

## REQUEST FOR PROPOSAL

TO:

TO WHOM IT MAY CONCERN

<b>Date of issue:</b>	28.06.2024
<b>RFP no.:</b>	2024-019
<b>Contract title:</b>	Research Study on Gender Dynamic and Experience of Violence at Home: Deep Dive into Intimate Partner Violence In Ukraine
<b>Closing date:</b>	29.07.2024 00:00AM
	Norwegian Church Aid  Contact person: Riborg Knudsen Tel: +47 95 30 57 80 Email: riborg.knudsen@nca.no
Please note that the Proposals may be delivered to the Contracting Authority email address, clearly marked with the above RFP Number and the name of the submitting consultant/company.  Email: Procurement@nca.no	

### **NORWEGIAN CHURCH AID INVITES YOU TO SUBMIT A PROPOSAL FOR RESEARCH STUDY ON GENDER DYNAMIC AND EXPERIENCE OF VIOLENCE AT HOME: DEEP DIVE INTO INTIMATE PARTNER VIOLENCE IN UKRAINE**

Dear Sir/Madam,

The Service is required for Norwegian Church Aid's country offices, Ukraine. Please find enclosed the following documents which constitute the Request for Proposal:

**A –This contract**

**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**

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 2) duly completed and signed by the Candidate
- b. CV. highlighting the Candidate's 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 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 2. The remuneration of the Candidate under the Contract shall be determined as follows:

Item	Description	Unit	Qty	Currency USD	
				Unit Price	Total Price
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
	Local value added tax (VAT)				
	Total price incl. local VAT				

The Supplier shall be deemed to be satisfied 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 Supplier 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. For example, this should include travels to Norway for implementation and training and all costs related to these.

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

**A.7. Suppliers proposed personnel**

The Supplier shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Supplier 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 Supplier 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 2, the Supplier shall provide detailed information about key experts' actual availability for the performance of the Contract.

If, before signing of a Contract, a key expert proposed in the proposal is no longer available the Supplier shall inform the Contracting Authority immediately and the proposal will in such case be considered invalid.

**A.8. Subcontractors**

If the Consultant intends to use subcontractors, the Consultant shall state in their bid, their names, qualifications, role and duties in the performance of the Contract and the Consultant shall specify the parts of the Services which will be executed by the subcontractors, which may not exceed 20% of the Contract. Provisions of article "Candidate's proposed personnel" concerning the Candidate's personnel and the article concerning eligibility and qualification requirements shall apply to the subcontractors or the subcontractor's personnel

**A.9. Validity**

Proposals shall remain valid and open for acceptance for 60 days after the closing date.

**A.10. Submission of proposals and closing date**

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

**A.11. 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 (S<sub>t</sub>) and financial (S<sub>f</sub>) scores using the weights of 80% for the Technical Proposal; and 20% for the offered price.

**Technical evaluation**

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

Solution evaluation		Maximum Points
1	Extensive experience and expertise in qualitative and quantitative methods including statistical analysis	20
2	Strong understanding of Gender and GBV in Ukraine	15
3	Excellent communication skills in writing and spoken English	15
4	Ability to produce a clear, concise and analytical report in English with excellent attention to detail.	5
5	Ability to work in Ukrainian language	5
		<b>&lt;60&gt;</b>
<b>Supplier and /or organisation</b>		
1	Suppliers specialised knowledge and experience in the field of assignment.	40
		<b>&lt;40&gt;</b>
<b>Total Technical Score</b>		<b>100</b>

**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 (F<sub>m</sub>) will be given a financial score (S<sub>f</sub>) of 100 points. The formula for determining the financial scores shall be the following:

**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

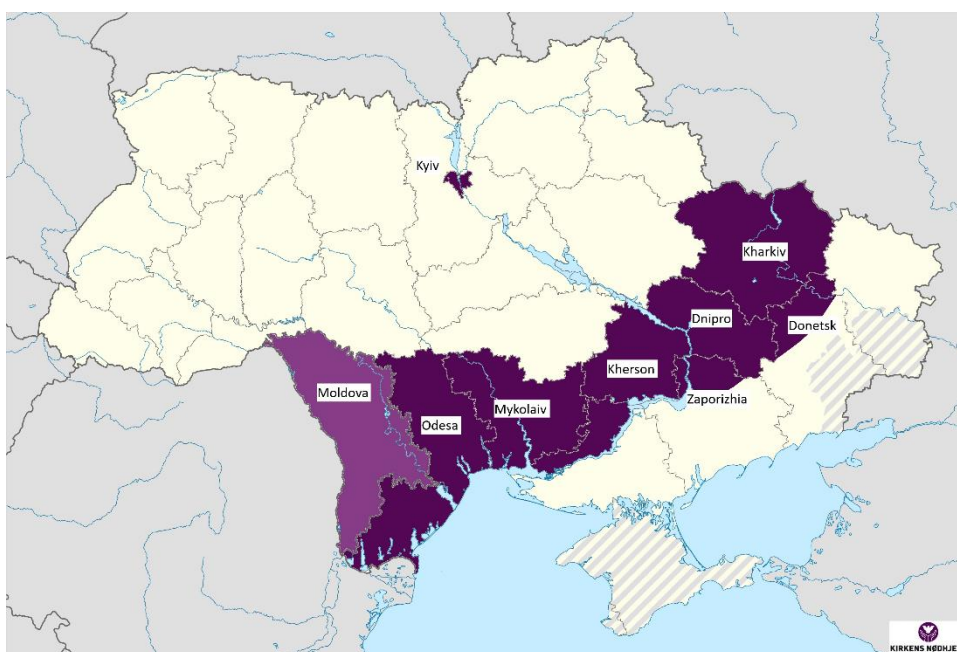
The General Terms and Conditions provide reference to the specific rights, and regulations related to the data that is stored.

