

## REQUEST FOR PROPOSAL

TO:

Email:

<b>Date of issue:</b>	<b>30<sup>th</sup> September 2025</b>
<b>Contract title:</b>	<b>Request for consultancy services to conduct the Baseline Evaluation for the Joint NCA/SC FGM-CEFM Programme Phase IV (2025–2029)</b>
<b>Closing date:</b>	<b>21<sup>st</sup> October 2025</b>
<b>Contracting Authority:</b>	NCA Act Alliance
Please note that the Proposals may be delivered to the Contracting Authority at the above email address: <a href="mailto:procurement.somalia@nca.no">procurement.somalia@nca.no</a>	

### **NCA ACT ALLIANCE SOMALIA INVITES YOU TO SUBMIT A PROPOSAL FOR CONSULTANCY SERVICE TO CONDUCT THE BASELINE EVALUATION FOR THE JOINT NCA/SCI FGM-CEFM PROGRAM PHASE IV 2025-2029**

Dear Sir/Madam,

Please find enclosed the following documents which constitute the Request for Proposal:

#### **A – Instructions**

**Annex 1: Terms of Reference**

**Annex 2: Proposal Submission Form** (to be completed by the Candidate)

**Annex 3: General Terms and Conditions for Service Contracts**

**Annex 4: Code of Conduct for Contractors**

If this document is a PDF format, upon request, a complete copy of the above documents can be forwarded in a WORD format for electronic completion. It is forbidden to make alterations to the text.

We should be grateful if you would inform us by email of your intention to submit or not a proposal.

## A. INSTRUCTIONS

In submitting a proposal, the firm/Candidate accepts in full and without restriction the special and general conditions including annexes governing this Contract as the sole basis of this procedure, whatever his own conditions of services may be, which the Candidate hereby waives. The Candidates are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Request for Proposal.

### A.1. Scope of services

The Services required by the Contracting Authority are described in the Terms of Reference in Annex 1.

The service provider shall offer the totality of the Services described in the Terms of Reference. Candidates offering only part of the required Services will be rejected.

The subject Conduct the Baseline Evaluation for the Joint NCA/SC FGM-CEFM Programme Phase IV (2025–2029) The “Services” are described in the Terms of Reference.

Item Description	UOM	QTY	Unit Cost (US\$)	Total Cost (US\$)
Request for consultancy services to conduct the Baseline Evaluation for the Joint NCA/SC FGM-CEFM Programme Phase IV (2025–2029)	Days	73		
<b>Total</b>				

### A.2. Cost of proposal

The Contractor shall bear all costs associated with the preparation and submission of his proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

### A.3. Eligibility and qualification requirements

Contractors are not eligible to participate in this procedure if they are in one of the situations listed in article 33 of the General Terms and Conditions for Service Contracts.

Contractor shall in the Proposal Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Candidate whose proposal is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility.

Contractors are also requested to certify that they comply with the Code of Conduct for Contractors.

### A.4. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest.
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information.

**A.5. Documents comprising the Request for Proposal**

The Contractor shall complete and submit the following documents with his proposal:

- a. **Proposal Submission Form (Annex 3) duly completed and signed by the Contractor.**
- b. **Updated CVs**

The proposal and all correspondence and documents related to the Request for Proposal exchanged by the Candidate and the Contracting Authority must be written in the language of the procedure, which is English.

**A.6. Financial proposal**

The Financial Proposal shall be presented as an amount in USD in the Proposal Submission Form in Annex 3. The remuneration of the Candidate under the Contract shall be determined as follows:

The Candidate shall indicate in his/her proposal his/her proposed global remuneration for the performance of the Services. The Candidate shall be deemed to have satisfied himself as to the sufficiency of his/her proposed global remuneration, to cover both his/her fee rate, including overhead, profit, all his/her obligations, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract. The proposed global remuneration shall cover all obligations of the successful Candidate under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.

**A.7. Validity**

Proposals shall remain valid and open for acceptance for 30 days after the closing date.

**A.8. Submission of proposals and closing date**

Proposals must be received at the address mentioned on the front page Through email not later than the closing date and time specified on the front page.

**A.9. Evaluation of Proposals**

The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilised in evaluating the Proposals, a technical evaluation, and a financial evaluation.

Proposals will be evaluated using quality and cost-based selection, with a total score calculated out of 100% of which 80% is the weight of the technical proposal and 20% is the weight of the financial proposal.

