

**DATE: 22<sup>nd</sup> October 2020**  
**REQUEST FOR PROPOSAL: NO. RFP/HCR/ROK/2020/012**  
**FOR THE PROVISION OF BASIC NEEDS AND VULNERABILITY ASSESSMENT (BANVA) FOR**  
**REFUGEES HOSTED BY SUDAN**

**CLOSING DATE AND TIME: Thursday 19 November 2020 – 23:59 HRS SUDAN STANDARD TIME.**

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### 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 16,765 people in more than 138 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>.

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### 1. RFP INFORMATION

The office of the United Nations High Commissioner for Refugees (UNHCR) Sudan's operations, invites qualified entities to make a firm offer for the provision of **Basic Needs and Vulnerability Assessment (BANVA)** for refugees being hosted by Sudan.

UNHCR may award a one-time contract for the agreed period of the contract. The successful bidder will be requested to maintain their quoted price model for the entire duration of the contract.

Please note that the requirements stated in our terms of reference (Annex A) have been specified in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will fully utilize your services. Duration of service may vary and will depend on the actual requirements and funds available regulated by issuance of a Purchase Orders against the One time Service Contract.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidder and could form the basis for a service contract with other UN Agencies.

**IMPORTANT:**

When a service contract is awarded, either party can terminate the agreement only upon 30 days' notice, in writing to the other party. The initiation of conciliation or arbitral proceedings in accordance with **article 19** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods and Services (**July 2018 Version**) shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly. Failure to observe the procedures laid out herein 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.

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### 2. BIDDING INFORMATION

## 2.1 RFP DOCUMENTS

The following annexes form an integral part of this Request for proposal.

Annex A: Terms of Reference (TOR).

Annex B: Technical Evaluation Criteria.

Annex C: Financial Offer Form.

Annex D: Bid Data Sheet.

Annex E: Vendor Registration Form.

Annex F: UNHCR General Conditions of Contracts for the Provision of Services – 2018.

Annex G: UNHCR Supplier's Code of Conduct.

## 2.2 ACKNOWLEDGEMENT

We would appreciate you informing us of the receipt of this RFP by return e-mail to [sudkh-su@unhcr.org](mailto: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 REQUESTS FOR CLARIFICATION

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](mailto:SUDKH-SU@unhcr.org) with CC: [mahmouid@unhcr.org](mailto:mahmouid@unhcr.org). **The deadline for receipt of questions is on 5<sup>th</sup> November 2020 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 addresses above. Failure to comply with this provision may result in disqualification.

### **EMAIL SUBJECT: RFP/HCR/ROK/2020/012 – QUERY**

UNHCR will reply to the questions received as soon as possible to each participating bidder shortly after query deadline **5<sup>th</sup> November 2020 -23:59HRS.**

### **IMPORTANT:**

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

## 2.4 YOUR OFFER

### **IMPORTANT:**

Cancellation of Solicitation: UHHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

**Your offer shall be prepared in English.**

Please submit your offer using the submission template provided. It should conform to the requirements and contain all information required. The offers not conforming to the requested format will NOT be taken into consideration for evaluation.

The following annexes form an integral part of this Request for proposal.

Annex A: Terms of Reference (TOR).

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Annex C: Financial Offer Form.

Annex D: Bid Data Sheet.

Annex E: Vendor Registration Form.

Annex F: UNHCR General Conditions of Contracts for the Provision of Services (July 2018 version).

Annex G: UNHCR Supplier's Code of Conduct.

**IMPORTANT:**

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6 of this RFP.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

**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 technical detail of the required service provider for the establishment of a one-time service contract for the provision of Basic Needs and Vulnerability Assessment (BANVA) for refugees being hosted by Sudan as per the terms of reference in [Annex A](#).**

**The following details shall also be provided in the Technical Offer:**

1. **Evidence on previous Similar Experience:** 3-years of experience in the provision of similar services.
2. **Technical Qualification and Experience of Staff:** The proposed services provider should have the relevant qualified and experience as demonstrated in the terms of reference [Annex A](#).
3. **Vendor Registration Form:** Duly completed Vendor Registration Form [Annex E](#).
4. **UNHCR General Conditions for Provision of Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for the Provision of Services by signing [Annex F](#).

**However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.**

**2.4.2 Content of the FINANCIAL OFFER**

Your separate **Financial Offer** must contain an overall offer in Sudanese Pounds or US Dollars.

