



UNHCR

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

DATE: 20 SEPTEMBER 2022

REQUEST FOR PROPOSAL: No. RFP/HCR/ROK/2022/009

FOR THE PROVISION OF COMPREHENSIVE REVIEW OF THE MONITORING, EVALUATION AND LEARNING PRACTICES FOR UNHCR SUDAN OPERATION

CLOSING DATE AND TIME: 18 OCTOBER 2022 – 23:59 HRS SUDAN LOCAL TIME

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees 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 environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Khartoum, invites qualified service providers to make a firm offer for the provision of comprehensive review of the monitoring, evaluation and learning practices for UNHCR Sudan Operation.

The successful contractor shall be contracted for a period of the agreed project duration (approx. 4-6 months).

IMPORTANT:

Terms of Reference (TOR) are detailed in **Annex A** of this document.

It is strongly recommended that this RFP and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of article 5 of the attached General Terms and Conditions - **Annex E**.

Note: this document is not construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION:

2.1 RFP DOCUMENTS

The following annexes form an integral part of this Request for Proposal:

Annex A:	Terms of Reference (TORs)
Annex B:	Technical Offer Form
Annex C:	Financial Offer Form
Annex D:	UN Supplier Code of Conduct
Annex E:	UNHCR General Conditions of Contracts for the Provision of Services
Annex F:	Vendor Registration Form
Annex G:	Calendar of Activities

2.2 ACKNOWLEDGMENT

We would appreciate you informing us of the receipt of this RFP by return e-mail to SUDKH-SU@UNHCR.ORG as to:

- Your confirmation of receipt of this Request for Proposal
- Whether or not you will be submitting a bid

IMPORTANT:

Failure to send the above-requested information may result in disqualification of your offer from further evaluation.

2.3 PRE-BID CONFERENCE AND REQUESTS FOR CLARIFICATION

We would also like to inform you that UNHCR Representation Office Khartoum will organize a Pre-Bid conference Meeting via Microsoft Teams between the 9th - 11th October 2022 to discuss any details pertaining the tender. All bidders are encouraged to participate in order to ask questions and raise concerns (if any) to UNHCR.

Bidders should therefore submit their details including phone number and email address for the purpose of inviting them to the meeting via Microsoft Teams on or before 9th October 2022 for us to prepare the platform for the virtual meeting.

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to SUDKH-SU@unhcr.org with CC: khalisa@unhcr.org & jaber@unhcr.org. The deadline for receipt of questions is on 08th October 2022 23:59 HRS Sudan Standard Time. Bidders are requested to keep all questions concise.

IMPORTANT:

Please note that Bid Submissions are not to be sent to the e-mail address above.

EMAIL SUBJECT: RFP/HCR/ROK/2022/009 – QUERY – QUERY

UNHCR will reply to all queries received during the Pre-bid conference and all bidders are encouraged to attend.

2.4 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not take into consideration.

IMPORTANT:

Submission of offer by the bidder to this RFP means acceptance of the following: -

- a) UNHCR General Conditions of Contracts for the Provision of Services – version 2018 (Annex E)
- b) UNHCR payment terms which is within 30 days after satisfactory implementation of services and receipt of documents in order

Please send your bid directly to the address provided in the “Submission of Proposal” section 2.6) of this RFP.

Your offer shall comprise the following two sets of documents:

- Technical offer/Proposal – **Envelope No. 1**
- Financial offer - **Envelope No. 2**

2.4.1 Content of the TECHNICAL OFFER

IMPORTANT:

No pricing information should be included in the technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The Terms of Reference (TOR) of the services requested by UNHCR can be found in **Annexes A – Terms of References (TORs)**. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

Mandatory Criteria:

- Demonstrated experience of at least 5 years in reviewing and designing MEL system for international agencies, government, I/NGOs (essential).
- Prior experience of work with UN agencies, international organizations, or government entities.
- Acceptance of UNHCR general conditions of contracts for the provision of services (signed)
- Acceptance of UN suppliers code of conduct (signed)

IMPORTANT:

Failure to send any of the above requested documents will result in disqualification of your offer from further evaluation.

