

INTERNATIONAL RESCUE COMMITTEE (IRC)

Somalia Country Programme

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

Pre-Qualification of Consultancy Firms / Suppliers for a Roster (2027–2028)

Country: Somalia

Purpose: Establishment of a pre-qualified roster of consultancy firms / suppliers for 2027–2028

Reference No.: IRC/2SOM/REOI/001/2026

Place of Assignment(s): Various locations across Somalia, as determined per assignment

1. BACKGROUND AND PURPOSE

The International Rescue Committee (IRC) Somalia Country Programme is inviting eligible and qualified consultancy firms and suppliers to express interest in being pre-qualified for inclusion on IRC's roster of consultancy firms for the period 2027–2028. The roster is intended to enable IRC to engage qualified firms on an as-needed basis over the roster period, without the need to run a full competitive process for each individual assignment. Inclusion on the roster does not constitute, and shall not be construed as, a guarantee of work; specific assignments will be confirmed and awarded through Request For Quotation (RFQ) or Request For Proposal (RFP) bidding competitions among roster members, as determined by IRC based on program needs, budget availability, and the specific technical requirements of each assignment as per the specific terms of reference and scope of work developed (SoW/ToR).

2. KEY THEMATIC AREAS

IRC seeks to pre-qualify firms across the following thematic areas, to be drawn upon on a need basis over the roster period. The anticipated Services or assignments may include but not limited to

1. Project Evaluations, including Baseline, Midline, Endline, and Final Evaluations.
2. Assessments, including Multi-Sectoral Needs Assessments (MSNA) and Rapid Needs Assessments (RNA), and analysis of Gender Equality, Disability and Social Inclusion (GEDSI), Protection, Safeguarding, Market/Labour Assessment/TVET, and Accountability to Affected Populations (AAP).
3. Third-Party Monitoring (TPM) of IRC activities and programmes in Somalia.
4. Learning and Knowledge Management Facilitation, including programme learning reviews, After Action Reviews (AAR), and real-time evaluations.
5. Partner Capacity Sharing, including training and workshop facilitation.

Firms may express interest in one or more thematic areas. Firms are encouraged to clearly indicate the specific thematic area(s) against which they wish to be considered, as shortlisting and subsequent call-downs will be organized by thematic area for the terms of reference.

3. REQUIRED SUBMISSION DOCUMENTS

Interested firms should submit an Expression of Interest comprising the following:

- A cover letter clearly stating the thematic area(s) for which the firm wishes to be considered.
- A firm profile / company brochure describing core business, legal status, and years in operation.
- A description of relevant experience and similar assignments, including client name and contact details, dates of execution, contract value, and financing source.
- A description of the firm's managerial and technical organizational structure. An organogram, together with CVs and copied of academic/professional qualifications for the proposed key personnel referred to in section 4
- Evidence of registration, tax compliance, and any relevant licenses applicable in the firm's jurisdiction of operation.

- A declaration of any actual, potential, or perceived conflict of interest, including any current or prior affiliation, employment, or contractual relationship between the firm (or its owners, directors, or key staff) and IRC.
- A clear statement of whether the submission is made individually, or in association with other firms (joint venture or sub-consultancy), with the nature of any such association clearly indicated.
- The firm's data protection and confidentiality policy covering the collection, storage, transfer and disposal of personal data of research participants, together with its standard informed consent protocol
- Confirmation that the firm accepts IRC's data ownership terms, under which all tools, raw data, transcripts, cleaned datasets and codebooks generated under an assignment remain the property of IRC and are handed over at assignment close.
- A minimum of three (3) sample assignment reports with corresponding contract copies

4. ELIGIBILITY CRITERIA

IRC is committed to conducting a fair and transparent prequalification process in which all applicants are assessed consistently against pre-established criteria. Interested firms should demonstrate that they meet the following minimum requirements:

