



REQUEST FOR PROPOSAL

REVOLVING LOAN FUND WITH MFIs/BANKS IN BURCO SOMALILAND.

RFP DOCUMENT [0000001595 SOM02]

RFP ISSUE DATE: [5TH, MARCH 2025]

PROPOSAL SUBMISSION DEADLINE: [13TH, MARCH 2025]

**CARE USA
151 ELLIS STREET NE
ATLANTA, GA 30303-2440**

CONFIDENTIAL DOCUMENT

**PREPARED BY
CARE®**



Table of Contents

1. ABOUT CARE2
2. GENERAL CONDITIONS AND CLAUSES2
 - 2.1. CARE's GENERAL CONDITIONS2
 - 2.2. CONFIDENTIALITY/ NON-DISCLOSURE2
 - 2.3. PUBLICITY3
 - 2.4. LIABILITY3
 - 2.5. FORCE MAJEURE3
 - 2.6. ERRORS AND OMISSIONS3
 - 2.7. OWNERSHIP OF WORK3
 - 2.8. CONFLICT OF INTEREST3
3. COMPANY PROFILE & BIDDER'S DECLARATION4
 - 3.1. COMPANY PROFILE4
 - 3.2. BIDDER'S DECLARATION4
4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF PROPOSAL5
 - 4.1. PROPOSOSAL GUIDELINES5
 - 4.2. PROJECT PURPOSE AND DESCRIPTION6
 - 4.3. PROJECT OVERVIEW**Error! Bookmark not defined.**
 - 4.4. PROJECT REQUIREMENTS8
 - 4.5. PROJECT TIMELINE7
 - 4.6. EVALUATION CRITERIA**Error! Bookmark not defined.**



1. ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome, and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. In 2019, CARE worked in 100 countries and reached 70 million people with an incredible range of life-saving programs.

To know more about CARE, visit: <https://www.care.org/our-work/>

2. GENERAL CONDITIONS AND CLAUSES

2.1. CARE's GENERAL CONDITIONS

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a proposal in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFP.
- To contact any bidder after proposal submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a proposal in whole or part without justification to the bidder.
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of the submitted proposal.
- To award another type of contract other than that described herein, or to award no contract.
- To enter into a contract or agreement for purchase with parties not responding to this RFP
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the proposal.
- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.

Any material statements made orally or in writing in response to this RFP or in response to requests for additional information will be considered offers to contract and should be included by the vendor in any final contract.

2.2. CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion by the vendor of CARE's business practices could be a reason for disqualification. CARE, at their discretion, reserves the right to request a non-disclosure agreement.



Reciprocally, CARE commits that information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than those people directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFP is confidential and is not to be disclosed or used for any other purpose by the vendor.

2.3. PUBLICITY

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

2.4. LIABILITY

The selected vendor(s) will be required to show proof of adequate insurance at such a time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions and will be liable for any damage caused by its employees, agents or subcontractors.

2.5. FORCE MAJEURE

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest, or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party's reasonable control.
- b. The Party that seeks to invoke this Force Majeure provision (the "Affected Party") shall provide the other Party (the "Unaffected Party") with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.

2.6. ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's proposal and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

2.7. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

2.8. CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP.



3. COMPANY PROFILE & BIDDER'S DECLARATION

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of your proposal. No alterations to its format shall be permitted and no substitutions shall be accepted.

3.1. COMPANY PROFILE

Table 4.1.A Previous Work with CARE

Have you already had previous transactions with CARE?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If marked "Yes", please provide the year of the latest transaction with CARE and the requirement that was delivered. (This is to inform everyone that this information is for system checking only. This will not be part of any evaluation process.)		
If you marked, "No" on the table above, please answer the Table 4.1.A. below:		

Table 4.1.B Other Information

Item Description	Detail(s)
Legal name of bidder	
Legal Address, City, Country	
Website	
Year of Registration	
Company Expertise	
Bank Information (Please answer below)	
Bank Name:	
Bank Address:	
IBAN:	
SWIFT/BIC:	
Account Currency:	
Bank Account Number:	

Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details	Contract Value	Period of activity	Types of activities undertaken

3.2. BIDDER'S DECLARATION

Ye s	N o	
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: By submitting this Proposal/Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFP; and has



		not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
<input type="checkbox"/>	<input type="checkbox"/>	I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFP and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Proposal/Quote; or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFP process.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Proposal/Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf

Supplier Name:	
Title/Designation:	
Company Name:	
Date:	
Signature	

4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF PROPOSAL

4.1. PROPOSOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process.

All vendors must provide written notification via email to Som.bids@care.org of their intent to participate, or not to participate in the bidding process on 13th March 2025

Proposals will be accepted until **13th March 2025**, delivered via email solely to som.bids@care.org , no later than the above specified date.

Any proposals received after this date and time will not be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in the proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include the name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning candidate for this RFP. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.

No verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFP. Only such corrections or addenda as are issued in writing by CARE to all RFP participants shall be official. CARE will not be responsible for verbal instructions.

