficient to allow a determination whether the costs estimated are reasonable and realistic.

The budget shall be presented in US Dollars. The budget narrative shall indicate the exchange rate used between the local currency and the US Dollars.

CARE will review the cost proposal in conjunction with the program proposal for purposes of cost realism.

## Documentation

In addition to the proposal and the budget, if the applicant is an organization/firm, the following documentation must also be submitted:

* Article of Incorporation showing organization is registered and established to do business in Sudan.
* Copy of the organization’s charter and by-laws.

# CRITERIA FOR PROPOSAL EVALUATION

CARE will evaluate responsive and technically acceptable offers in accordance with the following evaluation factors:

## Technical Proposal (50 points)

1. **Proposed study team, including:**
   1. Description of team needed to implement SOW(s)
   2. Members of the team, with roles and responsibilities, including CVs of management and leadership, and illustrative CVs of data collectors
2. **Proposed data collection and analysis methods, including:**
   1. Details of the location and training to be provided to enumerators
   2. Ethical considerations and process for informed consent
   3. Proposed approach for ensuring safety during COVID-19
   4. Timeline to carry out the data collection for the survey and interviews in the selected health facilities and corresponding communities
   5. Logistical considerations, limitations, and mitigation strategies to limitations
   6. Data collection, data management, and data analysis plan

## Past performance (50 points)

1. **Prior experience**
2. Past performance with USAID funded projects
3. Past performance implementing health MERL field activities in Sudan
4. Past performance with qualitative data collection
5. Past performance analyzing qualitative data
6. Past performance presenting qualitative findings (oral and written)
7. **References**

Including at least three references that were involved in past work in the supervision of the Individual’s/Research Firm’s work and qualitative data collection activities.

# GENERAL TERMS AND CONDITIONS

Questions concerning this request should be submitted via email to [SDN.ProcurementTender@care.org](mailto:SDN.ProcurementTender@care.org)

# by 17:00 PM Sudan Time on February 24, 2022.

# Questions and responses will be shared with the rest of the Applicants. Questions received after the closing date for “Questions” may not be answered.

The applications/proposals in response to the subject RFA shall be submitted by email to [SDN.ProcurementTender@care.org](mailto:SDN.ProcurementTender@care.org)

# by 17:00 PM Sudan Time on February 28, 2022.

# Please note that MIHR & CARE will not accept responsibility for delays with transmission or receipt of application. Applications received after that date and/or time specified may not be considered.

## Incurring Costs

CARE is not liable for any cost incurred during preparation, submission, or negotiation of an award for this RFP. The costs are solely the responsibility of the potential offeror.

## Rejection of Proposals

This document is a request for proposal only, and in no way obligates CARE to make an award. CARE reserves the right to reject any and all offers received and/or to cancel the RFP Offerors whose proposal is not selected will be notified.

**CARE RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO MODIFY THE REQUEST, TO ALTER THE SELECTION PROCESS IN ANY WAY, TO ASK FOR ADDITIONAL INFORMATION FROM OFFERORS, TO REJECT ANY AND ALL PROPOSALS AND/OR TO MODIFY OR AMEND THE SCOPE OF THE PROPOSALS SUBMITTED. THE RELEASE OF THIS RFP IS NOT A COMMITMENT TO AWARD A CONTRACT.**

**PART D: CERTIFICATIONS**

(Please sign and include with the proposal)

**CERTIFICATION REGARDING TERRORIST FINANCING**

Within the following certification, the term “Care and/or USAID” shall be substituted for the term "USAID". “Proposal” shall be substituted for the term “application”. “Contractor” shall be substituted for the term “Recipient”

**CERTIFICATION:**

By signing and submitting this certification, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:
   1. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury’s Office of Foreign Assets Control (OFAC) and is available online at OFAC’s website: http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
   2. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”) [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee’s website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
   3. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
   4. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification:
   1. “Material support and resources” means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.”
   2. “Terrorist act” means:
      1. an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: http://untreaty.un.org/English/Terrorism.asp); or
      2. an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
      3. any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
   3. “Entity” means a partnership, association, corporation, or other organization, group or subgroup.
   4. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
   5. The Recipient’s obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_