**Taking into consideration the current economic situation in the country, the financial offer must cover all the services to be provided (price "all inclusive"). If no financial offer is received, the bid shall be automatically disqualified.**

The Financial Offer is to be submitted as per the financial offer form (Annex C). Bids that have a different price structure may not be accepted.

UNHCR is exempted from all direct taxes and customs duties. With this regard, **price has to be given without VAT**.

You are requested to hold your offer valid for a minimum of **90 days** from the deadline for submission. UNHCR will make its best effort to select a company within this period. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

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UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of Service provider 's invoice, delivery and acceptance by UNHCR of the services.

**IMPORTANT: UNHCR can only facilitate payments through the local banks and not banks outside Sudan and therefore the current market condition must be factored in before submitting your quote.**

## 2.5 BID EVALUATION

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will not be considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

### 2.5.1 **Supplier Registration:**

The qualified company (s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing;
- Core business;
- Track record;
- Contract capacity.

### 2.5.2 **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. The percentage assigned to each component is determined in advance as follows:

- Technical Offer will be weighed at 60 points (or 60%)
- Financial Offer will be weighed at 40 points (or 40%)

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: **60%** from the total score, with a **minimum passing score of 35 points.**

**IMPORTANT:** Failure to submit a valid registration certificate as legal entity will lead to disqualification.

**The technical offers will be evaluated as follows:**

Evaluation Factors
<b>Mandatory -Pass and Fail</b>
Valid Registration Documents / Certificate issued by competent authority
Company Age Not less than 3 years from the date of registration / incorporation
Bidder confirms the acceptance of the below in writing and will be required to strictly adhere to; for the purpose of the proposed contract.
<a href="#">Annex F:</a> General Conditions of Contracts for the provision of and Services -2018
<a href="#">Annex G:</a> Supplier's Code of conduct
<b>Scoring Criteria</b>
Responsiveness to RFP (0-25) marks
Location, accessibility and Area Coverage (0-15) marks
Company qualifications (0-15) marks
Proposed Services (0-20) marks
Qualified lawyers (0-15) marks
Annual Turn over- (0-10)
<b>Total Marks (100)</b>
<b>Passing Marks (60 out of 100)</b>

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

The cut-off points for submissions to be considered technically compliant will be 60 out of 100 points (60%) and those who will not reach the score will be excluded from further evaluation.

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**Clarifications of Proposals:**

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

The **financial offer** will use the following percentage distribution: **40%** from the total score. The financial component will be analyzed only for those suppliers that pass the technical evaluation.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price; e.g., [total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.

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**2.6 SUBMISSION OF BID**

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The offers must bear your official letter head, clearly identifying your company and can be sent to the street address of UNHCR offices 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: [SUDKHTO@unhcr.org](mailto:SUDKHTO@unhcr.org)

The Financial offer should be sent by E-mail ONLY to: [SUDKHFO@unhcr.org](mailto: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 [8] 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 [Number]

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/2020/012 Company ABC (email 1 of 3)

**SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:****Attention:**

TO: THE SECRETARY LOCAL COMMITTEE ON CONTRACTS UNHCR REPRESENTATION OFFICE KHARTOUM-SUDAN.

REQUEST FOR PROPOSAL NO: RFP/HCR/ROK/2020/012 FOR THE ESTABLISHMENT OF A SERVICE CONTRACT FOR THE PROVISION OF BASIC NEEDS AND VULNERABILITY ASSESSMENT (BANVA) FOR REFUGEES HOSTED BY SUDAN, UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM

**IMPORTANT TO NOTE: The submission is based on a two envelopes system, separating the technical and financial offers;**

The outer envelope should contain 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: Thursday 19 November 2020 - 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.

**IMPORTANT:**

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

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**2.7 BID ACCEPTANCE**

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UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

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 firms submitting bids and does not bind itself in any way to select the firm 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.

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**2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

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Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

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**2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES - 2018**

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Please note that the General Conditions of Contracts for the provision of Services - 2018 (**Annex F**) 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.

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**2.10 ZERO TOLERANCE POLICY**

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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.