4.2. PROJECT PURPOSE AND DESCRIPTION

CARE is issuing this RFP (Request for Proposal) soliciting qualified bidders to submit proposals intended TOR REVOLVING FUND WITH MFIs/BANKS IN BURCO SOMALILAND

1. Background:

CARE International has been operating in Somaliland for several years, focusing on improving community resilience, livelihood sustainability, and economic development. As part of its long-term strategy, CARE integrates sustainable approaches to address recurrent challenges faced by pastoralists, AGRO-pastoralists, and peri-urban households, particularly droughts, food insecurity, and economic vulnerability.

CARE through the EU-BREACH project, aims to strengthen the capacity of vulnerable communities by providing access to financial services, promoting social inclusion, and reinforcing economic development opportunities. A key aspect of this strategy is the establishment of a **Revolving Loan Fund (RLF)** in collaboration with reputable microfinance institutions (MFIs) or banks. The RLF will target small and micro-enterprises, Village Savings and Loans Associations (VSLAs), livestock associations, and farmer groups in Burao District, Somaliland. The fund will offer a flexible capital source for businesses, aiming to promote financial inclusion and foster economic growth.

This initiative under CARE's mandate aims to support vulnerable communities by enabling access to financial services, which are critical for strengthening resilience, fostering economic growth, and enhancing livelihoods in the long term.

2. Introduction:

Through the EU-BREACH project, CARE is committed to fostering economic empowerment and improving resilience in Somaliland. The revolving loan fund will provide crucial financial support to economic groups, helping them gain access to capital needed for business development and livelihood improvements.

Partnering with a local MFI or bank, CARE seeks to extend financial services to underserved communities in Burao, including VSLAs, livestock groups, and farmer groups. The financial institution selected will manage and operate the loan fund, providing savings, loans, and

additional financial services, including mobile banking. These efforts will enable communities to strengthen their economic activities, become more financially stable, and build resilience against future shocks.

Item #	Other Requirements	
1	Delivery Date & Time	Bidder shall deliver the service at least _30 days after Contract signature.
2	Delivery Terms (incoterms)	<input type="checkbox"/> EXW [Ex-works (Place)]
		<input type="checkbox"/> FCA [Free Carrier (Port)]
		<input type="checkbox"/> FAS [Free Along-Side Ship (Port)]
		<input type="checkbox"/> FOB [Free On-Board (Port)]
		<input type="checkbox"/> CFR [Cost, & Freight (Port)]
		<input type="checkbox"/> CIF [Cost, Insurance & Freight (Port)]
		<input type="checkbox"/> CPT [Carriage Paid-To (Place)]
		<input type="checkbox"/> CIP [Carriage & Insurance Paid-To (Place)]
		<input type="checkbox"/> DAP [Delivered at Place (Place)]
		<input type="checkbox"/> DPU [Delivered at Place Unloaded (Place)]
		<input checked="" type="checkbox"/> DDP [Delivered Duty Paid (Place)]
3	Custom Clearance (Must be linked to Incoterms at origin)	<input type="checkbox"/> Not Applicable. Shall be done by _____
		<input type="checkbox"/> Shouldered by CARE
		<input checked="" type="checkbox"/> Supplier/ Bidder
		<input type="checkbox"/> Freight Forwarder
4	Exact Address(es) of Delivery Location	surrounding villages in the Burao district, Tog-dheer Region, Somaliland
5	Warranty Period	Standard Manufacturer's Warranty (if applicable)
6	Payment Terms	30 Days upon Receipt of items
7	Quotation Validity	The quote needs to be valid for 90 days to cover all the days from bidding up to the award process. However, once the contract has been signed, it shall be valid for the same coverage as reflected in the requirement above.

1.6. PROJECT TIMELINE

All bidders are advised to strictly follow the timeline below as noted.

Any technical questions arising during the preparation of your response to this RFP should be submitted in writing via email (Amal.Omar@care.org or Sayid.Ismail@care.org) to no later than 10TH, March 2025.

Schedule of Activities/ To-do	Date of the Activity/ Deadline of Submission	Responsible	Remarks
RFP Issued	March 5 th , 2025	CARE	RFP Issued
Deadline for submission of clarification questions to CARE	Mach 10 th , 2025	Supplier	Deadlines must be strictly observed.
CARE to answer all clarifications	March 11 th , 2025	CARE	
Supplier's deadline for Submission of Proposal	March 13 th , 2025	Supplier	Deadlines must be strictly observed.

Finalists selected	N/A	CARE	Upon notification, the contract negotiation with the winning bidder will begin immediately.
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1.7. PROJECT REQUIREMENTS

1) Technical & Financial Proposal of the Product:

See below TOR

The objective of this TOR is to identify a suitable MFI or bank to manage and provide demand-driven, high-quality, and innovative financial services tailored to small and micro-enterprises.