Technical Proposal (Envelope No. 1) should contain information particularly covering the following bullet points and any other additional related information. Detailed Technical Criteria is available in the Technical Offer Form - **Annex B**.

- The technical evaluation criterion components in section 2.5 of this document
- Bidder must understand and consult the specifications if required as mentioned above in Para (2.3) request for clarification. Please submit the complete signed form as part of your technical proposal.
- The completed signed Technical Offer Form - **Annex B** MUST be part of the technical proposal.
- The prices quoted in the Proposal should remain firm during the tender and after awarding of the contract. No escalation in prices shall be accepted after the awarding of the contract.

Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign, and submit with your technical proposal the Vendor Registration Form - **Annex F**.

UNHCR General Conditions of Contract for Provision of Services (Version Jan 2018): Your Technical Proposal should contain your acknowledgement of the UNHCR General Conditions of Contracts for Services by signing - **Annex E**.

IMPORTANT:

No pricing information should be included in the Technical Proposal. Failure to comply may risk disqualification. The technical Proposal should contain all information required.

2.4.2 Content of the FINANCIAL OFFER

- Your separate financial offer must be in USD currency.
- The Financial Offer must be supported with detailed breakdown of the proposed budget by relevant major activities (including traveling expense if required), accompanied by a narrative describing the rationale for the proposed activities and corresponding timeline. The budget should include clearly identified unit costs and quantities per activity where applicable
- The Financial Offer is to be submitted as per the Financial Offer Form - **Annex C**.
- UNHCR is exempted from all direct taxes and therefore price must be given without VAT.

IMPORTANT:

You must clearly indicate on the attached format both your minimum and or normal rates per activity for all activities listed. Exclusion of an activity may result in exclusion of your response from the evaluation process.

You are requested to hold your offer valid for [180] days from the deadline for submission. UNHCR will make its best effort to select an organization within this period. UNHCR's standard payment terms are within 30 days after satisfactory implementation of services and receipt of documents in order.

The cost of preparing a Proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

2.5 BID EVALUATION:**2.5.1 Technical and Financial evaluation:**

For the award of this project, UNHCR has established evaluation criteria which governs the selection of offers received. Evaluation is made on a technical and financial basis.

There are 4 mandatory criteria that must be met by the bidder to be qualified for further technical evaluation. These mandatory pre-conditions are not ratable components of the technical offer but are evaluated using a pass/fail evaluation.

Mandatory Criteria	Pass/Fail
A. Demonstrated experience of at least 5 years in reviewing and designing MEL system for international agencies, government, I/NGOs (essential).	
B. Prior experience of work with UN agencies, international organizations or government entities.	
C. Acceptance of UNHCR general conditions of contracts for the provision of services (signed)	
D. Acceptance of UN suppliers code of conduct (signed)	

IMPORTANT:
Failure to send any of the above requested documents will result in disqualification of your offer from further evaluation.

The points assigned to each component is determined in advance as follows:

1. The Technical offer will be evaluated using inter alia the following criteria and percentage distribution: [70] points from the total score.

Technical evaluation criteria	Score
1. Overall Response	5
2. Methodology and Approach	30
3. Risk Management	5
4. Organizational capacity and proposed team	30
Total:	70

2. The Technical offer score will be calculated according to the points distribution for the technical and financial offers.

The cut-off point (Passing Score) for submissions to be considered technically compliant will be **[50 points out of the 70 points]**.

Clarification of Proposals:

To assist in the examination, evaluation, and comparison of proposals UNHCR may, at its discretion, ask the Bidder for clarification on the content of the proposal. The request for clarification and the response shall be in writing. No change in price or substance of the proposal shall be sought, offered, or accepted.