  
**Alexander B. Woart**  
Supply Officer  
UNHCR Representation Office in Sudan

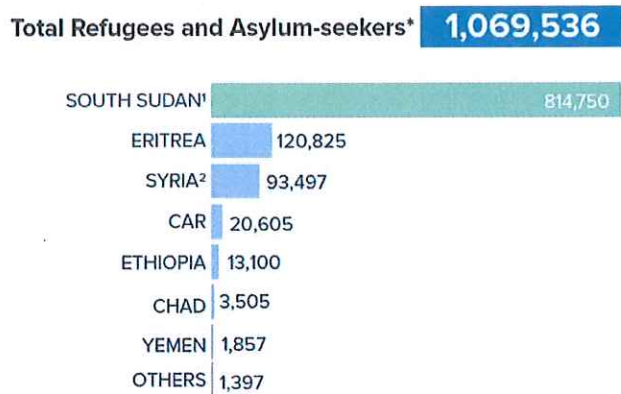
22/10/2020



# ANNEX A : Terms of Reference Basic Needs and Vulnerability Assessment (BANVA) Refugees Hosted by Sudan

## 1. Background and Rationale

As of August 2020, Sudan hosts and estimated 1.1 million refugees and asylum-seekers<sup>1</sup> from South Sudan, Eritrea, Ethiopia, Chad, Central African Republic, Syria, Yemen, Somalia and Democratic Republic of Congo. The main refugee hosting States in Sudan are Khartoum, White Nile, Kassala, South and East Darfur, as well as West and South Kordofan. Additionally, over two million IDPs and returnees of concern to UNHCR reside in Darfur, Blue Nile and Kordofan States. This assessment will focus mainly on refugees and Sudanese hosting communities and will not include IDPs since there are other ongoing assessments for this population. Multi-sector assistance programmes are ongoing in camp and out-of-camp locations, largely in the form of in-kind services, but also including some cash-based interventions for food, and for other needs.



South Sudanese refugees are the largest refugee population in Sudan, with recorded 814,750 refugees living across all States (August 2020); more than half have fled to Sudan since the outbreak of conflict in South Sudan in December 2013, in addition to the South Sudanese population who never returned to South Sudan after the country gained independence in 2011. They are hosted in camps, settlements, and urban areas among host populations across all states in Sudan. Sudan shares a 2,000 km border with South Sudan, and refugees from South Sudan cross into White Nile, South Kordofan, West Kordofan, East Darfur and South Darfur States through at least 14 different entry points. North Darfur, North Kordofan and Khartoum states also receive onward movements of refugees seeking livelihood opportunities. The majority of refugees are women and children (80%), who arrive in poor health after traveling many days to reach Sudan, often by foot, and who are in urgent need of protection, and basic assistance, such as: Food, shelter, health and nutrition, WASH and education support. Many new arrivals are also coming from parts of South Sudan experiencing high rates of food insecurity and malnutrition.

Sudan continues to receive a steady flow of South Sudanese refugee arrivals each month. The number of new arrivals peaked at nearly 200,000 people in 2017, and the rate has slowed in 2018, with 33,177 arriving between January and December. Inter-agency partners estimate up to 20,000 new arrivals to Sudan by the end of 2019. Up until August 2020 13,000 new arrivals were recorded.

Approximately 77 per cent of the current South Sudanese refugee population are living outside of official camps, alongside host communities in more than 100 out-of-camp settlements in South Kordofan, West Kordofan, East Darfur, South Darfur, North Darfur, and Khartoum. These include large collective self-settlements where thousands of refugees live in “camp-like” communities adjacent to reception centres, as well as smaller dispersed self-

<sup>1</sup> UNHCR Sudan – Sudan: Population Dashboard, 31 August 2020

settlements where refugees live in a more integrated manner with the host community. The assistance provided in the camps is modest and, in some cases, does not even meet emergency levels. Many out-of-camp settlements are in remote and underdeveloped areas, where resources, infrastructure and basic services are extremely limited. Even in some urban locations such as the “Open Areas” in Khartoum state that host some 100,000 refugees, those areas are rather remote and have very limited facilities and either limited or no access to humanitarian aid. Refugees in both these contexts are in dire need of additional support to meet their protection and socio-economic needs.

There are also over 180,000 refugees living across nine camps in White Nile, and two camps in East Darfur. Overcrowding and congestion remain a serious concern, with all camps currently hosting populations beyond initial capacity. It remains difficult to ensure that adequate space and basic services are available to absorb new arrivals while sustaining service provision to the existing caseloads in the camps.