**Technical evaluation**

For the evaluation of the technical proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

**Technical Approach:** Proposed structure, design and approach to conducting the baseline evaluation and understanding of the assessment FGM/CEFM including knowledge of harmful practices and social norms and demonstrated attention to ethical considerations in GBV/FGM/CEFM Research and quality of proposed data management approach (25 points)

Timeline or Gantt chart of the activities required for evaluations are logic, realistic and demonstrate efficiency. (10 points)

<p><b>Capability Statement :</b> Demonstrate the necessary organizational systems and personnel to successfully comply with the contract requirements and accomplish the expected results. Specialized competence in baseline/evaluations, mixed methods and analysis (15 points)</p>
<p><b>Past Performance:</b>Inclusion of at least three relevant pasts performance examples of similar assignments. (10 points) References provided by past clients for these examples and their evaluation of the bidder’s ability to deliver on time and within quality and budget expectations. (5 points)</p>
<p><b>Personnel/Staffing :</b> Qualifications and past relevant experience of the lead consultant and up to 3 team members proposed to fulfil the requirements of this scope of work. Demonstrated expertise in FGM/CEFM, social norms change, gender equality and child protection including proven experience working in Somalia. (15 points)</p>
<p>Technical Evaluation Threshold (only offers that receive a technical evaluation score of 65 and above points (out of 80) will be considered for cost evaluation.)</p>
<p>The financial proposal will be evaluated using the following formula:  <math display="block">Sf = 100 \times Fm/F</math></p>

### Interviews

The Contracting Authority reserves the right to call to interview the Candidates/firms having submitted proposals determined to be substantially responsive.

### Financial evaluation

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

$Sf = 100 \times Fm/F$ , in which

Sf is the financial score.

Fm is the lowest price and

F is the price of the proposal under evaluation

### Negotiations

The Contracting Authority reserves the right to contact the Candidates having submitted proposals determined to be substantially and technically responsive, to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal, but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.

Negotiations may however have the purpose of reducing the scope of the services or revising other terms of the Contract to reduce the proposed remuneration when the proposed remunerations exceed the available budget.

#### A.12. Award criteria

The Contracting Authority will award the Contract to the Candidate whose proposal has been determined to be substantially responsive to the documents of the Request for Proposal and which has obtained the highest overall score.

#### A.13. Signature and entry into force of the Contract

Prior to the expiration of the period of the validity of the proposal, the Contracting Authority will inform the successful Candidate in writing that its proposal has been accepted and inform the unsuccessful Candidates in writing about the result of the evaluation process.

Within 5 days of receipt of the Contract, not yet signed by the Contracting Authority, the successful Candidate must sign and date the Contract and return it to the Contracting Authority. On signing the Contract, the



successful Candidate will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful Candidate fails to sign and return the Contract within the days stipulated, the Contracting Authority may consider the acceptance of the proposal to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Candidate will have no claim whatsoever on the Contracting Authority.

**A.14. Cancellation for convenience**

The Contracting Authority may for its own convenience and without charge or liability cancel the procedure at any stage.

**A.15. Data Protection and Privacy**

The Contracting Authority may collect and process personnel data such as names, addresses, telephone numbers, email addresses, banking details and CVs. Such data will be used for the sole purpose of managing the procurement process and any subsequent Contract issued as a result of the procurement process, including transmission to bodies charged with monitoring and or inspecting procurement processes, in accordance with applicable EU, international and national law on data protection. Data may be stored for as long as a legitimate reason remains for its storage and up to a period of seven years.

Submission of any bid, proposal, quotation or offer and acceptance of any subsequent Purchase Order or Contract signifies the bidders consent to such data collection and its processing

The General Terms and Conditions provide reference to the specific rights, and regulations related to the data that is stored.

**ANNEX 1: TERMS OF REFERENCE**

**ANNEX 3: PROPOSAL SUBMISSION FORM**

My financial proposal for my services is as follows:

**Activities**

No.	Activity Name	Number of days	
1.	Request for consultancy services to conduct the Baseline Evaluation for the Joint NCA/SC FGM-CEFM Programme Phase IV (2025–2029)	Days	73

**CANDIDATE OR COMPANY INFORMATION**

Bank Name:	
Bank Address:	

Bank Account Name:	
Bank Account Number:	

Include details of the experience and past performance on contracts of a similar nature within the past five years and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Candidate's assignments and periods of engagement. Additional documents can be attached to the above form.

The proposal is valid for a period of 30 days after the closing date in accordance with the article A.9. Validity.

After having read your Request for Proposal Consultancy service for endline evaluation Norad and MFA 2020-2024 in putland, Gedo and Banadir dated ----- and after having examined the Request for Proposal, I/we hereby offer to execute and complete the services in conformity with all conditions in the Request for Proposal for the sum indicated in our financial proposal.

Further, I/we hereby:

- Accept, without restrictions, all the provisions in the Request for Proposal including the General Terms and Conditions for Service Contracts
- Provided that a contract is issued by the Contracting Authority I/we hereby commit to perform all services described in the Terms of Reference, Annex 1
- Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service.
- Certify and attest compliance with the Code of Conduct for Contractors in Annex 5.

The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

Any subsequent Contract related to this Proposal will be subject to the Contracting Authorities General Terms and Conditions for Service Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

Signature and stamp:

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Signed by:

**The Candidate**

Name of the candidate:

Address:



Telephone no:

Email:

Name of contact person:

Date: