

## INVITATION TO BID FOR CONSULTANCY

1.	<b>Title of Consultancy</b>	<b>Developing a Capacity Graduation Framework and Localization Strategy (2025-2027) for the Localization Working Group.</b>
2.	<b>SCI Contracting Office</b>	Save the Children Somalia Country Office
3.	<b>Period of Consultancy</b>	The assignment will be 45 days inclusive of travel.
4.	<b>Consultant type required</b>	Firm/Individual
5.	<b>Responsibility for Logistics arrangements and Costs</b>	Save the children will pay the consultant fee in a lump sum and will not reimburse any incurred costs during the assignment. The consultant will cover their own Logistical arrangements and costs; including food, accommodation and local transport and all cost associated with data collection work and whole activities.
6.	<b>Taxation Provisions</b>	Consultant shall be responsible for all Taxes arising from the consultancy in line with the local Tax regulations applicable at the SCI contracting office named above.
7.	<b>Travel requirements</b>	The consultant will cover his/her travel costs (tickets) and arrange local travel to field sites.
8.	<b>Security requirements</b>	Consultant will comply with standard of Save the Children Security procedures, including the completion of SCI online security training prior to travel to Somalia.
9.	<b>Qualification and Experience</b>	<p>The following are minimum requirements for the Consultant/Firm to be considered for carrying out the assignment.</p> <ul style="list-style-type: none"> <li>• Minimum bachelor's degree in social science or equivalent experience in capacity building, humanitarian work, or related fields.</li> <li>• At least 5 years of experience in developing frameworks, strategy or guidelines for capacity graduation or similar initiatives.</li> <li>• Proven experience in participatory approaches, especially in humanitarian contexts.</li> <li>• The technical consultant should have full access to the assignment locations.</li> <li>• Fluency in English (both written and spoken).</li> <li>• The consultants should have report writing and data analysis skills.</li> <li>• The consultant must have a strong understanding of the localization agenda and its various dimensions as per the grand bargain</li> </ul>

10.	<b>Review Criteria</b>	<p><b>The consultant must meet the above-required qualifications and experience.</b></p> <ul style="list-style-type: none"> <li>Valid Registration certificate from the Ministry of Commerce and Industry of the Federal Government of Somalia. Essential <b>(Yes/No)</b>. <b>[for companies]</b></li> <li>Tax Identification Number &amp; Certificate from the Ministry of Finance of the Federal Government of Somalia which is in good standing Q1 2025. Essential <b>(Yes/No)</b>. <b>[for companies]</b></li> <li>Technical proposal on how the assignment will be conducted including an understanding of the purpose, methodologies, data coding, analysis, reports, and detailed work plan. <b>30%</b></li> <li>Previous experience (Minimum 2 Contracts) in conducting similar assignments and evidence of experience in the Somalia context is desirable. <b>(20%)</b></li> <li>Detailed financial proposal with budget breakdown and bank statement with traceable payments <b>(20%)</b>.</li> <li>Updated Company or Individual profiles &amp; Sustainability Policy which is in line with the assignment <b>(20%)</b></li> <li>Sample of 2 previous Reports relevant to the subject matter <b>(10%)</b></li> </ul> <p><b>Overall rating out of 100 %</b></p> <p><i>Note: For the technical analysis, a company must score 70% and above to be considered in the financial analysis.</i></p>
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11.	<p><b>Background</b></p> <p>Save the Children International (SCI) is a non-governmental organization whose mission is to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in children’s lives worldwide. SCI has been operational in Somalia since 1951. The project aims to strengthen the capacity of local and national actors by enhancing their institutional capabilities, leadership roles in child protection (CP) coordination mechanisms, and access to funding. Aligned with Save the Children Somalia's current commitment to the localization agenda, outlined in the 2022-2024 Country Strategic Plan (CSP) and the upcoming 2025-2027 CSP, this initiative focuses on empowering Local and National Actors (L/NAs) through direct resources and comprehensive capacity-building support. The project will engage 15 civil society organizations, including women-led groups, youth organizations, and disabled people's organizations (DPOs). The emphasis will be on their leadership and active participation in child protection clusters and child rights coalitions aiming to increase their influence in national decision-making processes.</p> <p>This initiative will involve the review of Save the Children's 2022-2024 localization strategy and development of SCI Somalia's 2025-2027 <b>Capacity Graduation Framework and</b> Localization Strategy, focusing on direct funding for national civil society organizations (CSOs), meaningful participation, local ownership, and strengthening child protection systems across the country. By addressing current challenges in child protection, we aim to create a more inclusive and effective response that directly benefits vulnerable children and communities. Therefore, Save the Children seeks qualified and competent consultants to develop a Framework/Guideline for the Capacity Graduation of local partners to enhance the effectiveness of capacity-sharing efforts and the development of the new Localization Strategy from 2025-2027 for the localization working group in Somalia.</p> <p><b>Overall Objectives:</b></p> <p>The primary objective of this consultancy is to develop a comprehensive framework for the capacity graduation of local partners, aimed at enhancing the effectiveness of capacity-sharing efforts and the development of new localization strategy from 2025-2027 for the localization working group in Somalia that will provide a roadmap for more effective local leadership in humanitarian and development</p>
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programs. The assignment will involve collaboration among the Somali Child Rights Coalition (SCRC), Localization working group members, Civil Society Organizations (CSOs), international INGOs, and local consortiums). The guidelines will ensure that diverse perspectives are integrated into decision-making processes related to localization and child protection interventions. Furthermore, they will be contextualized to reflect the specific needs and dynamics of Somalia and disseminated through the SCRC, localization working groups, and SNC, and local consortiums,