Sudan also hosts considerable number of refugees from Eritrea, Syria, Central Africa Republic and Ethiopia, as well as smaller number of refugees from Chad, Yemen and other countries. These refugees are scattered in Khartoum State, Eastern Sudan as well as the regions of Kordofan and Darfur. Refugees live in both urban and rural; in camp setting and are also mixed with host communities.

The primary responsibility to protect refugees rests with the Government of Sudan. UNHCR provides support to the Government’s Commission for Refugees (COR) to coordinate the refugee response in Sudan. Sudan’s Refugee Coordination Model provides a framework for the coordination of inter-agency refugee operations, which includes the contributions of over 40 operational partners.

#### **Assessments and data available**

As part of the Humanitarian Needs Overview (HNO) process, UNHCR, with the support and endorsement from the partners in the Refugee Consultation Forum (RCF) has conducted a severity ranking of refugee hosting localities in Sudan by using the indicators from the review of secondary data. This has allowed UNHCR and partners to prioritize the areas and sectors in which the funding and investment are most needed.

In 2020, OCHA led a Multisectoral Needs Assessment with technical support from REACH with the objective to provide a country wide overview of needs for IDPs, returnees, vulnerable residents and refugees. The data collection for refugees was implemented through partners of the Refugee Consultation Forum (RCF).

UNHCR and partners implement an annual age, gender and diversity participatory assessment, largely based on focus-group discussions. Most refugees are individually registered by COR with UNHCR support, and some 50% of this data is currently captured in UNHCR’s ProGres database, with individual biometric data captured for all members of these households. A comprehensive programme is ongoing to verify and enrol all refugees in Sudan in the ProGres V4 database, this will however take time to complete and so far, only a partial dataset is available. Protection programming includes the identification of persons with specific need (PSNs). PSN data is however mainly captured at the time of registration and is not systematically updated.

However, when it comes to primary data for household level vulnerabilities of refugees, the reason, nature and consequences of such vulnerabilities, there have been a very limited number of studies. Those conducted were not based on a multi-sector approach, but rather sector specific related studies on small scale in correlation with specific outlined targeting mechanisms. Existing studies cannot comprehensively be utilized as reference for multi-sectoral interventions, nor can they be used to identify socio-economic household level targeting to provide the assistance to fulfil the basic needs of the refugees. WFP does have data on food security specifically related to refugees and have conducted a household survey in 2018/19 in the East of the country. UNHCR conducted a household level survey among refugees in the East in 2016.



In early 2019, the Cash Working Group (CWG) initiated a Technical Sub WG (TSWG) to identify a Minimum Expenditure Basket (MEB) for Sudan. The objective of the MEB-TSWG was to develop a harmonized basket of items (with quantities) available in the market that households need to cover to ensure a minimum standard of living. The MEB will allow a better understanding of the most acute needs while addressing vulnerability to protection risks. There is a difference among agencies in targeting when it comes to multi-purpose cash grant programming. Most of the ongoing cash assistance in Sudan is tailored to sector specific interventions. Where multi-purpose cash is provided, vulnerability is mostly linked to protection within the framework of either specific needs or food insecurity. Assistance is not linked to an overall socio-demographic/socio-economic vulnerability, and protection risks impacting economic factors. Indicators of expenditure or predictors of expenditure that would link to vulnerability is another area that remains to be explored.

### Basic needs approach

Through the adoption of a basic needs approach<sup>2</sup>, refugees are enabled to meet their basic needs and achieve longer-term well-being through assistance based on their socio-economic vulnerabilities and capacities. To support the approach and alignment with *UNHCR-WFP Joint Principles for Targeting*<sup>3</sup>, there is a need in Sudan to understand refugees' needs and vulnerabilities. This should be based on specific protection needs and risks related to age, gender, status, access to humanitarian aid and other facilities, ability, diversity, among other factors<sup>4</sup>. Other indicators include their capacity to cover a minimum level of expenditure required to cover basic needs including but not limited to: Food, water and sanitation, healthcare, adequate shelter, education, household items, and other basic necessities, as well as their access to services and their livelihood opportunities.

Through adaptive response modalities, such as multi-purpose cash grants and/or sector-specific support, households should be able to bridge the gap between their basic needs and their capacity to cover them. The basic needs approach places vulnerable groups at the core and focuses on refugees' perspectives to define unmet needs, prioritizing expenditures, and identifying preferences related to how assistance is received while maintaining dignity.

