

## REQUEST FOR PROPOSAL

To whom it may concern

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<b>Date of issue:</b>	July 07 2023
<b>RFP no.:</b>	2023-015
<b>Contract title:</b>	Review – strategic partnership agreement.
<b>Closing date:</b>	August 9th 2023
<b>Contracting Authority:</b>	Contact person: Riborg Knudsen Tel: +47 95 30 57 80 Email: <a href="mailto:Riborg.Knudsen@nca.no">Riborg.Knudsen@nca.no</a>

### NORWEGIAN CHURH AID INVITES YOU TO SUBMIT A PROPOSAL FOR CONSULTANCY SERVICE.

Dear Sir/Madam,

The Service is required for Review of strategic partnership agreement with MFA. 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 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. 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 NOK in the Proposal Submission Form in Annex 3. The remuneration of the Candidate under the Contract shall be determined as follows:

**Global price:** 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.

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

#### **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 in a sealed envelope 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 ranked according to their combined technical (St) and financial (Sf) scores using the weights of <75>% for the Technical Proposal; and <25>% for the offered price. Each proposal's overall score shall therefore be:  $St \times <75>\% + Sf \times <25>\%$ .

#### **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
<b>Candidate and/or Organisation</b>		
4	Is the sequence of activities and the planning logical, realistic and promising efficient implementation to the Contract?	15
5	Is the work plan adequate in responding to the Terms of Reference	25
1	Relevant academic qualifications	15
2	Relevant experience in the field of assignment (Programme framework review)	20
3	Experience in Norway and the countries mentioned in the Terms of Reference e.g.	25

	knowledge of local language, culture, administrative system, government etc.	
<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 (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 (TOR) for consultancy in NCA: Strategic Partnership Agreement Review (SPAR)**

## **Context and Background**

NCA entered into a Strategic Partnership Agreement (SPA) with the Norwegian Ministry of Foreign Affairs (hereafter MFA) for the period from 01.2021 to 12.2023. The agreement has been extended until 12.2024.

The intervention's expected effect(s) on society are to save lives, alleviate suffering and protect human dignity. This is to be achieved through the following thematic outcomes stated in the SPA:

***SPA Outcome 3 Communities affected by crisis demonstrate improved hygiene practices and access life-saving WASH services appropriate and relevant to their immediate needs***

***SPA Outcome 4 SGBV Survivors access lifesaving, specialized SGBV services appropriate and relevant to their immediate needs***

***SPA Outcome 5 Adolescent girls and boys adopt sexual and reproductive health behaviour protecting themselves from health risks***

***SPA Outcome 6 Enhanced protection of children and young people in situations of crisis and conflict***

As the SPA agreement period is coming to an end, NCA's evaluation policy requires that an evaluation is undertaken.

Purpose of the Evaluation, audience and use

The main purposes of the Strategic Partnership Agreement Review (SPAR) are to:

- Provide *learning from experience and results achieved* so far during the SPA agreement period, to establish how far NCA's intervention has achieved the planned outcomes and objectives under each programmatic area including any differential results across groups, positive or negative, intended, or unintended, per programmatic area and whether the mandatory integrated programming has been perceived as relevant and how it has been applied. As well as assessing the extent to which the intervention has proved relevant, effective and efficient.
- Give insight into whether the intervention has achieved its programmatic objectives as stated in outcomes 3-6 above and identify whether achievement of results (or lack thereof) is due to shortcomings in the intervention's implementation or its design. The findings will *inform the Humanitarian Divisions decision-making and priorities going forward in NCA's 2024 MFA SPA application* including guiding decisions about whether to continue, discontinue, replicate, or scale up on specific outcomes/outputs/activities and the modalities that should be used to generate the best results.

- Cater for organizational reflection, learning and improved future performance. To obtain a deeper understanding of what has been achieved so far, where challenges remain and *whether the SPA agreement has proved to be a relevant instrument for fulfilling the NCA's humanitarian strategy.*

In sum, the SPAR will serve several purposes including:

- Identifying gaps in current thematic programming
- Informing the next SPA application to MFA
- Enhancing learning and adaptation

Scope of the Evaluation

The evaluation will focus on the programmatic areas that NCA is already working on under the current SPA agreement: WASH, GBV, ASRH in addition to trafficking in persons (TiP) which is an integrated component in the programmatic areas.