## ANNEX 1: TERMS OF REFERENCE

### Terms of Reference (TOR) for Research Study on Gender Dynamic and Experience of Violence at Home: Deep Dive into Intimate Partner Violence in Ukraine

#### 1. Context and Programme Background

Russian's full-scale invasion of Ukraine in 2022 resulted in a massive internal displacement, movement of millions Ukrainians out of the country. The war has resulted in massive civilian casualties, as well as widespread destruction of civilian infrastructure with long term consequences of Ukraine's development trajectory. In response, Norwegian Church Aid is providing humanitarian assistance in the response in Southern and Eastern regions of Ukraine, in addition to Kyiv and in Moldova, as shown in the map below:



NCA has been responding to the humanitarian crisis in Ukraine and neighbouring countries since the onset of the conflict, together with ACT Alliance members DanChurchAid (DCA) and HEKS-EPER (HEKS). NCA has utilized funds from MFA to support more than 250,000 affected people to meet urgent and complex needs. Through a coordinated response with international and national partners and local stakeholders, NCA has been able to assist people in need in collective shelters and affected urban and rural sites, including frontline and de-occupied areas across 7 oblasts (Odesa, Mykolaiv, Kherson, Dnipro, Kharkiv, Zaporizhzhia, and Donetsk). NCA is delivering lifesaving, cross-sectorial, integrated programming, including WASH, winterization support, GBV and MHPSS and utilizing the modality of multipurpose cash assistance. The overall goal of GBV programme is to increase survivors and women and girls' access to lifesaving GBVS services appropriate and relevant to their immediate needs. NCA's Ukraine response is a joint response together with DCA, HEKS and local organisations, and is implemented in close cooperation and coordination with authorities, relevant stakeholders and humanitarian coordination structures. NCA and partners are providing survivor-centred case management, mental health and psychosocial support focused on healing, empowerment and recovery. The partners are providing mobile and static services to increase access to services and information.

The Istanbul Convention, which was ratified by Ukraine on June 20, 2022, established a framework for the prevention and response of GBV in the country. The adoption of the Law on Ratification is only an initial step. The next step of the government and its partners are implementing gender-sensitive practices, understanding gender specifics by law enforcement officers when working with victims of violence and conducting work “to anticipate” such violence.

GBV services in Ukraine is very much needed due to the multiple forms of GBV are reported by women and girls. Two thirds of women in Ukraine had experienced some form of GBV in their lifetime before the war began ([OSCE 2018](#)); the deterioration of the security context has sharply increased the risk of multiple forms of violence – including intimate partner violence. [Ukrainian women are facing risk of intimate partner violence driven by male battled-related stress](#). In 2023, the police have registered [160,000 more cases of domestic violence](#) than in the same period in 2021. Domestic violence and IPV are used interchangeably and include sexual or physical violence, and psychological abuse by a former or current intimate partners. There is a growing evidence to show that the war in Ukraine is contributing to the evolving gender roles of women and men. And both are playing distinct and specific roles. A general trend has emerged of the changing roles and responsibilities of women in the household and community. Women are providing for their families while facing family separation; whilst many men are engaged in the more direct war efforts on the frontlines, exposing themselves to potential death, severe injuries and mental health distress<sup>2</sup>. Women are feeling the impact of the war on their mental and physical health acutely as they feel isolated and force to make decision for themselves and their families alone.

The implications of amplified and more polarized beliefs around gender roles will continue with the ongoing war and its aftermath. The disruption of gender roles and entrenched conservative gender attitudes where women are seen as guardians of the ‘home hearth’ will have the implications for the protection, health and wellbeing of women and girls<sup>3</sup>.

## **2. Purpose of the Evaluation, audience, and use**

Gender roles have a considerable influence on relationships among couples. These can lead to negative health effects in women; however, their impact on intimate partner violence (IPV) has been less explored, especially among women and girls affected by conflict and displacement in Ukraine. A research report will seek to explore the association between evolving gender roles and IPV. This proposed study will develop a policy and research report which will be analysing the evolving gendered roles and responsibilities of women and men, its association with IPV. And the consequences of gender dynamic on the lives, health and wellbeing of women and girls in their home and community.