## 2. Objectives

Refugees are more prone to protection risks, since they are not in their own country, in most cases not fully integrated among the host population and may face restrictive asylum policies. The BaNVA is expected to identify, and help prioritise, household level vulnerability taking a combined view of specific protection needs and socio-economic factors. It should assist with improving refugee assistance programming design, differentiating by context (urban, rural and camp settings in Sudan). Furthermore, in view of limited resources, the BANVA should inform the approach and implementation of targeting mainly for multi-purpose cash grants. The geographical focus of the assessment will be limited to Khartoum State, East Sudan, Darfur Region and White Nile State.

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<sup>2</sup> UNHCR defines the basic needs approach as “a way to enable refugees to meet their basic needs and achieve longer-term well-being through means to survive and services based on their socio-economic vulnerabilities and capacities.” The results framework defines basic needs in terms of “access to basic services and assistance in health, nutrition, WASH, food, shelter, energy, education, as well as domestic items and specialized services for people with specific needs.” UNHCR, “Basic Needs Approach in the Refugee Response.”

<sup>3</sup> UNHCR and WFP established joint principles for targeting assistance to meet food and other basic needs to persons of concern in December 2017. The document includes specified principles and guidance (protection-focused, collaborative, participatory, inclusive, evidence-based, relevant, accurate, coherent, proportionate, accountable, monitored), as well as the recommended targeting process (including information on assessing needs, deciding the appropriateness of targeting, selecting a targeting approach, defining eligibility criteria, accuracy of eligibility criteria, and data sharing).

<sup>4</sup> Based on the UNHCR Heightened Risk Identification Tool (2010), five risk categories include older people, children and adolescents, women and girls at risk, legal and physical protection, and health and disability.

In line with the Grand Bargain, a commitment established by major humanitarian donors during the 2016 World Humanitarian Summit, the BANVA will also increase coordination among humanitarian actors and contribute to joint understanding of basic needs among refugees in Sudan, harmonised targeting, assistance modalities, and indicators.

### Specific Objectives

Through a desk review of existing studies and secondary data, ProGres Data Sets and through a sample household survey in camp, rural and urban refugee settings, the BANVA will:

- Develop a joint evidence-based understanding of refugees' basic needs in Sudan, household and individual needs as well as communal needs and institutional needs and which of these can be met through cash-based interventions.
- Reflect on age, gender, regional and population groups specific needs. The assessment will need to take into consideration the protection vulnerabilities that has impacts (costs) on the ability of vulnerable refugees to survive / cope. The assessment shall also comment on how reflect on how current UNHCR interventions are addressing those needs.
- Develop basic needs vulnerability indicators to inform vulnerability profiling of registered refugees by applying those profiles on the ProGres primary dataset. In this regard, the assessment might recommend including additional parameters to ProGres datasets. Correspondingly, a host community assessment sample should also be included for comparative analysis.
- Vulnerability will likely not remain static in Sudan, therefore the assessment based on the current context and trends in Sudan; should identify set of indicators to regularly update and monitor to specifically measure the decline or improvement of household vulnerability and help update household vulnerability status accordingly.
- Identify key indicators from the ProGres database that affect the vulnerability profiles, and identify potential data gaps, with the overall objective of being able to utilize ProGres for targeting assistance.
- Overall, inform and set the parameters for targeting design for primarily multi-purpose and sector specific cash interventions for refugees in Sudan;
- Explore alignment of targeting, design and implementation of multipurpose cash for basic needs to the ongoing and planned Social Safety Net programming by the Government of Sudan and explain why this is or is not feasible.

### 3. The core components of the assessment will include:

- 1) Determination of basic needs of refugees in Sudan, both non-monetary and monetary as well as protection related (e.g. disability), broken down by context (camp, out of camp/ mixed community settlement, urban, rural)
- 2) Determination of basic needs:  
Which needs are met (including refugees' own capacity to do so)?  
Which needs are unmet?
  - a) Identify which basic needs are met and unmet (both monetary and non-monetary)
  - b) Determine profiles<sup>5</sup> of refugees able to, and completely or partially unable to meet their basic needs due to economic deprivation as well as due to non-economic factors; including socio-cultural norms, gender, protection, services, livelihoods etc. For each group or profile, answer:

<sup>5</sup> Profiling is an analytical exercise that will search for characteristics that are common features amongst the most vulnerable households, as well as common characteristics amongst those who can support their needs through income, including remittances and production.

