



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 13 April 2022

REQUEST FOR QUOTATION: [No. RFQ/HCR/SDNELF/SUP/2022/014]

**National Consultant to Conduct Baseline Survey**

**Project Title: Darfuri Youth Empowerment in Civic Spaces to Advance Peacebuilding**

**QUOTATION TO BE RECEIVED BY: 23 April 2022 by 1500 Hrs.**

## INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

## 1. REQUIREMENTS

UNHCR Sub-office El Fasher would like to engage a national consultancy firm to conduct baseline survey on ***Darfuri Youth Empowerment in Civic Spaces to Advance Peacebuilding in West and Central Darfur*** and needs firm offers from duly locally consultant firms having experience in conducting base line surveys in Sudan. The consultancy requirement is as per the terms of reference given in (Annex A and Annex A1).

- *Requirement:* **National Consultant to Conduct Baseline Survey: Darfuri Youth Empowerment in Civic Spaces to Advance Peacebuilding**
- *Project duration:* **33 working days**
- *Project locations:* **West and Central Darfur**

Find detailed information about the consultancy in terms of reference (Annex A and Annex A1). Your offer shall be prepared in English. In case of error in the total, UNIT price will be considered for calculation.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all direct taxes and duties. A consultant should provide the rates for the whole requirement in Annex A.

- Currency: USD/SDG
- Unit Cost: USD/SDG
- Cost of all consultancies: USD/SDG

The following annexes form integral part of this Request for Quotation:

*Annex A: Detailed Terms of Reference*

*Annex A1: Synthesized version of Results Framework*

Annex B: Vendor Registration Form (June 2018 version)

Annex C: UNHCR General Terms and Conditions for Purchase of services (July 2018 version)

Annex D: Supplier code of conduct

## REQUESTS FOR CLARIFICATION

Suppliers are required to submit any request for clarification or any question in respect of this RFQ by e-mail to [mwate@unhcr.org](mailto:mwate@unhcr.org) with copy to [suinaly@unhcr.org](mailto:suinaly@unhcr.org). The deadline for receipt of questions is 17:00 hrs PST on 18 April 2022. Suppliers are requested to keep all questions concise.

## 2. RFQ Submission

We would appreciate receiving your quotation on or before **23 April 2022 i.e., Saturday by 15:00 hrs**. The quotations must be accompanied with the below mentioned documents. Those vendors whose company profile is already submitted need not to submit again. However, the suppliers should provide the below mentioned mandatory documents with the quotation.

- Company Profile of the consultant firm (**Mandatory**)
- Curriculum vitae of staff being proposed for the job (**Mandatory**)
- A technical proposal together with a financial proposal for the completion of the deliverables and a short cover letter (**Mandatory**)
- Duly filled Vendor Registration Form (June 2018 version) (not required if already registered with UNHCR) (**Mandatory**)

## SUBMISSION OF BID:

**Proposal must be submitted in 2 (two) separately sealed envelopes if submitted by hand or courier at the address given below as follows:**

- **1 (one) sealed envelope containing technical part of the offer (Curriculum Vitae, vendor registration form, technical proposal, cover letter, past working experience etc.)**
- **1 (one) sealed envelope containing commercial part of the offer (Financial proposal form)**

**IMPORTANT TO NOTE:** The Technical and Financial offers shall be clearly separated and submitted as illustrated below.



Both inner envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "**Technical Proposal**" and contain the full technical component of your offer. The second inner envelope shall be marked "**Financial Proposal**" and include your signed and stamped financial offer.

Your offer/quotation along with the above-mentioned mandatory documents must be duly signed and stamped with date sent via email to [sudefrfq@unhcr.org](mailto:sudefrfq@unhcr.org) with a subject line **[No. RFQ/HCR/SDNELF/SUP/2022/014 – Technical offer]** and **[No. RFQ/HCR/SDNELF/SUP/2022/014 – Financial offer]** before the closing date and time.

