

# Request for Proposal consultancy services ACTED [SOMALIA]

Please insert Date:.....

## To be Filled by Bidder (COMPULSORY)

### 1. Details of Bidding Company:

- 1.1. Company Name: ( \_\_\_\_\_ )
- 1.2. Company Authorized Representative Name: ( \_\_\_\_\_ )
- 1.3. Company Registration No: ( \_\_\_\_\_ ) No/Country/ Ministry
- 1.4. Company Specialization: ( \_\_\_\_\_ )
- 1.5. Mailing Address: ( \_\_\_\_\_ )  
Country/Governorate/City/St name/Shop-Office No
- 1.6. Contact Numbers: (Land Line: \_\_\_\_\_ / Mobile No: \_\_\_\_\_ )
- 1.7. E-mail Address: ( \_\_\_\_\_ )

I undersigned \_\_\_\_\_, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

### 2. CONDITIONS FOR PRICES.

- 2.1. Unit prices for the below-mentioned Services shall be quoted.
- 2.2. Any changes or adjustments to the provided specifications, or items must be clearly noted by the bidder in the "Bidder's Comment" Part of the request for quotation form.
- 2.3. The prices below include (Transportations, Labor, taxes and any other charges...etc).
- 2.4. ACTED is not responsible to cover any costs inquired by bidders for the submission of this offer.

### 3. CONDITIONS FOR LEGAL DOCUMENTATION REQUESTED,

- 3.1. Legal Document requested for the company as below **(Compulsory)**.
- 3.2. **VALID ID of a legal representative**
- 3.3. **VALID Company Tax Registration**
- 3.4. **VALID Company Registration.**
- 3.5. **Provide Bank Statement.**

All of the above requested documents should be stamped and signed by the supplier in addition to request for quotation form.

4. Please fill and sign, Stamp below documents annexed to this RFQ **(Compulsory)**.

- 4.1. **Supplier Ethical declaration**
- 4.2. **General Condition for Purchase.**
- 4.3. **Supplier Questionnaire fully filled signed and stamped.**
- 4.4. **Provide a bank Statement or bank details for the company.**

#### **5. RFQ SUBMISSION GENERAL CONDITIONS:**

- 5.1. The closing date of this RFQ is **22/07/2024 at 4:00pm** by E-mail to [sadik.erag@acted.org](mailto:sadik.erag@acted.org); [Abdishakur.aden@acted.org](mailto:Abdishakur.aden@acted.org), [Somalia.tender@acted.org](mailto:Somalia.tender@acted.org). Any bids submitted after the deadline will be automatically rejected.
- 5.2. The supplier may contact the ACTED logistics department staff via email at [Abdishakur.aden@acted.org](mailto:Abdishakur.aden@acted.org) , while also copying [Somalia.tender@acted.org](mailto:Somalia.tender@acted.org), for any inquiries related to the RFQs. There will be no response to inquiries received after **4:00 pm on July 20<sup>th</sup>, 2024.**
- 5.3. The submission of an offer by a bidder to this call for RFQ may not result in the award of a contract.

#### **6. EXPERTISE REQUIREMENTS**

The consultant should have the following background:

- 6.1. Post- graduate qualifications in development/humanitarian studies or relevant area.
- 6.2. Experience in project Monitoring and Evaluation, in particular WASH, Food Assistance and CCCM projects.
- 6.3. Strong knowledge and/or demonstrated experience in designing and conducting similar monitoring and evaluation activities in insecure contexts is required.
- 6.4. Excellent knowledge of the Somalia context, especially in terms of security, and culture is required.
- 6.5. Strong knowledge of Core Humanitarian Standards.
- 6.6. Strong analytical skills and ability to clearly synthesize and present findings.
- 6.7. Excellent written and oral English essential

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6.8. Capacity to arrange field logistics by its own

The consultant shall identify a focal point for communication and reporting purposes, with appropriate skills and experience. At the briefing session, the focal point should submit a full contact list of all those involved in the evaluation.