Financial Evaluation of Proposals

The financial proposal will only be evaluated if the technical proposal achieves a minimum of 50 points of the total allocable points for the technical evaluation. Proposals failing to obtain this minimum threshold will not be eligible for further consideration. The maximum number of points for the price component is 30 points of the total obtainable points. This maximum number of points will be allocated to the lowest price proposal. All other price proposals will receive points in inverse proportion according to the following formula:

$$\text{Points for the price component of a proposal being evaluated} = \left(\frac{[\text{Maximum number of points for the price component}] \times [\text{Lowest price}]}{[\text{Price of proposal being evaluated}]} \right)$$

Criteria for selection of the best Proposal:

Combined scoring method: The Technical Proposal will be weighted a maximum of **70 points** and combined with the Financial Proposal which will weight a maximum of **30 points**.

The evaluation and selection committee will consider the technical merits in accordance with the scoring system; however, it will not select a Proposal or award on the basis of a superior capability without consideration of price.

UNHCR reserves the right to award without clarifications and/or discussions.

If there are arithmetic mistakes in the budget of the technically acceptable applicants, UNHCR will rectify these mistakes on the following basis:

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; and

b) If there is a discrepancy between the amounts in figures and in words, advantage will be given to the amounts in words.

If the correction(s) leads to a different total cost, this new total cost will be evaluated against other technically acceptable Proposals and considered as being part of the Best Value evaluation and selection. UNHCR reserves the right to reject the Proposal if the technically acceptable applicant does not accept the correction of mistakes in the budget by UNHCR.

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labor, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.6 SUBMISSION OF PROPOSAL:

The offers must bear your official letter head, clearly identifying your company and can also be sent to the street address of UNHCR offices via Post or Courier or Email at the addresses mentioned below:

The Bid must be sent in the following manner:

By e-mail:

Bids should be submitted by e-mail and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

The Technical and Financial offers shall be clearly separated.

The technical Offer should be sent by E-mail Only to: SUDKHFO@unhcr.org

The Financial Offer should be sent by E-mail Only to: SUDKHFO@unhcr.org

It is your responsibility to verify that all e-mails/documents have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 20 Mb so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

Bid No. **RFP/HCR/ROK/2022/009**

Name of your firm with the title of the attachment

Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

For example: RFP/2022/009 Company ABC (email 1 of 3).

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:

Attention:

THE SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS
REQUEST FOR PROPOSAL NO.: RFP/HCR/ROK/2022/009 FOR THE PROVISION OF COMPREHENSIVE REVIEW OF THE
MONITORING, EVALUATION AND LEARNING PRACTICES FOR UNHCR SUDAN OPERATION

UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM

IMPORTANT TO NOTE: The submission is based on a two envelop system separating the technical and financial offer.
The outer envelope should be containing two inner envelopes as described below:

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

IMPORTANT: The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification. All bids must be clearly marked: NOT TO BE OPENED BY REGISTRY

Deadline: 18th OCTOBER 2022 23:59 HRS Sudan Standard Time.

IMPORTANT: Any bid received after this date or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

2.7 BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid.

UNHCR may, at its discretion, increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the company submitting bids and does not bind itself in any way to select the company offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in USD. Payment will be made in accordance with the General Conditions for the Purchase of Goods and Services in the currency in which the PO is issued. Payments shall only be initiated after confirmation of satisfactory receipt of goods by UNHCR business owner.


UNHCR can only facilitate payments through the local banks and not banks outside of Sudan for local bidders.


2.10 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION SERVICES

Please note that the General Conditions of Contracts - **Annex E** will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

2.11 ZERO TOLERANCE POLICY

Please note that UNHCR strictly follows zero tolerance policy and as such advise suppliers not to offer any gift, favor, hospitality, etc. to UNHCR staff.