- i) Who are the people? (Including information, when feasible, about status, ethnicity, age, time of arrival/length of stay, demographic factors, household composition<sup>6</sup>, ability/disability, gender, sexual orientation etc.)
- ii) Where are the people that are able, and unable, to meet their basic needs (geographic location, Camp/off-camp/settlement, urban/rural)?
- iii) What type and percentage of basic needs are unmet for each group?
- iv) Percentage of each group, percentages shall also be reflected per population group/geographical location?
- v) Assess why certain people are unable to meet their basic needs, including what socio-economic, policy, and protection barriers prevent people from meeting their essential needs without assistance (with a focus on understanding differentiated needs, vulnerabilities, and capacities among different people).
- vi) Explore the relationship between protection and basic needs: Does inability to meet basic needs have an effect on some protection risks refugees are exposed to; and do protection-related issues have an impact on the economic deprivation of individuals and the consequent inability to meet basic needs? How does the relationship differ among types of individuals or households (based on status, ethnicity, age, time of arrival/length of stay, demographic factors, household composition, ability/disability, gender, sexual orientation etc.)?
- vii) Does the inability of meeting basic needs impact the coping strategy index? Such as:
  - What are the coping mechanisms of HHs to meet their needs?
  - Are children being withdrawn from school to earn a living and contribute in household expenses?
  - Are children or other members of the HH engaging in exploitation and other activities?
  - Are some members of the HH skipping meals to feed other members in the HH?
  - Are they moving to a less adequate shelter situation? (open areas, collective accommodation, etc.)
  - Are they borrowing money or taking loans? From whom? Are they receiving any remittances? What do they spend their income on?
  - Are they selling assets to buy essential needs?
  - Are HH practicing any other negative coping strategies to avail their basic needs?

### 3) Recommendations for targeting design

- a) Develop set of indicators of socio-economic and protection related vulnerability in relation to the outlined framework<sup>7</sup>
- b) How does the current targeting mechanism predict/identify the most socio-economically and protection-related vulnerable people?
  - i) By determining which types of specific needs have the most impact on vulnerability and meeting basic needs in the context of Sudan, by setting (rural, urban, camp)
  - ii) By determining which type of negative coping mechanisms are mostly practiced in relation to unmet needs
- c) What is the percentage risk of inclusion/exclusion error?
- d) Develop practical procedures and age/gender-responsive operational targeting criteria for how humanitarian assistance can address unmet needs
  - i) Testing the ability of demographic data to predict the level of needs that are unmet due to economic deprivation and non-economic factors such as protection barriers.

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<sup>6</sup> In terms of child protection and household composition, it is important to explore households that are child-headed, have unaccompanied/separated or orphan children, or have disabled or chronically ill children, to determine ability to meet basic needs. These categories are often overlooked or immediately categorized as highly vulnerable without evidence, so a better understanding is critical.

<sup>7</sup> Indicators should take into consideration existing planning processes in the Humanitarian Programme Cycle and Country Refugee Response Plan.

- ii) Estimate the potential design inclusion and exclusion errors of different targeting approaches (ex-ante) to determine optimal targeting tools.
- iii) Testing targeting tools based on the identified profiles of refugees who are totally or partially unable to meet their essential needs due to economic and non-economic factors with a special focus on protection.
- e) What type of vulnerabilities can be addressed via cash assistance modalities based on the types of the vulnerabilities identified?
  - i) Define “appropriateness” based on beneficiary preference, access, protection factors, cultural factors, and service delivery.
- f) How can certain types of people, households, or systems support themselves and be assisted to meet their essential needs?
  - i) Identify priorities and suggest response options, in close coordination with sector experts and working groups, to address unmet essential needs stemming from economic deprivation and non-economic factors including protection, service provision, capacity-strengthening, and awareness-raising.
- g) How multipurpose cash assistance would address basic needs AND protection vulnerabilities?

#### 4) Process

The BANVA, and future humanitarian needs assessments/studies of refugees in Sudan, will be guided by a technical group Refugee Vulnerability Assessment Working Group (RVAWK) led by UNHCR with representatives from Refugee Consultation Forum (RCF) partners.

