



Terms of Reference

	Date: 1.08.2024
	Bid subject: Procurement for National Veterinary Input Supplier ,Vet Pharmaceutical Company in Boluburte Hiran Region Somalia Reference: ACF/WARDI/EU-WV/SOM-2023/09

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1: Organizational Context

WARDI is one of the leading national non-governmental organizations in Somalia, with an operational presence across six regions in the South Central. Founded in 1993 and duly registered with the Federal Government of Somalia, WARDI's mission is to provide dignified support to people affected by crises to enable them to lead a dignified and prosperous life. WARDI has offices in Mogadishu, Beletweyne, and Buloburte in South Central, as well as a liaison office in Nairobi. WARDI specializes in responding to humanitarian emergencies, bridging the gap between crisis and resilience, as well as long-term developmental projects with a track record of implementing high-quality health and nutrition, food security and livelihood, education, protection, and WASH interventions. Our programming has the distinct attribute of applying a bottom-up approach that puts the communities, local authorities, and governments (national and federal) we work with at the center of our programs.

Currently, ACF/WARDI is implementing the Riverine and Pastoral Food System Strengthening (RFSS) project, funded by the European Union (EU) in Buloburte district.

2.0 Project Overview.

Riverine and Pastoral Food System Strengthening (RFSS) is a 24-month project under the SomReP consortium led by WVI and implemented by five (5) of the (7) consortium members. These are COOPI, Shaqadoon, DRC, ACF, CARE, and World Vision. ACF implements this project with a local partner known as WARDI.

ACF, in partnership with WARDI, is responsible for the implementation of RFSS project activities in Buloburte district. Through a combination of infrastructural and adaptive interventions designed to reduce risk impact, improve food production, enhance livestock health, and strengthen market access for farming populations, the project targets the most vulnerable households across 8 riverine villages in the district,

Buloburte District is predominantly inhabited by pastoralist, agro-pastoralist and riverine communities that heavily rely on livestock for their livelihood.

Sadly, the district faces inadequate veterinary services despite having the largest livestock population in the Hiran region, Hirshabele State, Somalia. Pastoralists in the district face significant challenges in accessing veterinary services, which are crucial for maintaining the health and productivity of their livestock. Presently, they are entirely devoid of veterinary support, leaving their animals vulnerable to diseases and other health issues. This lack of access exacerbates the economic instability of pastoralist communities, who heavily rely on their livestock for livelihood. Compounding the problem is the fact that the district's few private veterinary shops are grappling with persistent drug supply shortages. These shortages severely hamper their ability to provide consistent and reliable services to the pastoralists. Additionally, the limited capacity of these private vet shops to effectively manage and sustain their operations further undermines the availability of essential veterinary care.

Moreover, a pivotal issue exacerbating this dire situation is the weak/non-existent linkage between Community Animal Health Workers (CAHWs) and private veterinary providers (PVPs). Community animal health workers (CAHWs) and private veterinary providers (PVPs) face a multitude of challenges that hinder their efforts to deliver effective veterinary services. Key challenges include difficulties in accessing reliable suppliers for essential inputs, such as equipment and medications, which are vital for treating livestock. Additionally, both groups often struggle with limited access to financial services, hindering their ability to invest in necessary equipment and expand their services. Inadequate training further complicates matters, as it restricts their capacity to stay updated with modern veterinary practices and adequately address emerging health issues among animals.

3. Description of the Assignment/Service

ACF/WARDI, as part of the EU-RFSS project activities, plan to increase the access to animal health services for the communities in the eight target villages. This will be done through creation of linkages between the national input supplier, private veterinary service providers in the district (PVPs), community animal health workers (CAHWs), and the pastoralists to ensure the availability of quality veterinary inputs for the pastoralists in the area so that they have access to quality inputs and services. ACF and WARDI aim to strengthen, support, and revive existing private veterinary pharmacies (PVPs) and community animal health workers (CAHWs) in the district by connecting them with a national importer/national inputs supplier. This activity is being implemented under the project's output

2.1-livestock and agricultural production systems strengthened to scale productivity and catalyze the growth of small and medium-scale agriculture through diversified services and input and output markets.

To achieve this, ACF and WARDI are seeking an experienced national-level veterinary input supplier/importer.

4: Scope of Work

The identified national level veterinary input supplier/importer is expected to support 4 PVPs and 12 CAHWs in Buloburte district.