Signature 
Abdikani Gedi
Associate Supply Officer
UNHCR Khartoum Representation Office



Annex A – Terms of References

TORs for Comprehensive Review of the Monitoring, Evaluation and Learning Practices for UNHCR Sudan Operation

1. BACKGROUND:

UNHCR, the UN Refugee Agency provides international protection, assistance, and solutions to refugees in coordination with host government and other actors. UNHCR also provides protection and assistance to internally displaced persons as well as to returnees.

UNHCR Representation Office in Sudan, working closely with Commission of Refugees (COR) as a government counterpart, aids the refugees and asylum seekers, returnees, internally displaced persons (IDPs) as well as host communities. It equally advocates with Local and Federal level authorities to facilitate access to land and documentation, provides protection services and assistance to the persons of concern.

The Sudan Operation, due to its complex and unpredictable nature, requires robust and watertight monitoring, evaluation and learning processes to generate the necessary impact in terms of delivery and service to the populations of concern. The operation has continued to grapple with fragility, conflict, and persistent socioeconomic crises and underdevelopment, exacerbated by an unpredictable political environment. Thus, managing delivery of services and humanitarian assistance to the mixed populations, including 1.1 million refugees, 3 million IDPs and a returnees, requires strategies that are out of the ordinary, but within UNHCR's precepts, in ensuring accountability by both the providers and recipients.

The Sudan Operation has had challenges in aligning its resources, activities and results against a well laid-out implementation strategy that allows the operation to pinpoint specific failures and devise remedial measures in real time due to lack of a well-established monitoring, evaluation and learning system. In order to provide technical support in this regard, UNHCR is in the process of establishing a MEL unit in its Representation Office in Khartoum.

An internal mapping of existing monitoring mechanisms suggests that there are 17 monitoring mechanisms in place. However, these mechanisms are not implemented systematically across the country and findings from many of these mechanisms are not well documented and shared for better programming and improving service delivery. In addition, there is no systematic study/analysis of monitoring, evaluation and learning (MEL) needs of the operation.

In order to understand and establish the monitoring, evaluation and learning needs of UNHCR Sudan in an interagency environment, UNHCR Sudan calls for an expression of interest (EOI) from competent individual consultant or a consulting company, hereafter called a contractor.

The entire process will be supervised and supported by MEL officer, UNHCR.

2. OBJECTIVE:

As of 2023, UNHCR Sudan has adopted a Multi-Year Planning Strategy (MYSP) that seeks to optimize the use of resources in a cycle of 3 years by implementing iterative learnings or lessons that are backed-up by improved monitoring and evaluation mechanisms. The operation therefore seeks to improve its MEL processes and procedures by focusing on planning, design, implementation, evaluation, and reporting.

In this regard, the main objective of the consultancy service is to undertake comprehensive review and design of a MEL system that satisfies the needs of UNHCR operation in Sudan. The review and design of MEL system should consider all population groups that UNHCR works with and should be aligned with the Multi-year Strategic Plan (2023-25). It should also consider MEL mechanisms available at the Inter-Agency level.

In essence, the input from this comprehensive review will seek to:

- Review the existing MEL mechanisms and analyze their strengths and weaknesses.
- Determine ideal MEL objectives, outcomes, and indicators for the MYSP strategic plan.
- Establish MEL framework and systems that will inform the planning, advocacy, fundraising and reporting for the operation. The MEL framework and system so developed should enable UNHCR Sudan to meaningfully assess, highlight successes, determine gaps, generate lessons as well as determine impact of its programmes.
- Facilitate UNHCR's mandatory reporting requirements, both qualitative and quantitative.
- Define a scope and requirements for Third Party Monitoring, if needed.
- Define a scope, types and frequencies of capacity building in monitoring in order to build an institutional MEL capacity

3. SCOPE OF THE WORK:

The review and design will be carried out by a contractor with the support and oversight from the MEL Officer, UNHCR.

