

REQUEST FOR PROPOSAL

TO:

Date of issue:	02.09.2024
RFP no.:	2024-016
Contract title:	Lessons Learned from NCA's pilot Value for Waste projects from 2020 to 2024
Closing date:	24.09.2024
Contracting Authority:	Norwegian Church Aid Bernhard Getz' gate 3, 0165 Oslo Contact person: Ioannis Georgiadis Email: ioannis.georgiadis@nca.no
Please note that the Proposals may be delivered by email to the Contracting Authority at procurement@nca.no , clearly marked with the above RFP Number and the name of the submitting company.	

NORWEGIAN CHURCH AID (NCA) INVITES YOU TO SUBMIT A PROPOSAL FOR CONSOLIDATING AND ANALYZING LESSONS LEARNED FROM NCA'S PILOT VALUE FOR WASTE PROJECTS FROM 2020 TO 2024

Dear Sir/Madam,

The Service is required for the review and documentation of lessons learned from the pilot projects NCA implemented on "Value for Waste", that were funded under the strategic partnership agreement with the Norwegian Ministry of Foreign Affairs, between the period of 2020 to 2024. Please find enclosed the following documents which constitute the Request for Proposal:

A – Instructions

Annex 1: Terms of Reference

Annex 2: Organisation and Methodology Form (to be completed by the Candidate)

Annex 3: Proposal Submission Form (to be completed by the Candidate)

Annex 4: General Terms and Conditions for Service Contracts

Annex 5: 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 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 Candidate shall offer the totality of the Services described in the Terms of Reference. Candidates offering only part of the required Services will be rejected.

A.2. Cost of proposal

The Candidate 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

Candidates 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.

Candidates 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.

Candidates 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 Candidate shall complete and submit the following documents with his proposal:

- a. Proposal Submission Form (Annex 3) duly completed and signed by the Candidate
- b. Organisation and Methodology using the structure in Annex 2
- c. CV. highlighting the Candidate's experience in the specific field of the Services
- d. At least two (2) relevant examples of work

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 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 themselves 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. Detailed breakdown of all fees and costs must be provided in separate annex.

VAT and/or any sales tax applicable to the purchase of services shall be indicated separately in the proposal.

IMPORTANT NOTE: In cases where the candidate is not registered for VAT or other applicable sales tax in the country where the services are to be rendered, VAT or other applicable sales tax should not be included in the proposal and will not be paid by the Contracting Authority.

A.7. Candidate's proposed personnel

In the Organisation and Methodology Form, Annex 2, the Candidate shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Candidate proposes to use for the performance of the Services. The key experts are those whose involvement is considered instrumental in the achievement of the contract objectives. The CV of each key expert shall be provided highlighting his/her experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed. The Candidate whose proposal is accepted shall provide, if so requested by the Contracting Authority, copies of diplomas and employers' certificates or references proving the key experts' education, professional experience and language proficiency.

In the Proposal Submission Form, Annex 3, the Candidate shall provide detailed information about key experts' actual availability for the performance of the Contract. If, before the signing of the Contract, a key expert proposed in the proposal is no longer available the Candidate shall inform the Contracting Authority immediately and the proposal will in such case be considered invalid.

A.8. Validity

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

A.9. Submission of proposals and closing date

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

A.10. 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 ranked according to their combined technical (St) and financial (Sf) scores using the weights of 80% for the Technical Proposal; and 20% for the offered price. Each proposal's overall score shall therefore be: $St \times 80\% + Sf \times 20\%$.

Technical evaluation

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

Technical evaluation		Maximum Points
1	Relevant experience and expertise based on CVs and relevant pieces of work	35
2	Adequacy to achieve goals based on the proposed personnel	20
3	Submitted methodology and approach	30
4	Proposed work plan and timeline	10
5	Experience with the subject in the context of Nigeria and Ethiopia and access capabilities	5
Total Technical Score		100

Interviews

The Contracting Authority reserves the right to call to interview the Candidates 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, in order 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 in order 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

• BACKGROUND INFORMATION

Norwegian Church Aid (NCA) is one of the largest humanitarian aid organisations in the Nordic region, committed to promoting global justice to address the root causes of poverty. As an ecumenical diaconal organisation, NCA is part of the ACT Alliance - one of the world's largest humanitarian alliances with faith-based organisations in over 140 countries. Jointly with partners, NCA provides humanitarian assistance and long-term development work in: Climate-resilient WASH, Gender-Based Violence, Peace Building, Environmental Stewardship, and Economic Empowerment programmes, amongst others.