## **3. Evaluation criteria and questions**

1. What gender roles and responsibilities of women and men have changed since the onset of the war in Ukraine?
2. How the gender roles and responsibilities at home and in the community changes the gender dynamic and experience of violence of women and children in their homes?
3. What tools, practises and resources are utilised in preventing and responding to IPV?
4. What community-based strategies and mechanisms among Ukrainian IDP and host communities are used in the prevention and response to gender inequality and IPV?

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<sup>2</sup> [https://careevaluations.org/wp-content/uploads/RGA\\_Ukraine\\_2023\\_ENG.pdf](https://careevaluations.org/wp-content/uploads/RGA_Ukraine_2023_ENG.pdf)

<sup>3</sup> <https://www.bbc.co.uk/mediaaction/documents/bbc-ukraine-rb3-eng-final.pdf>

5. What are the available services for women that are affected by IPV. And what are the barriers in accessing these services?
6. What are the perceptions of women of their roles from before and after war. And what is their perception of their risks to IPV in relation to their roles at home and in the community.

#### **4. Methodological approach**

Conduct a qualitative and quantitative research which will be centred around the following activities:

- a) Comprehensive literature review to address the following issues: What are the policy and programme measures Ukraine and key stakeholders have taken to implement Istanbul Convention.
- b) Conduct an in-depth and case analysis on key policy/ programme measures on Intimate Partner Violence
- c) Interview/ focus group with a purposive sample of stakeholders of UN agencies, feminist activities, governmental stakeholders, donors and civil society in the area of IPV
- d) FGDs and individual interviews with women and girls focussing on Perceptions of safety and risk; priority safety concerns and needs; and well-being and psychosocial concerns.
- e) KIIIs with women's organizations and other specialist GBV-service providers focussing on observed GBV trends/patterns
- f) Statistical analysis of the Data

#### **Expected deliverables**

The research team(s) is requested to submit deliverables:

- a. Submit the inception report.
- b. Submit Report I: Literature review report
- c. Submit the Assessment Tools
- d. Submit Final report

All reports will be submitted in electronic format and in English

#### **5. Required expertise, qualification and competencies**

The researcher/ research team requires a strong team of experts with different backgrounds. The expertise and requirements include but are not limited to:

- a) Advanced research expertise and experience in a wide range of evaluation and research approaches
- b) Previous experience, preferably conducting thematic research and evaluations of national domestic violence laws and GBV
- c) Knowledge of the relevant international/regional frameworks pertaining to women's political rights and gender equality, women's political participation
- d) Country level programming expertise, gender mainstreaming, experience/knowledge of feminist's movements in Ukraine.
- e) Strong experience and knowledge in human rights issues, the human rights-based approach to programming, human rights analysis and GBV
- f) Excellent analytical, facilitation and communications skills.



- g) Ability to negotiate with a wide range of stakeholders.
- h) Experience in parliamentary work, governance, rule of law, civil society movements.
- i) Fluency in English is mandatory

## ANNEX 2: PROPOSAL SUBMISSION FORM

**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

My company's financial proposal is as follows:

Item	Description	Unit	Qty	Currency USD	
				Unit Price	
1					
2					
3					
4					
5					
6					
7					
8					
9					
	Local value added tax (VAT)				
	Total price incl. local VAT				

### Obligation Statement

Clearly state whether you are legally obligated to charge VAT for goods and/or services.

Tick appropriate box:

YES – I AM legally obligated to charge VAT	NO – I am NOT legally obligated to charge VAT
<input type="checkbox"/>	<input type="checkbox"/>
State country of tax liability, if any	
State applicable VAT rate	

### CANDIDATE OR COMPANY INFORMATION

Company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.	
Email	
Website	
Director (name)	

### GENERAL COMPANY INFORMATION

Year of establishment	
Number of full time employees	

Licensing authority	
Licence number (VAT no./TAX id)	
Your country VAT %, if applicable.	
Registration Certificate	
Does your company have CSR related policies in place – e.g. Health, Safety, HR, Energy or Climate policy or is a member of Global Compact? Please state which policies.	
Is your company e.g. ISO 26000/50001/14000 certified or SA8000 certified? Please state which.	
Does your company have a Code of Conduct?	

REFERENCES				
Name and country of customer	Type of contract	Value	Contact name	Phone/fax and 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 60 days after the closing date in accordance with the article A.9. Validity.

After having read your Request for Proposal no. **2024-019** for **Research Study on Gender Dynamic and Experience of Violence at Home: Deep Dive into Intimate Partner Violence in Ukraine** dated **29<sup>th</sup> July 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
- 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.

Annex 3: [Norwegian Church Aid GTC](#). (General Terms and Conditions)

Annex 4: [Code of Conduct for Contractors](#)

Signature and stamp:

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Signed by:

**The Candidate**

Name of the company

Address

Telephone no.

Email

Name of contact person