This working group will facilitate a coordinated approach covering all steps including consolidation and review of secondary data, development of the research design and methodology, joint data collection (if required), management of the data, joint analysis of the findings, and defining the final outputs. The RVAWK will engage closely with sector co-leads to ensure that tools are developed in a consultative and collaborative way. The RVAWK will closely coordinate with the technical advisory groups (TAGs) under the RCF. It will also liaise with other relevant partners and coordination bodies such as the Information Management Working Group (IMWG) as needed.

Alongside discussions on the research design and methodology, the RVAWK will conduct a review of most recent and authentic secondary data (both qualitative and quantitative) from assessments in Sudan relating to protection, vulnerability, food security, nutrition, health, livelihoods, multi-sector needs, and existing partner targeting strategies to map, compile, and analyse existing data. Building from this exercise, the assessment research design and methodology will clearly define what information gaps exist and how they will be filled by the assessment.

At various stages in the process, the RVAWK will consult affected populations in order to get feedback about the research design, implementation, and findings. During the design phase, humanitarian actors and affected populations at the field level will provide input on the TOR and analysis plan, to ensure the appropriate research questions and indicators are included. After data collection, findings will be validated and fed back to communities through focus group discussions or town-hall style events to ensure that the data accurately represents the communities’ situation and dynamics.

#### 5) Methodology

The specifics of the research design and methodology (including sampling strategy) should be proposed by the contractor implementing the BANVA, with guidance and comprehensive inputs by UNHCR, WFP and members of the RVAWK.

The methodology shall include:

- Mapping and analysis of secondary data (desk-based literature review), data will include sources reflecting on national indicators and also those focusing on the targeted geographical locations.
- Use of ProGres datasets, including data from the ongoing Refugee Vulnerability Profiling undertaken by UNHCR
- Identification of information gaps
- Key informant interviews and partner consultations covering all sectors
- Consultations with the affected population groups to inform the design, interpretation, and triangulation of the results
- Surveys of households across different refugee groups, States, and settings (camp, rural, urban), with priorities to be identified

- Analysis: Basic needs statement by setting; recommended targeting design and methodology linked to ProGres

## 6) Expected deliverables

The BANVA will be implemented by a contractor under the overall guidance of UNHCR, and RVAWK members. The contractor shall deliver the following outputs:

1. Research concept
2. Research work plan and tools used for the study
3. Indicator framework (based on consultations with refugee sector groups; consideration should also be given to national indicator frameworks and the design of the Government Social Safety Net Programme)
4. Secondary data review report
5. Secondary data review inventory
6. Sampling (based on the ProGres refugee database for refugees; sample for host communities) and implementation of the household survey
7. Draft comprehensive report and recommendations
8. Desensitized dataset (if feasible based on the data sensitivity and protection risks)
9. Presentation of findings to key stakeholders; further adjustment of recommendations
10. Final comprehensive report and recommendations

## 7) Timeline

November 2020 to April 2021

UNHCR RO Sudan, Khartoum  
October 2020

**Annex B : Detailed Technical Evaluation Criteria**

Technical Evaluation Matrix	
Evaluation Factors	Max Scores Allocated
<b>Mandatory</b>	
Valid Registration Documents / Certificate issued by competent authority	PASS/FAIL
Company's Age Not less than 3 years from the date of registration / incorporation	<i>(failing to meet a single mandatory criterion will result in disqualification of the Service provider from further technical evaluation)</i>
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to; for the purpose the proposed contract.	
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to; for the purpose of the proposed contract  <b>Annex F:</b> General Conditions of Contracts for the provision of and Services - 2018 <b>Annex G:</b> Supplier's Code of conduct	
<b>Scoring Criteria</b>	
Company's capacity to deliver in the proposed timeframe (0 - 10) marks	Mobilization time <b>10 marks</b>
Technical methodology (0-20) marks	Research concept includes: - Survey design 5 Marks - Sampling methodology 5 Marks - Data collection methodology 5 Marks - secondary data review concept 5 marks
	<b>Total= 20 Marks</b>
Workplan (0-10) marks	Good detail work plan, realistic, efficient addressing TOR needs 10/10 Pts
	Satisfactory work plan provided 8/10 Pts
	Unsatisfactory work plan provided 5/10 Pts
	Information not provided 0/10 Pts
	<b>Total= 10 Marks</b>
General Experience of Firm (0-10) marks	In humanitarian or development research for up to 5 years= 5 marks
	In humanitarian or development research for over 5 years= 1 mark for each year up to maximum of 10 marks
	<b>Total= 10 Marks</b>
Relevant Experience of Firm (0-10) marks	Total past assessments undertaken (Two mark for each project up to maximum 10 marks)
	<b>Total= 10 Marks</b>
<b>Staff capacities</b>	
Team Leader (0 – 10 ) marks	MSc Social Science + 3 years=8Marks
	Additional years of experience = 10 Marks
	<b>Total=10 Marks</b>
Researcher (social science) (0-10) marks	BSc Social Science +3 years= 8 Marks
	MSc Social Science + 1 years=8 Marks
	Additional years of experience = 10 Marks
	<b>Total=10 Marks</b>
Data Manager- (0-10) marks	BSc Data management + 3 years 8 Marks