NCA has received funding from the Norwegian Ministry of Foreign Affairs (MFA) under a strategic partnership agreement (SPA) to implement humanitarian programs in its countries of operation for the period between 2020 to 2024. Under this agreement, NCA Head Office implemented humanitarian CRWASH pilots that promote innovative technologies or approaches. A key theme during this period has been, among other, Value for Waste (VFW) projects, as well as adjacent projects related to reduction of waste in humanitarian CRWASH response. These initiatives aim to address liquid and solid waste management challenges, while creating economic and livelihood opportunities for vulnerable communities and individuals. Since the start of the SPA period, NCA has implemented the following pilot projects:

1. Faecal Sludge Management and production of briquettes in Borno State, Nigeria
2. Plastic, paper, and metal waste valorization and creation of pavement bricks in DRC
3. Empowering Women and Social Entrepreneurs through Recycling business in Palestine
4. Reusable Sanitary Pads and job creation for women in Gambela, Ethiopia
5. Potential of using menstrual cup in humanitarian contexts in Mali.
6. Scaling Up Sustainable Solutions for Waste for value, Soap Production, Reusable sanitary Pads in Gambela, Ethiopia

• CONTRACT PURPOSE AND EXPECTED RESULTS

Overall objective:

NCA is seeking a qualified Candidate, to systematically capture, and document lessons learned emerging from the design and implementation of the above Value for Waste pilot projects, and adjacent waste reduction initiatives, in different humanitarian contexts.

Purpose:

The specific purpose of the contract is to provide insight on the project design process, the methodologies applied, lessons learned, challenges, best practices, and recommendations on how to improve, scale up and duplicate the pilot initiatives. A specific focus should be placed on the business models of the initiatives, their profitability, and the marketability of the recycled products, in relation to the financial sustainability and scalability of the initiatives. Finally, the Candidate should provide recommendations on how to enhance the effectiveness and financial and environmental sustainability of future waste management initiatives, with focus on a) relevance with the humanitarian context, b) achieving WASH outputs and c) the "value" in the Value for Waste.

Results to be achieved by the Contractor:

- a) Inception meeting and report: Online meeting with NCA HQ WASH focal points for sharing detailed information of the pilot initiatives and the list of key stakeholders and documents that are relevant for the assignment, as well as to fine tune the methodology and timeline. A brief report, with adjusted timeline, will be produced after the inception meeting by the Candidate.

- b) Desk review: Conduct a comprehensive review of relevant project documents, reports, and data related to the NCA's value for waste pilot projects - including a comparative analysis of the projects and comparison with best practices in the WASH sector and similar successful projects implemented by other WASH agencies.
- c) Stakeholder consultations: Conduct interviews with key stakeholders including NCA project teams, local authorities (if feasible), other local partners, potential clients, and competitors - as well as HQ-based advisors from different thematic areas and divisions.
- d) Travel and Field Visits: Visit project sites in Nigeria (Maiduguri) and Ethiopia (Gambela) to understand field realities, and on-the-ground implementation of the projects, engage with field staff, stakeholders and rightsholders, conduct interviews, etc.
- e) Draft report: The draft report should provide a comprehensive analysis of the impact of the value for waste pilot projects, the project design process, the methodologies applied, the business model adopted, lessons learned, constraints/bottlenecks, enablers, best practices (among NCA country offices and generally in the sector), and recommendations on how to improve, scale up and duplicate the pilot initiatives.
- f) Final report: The final report will include feedback to the draft report. In addition, the consultant should include recommendations on how to enhance the effectiveness and sustainability of future waste management initiatives, with focus on a) relevance with the humanitarian context, b) contribution to WASH/sanitation outputs and c) the "value" in the Value for Waste. The final report will be subject of approval by NCA.
- g) Lessons Learnt Workshop: Prepare and facilitate a virtual workshop for NCA staff, and partners to discuss key findings from the field visits, lessons learnt and recommendations.

- **ASSUMPTIONS AND RISKS**

It is assumed that the Candidate has sufficient capacity to travel to and access project locations in Nigeria and Ethiopia. Travel to field locations in Nigeria and Ethiopia are subject to official approval and security and will require coordination with the country offices. Permits for non-natives may take longer to process, and cause delays in the implementation of the assignment.