The key role of the selected financial service provider will be to manage a loan revolving fund on behalf of CARE. The loan revolving fund will be used to give out loans to agreed cohort between the bank/MFI and BREACH project participants in target IDPs and target villages under Burco district. Additionally, the financial service provider will also offer access to other appropriate financial services including savings, and fund transfer to the BREACH cohort. All this will ensure sustainability of the current program.

The specific objectives are:

- Operate and manage a revolving loan fund in Burao.
- Provide tailored financial products and services to VSLAs, livestock groups, and farmer groups.
- Promote financial inclusion by offering savings, loans, and mobile banking services to rural communities.
- Ensure that financial services are accessible to underserved communities, especially women, by developing gender-sensitive loan products.

4. Expected Results:

- **Financial Product Development:** Design and implement relevant financial products tailored to the needs of micro and small enterprises. This includes bill payment services, money transfers, and women-inclusive loan products. which help ensure the ease and safety of their financial transactions.
- **Increased Financial Access:** Enable economic groups such as VSLAs and farmer/livestock groups to access formal financial institutions and services.
- **Mobile Banking Accessibility:** Ensure that communities, particularly those in remote areas, can access financial services through mobile banking platforms.
- **Capacity Building:** Strengthen the capacity of MFIs/banks through technical support and gap analysis to improve their service delivery.
 - ✓ NB: The selected MFI/bank will also be supported on capacity gaps identified in the MFIs/ banks.

5. Scope of Work:

The selected financial institution will be responsible for managing the loan fund, facilitating loans to economic groups, and providing additional financial services. The scope of work includes:

- **Target Location:** We anticipate recruiting MFIs/Bank's which physical location in Burco to support the project target sites including Qoyta, Kal-bare, Qoryaale, Ina Af-Madoobe, Suuq-sade, Hayir IDP, Adan Saleban IDP, 18 May IDP, Guryo-samo IDP and Caaqil-yare IDP of Burao District (Somaliland)
- **Loan Management:** Facilitate loans to VSLAs, livestock groups, and farmer groups in the project area.
- **Additional Services:** Provide savings accounts, mobile banking, and fund transfer services.
- **Financial Inclusion:** Develop and deliver women-inclusive loan products

6. Eligibility Criteria for MFIs/Banks:

- Must be a reputable, legally registered financial institution in Somaliland.
- Must have operational presence in Burao.
- Relevant experience in facilitating transactions, implemented Revolving Loan Fund activities, and other economic empowerment activities in the past with NGOs.
- Ability to provide alternative banking services, such as mobile banking, for remote areas, whereby remote villages with limited access to physical financial institutions could access and do transactions digitally.
- Experience in implementing Micro-finance related activities or experience working with micro, small, and medium enterprises (MSMEs), with a focus on vulnerable communities (small business owners).
- The MFI/bank should have capacity to offer gender-sensitive financial products, especially for women-led enterprises, or be willing to develop women friendly loan products.

7. Requirements

- Proven experience in providing financial services to MSMEs in Burao.
- Legal registration and compliance with the Central Bank of Somaliland and have a presence in the target location (Burco).
- Ability to engage effectively with small businesses and economic groups in the target area.
- Ability to work effectively and deliver all reports in English

9. Evaluation Criteria:

The Selection of the firm (MFI or bank) will be made based on cumulative analysis (i.e., mandatory requirement and technical qualifications, financial evaluation as follows:

Mandatory Requirements:

Applicants must submit the following documents as part of the application:

- Valid business license
- Valid Tax Clearance Certificate
- Company's Profile
- Three (3) examples of similar contracts demonstrating relevant experience.

Applications without mandatory requirements will not be considered

NB: Successful bidder will be required to sign CARE Supplier Code of Conduct form.

Technical Evaluation

Applicants need to clearly articulate the following, but not limited to: -

- The profile of the firm (MFI or bank) and cover letter outlining the suitability of MFI or bank in undertaking the assignment (Not exceeding two pages).
- Up to two-page statement of capability (referencing the selection criteria) and the approach to be taken in undertaking this assignment.
- Clear work plan includes time frames for the financial services market assessment.
- Detailed CVs of key personnel (including any formal qualifications) should be provided.
- References from at least two previous clients for managing a revolving loan fund including names and contact information from previous clients who can be contacted regarding relevant experience in managing a revolving loan fund (At least two).

Financial Evaluation:

- Financial proposal, including a breakdown of costs in USD and applicable taxes must be clearly stipulated and separated from the base costs.
- Payment terms and credit period.

NB: Financial proposal should not be part of the technical proposal; it should be a separate document.

How to Apply

Candidates interested in the position should send their applications online to som.bids@care.org to be received no later than 13th March 2025. The application should be titled "Terms of Reference for **REVOLVING LOAN FUND WITH MFIs/BANKS IN BURCO SOMALILAND.**"

Compliance with Requirements

	Yes, we will comply	No, we cannot comply	If marked as "No", please provide counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty Period (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment Terms (30 Days after service delivery)	<input type="checkbox"/>	<input type="checkbox"/>	
Other Requirements (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	