	MSc Data management + 3 years 8 Marks
	Additional years of experience = 10 Marks
Field Team Leader - (0-10)	BSc Data management + 3 years 8 Marks
	Additional years of experience = 10 Marks
	Total=10 Marks
Total Marks (100)	

**ANNEX C: FINANCIAL PROPOSAL FORM: FOR THE PROVISION OF BASIC NEEDS AND VULNERABILITY ASSESSMENT (BANVA) FOR REFUGEES HOSTED BY SUDAN**

PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

YES  NO

BIDDERS NAME:

\_\_\_\_\_

Description	UOM	Cost per survey (SDG/USD)
Provision of basic needs and vulnerability assessment (BANVA) for refugees hosted by Sudan	Lot	

Delivery Date required by UNHCR: December 2020 to March 2021

Offer Validity Period (days):

By Responding to this offer the service provider confirm acceptance of the below:

- UNHCR General terms of Contract for the provision of Services
- UNHCR Payment terms

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

IN THE CAPACITY OF: \_\_\_\_\_

DULY AUTHORIZED TO  
SIGN BID FOR AND ON BEHALF OF: \_\_\_\_\_

OFFICIAL STAMP:



ANNEX D: BID DATA SHEET

THE FOLLOWING SPECIFIC DATA FOR THE SERVICE TO BE UNDERTAKEN SHALL COMPLEMENT, SUPPLEMENT OR AMEND THE PROVISION IN THE INSTRUCTIONS TO BIDDERS. WHENEVER THERE IS A CONFLICT, THE PROVISION HEREIN SHALL PREVAIL.

DEADLINE FOR SUBMISSION OF BIDS	10 November 2020, 2359 Hrs (Sudan standard Time) BIDS TO BE MARKED:	
SUBMISSION OF BIDS:	SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	<u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER</u>  ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM REQUEST FOR PROPOSAL NO.: RFP/HCR/ROK/2020/012- FOR THE PROVISION OF BASIC NEEDS AND VULNERABILITY ASSESSMENT (BANVA) FOR REFUGEES HOSTED BY SUDAN  <u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u>
LATE SUBMISSION OF OFFERS:	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME. IMPORTANT NOTE: BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.	
BID VALIDITY PERIOD:	90 DAYS	
PRICE VALIDITY PERIOD:	90 DAYS	
SPECIFICATIONS:	RFP/HCR/ROK/2020/012 FOR THE PROVISION OF BASIC NEEDS AND VULNERABILITY ASSESSMENT (BANVA) FOR REFUGEES HOSTED BY SUDAN.	
DELIVERY SCHEDULE:	DELIVERY TIME: IN DAYS:	
LANGUAGE OF THE BID:	ENGLISH	
BID SUBMISSION & SAMPLES	<u>THE HAND DELIVERY TO BE SUBMITTED TO:</u> UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM. <u>EMAIL SUBMISSION TO:</u> THE TECHNICAL OFFER SHOULD BE SENT TO: <a href="mailto:SUDKHTO@UNHCR.ORG">SUDKHTO@UNHCR.ORG</a> THE FINANCIAL OFFER SHOULD BE SENT TO: <a href="mailto:SUDKHFO@UNHCR.ORG">SUDKHFO@UNHCR.ORG</a>	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS REQUEST FOR PROPOSAL BY E-MAIL TO: <a href="mailto:SUDKH-SU@UNHCR.ORG">SUDKH-SU@UNHCR.ORG</a> ON OR BEFORE MONDAY 10 November 2020 AT 2359 HRS ( <b>CUT-OFF DATE FOR QUERIES</b> ). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	