



## REQUEST FOR PROPOSAL

TO:

Whom it may concern

<b>Date of issue:</b>	30 <sup>th</sup> August 2022
<b>RFP no.:</b>	2022-032
<b>Contract title:</b>	Assessment of NCA's Country office Sudan for energetic rehabilitation and use of renewable energy solutions
<b>Closing date:</b>	12 pm GMT +1 - 4 <sup>th</sup> of October 2022
<b>Contracting Authority:</b>	Norwegian Church Aid  Contact person: Dave McEntee  Tel: +47 93 24 24 63  Email: Dave.mcentee@nca.no
Please note that the Proposals may be delivered to the Contracting Authority in PDF format by email to <a href="mailto:procurement@nca.no">procurement@nca.no</a> with the above RFP Number in the subjectline.	

### **NORWEGIAN CHURCH AID INVITES YOU TO SUBMIT A PROPOSAL FOR PROVISION OF CONSULTANCY SERVICES TO NORWEGIAN CHURCH AID PROJECT 'GREENING' OF NCA'S SUDAN COUNTRY OFFICE**

Dear Sir/Madam,

The Service is required for Assessment of NCA's Country office Sudan for energetic rehabilitation and use of renewable energy solutions. 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 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 Euro 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. 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. The cost of any necessary visa should be included in the Global Fee.

In addition to the Global Fee, NCA will arrange and cover the cost of:

- i) one return flight ticket from an international airport convenient to the Contractors place of residence to Khartoum, Sudan.
- ii) accommodation costs at the place of assignment (NCA Country Office, Sudan)
- iii) transportation fee to field offices

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

**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 60 days after the closing date.

**A.9. 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.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 X 80% + Sf X 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	Experience with reduction in energy usage	20
2	Experience with renewable energy solutions	20

3	Experience with these topics from developing countries	15
4	Relevant academic qualifications	15
5	To what degree does the proposal show understanding of the task?	30
<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

*Norwegian Church Aid is one of the largest aid organisations in the Nordic region. We are there in disasters and emergencies to provide water and critical assistance to those affected. Together with our international network and partner organisations in the ACT Alliance we reach millions of people each year and help make a positive difference around the world. We are determined to work towards eradicating injustice, and we therefore work passionately with advocacy, long-term development in local communities and providing emergency assistance. As we see more and more people impacted by disasters, we now have an even stronger focus on providing more people with emergency relief and access to clean water. We believe that people in need must be helped, and we will not stop fighting for a just world.*

### BACKGROUND INFORMATION

Climate change leads to extreme and unpredictable weather patterns for the very people that Norwegian Church Aid (NCA) is set to serve. Climate change and related disasters are the new normal and will increase if the largest CO2 emitters will not successfully reduce its emissions and end environmental degradation. NCA's position is that individuals, companies, organisations will need to take their responsibility and act. NCA has identified key areas where we want to act under its Environmental Sustainability Standard. These are the areas where we want to improve:

#### **Air Travel**

Air travels represents one of NCA's biggest source of greenhouse gas emissions. At the same time, NCA staff must fly in order to do their work. Measures are being implemented to reduce the number of flights taken annually.

#### **Long-term programming and humanitarian response**

As certified towards the Core Humanitarian Standard on Quality and Accountability (CHS), NCA commits to implementing the CHS commitments and other sustainability standards in all aspects of our work. To facilitate adherence, harmonisation and mainstreaming of the sustainability standard on environmental sustainability, all NCA supported interventions must report on identified markers for this area.

#### **Internal operations in our offices**

NCA's offices are consumers of energy and producers of waste. These are two ways, among others, where our offices have a climate and environmental footprint. NCA aims to reduce the footprint of our offices to a minimum, at head office, country offices, and field offices.

### OBJECTIVES AND DELIVERABLES OF THE CONSULTANCY

*One of NCA's strategic priorities for next year: By 31 December 2023, NCA can document improved environmental sustainability against the targets of the Climate and Environment Charter for Humanitarian Organisations. This includes a progressive reduction in carbon emissions, increased use of sustainable materials and solutions in our operations and ensuring that climate and environmental risks are addressed throughout the organisation. In 2023 the main activity will be to establish a baseline.*

The consultancy shall focus on the **Internal operations in our country and field offices.**

#### **GOALS**

1. The objective is to establish a template / questionnaire / framework to generate a baseline, including KPIs, for our environmental impact from our internal operations in country. The template will be used by NCA staff in the future to establish environmental impact baselines in all our other country and field offices.

By aggregating the baseline studies from the different locations, the template shall calculate average environmental impact and average KPIs.

2. A final report that includes suggestions and solutions to how the offices can reduce the environmental footprint and as far as possible include cost - benefit ratios and technical specifications. The report must also highlight attitudes and habits related to energy consumption in the pilot offices, with the intention to reduce energy consumption before introducing renewable energy solutions.

## Focus areas

- Reduction of energy consumption.
- Renewable energy solutions to replace current non-renewable energy sources in all offices where this is feasible.
- Waste management including reduction of water, plastic, paper, electronics, and other material waste in all offices.
- Attitudes and habits. Increase all staff's knowledge and awareness of the carbon footprints of NCA's offices and programmes and encourage personal responsibility. Although we have a separate program to optimize our fleet management it doesn't hurt to mention the topic as a personal responsibility.

## Deliveries and reporting

Within 21 working days after signing the contract the consultancy shall deliver a general draft of the proposed template and work methods.

Once the draft has been agreed upon and approved by NCA the consultant shall travel to Sudan to use and further develop the template while performing the baseline study. The stay in Sudan is expected to take 7 working days plus travel times.

Within 2 working weeks after returning from Sudan the consultant shall deliver the baseline study template, including a user's manual, as described above to NCA.

Furthermore, the consultant will identify group-work based curriculum to raise all staff's knowledge and awareness for UN's sustainability goal on Climate action and how individuals can make an impact.

Based on the findings and learnings when developing the baseline template, the consultant shall give her/his proposed work-method for how NCA can use the baseline studies to set future targets. Some what-if scenarios with examples from real-life would also be useful.

## TIMING, LOGISTICS AND FACILITIES

It is desirable that the consultant can start as soon as possible and submit a schedule for implementing the study. The consultant will carry out some of the work at the supplier's place of choice (not at NCA offices), and other parts in Sudan.

## QUALIFICATION REQUIREMENTS

- Professional experience related to mapping and tracking energy consumption and waste management.
- Experience in introducing renewable energy sources
- Familiar with the applicable UN's Sustainable Development Goals.
- Familiar with international humanitarian standards
- Experience in awareness raising for topics like responsible consumption and production.

The successful consultant will document detailed expertise and knowledge in energy reductions, renewal energy and waste management. The consultant will in her/his proposal also demonstrate a broad understanding of survey, mapping and how to generate user-friendly and self-explaining templates.

## **ANNEX 2: ORGANISATION AND METHODOLOGY**

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

### **Rationale**

- 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

### **Strategy**

- 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.

### **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.
- Include a programme.

### **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:

### Global price

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

### CANDIDATE OR COMPANY INFORMATION

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

### GENERAL COMPANY INFORMATION (if company)

Year of establishment	
Number of full time employees	
Licensing authority	
Licence number (VAT no./TAX id)	
Countries with registered office:	
Registration Certificate – please attach	
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 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.8 Validity.

After having read your Request for Proposal no. 2022-032 for Assessment of NCA's Country office Sudan for energetic rehabilitation and use of renewable energy solutions, dated 30 August 2022, 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 (Annex 4) and the Code of Conduct for Contractors (Annex 5) available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/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