Each PVP will be linked to three (3) CAHWs to access drug services on credit and improve access to vet services for riverine communities.

The scope of work is as below:

- Capacity assessments of PVPs and CAHWs and tailored training plans developed for each PVP and the CAHWs based on the capacity gaps.
- Quality and affordable veterinary drugs and tools procured and supplied to designated PVPs. 10% of total cost of inputs provided to the PVPs should be on credit/loan. The PVPs to pay for this.
- Facilitate and conduct trainings for PVP staff/owners, covering pharmaceutical management and relevant technical topics as identified during the capacity assessment.
- Linkages established between PVPs and CAHWs. Increasing the CAHWs access to quality veterinary inputs. The CAHWs will also be expected to pay for 10% of the total costs of inputs they get from the PVPs.
- The identified national importer will introduce a suitable credit system and ensure it works for the PVPs and the CAHWs.
- Improved infrastructure and operational environments for PVPs through renovation support.
- Training for CAHWs on relevant topics identified using a training and capacity assessment done by the national input supplier/importer,

5 Requirements of the bid/Qualification and Experience

1. Company profile with detailed physically verifiable contact address
2. Registration certificate From Hir Shebelle,
3. Quotation price. Or Annex (A) Signed and stamped
4. Child Protection Polices Agreement or Annex (B) Signed and stamped
5. Code of Conduct at Child Protection or Annex (C) Signed and stamped

6.0 Commitments:

WARDI has a Humanitarian Accountability Framework outlining its accountability commitments. All staff is required to contribute to the achievement of this

7 General application process

Interested applicants who meet the required profile are invited to submit an expression of interest, including:

- i. A suitability statement including the CV of participating consultants with details of qualifications and experience.
- ii. Technical proposal that summarizes understanding of the TOR, methodology, and tools to be used. (Note: You are required to submit the following technical proposals separately, 1 CAHWS training technical proposal, 2, Technical proposal for initial assessment,
- iii. Work plan indicating the activity schedule.
- iv. Financial proposal providing cost estimates and consultancy fees.
- v. Contacts of three organizations recently contracted you for a similar assignment.

A. Delivery location of the goods/services:

- WARDI Boluburte office is allocated at Nation road in October Boluburte District, Hiran Region -Somalia.
- b. Currency: US Dollars
- c. Payments: After the fulfillment of the contractual obligations, within 14 days after receipt of invoice
- d. Additional information to be submitted: company registration, company profile. WARDI reserves the right to ask for more documentation.
- e. The Quotation price (Annex A), Child Protection Polices Agreement (Annex B), and the Code of Conduct at Child Protection (Annex C) must be signed.
- f. Completeness of documentation
- g. Partial bids will not be accepted.
- h.** Bidders are invited to bid for both lots.
- i. Language: English

Bids: Bids must be submitted on company letterhead in a sealed envelope. The bid must be stamped, signed, and dated by the responsible person and indicate the person's function and full name in capital letters the location is WARDI office, along Lami Yare Road, Bulla Xubey Mogadishu.

- j. By submitting the bid, the bidder agrees to the contract documents sent with the RFQs
- k. Alternative offers are not accepted.

8 Instruction to bidders

- a) All correspondence and documents related to the quotation procedure, contracts and reporting must be written in English.
- b) The financial offer must be drawn up using the BOQ form under The BOQ form can be typed or hand-written with indelible ink, including the company logo and responsible persons.
- c) Offered prices must be quoted in USD.
- d) Delivery times must be indicated.
- e) Delivery conditions, as stated in the attached contract, must be complied with. The regulations in the case of a delay or default of delivery can be found in the attached contract.
- f) Prices must be valid and fixed for a period of 14 days from the deadline of the offer submission.
- g) All submitted offers are final; no modifications will be accepted after its submission.
- h) This RFQ does not commit WARDI to enter into any contract or agreement for products or services with any supplier responding to it.
- i) WARDI reserves the right to accept or reject any quote, to annul the solicitation process, and reject all quotes at any time prior to award of PO, without thereby incurring any liability to the affected vendor.
- j) The process will be a competitive procedure without negotiation. WARDI also reserves its right to accept an offer without prior negotiation.
- k) Evaluations of Quotations: Only complete bids that include full documentation will be evaluated and bids that don't fulfill all requirements listed will be excluded from the evaluation.
- l) An Award of a Purchase Order (PO)/Contract: a PO/Contract will be awarded to the bidder with the most economic bid (price and technical qualifications). The successful bidder will sign a PO/Contract with the General Conditions of Contract for Procurement of Goods or Services.
- m) Please send all further questions and inquiries at the following address [procurement@wardi.org huseiniman@wardi.org , info@wardi.org]/[alongside Lami yare road, Wadajir, Mogadishu office. To maintain

Equal treatment among the bidders, all questions and answers asked before the submission deadline will be transferred to all applicants.

n) Contract performance by subcontractors is not allowed.