- **SCOPE OF THE SERVICES**

Project information including geographical areas to be covered, is mentioned in the background information above. Full details will be provided upon signing the contract and during the inception meeting. The Contractor will report to the assigned NCA Global WASH Advisor based in the HQ in Oslo, Norway. The language of the report(s) and all communication will be in English. Parts of the desk review and stakeholder consultations will need to be in French (DRC, Mali).

- **TIMING, LOGISTICS AND FACILITIES**

The Contract will commence upon signature. The period of implementation will be **10 weeks**. Air travel arrangements to project locations and accommodation, as well as meals and per diems, are expected to be arranged by the candidate, and included in the draft budget. NCA Head Office, or NCA Country offices will support with domestic air travel and accommodation arrangements in the target locations in Nigeria and Ethiopia. Field travel and related approvals will be arranged by NCA Country Offices.

- **KEY EXPERTS AND OTHER PERSONNEL**

Required expertise:

- ✓ WASH: Sanitation/solid waste management
- ✓ Marketing and business models
- ✓ Research and evaluation of humanitarian programs
- ✓ Local specialists or researchers in Nigeria and Ethiopia

- **QUALIFICATION REQUIREMENTS**

The Candidate should possess the following qualifications:

- ✓ Educational background in environmental science, WASH engineering, public health, business management and economics, social and behavioural sciences, and/or other relevant fields
- ✓ Experience in implementing WASH programs in diverse contexts (humanitarian/ development) - with a strong focus on sanitation, solid waste management, and economic development and livelihoods.
- ✓ Strong research and analytical skills, with experience in writing reports and publications, documenting and/or evaluating humanitarian projects.
- ✓ Excellent communication skills, with the ability to engage with diverse stakeholders.
- ✓ Experience working with non-governmental organizations and UN agencies is desirable.
- ✓ Experience with and ability to travel in Nigeria and Ethiopia will be a plus – Cooperating with local qualified researchers is desirable, both in terms of cost effectiveness, access to project locations and reducing air travel emissions.

ANNEX 2: ORGANISATION AND METHODOLOGY

To be filled in by the candidates, in compliance with the following instructions:

Rationale

- Description of how the candidate understands the Terms of Reference and the assignment.
- Any comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the Contract. Detailed list of inputs, activities and outputs. Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final Contract.
- An opinion on the key issues related to the achievement of the Contract objectives and expected results

Methodology

- An outline of the approach proposed for contract implementation.
- A list of the proposed activities considered to be necessary to achieve the contract objectives.
- The related inputs and outputs.
- A description of the support facilities (back-stopping) that the team of experts will have from the Candidate during the execution of the Contract.

Timetable of activities

- The timing, sequence and duration of the proposed activities taking into account mobilisation time.
- The identification and timing of major milestones in execution of the Contract, including an indication of how the achievement of these would be reflected in any reports particularly those stipulated in the Terms of Reference.
- Workplan.

Key experts

- The Candidate shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Candidate proposes to use for the performance of the services. The key experts are those whose involvement is considered instrumental in the achievement of the Contract objectives. The CV of each key expert shall be included highlighting his/her experience in the specific field of the services and his/her specific experience in the country/region where the services are to be performed. In addition the Candidate shall include information on current participation of key experts in other contracts and or commitments to participate in future contracts, including detailed description of their tasks and period of engagement.

ANNEX 3: PROPOSAL SUBMISSION FORM

My financial proposal for my services is as follows:

	Currency	Amount
Global price (fees and expenses)		
VAT or other tax on services		
Total price incl. taxes		

Detailed breakdown of all fees and costs must be provided in separate annex.

IMPORTANT NOTE: VAT OR ANY OTHER SALES TAX SHOULD ONLY BE INCLUDED IF THE CANDIDATE IS REGISTERED FOR TAX PURPOSES IN THE COUNTRY IN WHICH THE SERVICES ARE TO BE RENDERED

CANDIDATE OR COMPANY INFORMATION	
Company (legal name)	
Street name and no.	
Postal code, City, Country	
Registration Certificate	
Phone no.	
Email	

REFERENCES				
Name and country of customer	Type of contract	Value	Contact name	Phone / email

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 no. 2024-016 for consolidating and analysing **Lessons Learned from NCA's pilot Value for Waste projects from 2020 to 2024** dated 01.07.2024 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, within the time frame described in our Organisation and Methodology Form
- 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:

Signed by:

The Candidate

Name of the company

Address

Telephone no.

Email

Name of contact person