The evaluation will be based on three DAC criteria: relevance, effectiveness, and efficiency, and respond to the following questions:

*Key Question 1*

To what extent are the SPA framework thematic outcomes and outputs, design and composition perceived as relevant to the needs and priorities of beneficiaries, partners and country offices in their context?

*Sub-Questions*

- Are the outcomes still relevant as they stand?
- Are the outputs and compulsory indicators perceived as relevant?
- To what extent has the SPA allowed NCA to position itself as a relevant first responder within our chosen thematic programmes?
- How has working with bilateral and accompanied partners contributed to the relevance of project design and approaches?
- In the specific thematic area of ASRH, what is the minimum technical and structural capacity needed to support reproductive health programmes? Does NCA have the adequate capacities in our HO and COs?

*Key Question 2*

To what extent have the MFA SPA thematic outcomes been achieved?

*Sub-Questions*

- Has the logical framework been designed in a coherent, clear, precise, measurable, and verifiable manner?
- To what extent were the outputs achieved?
- What were common barriers/facilitators to programme implementation and how were they addressed?
- What are some of the key overall results of the intervention?
- Are there any outputs that have not been captured by the results frameworks?

- What factors were crucial for the achievement or failure to achieve the thematic outcome (e.g indication of strengths and weaknesses)?
- To what extent have activities in different thematic areas been integrated and how has this contributed to reaching the outcomes?
- How has working with bilateral and accompanied partners contributed to effectiveness?
- To what extent have innovative approaches been tested and adapted within the different thematic programmes and how has this contributed to effectiveness?
- To what extent has environmental sustainability been addressed and how has this affected the realization of the outcomes?
- Have applied activities/interventions and their delivery methods been effective? Are there aspects that could have been done differently? (Process effectiveness, looking into delivery modalities used to achieve outcome).
- Are the services/activities provided through the intervention beneficial to the target population? (Have all relevant right holders benefited?)

### *Key Question 3*

To what extent have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve outcomes?

#### *Sub-questions*

- Have activities supporting the strategy been cost-effective?
- What impact did NCA staff capacity at CO and existing resources and support from HO have for achieving the outcomes?
- To what extent did the actual or expected outcomes justify the costs incurred? What is the comparison between the level of actual expenditures and the level of results achieved? (Results in terms of activities, outputs and outcomes)
- To what extent has mandatory integrated programming contributed to efficiency?
- Has SPA funding been used as leverage for funding from other donors/ helped NCA to obtain funding from other donors?

## **Methodological approach**

NCA would preferably like the review to be carried out as a two-tier exercise, using mainly qualitative approaches.

### **Tier One**

Remote data collection from NCA country offices included in the SPA: Afghanistan, DR Congo, Iraq, Lebanon, Mali/ Burkina Faso, Nigeria, Palestine, Somalia, South Sudan, Sudan, Syria.

### **Tier Two**

In person in-depth review of the intervention in two case countries: **Nigeria** and **South Sudan** with beneficiaries, partners and other relevant stakeholders.

The consultant is expected to propose methodology for each of these components.

## **Evaluation deliverables, timeline, and budget**



The consultant is expected to produce the following **key deliverables**:

- Inception Protocol for Tier 1 and Tier 2, which comprises a fully developed methodology for the review, including workplan and pre-registration.
- Data collection tools
- Procurement of national/ local evaluation/ field assistant services for Tier 2 in the countries selected for Tier 2 review
- Data collection and analysis
- Sharing of preliminary findings
- Draft evaluation report
- Final evaluation report
- Evaluation summary
- Presentations of draft and final evaluation reports, including recommendations

The evaluation, including data collection and report write-up, will take place in the period between end of August 2023- February 2023, with the final report due in March 2024.