The contractor will be tasked to carry out the following activities:

- All existing monitoring mechanisms should be extensively reviewed to understand its relevance, shortcomings and alignment with the MYSP (2023-25).
- Consult different units such as Protection, Programme, Operations/Technical Units, Information Management, Project Control, External Relations and Inter-Agency to discuss and understand the needs of the operation and designing a suitable system.
- Consult UNHCR Sub-offices/Field Offices to understand their needs, limitations and challenges in implementing monitoring activities which will help to design a customized monitoring system.
- There are existing MEL mechanisms at individual UN agency as well as sectoral levels. The contractor should consult them and find out how these mechanisms can complement UNHCR needs in terms of MEL.
- Design a MEL framework which should include different types of regular and periodic monitoring, evaluation and learning activities, its application in terms of population type, methodology, analysis framework, timeline, responsible unit, tools including guidance notes and resources required.
- Keep UNHCR informed, consulted and seek for its clearance through the MEL officer in Khartoum, at each stage of the exercise.

The above activities must be determined by asking and answering an array of questions such as:

- What are the UNHCR Sudan's priority MEL challenges?
- What are some causes of potential bottlenecks in the implementation of MEL systems?
- How can UNHCR Sudan improve MEL processes and tools so that the planning, tracking, collecting, communicating about and reporting is impact-based?
- How can UNHCR Sudan improve the design, implementation, efficiencies in and effectiveness of the MYSP and reporting?
- How can UNHCR Sudan adopt and use the MEL framework so developed?
- How can UNHCR Sudan ensure consistency in use and understanding of MEL-related terminologies?
- How is UNHCR's Theory of Change adding value to the MEL processes?

- What are the existing monitoring tools?

4. METHODOLOGY:

The methodology and approach for conducting the review will partially rely on the contractor's ingenuity and expertise but evidence of the following elements should be noted:

- Work plan (dates, needs, activities and milestones)
- A detailed Report with recommendations on updated MEL tools, templates, as well as systems and frameworks that improves UNHCR Sudan's' ability to plan, track, collect etc. The report should inform on the impact of the review to all stakeholders, including annexes with any accompanying documents, tools and resources that best suit UNHCR's internal processes.
- Outline all possible methodologies to be applied: on-site field visits, beneficiary feedback mechanisms, etc. It is necessary and useful to consider important cross-cutting principles that contribute towards effective monitoring, amongst UNHCR's partners, including the government of Sudan.
- All key partners to be monitored mentored and coached on the framework and expectations thereof.
- Ensure that all sectors in the MYSP are covered, and where possible checklists developed.

5. DELIVERABLES:

S/N	Deliverable (Particulars)	Timeframe
1	A summary of comprehensive review of existing MEL mechanisms and needs of UNHCR Sudan operation.	4 to 6 Weeks
2	A summary of consultations carried out within and outside UNHCR.	4 to 6 Weeks
3	A summary of comprehensive monitoring and evaluation (M&E) framework and implementation plan of UNHCR to be used for assessing and understanding UNHCR Sudan operation progress of the project outputs and outcomes and to establish the baseline.	4 Weeks
4	A draft proposed MEL system for UNHCR operation in Sudan. This should include a Theory of Change, Capacity Building Framework / package and suggested tools, Third Party monitoring needs analysis.	4 Weeks
5	Presentation of proposed MEL system to UNHCR and feedback	2 Weeks
6	Final comprehensive report including MEL plan	3 Weeks

6. MANDATORY - REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Demonstrated experience of at least 5 years in reviewing and designing MEL system for international agencies, government, I/NGOs (essential).
- Prior experience of work with UN agencies, international organizations or government entities.
- Acceptance of UNHCR general conditions of contracts for the provision of services (signed)
- Acceptance of UN suppliers code of conduct (signed)

7. PREPARATION OF THE PROPOSAL

The contractor should prepare a technical proposal for conducting comprehensive review and design of MEL system which should contain the general approach to conducting review and design and particular ways of dealing with challenges foreseen. The proposal should describe staffing and organisational setup of the task with detailed proposed timelines of activities.