**Specific Objectives**

- Develop a Comprehensive Framework and a detailed capacity graduation of local partners to enhance their effectiveness.
- Identify strategies to improve capacity-sharing among the Somali Child Rights Coalition (SCRC), Civil Society Organizations (CSOs), international INGOs, and consortiums like the Somali NGO Consortium (SNC).
- Develop a new localization strategy for the period 2025-2027 for the localization working group.
- Create a plan for disseminating the framework and guidelines through the SCRC, localization working groups, SNC consortium, for broader implementation.
- Contextualize the guidelines to reflect the specific needs and dynamics of the Somali context.
- To provide recommendations on capacity-sharing mechanisms that promote equitable partnerships and enhance local actors' decision-making roles.

**Project/Activity Location:**

The proposed activity will target CSOs, SCRC, localization working group members, SNC, who are based in south central Somalia.

**Methodology:**

The prospective consultancy firm/individual (s) are advised to propose a robust methodology to fully address the objectives and purpose of the assignment. While indicative, the methodology should be detailed with explicit narrations of how they intend to carry out the assignment. They should provide a detailed activity and work plan as well as a budget and timeline for the whole assignment. The methodology should clearly speak to all the different tasks of the assignment separately and how they converge to strengthen the capacity of the partners to carry out their mandate. The methodology should show the proposed approaches to yield the desired results. The consultant firms /individual s should also justify their proposed methodology and explain why he/she/they prefer it. The consultant firm/individual (s) will work with the advice and directions of the Save the Children technical team.

Activities	Timeframe(days)
<p>Develop inception report for a comprehensive framework/guideline for the capacity graduation of local partners to enhance the effectiveness of capacity-sharing efforts and the development of localization strategy 2025-2027 for the localization working group.</p> <p>The consultant firm/individual (s) is expected to produce an inception report detailing the following.</p> <ul style="list-style-type: none"> <li>▪ A detailed methodology for the guideline and Strategy to be used.</li> <li>▪ The proposed team members and a description of their respective roles</li> <li>▪ A complete work plan for the entire assignment period</li> </ul>	5

Design data collection, on the comprehensive framework/guideline for the capacity graduation of local partners to enhance the effectiveness of capacity-sharing efforts and the development the new localization strategy from 2025-2027 for the localization working group. Review existing literature and practices related to capacity-building and graduation and reviewing the current localization strategy for the localization working group. Create tools for assessing capacity and effectiveness of current efforts.	10	
Identify and analyze local partners, stakeholders, and existing capacity-sharing model efforts.	3	
Develop a comprehensive framework/guideline for the capacity graduation of local partners and engage with local partners to gather input and ensure the framework addresses their needs.	10	
Develop final report on framework/guideline for the capacity graduation of local partners to enhance the effectiveness of capacity-sharing efforts and the development of new localization strategy from 2025-2027 for the localization working group members and share the strategy with the members.	12	
Prepare final report with recommendations.	5	
Total of working days	45	
<b>Expected Deliverables</b> <ul style="list-style-type: none"> <li>• <b>Inception Report:</b> An initial report outlining the approach, methodology, team roles, and work plan for developing the guidelines for the capacity graduation and the strategy development of localization working group and local partners.</li> <li>• <b>Data Collection Framework:</b> A structured framework for collecting data relevant to the capacity graduation and the localization strategy, including tools for assessing current efforts.</li> <li>• <b>Literature Review Summary:</b> A review of existing literature and practices related to capacity-building and graduation and the current localization strategy of the localization working group, summarizing key findings and insights.</li> <li>• <b>Stakeholder Analysis Report:</b> A comprehensive report identifying and analysing local partners, stakeholders, and existing capacity-sharing efforts and Organizing meeting with localization working groups about the development of the new localization strategy.</li> <li>• <b>Draft Guidelines:</b> A comprehensive draft of the guidelines for the capacity graduation of local partners, including supporting documents or tools and draft of the localization strategy.</li> <li>• <b>Stakeholder Feedback Summary:</b> A summary of feedback received from consultations with relevant stakeholders, including localization working group, local partners, and how it has been incorporated into the guidelines and strategy.</li> <li>• <b>Final Guidelines/Strategy:</b> The finalized version of the guidelines/strategy, including any annexes or templates, along with a concise summary document.</li> <li>• <b>Recommendations Report:</b> A report detailing actionable recommendations based on the findings and stakeholder feedback.</li> <li>• <b>Presentation:</b> A presentation to the SCI Partnership Department and other relevant stakeholders to introduce and explain the guidelines.</li> </ul>		
<b>Reporting</b> The consultant will maintain daily contact with the SCI team assigned to manage the monitoring activities. The collected data will be analyzed on a daily basis by the consultant and given feedback to the teams.		
<b>Time Frame</b>		