**SUPPLY CHAIN UNIT,**

UNHCR Sub Office in El Fasher,  
El Fasher, North Darfur

**IMPORTANT:** Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals other than the above-mentioned Supply dedicated email address or unless otherwise advised, will be marked invalid and not considered for evaluation.

**Criteria for Selection of the Best Offer:**

The offers received from the consultancy firm will be evaluated using combined scoring method. The combined scoring method assesses the offers with technical merits of the proposals – where the qualifications and methodology will be weighted a max. of 70%, and later combined with the price offer which will be weighted a max of 30%.

**a. Technical Scoring Grid (70 Points; Pass Marks 49 points):**

Technical Assessment Criteria	Maximum Obtainable Points	Weightage (%)	Evaluated Points Obtained by the Offeror
<b>Sector expertise:</b> <i>Proven competencies in statistics, field-based consultations, facilitating meetings/discussions (including online), and analytical report writing. Strong quantitative and qualitative research skills, especially design and analysis of studies involving focus group discussions and key informant interviews.</i>	25	25%	
<b>Project management and experience:</b> <i>the ability to deliver project objectives, demonstrated experience in project monitoring and evaluation of at least 5 years, including collecting data in interviews, surveys and focus group discussions; conflict analysis and conflict sensitive programming; research and analysis on peacebuilding</i>	20	20%	
<b>Local experience and presence:</b> <i>previous and/or ongoing programmes in Darfur; local knowledge and experience engaging non-displaced, nomads, IDPs, returnees, and other persons of concern in Darfur</i>	10	10%	
<b>Previous relevant work experience with United Nations</b> <i>or other multilateral / bilateral development assistance agencies.</i>	15	15%	
<b>TOTAL</b>	<b>70</b>	<b>70%</b>	

The consultancy firm scoring **70%** and above (**49/70**) in the technical assessment, will be considered technically qualified, and only then will their price proposals be reviewed and compared for the assessment of overall ranking of the proposals. Those obtaining lower than **49 points** (or lesser than 70%) will be technically non-responsive proposals; price proposals of such candidate will not be compared.

**b. Assessment of the Price Proposals (30 Points) or 30%**

The lowest priced bid from among the technically qualified consultancy firms will obtain the full marks of 30 points in the price proposal. Price proposals of remaining qualified suppliers will be prorated against the lowest priced bid using the following formula to derive the marks in their price proposal:

Marks obtained by a Bidder = Lowest Priced Bid (amount) / Bid of the Offeror (amount) X 30 (Full Marks)

**c. Award of the Contract/Award Criteria:**

The contract will be awarded to the consultancy firm whose proposal obtains the highest cumulative marks (points) when the marks obtained in technical and price proposals are aggregated together.

**QUOTATION TO BE RECEIVED BY: 23 April 2022 i.e. Saturday by 1500 Hrs.**

The standard payment terms of UNHCR are net **30** days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Please find attached in ANNEX C, the UNHCR's General Conditions of Contracts for the purchase of services July 2018. You must clearly indicate in your cover letter if you accept them.

Thank you for your kind attention.

Syed Shabbir Hussain  
Supply Officer (on mission)  
UNHCR Sub Office El Fasher

**Note to Supplier:**

The consultancy firm agrees to abide by this quote for a period of **90 days** from the date fixed for opening of the quotes in the request for quotation (RFQ) document, and it shall remain binding upon them and may be accepted at any time before the expiration of the period.

The consultancy firm confirms hereby acceptance of the UNHCR General Terms and Conditions for provision of Services (June 2018 version), including UNHCR payment terms as specified in this RFQ.

The consultancy firm is also requested to ensure that to have a USD account if submitting the offer in USD or else UNHCR may pay the firm in local currency using the UN Exchange rate.

*Name of Supplier:* \_\_\_\_\_ *Designation:* \_\_\_\_\_

*Telephone No* \_\_\_\_\_ *Email Address:* \_\_\_\_\_

*Company Name:* \_\_\_\_\_

*Company Address:* \_\_\_\_\_

*Authorized Signature:* \_\_\_\_\_ *Company Stamp:* \_\_\_\_\_

*Date:* \_\_\_\_\_