9: Deadline for submission of bids

The invited bidders are required to submit their quotations at the WARDI Mogadishu office, Banadir region of Somalia. Original sealed envelopes with quotations should be dropped at the above-mentioned office address on **10 of August, 2024 latest at 4:00 pm.**

10: Evaluation process

The tender bids will be registered in an appropriate document immediately after reception and the bidder will receive proof of its consignment. The deadline mentioned above is fixed and WARDI will not accept any delay justification, even if due to the post-service or any other circumstance beyond the bidder's control.

If WARDI, either on its own initiative or in response to a request from a prospective contractor or supplier, provides additional information on the bid documents, it must send such information in writing to all other prospective contractors or suppliers at the same time.

1.1. Bids evaluation

the evaluation steps:

a. Exclusion criteria

- Administrative conformity of bids

The aim at this stage is to check that bids comply with the requirements of the RFQ. Bids that are submitted with missing or incomplete documentation are dismissed before further evaluation.

- Technical evaluation

The evaluation committee will analyze the technical and quality admissibility of each bid, classifying it as technically compliant or non-compliant. The technical evaluation will be based on both the task to be carried out under the bid, and the professional ability of the contractor or supplier.

To facilitate the examination, evaluation and comparison of bids, the evaluation committee may ask each contractor individually for clarification of their bid, including breakdowns of prices. The request for clarification and the response must be in writing only, but no change in the price or substance of the bid may be sought, offered or permitted, except to correct arithmetical errors or formulae.

b. Award criteria

The tender will be awarded on the basis of the following criteria:

- Price (100%)

11 Award and payment conditions

- The successful supplier will be informed in writing that its tender has been awarded (Notification of award).
- Payments shall be approved by WARDI Program director and made in USD, after the fulfillment of the contractual obligations, **within** 14 (fourteen) days after the presentation of regular invoices backed by certificate of interim or completion of works/Goods Received Note.
- Payments will be made by WARDI Main office through bank cheque or bank transfer.

12 The contract

The contract is included in the submitting your offer, you agree to its terms. Divergent contractual conditions such as delivery periods, payment modalities, etc. are inadmissible and cause the exclusion of the bidder. The conclusion of the contract occurs at the award of the bid. The signing of the contract, done after the award of the tender, is only a matter of formality.

13: Cancellation of the quotation procedure

In the event of a quotation procedure's cancellation, contractors will be notified by WARDI. If the quotation procedure is cancelled before of any bid has been opened, the sealed envelopes will be returned, unopened, to the contractors.

Changes to deadlines or the ToRs, as well as a transfer back to a previous state of the procedure are possible at any time.

A cancellation, transfer back or modification to the procedure is possible at any time and may occur for example if:

- The bidding procedure has been unsuccessful, for example if no qualitatively or financially worthwhile quotations have been received or there has been no response at all,
- The economic or technical parameters of the project have been fundamentally altered,
- Exceptional circumstances or force majeure render normal performance of the project impossible or all technically compliant quotations exceed the financial resources available,
- There have been irregularities in the procedure, in particular if these irregularities have prevented a fair competition
- Modifications to the requirements of the required an adjustment or cancellation of the tenderprocedure.

In no circumstances is WARDI liable for damages, whatever their nature (in particular damages for loss of profits) due to the modification of the procedure or the cancellation of a bid, even if WARDI has been advised of the possibility of damages. The publication of a procurement notice does not commit WARDI to implement the program or project announced.

14: Annex

- 1. Quotation price. Or Annex (A) Signed and stamped**
- 2. Child Protection Polices Agreement or Annex (B) Signed and stamped**
- 3. Code of Conduct at Child Protection or Annex (C) Signed and stamped**