The consultancy work will last approximately 45 days including induction and travel days. The days will start by the date the contract is signed.

### **Terms and Conditions**

Consultancy fee: The consultant will come up with his/her own rate which will be subject to negotiation within the bounds of donor requirements and set standards of SC in Somalia the consultant is expected to estimate all relevant costs for the exercise, including costs for data collectors, vehicle rent, venue, stationary, standardization test and accommodation while undertaking activities related to this assignment.

### **Code of conduct**

Save the Children's work is based on deeply held values and principles of child safeguarding, and it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff and other people working for and with Save the Children. Save the Children's Code of Conduct sets out the standards to which all staff members must adhere, and the consultant is bound to sign and abide by the Save the Children's Code of Conduct.

A contract will be signed by the consultant firm/individual (s) before the commencement of the action. The contract will detail terms and conditions of service, aspects of inputs, and deliverables. The Consultant will be expected to treat as private and confidential any information disclosed to her/him or with which she/he may come into contact during her/his service. The Consultant will not, therefore, disclose the same or any particulars thereof to any third party or publish it in any paper without the prior written consent of Save the Children. Any sensitive information (particularly concerning individual children) should be treated as confidential.

An agreement with a consultant firm/individual (s) will be rendered void if Save the Children discovers any corrupt activities have taken place either during the sourcing, preparation, and implementation of the consultancy agreement.

### **Ethics And Child Safeguarding**

The consultant firm/individual (s) is obliged to conduct the research in an ethical manner, making sure children are always safe. The consultant firm/individual (s) should seek the views of various stakeholders, including children. Efforts should be made to make the research process child-centered and sensitive to gender and inclusion. The consultant firm/individual (s) must respect the rights and dignity of participants as well as comply with relevant ethical standards and SC's Child Safeguarding Policy and Code of Conduct. The research must ensure voluntary, safe, and non-discriminatory participation and a process of free and un-coerced consent. The informed consent of each person (including children) participating in data collection should be documented.

A contract will be signed by the consultant before the commencement of the action. The contract will detail terms and conditions of service, aspects of inputs, and deliverables.

### **Property Right**

All data that will be collected should be considered as SCI properties and can't be used other purposes.

**Application Procedure and Requirement** Candidates (firms/individuals) interested in this assignment are expected to provide the following documentation:

- Valid Registration certificate from the Ministry of Commerce and Industry of the Federal Government of Somalia. Essential **(Yes/No)**. **[for companies]**

- Tax Identification Number & Certificate from the Ministry of Finance of the Federal Government of Somalia which is in good standing Q1 2025. Essential **(Yes/No)**. [**for companies**]
- A technical proposal with a detailed response to the TOR, with a specific focus on the scope of work, methodology, and timelines.
- 2 Previous Contracts similar to the assignment.
- A financial proposal detailing the daily rate expected including accommodation, transportation, stationery, data collectors, research assistance, and all other costs related to this assignment. (Operational and consultancy fees).
- Company profile or CV and Sustainability policy including a minimum of 3 references.
- Sample reports for two previously conducted similar studies.

### HOW TO APPLY:

Applications can be submitted by either:

#### Electronic Submission via ProSave (Recommended)

➤ Submit your response in accordance with the guidance provided in the below document:



Bidding on a  
Sourcing Event.pptx

- Bidders are encouraged to apply via Ariba system. Please request the Ariba link via email sending your company profile and Business registration certificate/CV. Please address your request to apply via ProSave to [css.logistics@savethechildren.org](mailto:css.logistics@savethechildren.org).

#### Electronic Submission via Protected Email box (Optional).

- Email should be addressed to [southcentral.supplychain@savethechildren.org](mailto:southcentral.supplychain@savethechildren.org)
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
- The subject of the email should be **“Developing a Capacity Graduation Framework and Localization Strategy (2025-2027) for the Localization Working Group**. as the subject”
- ‘Bidder Name’, ‘Date’.
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails. Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

➤ Your bid must be received, no later than **22<sup>nd</sup> February 2025**.

Bids must remain valid and open for consideration for a period of no less than 60 days.

All proposals should be submitted as per the above procedure