Below is the proposed timeline for the key deliverables. The consultancy should provide a more detailed timeline of the review and when different components/deliverables will be completed. The timing of document/desk review, data analysis, and report writing should also be included.

June 2023	ToR and budget approved by Steering Group
July	Tender for consultancy
August	Procurement of consultant
September	Inception Protocol and tools finalised
October-December	Evaluation tier 1, preliminary report tier 1, evaluation tier 2
December	Sharing of preliminary findings
January	Draft final evaluation report
February 2024	Final evaluation report approved by NCA
February 2024	Management response produced by NCA Sharing of final report with MFA

**Consultant/ consultancy team**

The consultant is expected to be highly qualified and skilled with documented expertise with desk reviews, qualitative and quantitative reviews of programme frameworks and results in similar contexts. For the Tier 2 part of the review, the consultant will be responsible for hiring, training and supervising national/ local evaluation/ field assistants in Nigeria and South Sudan.

The consultant should possess the following expertise:

- Documented team leader skills and a minimum of post-graduate degree in economics, sociology, or other related social science fields, with a minimum of 5 years of proven professional experience in managing evaluations/reviews and large data collections

- Documented experience in working with national/ local evaluation/ field assistants including recruitment, training and supervision

Further, the consultant should have documented experience with the following areas:

- Rights Based Approach and Gender equality
- Humanitarian Principles and Core Humanitarian Standards
- Programme framework development/review

In addition, the consultant:

- Has previous experience with providing similar consultancy services for donors, NGOs, international research institute/universities or the UN organizations.
- Has previously demonstrated the ability to deliver quality results within strict deadlines. This will be verified by the presentations of previously conducted projects relevant to the assignment. References, including contact information to previous clients must be provided.
- All the staff that will be working for the consultant should have a profound knowledge and experience of conducting evaluations/reviews.
- Previous experience and references from Nigeria and South Sudan is an advantage.
- A gender balanced team should be assigned, when possible.

### **Evaluation logistics and other support**

The consultant will be responsible for all the evaluation key deliveries. For the tier 2 evaluation, the consultant will have the full responsibility for hiring, training, and supervising a team of national/ local evaluation/ field assistants in each of the 2 selected countries.

Expected support and contributions from NCA Country Offices (COs):

Tier 1: COs in all SPA countries are expected to be available to facilitate the remote data collection.

Tier 2: Selected COs are expected to facilitate the evaluators' contact with partners, beneficiaries and other relevant informants. This includes:

- Make arrangements for meetings or workshops with partners, beneficiaries and other relevant informants, including local transportation and other practical and administrative support.<sup>1</sup> This will be agreed with the consultant and should be detailed in the inception report
- If field trips cannot be organised because of the safety and access situation or other restrictions, support the evaluators with alternative arrangements for interviews and discussions with partners, beneficiaries and other informants
- Make relevant staff available for interviews and discussions as part of the data collection

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<sup>1</sup> All costs will be covered by the budget for the evaluation.

### **Ethical Considerations and data protection (GDPR)**

The assignment should be conducted in accordance with the highest professional standards. As such, the work will ensure sensitive, safe, non-discriminatory participation, confidentiality and anonymity of respondents. Specific consideration must be given to ethical issues of design, data collection, reporting and storage. The consultancy is obliged to maintain appropriate measures to protect personal data according to the EU General Data Protection Regulations (GDPR). Info on GDPR can be found here: <https://gdpr.eu/>

## ANNEX 2: PROPOSAL SUBMISSION FORM

My financial proposal for my services is as follows:

### Global price

	Currency	Amount
Global price (fees and expenses)	NOK	
VAT or other tax on services		
<b>Total price incl. taxes</b>		

### 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	
Licence number (VAT no./TAX id)	
Country of registration	
Does your company have CSR related policies in place. Please state which policies.	
Does your company adhere to General Data Protection Regulations (GDPR)	

### 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 30 days after the closing date in accordance with the article A.9. Validity.

After having read your Request for Proposal no. 2023-015 for Review Strategic partnership agreement MFA dated May 16<sup>th</sup>, 2023, 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: [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