The financial proposal should provide the breakdown of the proposed budget by relevant major activities (including traveling expense if required), accompanied by a narrative describing the rationale for the proposed activities and corresponding timeline. The budget should include clearly identified unit costs and quantities per activity where applicable

8. PAYMENT SCHEDULE

- Submission and acceptance of summary of comprehensive review of existing MEL mechanisms and needs of UNHCR Sudan operation 25%
- Consultations carried out within and outside UNHCR, summary of comprehensive monitoring and evaluation (M&E) framework and implementation plan of UNHCR to be used for assessing and understanding UNHCR Sudan operation progress of the project outputs and outcomes and to establish the baseline 25%
- Submission and acceptance of draft proposed MEL system for UNHCR operation in Sudan. - 25%
- Presentation of proposed MEL system to UNHCR, submission and acceptance of final comprehensive report with MEL plan - 25%

9. EVALUATION CRITERIA

The submitted proposal will be evaluated according to the following criteria:

Category	Points
MANDATORY - REQUIRED QUALIFICATIONS AND EXPERIENCE mandatory (Pass / Fail) <ul style="list-style-type: none"> • Demonstrated experience of at least 5 years in reviewing and designing MEL system for international agencies, government, I/NGOs (essential). 	

<ul style="list-style-type: none"> • Prior experience of work with UN agencies, international organizations or government entities. • Acceptance of UNHCR general conditions of contracts for the provision of services (signed) • Acceptance of UN suppliers code of conduct (signed) 	
OVERALL RESPONSE <ul style="list-style-type: none"> • Understanding of, and responsiveness to, UNHCR requirements. • Understanding of scope, objectives and completeness of response; • Overall concord between UNHCR requirements and the proposal. 	(5)
METHODOLOGY AND APPROACH <ul style="list-style-type: none"> • Quality of the proposed approach and methodology; • Suitability: To what extent the methodology is designed in response to the needs of the TOR; • Quality of proposed implementation plan, i.e. how will the applicant undertake each task, 	(30)
RISK MANAGEMENT <ul style="list-style-type: none"> • Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems. 	(5)
ORGANISATIONAL CAPACITY and PROPOSED TEAM <ul style="list-style-type: none"> • Professional expertise of the contractor, knowledge and experience with similar projects, contracts, clients and consulting assignments • Expertise and experience of designing and applying robust and appropriate performance monitoring and results frameworks (including expertise and experience in indicator development, testing and data collection / analysis); • Team leader: Relevant experience, qualifications, and position with consulting firm Team members - Relevant experience, skills & competencies <ul style="list-style-type: none"> • Organization of the team and roles & responsibilities • Timelines proposed must be detailed and realistic 	(30)

The Technical Proposal has a total score of 70 points. Applicants must score minimum of 50 points to be considered technically compliant and in order, for the Financial Proposals to be opened. Financial proposal has a total score of 30 points.

Financial proposal will be judged against the overall proposed budget, but also on the basis of the proposed unit costs and feasibility of underlying field models. The final selection of the applicant will be based on combined technical and financial scores.

10. TIMEFRAME

Four to six months. The contractor will submit a detailed workplan as part of the "Technical Proposal". Once the contract is awarded, the detailed work plan will be reviewed by UNHCR and the timeline will be adjusted as necessary and mutually agreed.