EVALUATION CRITERIA	Description	Weight (%)
Eligibility	Refers to Bidder's ability to demonstrate that they have: I. Registered legal consultancy firm provider with the government of Somalia (Ministry of Commerce) and country of country of operation. II. Tax Compliance Certificate (TCC) II. Bank Statement of the company covering the last 12 months. VI. IRC Vendor Information Form, IRC Conflict of Interest and Vendor Code of Conduct.	Preliminary to pass to the next step
Key Staff Capacity	• <i>Constancy firms must have qualified personnel appropriate to the categories of work for which it seeks prequalification.</i> • <i>Lead consultant – Bachelor's degree or equivalent qualification in Sociology, Development studies, International relations, Statistics, Public Health, Monitoring and Evaluation or relevant discipline, with at least five (5) years of relevant experience;</i> • <i>MEAL / Data Specialist – Bachelor's degree or equivalent in Statistics, Economics, Demography, Data Science or a related discipline, with at least three (3) years' experience in quantitative and qualitative data collection, management and analysis, including use of mobile data collection platforms (for example Kobo Toolbox, ODK, Survey CTO or CommCare).</i> • <i>Constancy firms to submit an organizational structure, CVs and copies of relevant academic/professional qualifications for proposed key personnel.</i>	25%
Consultancy firm past experience	• Demonstrated core business and relevant experience in the specific thematic area(s) for which the firm is expressing interest, including a minimum 5 years of relevant experience in Somalia. • A demonstrated track record of similar assignments in Somalia or comparable fragile, complex, or access-constrained operating environments. • Availability of appropriately qualified and experienced staff, associates, or a documented network of enumerators/facilitators able to mobilize across Somalia's Federal Member States, as relevant to the thematic area. • Sound organisational, financial, and managerial capacity to deliver assignments to IRC's quality, safeguarding, and reporting standards. • No history of debarment, sanction, or exclusion by IRC, other UN or donor agencies, or relevant national authorities.	45%

	• Demonstrated technical and methodological capability, including mixed-methods design, sampling approach and sample size justification, data quality assurance procedures (enumerator training, spot-checks and use of mobile data collection and analysis software. • A data collection workforce that includes female enumerators and supervisors, and Somali language capability for data collection, transcription and reporting. • Demonstrated compliance with research ethics standards, including informed consent, confidentiality, and experience of ethical review or IRB approval where required. • Demonstrated capability in inclusive data collection, including use of the Washington Group Short Set of questions on disability and accessible methods for respondents with disabilities, where relevant to the thematic area. • <i>Share at least three (3) consultancy assignment reports and contract copies with INGOs, UN Agencies, Government institutions or other actors/partners.</i> • <i>Profile of the Company – Maximum 4 Pages</i>	
Financial Capacity	• The <i>Constancy firms</i> shall demonstrate sufficient financial capacity and liquidity to mobilize and execute assignments. • Evidence shall include certified bank statements of most recent. • Other evidence of financial capacity of audited accounts where available. • Evidence of financial stability such past contract level and contractual payments demonstrated in the bank statement.	30%
		100%

5. CONFLICT OF INTEREST

Firms are required to disclose, at the time of submission, any actual, potential, or perceived conflict of interest, including but not limited to current or recent employment of the firm's owners, directors, or key staff by IRC, or any close personal or business relationship with IRC staff involved in programme implementation or procurement decisions relevant to the thematic areas above. IRC reserves the right to reject any Expression of Interest, or to exclude a firm from specific call-downs, where a conflict of interest is identified and cannot be adequately mitigated. Firms are also referred to IRC's standard policies on ethics, safeguarding, and procurement integrity, copies of which are available upon request.

6. ROSTER VALIDITY AND MECHANISM

The roster established through this process will be valid for the period 2027–2028, subject to periodic review by IRC. IRC reserves the right to add firms to the roster during the roster period through subsequent expressions of interest, to remove firms from the roster for non-performance or non-compliance, and to determine the specific mechanism (direct call-down, mini-competition, or full competitive process) used to award individual assignments to roster members.

7. SUBMISSION INSTRUCTIONS

Interested firms should submit the submission package in English as outlined in Section 4 by email to the following Email Address: Somalia.Tender@rescue.org on Sunday, **11th October 2026 no later than 11:59pm** (EAT). Vendors must provide as much information/evidence as possible in order to fulfill the requirement of the evaluation criteria indicated in the table above Somalia.Tender@rescue.org

Subject line: e.g. "EOI – IRC Somalia Prequalification of Consultancy Firms Roster 2027–2028 – Thematic Area(s) – [Name of Firm]"

Queries regarding this REOI may be directed to SO-Procurement@rescue.org. IRC will not be liable for any costs incurred by firms in the preparation or submission of their Expression of Interest. Your response to this Prequalification does not automatically ensure that you will be selected to participate in tender or be selected for any procurement with IRC.