**7. APPLICATION PROCESS**

The lead consultant is requested to include the following in the application:

- 7.1. CV(s) of the personnel deployed (including field team)
- 7.2. Organogram of the team structure.
- 7.3. Sample from previous work (max. 10-20 pages) from at least 2 separate projects recently completed: description of similar past experience, including description of the evaluation criteria, project, area of intervention, and total budget
- 7.4. Technical Proposal including a detailed methodology and work plan
- 7.5. Detailed Financial Proposal (cost effective and showing unit costs)

By undertaking this assessment, consultants are expected to abide to humanitarian principles and to ensure the confidentiality of the data collected. It is also demanded that consultants follow at all times ACTED's Security Plan and Code of Conduct.

All data collected as part of this evaluation will remain ACTED's property. By the end of the final evaluation, the external evaluator shall submit all ACTED-/project-related documentation back to ACTED management. The Final External Evaluation Report produced under the present contract shall not be shared externally without ACTED's prior written approval.

Please note that the consultancy firm will have to comply with all government rules and will be responsible for government taxes. Additionally, it is the responsibility of the consultant to budget for a translator (if required), as well as a medical, health and or repatriation insurance.

To ensure equal treatment of applicants, ACTED cannot give a prior opinion on the eligibility and selection of bidders. ACTED has no obligation to provide clarifications on the call for tender; should ACTED decide to provide additional information, it will be published and available to all potential bidders.

**8. CONDITIONS FOR SELECTION CRITERIA.**

8.1. Applications will be scored on the following criteria:

<b>I. Technical Proposal</b>		<b>50pts</b>
a.	Technical skills of personnel deployed (CVs, organizational structure of the team, experience in conducting similar final evaluations - similarity to the evaluation criteria, project and covered area will be scored equally)	20pts
b.	Context specificity, relevance of methodology	15pts

c.	Work plan	10pts
d.	Sample from previous work	15pts
<b>II. Financial Proposal</b>		<b>40pts</b>
TOTAL		100pts

**9. FINANCIAL INFORMATION (MANDATORY TO FILL).**

Item #	Services Description	Unit	QTY	Total Price USD (Inclusive Of all Taxes)
1	External Evaluation : As per TORs Detailed requirement and expected deliverable.	LS	1	
<b>Grand total USD</b>				

Refer to details TORs filling above financial information:

**10. Work plan**

**Please attach a detailed work plan or fill your work plan and Put (X) in below table for schedule of implementation demonstrating the bidder's ability to fulfil ACTED's below expectations:**

s/n	Description of Items	July, 2024				August, 2024			
		Week-1	Week-2	Week-3	Week-4	Week-5	Week-6	Week-7	Week-8
1	Review of program activities, implementation policies and reporting mechanisms, based on available documentation								
2	Development of an Inception Report, outlining the methodology for data collection and analysis								
3	Data collection								
4	To be filled by bidders								
5	Analysis of program performance based on the five DAC criteria and the corresponding research questions listed above								
6	Drafting of the Final Evaluation Report								
7	Finalization of the Final Evaluation Report, considering ACTED comments on its quality and accuracy.								

**11. Deliverables**

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Deliverables	ACTED Deadline	Bidder's Deadline
Inception Report	Delivered no later than August 15 <sup>th</sup> , 2024	
Draft Final Evaluation Report	Delivered no later than August 25 <sup>th</sup> , 2024	
Final version of the Final Evaluation Report	Delivered no later than August 30 <sup>th</sup> , 2024	

Refer to details TORs filling above workplan and deliverables deadlines:

12. Bidder's Conditions:

	General conditions recommended by ACTED	General conditions offered by Bidders (if different)
<b>Validity of the offer</b>	<i>3 months min; ideally 6 months</i>	
<b>Terms of payment</b>	<b><u>30 Days from Work Completion</u></b>	

13. BIDDER'S COMMENTS/REMARKS:

13.1. \_\_\_\_\_

13.2. \_\_\_\_\_

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

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