Annex B: Technical Offer Form

RFP-HCR-ROK-2022-009

The Provision of Comprehensive Review of the Monitoring, Evaluation and Learning Practices for UNHCR Sudan Operation

Mandatory Evaluation Criteria	Available (Pass)	Not Available (Fail)
Demonstrated experience of at least 5 years in reviewing and designing MEL system for international agencies, government, I/NGOs (essential)		
Prior experience of work with UN agencies, international organizations or government entities.		
Acceptance of UNHCR general conditions of contracts for the provision of services (signed)		
Acceptance of UN suppliers code of conduct (signed)		
Technical Evaluation Criteria (Total of 70 Points)	Available	Not Available
Overall Response (5 Points). <i>(Bidders are required to provide evidence and supporting documents).</i>	<ul style="list-style-type: none"> Understanding of, and responsiveness to, UNHCR requirements. Understanding of scope, objectives and completeness of response. Overall concord between UNHCR requirements and the proposal. 	
Methodology and Approach (30 Points). <i>(Bidders are required to provide evidence of understanding of UNHCR requirements and shows their workplan to conduct the services).</i>	<ul style="list-style-type: none"> Quality of the proposed approach and methodology. Suitability: To what extent the methodology is designed in response to the needs of the TOR; Quality of proposed implementation plan, i.e. how will the applicant undertake each task, 	
Risk Management (5 Points).	<ul style="list-style-type: none"> Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems. 	
Organisational Capacity and Proposed Team (30 Points). <i>(Bidders are required to provide evidence of adequate experience of the firm and technical staff/engineers).</i>	<ul style="list-style-type: none"> Professional expertise of the contractor, knowledge and experience with similar projects, contracts, clients and consulting assignments Expertise and experience of designing and applying robust and appropriate performance monitoring and results frameworks (including expertise and experience in indicator development, testing and data collection / analysis). Team leader: Relevant experience, qualifications, and position with consulting firm <p>Team members - Relevant experience, skills & competencies</p> <ul style="list-style-type: none"> Organization of the team and roles & responsibilities Timelines proposed must be detailed and realistic 	

Please submit the completed signed form as part of your technical proposal.

Annex B: Technical Offer Form

RFP-HCR-ROK-2022-009

The Provision of Comprehensive Review of the Monitoring, Evaluation and Learning Practices for UNHCR Sudan Operation

Company Name:

Company Focal Person Name:

Company Focal Person Tele and Email Address:

Date:

Company Stamp:

Please submit the completed signed form as part of your technical proposal.

Annex C: Financial Offer Form

RFP-HCR-ROK-2022-009

Comprehensive Review of the Monitoring, Evaluation and Learning Practices for UNHCR Sudan Operation

S/N	Deliverable (Particulars)	Timeframe	Payment Percentage	Cost in USD
1	A summary of comprehensive review of existing MEL mechanisms and needs of UNHCR Sudan operation.	4 to 6 Weeks	25%	
2	A summary of consultations carried out within and outside UNHCR.	4 to 6 Weeks		
3	A summary of comprehensive monitoring and evaluation (M&E) framework and implementation plan of UNHCR to be used for assessing and understanding UNHCR Sudan operation progress of the project outputs and outcomes and to establish the baseline.	4 Weeks	25%	
4	A draft proposed MEL system for UNHCR operation in Sudan. This should include a Theory of Change, Capacity Building Framework / package and suggested tools, Third Party monitoring needs analysis.	4 Weeks	25%	
5	Presentation of proposed MEL system to UNHCR and feedback	2 Weeks		
6	Final comprehensive report including MEL plan	3 Weeks	25%	
Total Cost in USD for a Contract Duration of 16-24 Weeks		16-24 Weeks	100%	

Company Name: _____

Focal Person Name: _____

Focal Person Mobile Number and Email Address: _____

Offer Date: _____

Company Stamp: _____

Annex G- TENTATIVE CALENDAR OF ACTIVITIES

Tentative Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	20-Sep-22	18-Oct-22
2	Closing date for Queries		8-Oct-21
3	Pre-bid conference Meeting	9-Oct-21	11-Oct-21
4	Tender Closing date		18-Oct-21
5	Bid opening Date	19-Oct-21	20-Oct-21
6	Technical and Financial Evaluation	23-Oct-21	3-Nov-21
7	Approval of Contract	6-Nov-21	20-Nov-21