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| **REQUEST FOR PROPOSAL –**  **THE MAPPING OF DISPUTE RESOLUTION STRUCTURES AND CONFLICT ANALYSIS IN SOUTH KORDOFAN STATE (National Partner Only)**  The Request for Proposal reference: RFP-KRT-778    **SUMMARY**  NRC is looking for a researcher (or a team of researchers) to mapping of dispute resolution structures and conflict analysis in south kordofan state (National Partner Only)**Deadline for application is February 2nd , 2023 @ 16:00 (GMT +2)**  The researcher(s) is/are envisaged to be contracted for 6 weeks.  If a team of researchers wishes to apply, they should do so submitting **only one combined application**.  **PROCESS FOR APPLICATION**  We are opened to provide further information (background of the research, generic terms & conditions, information on award process) upon request   * Deadline for request for any clarifications from NRC: 25 January 2023 - 16:00 (GMT+2) * Last date on which clarifications are issued by NRC: 30 January 2023 – 16:00 (GMT+2) * Deadline for submission: is February 2nd , 2023, 16:00 (GMT+2)   Complete **Proposal documents must be submitted either by EMAILS OR HAND DELIVERY (ENVELOPES) t**hatshall be hand delivered at the following address not later than the due date indicated above.   * **Email for submission**: [sd.procurement@nrc.no](mailto:sd.procurement@nrc.no) and Cc: tagwa.ahmed@nrc.no * **Address for submission:** NRC Sudan Country Office, 4th Floor, Nile Tower, Fourth Floor, Block 10, Building #20, Street 63, Khartoum   **CONTENT OF REQUEST FOR PROPOSAL**   * Terms of reference * How to Apply * Annex 1: Applicant checklist |

**TERM OF REFERENCE**

**THE MAPPING OF DISPUTE RESOLUTION STRUCTURES AND CONFLICT ANALYSIS IN SOUTH KORDOFAN STATE (National Partner Only)**

**Background**:

NRC ICLA programme is planning to set up programme interventions in South Kordofan state.

In order to provide efficient and effective services, NRC, and other stakeholders, require a deeper understanding of the conflict context and Dispute Resolution (CDR) structures with particular focus on women’s access to statutory, religious and traditional dispute resolution mechanisms. In line with this, NRC plans to undertake a comprehensive dispute resolution mapping assessment and conflict analysis which aims to;

1. Understand the conflict context in which the communities and the organisation operate
2. Enable communities to look at their context and situation from different angles and explore new perspectives and options.
3. Map out and document all existing dispute resolution mechanisms, practices, institutions in the community, (both formal and informal) and understand the procedures used by each of these dispute resolution processes
4. Determine which institutions dealing with disputes are the most relevant to local populations (especially different groups of vulnerable persons) and effective in addressing disputes
5. Identify strengths, weaknesses, opportunities and threats for all identified dispute resolution mechanisms
6. Develop an intervention strategy to work with or alongside these institutions to support the amicable resolution of disputes in South Kordofan.

The CDR mapping will support the design of an effective strategy to improve conflict-affected populations’ access’ to mechanisms with which they can resolve disputes.

**Objectives:** Existing dispute resolution mechanisms/institutions ((statutory, religious, traditional, and informal/ad hoc) will be assessed to determine if they reflect the “standards and guidelines for effective Collaborative Dispute Resolution” listed below;

1. **Standard 1:** The dispute resolution process needs to be seen as legitimate by the parties to the conflict
2. **Standard 2:** The dispute resolution process aims to improve relationships between the parties to the conflict.
3. **Standard 3**: The proposed resolution to the dispute must be clear and can be realistically implemented.

**Methodology:** The following data collection methods highlighted below will be utilised to gather the required data:

**CDR Mapping exercise**

1. **Literature review**

The research will begin with research, review and consolidation of all existing literature (academic, journalistic, and NGO) available on dispute resolution in the State. The literature review will also look at the existing laws applicable to land disputes. All secondary sources will be listed and shared as annexes to the main report.

1. **Key informant interviews**

Pending the availability of key informants, direct, semi-structured interviews will be a key source of contextual information and triangulation. Key informant interviews will be held with:

1. Strategic institutional collaborators - Organizations (government or NGO) that that could provide an outside perspective of the dispute resolution governance context and NRC’s potential role in it. Meetings should be held with;

* **International organizations and NGOs** for example but not limited to; UNHCR, UNDP, OHCHR, UNITAMS, FAO,
* **National organisations working on dispute resolution–** this will vary according to the location
* **Government institutions** for example but not limited to; line ministries (Agriculture, Planning and infrastructure, Judiciary, Ministry of Justice etc)
* **Governing institutions i.e.** , IDP’s committee’s other relevant Committees/ Commissions
* **Academic Institutions –** research centres, peace and academic centres, Universities.

1. **Actors involved in the resolution of disputes:** These will include local leaders who play direct roles as mediators or arbiters of disputes (in the statutory, religious, traditional, and informal/ad hoc systems), but also those who play complementary roles (surveying land, holders of traditional knowledge etc. While these roles are often filled by men, it will be important to also ensure that local women leaders are interviewed.
2. **Parties to ongoing or past disputes** – this category will be elaborated upon in the direct observation section.
3. **Household surveys**

Quantitative data will be collected through the Household questionnaire includes questions that should be asked to every sampled household. Some questions require direct observation and should not be asked but permission should be granted to look around. Random sampling method will be utilised and sample size developed jointly with ME colleagues.

1. **Focus Group Discussions**

This method will be helpful to gather a variety of perspectives on some common themes – it will use open-ended questions about access to land, water and other issues and the perceived relevance and effectiveness of the institutions in place to resolve these disputes.

At-least **nine categories of focus groups** will be organized in each site targeting the following participants;

1. Women displaced by the conflict residing in IDP camps/ settlements/designated areas
2. Women displaced by the conflict not residing in designated areas i.e. rental/hosting arrangements
3. Women from host communities including landlord/ hosting IDP’s
4. Women from Arab/nomadic/semi-nomadic communities
5. Men displaced by the conflict residing in IDP camps/ settlements/designated areas
6. Men displaced by the conflict not residing in designated areas i.e. rental/hosting arrangements
7. Men from host communities including landlord/ hosting IDP’s
8. Men from Arab/nomadic/semi-nomadic communities
9. Secondary occupants
10. **Direct Observation of dispute resolution process followed by interviews**

This will entail the observation (as neutral parties) of the process for resolving disputes within targeted communities, using a standard framework to assess how these dispute resolution mechanisms function in practice.

Following the conclusion of the process, interviews will be held with the parties to the dispute to get their perspectives on the outcomes and whether they feel like they accessed justice. This will provide a comparative basis to assess if and how existing dispute resolution structures are responding to needs, and identify potential gaps which might be addressed through a future intervention by ICLA.

* For each site, a minimum of 15 observations can be collected (15 dispute resolution processes per site) and at least 2 interviews per dispute.
* ICLA staff will be responsible to conduct at least 3 observations in each locality. It is expected that in at least one of these 3 observations, one or more of the main parties to the dispute are women

**Conflict analysis**

1. **Literature review**

The research will begin with research, review and consolidation of all existing literature (academic, journalistic, and NGO) available on the conflict context in the State. All secondary sources will be listed and shared as annexes to the main report.

1. **Conflict Analysis workshop**

**1 – 2 days** conflict analysis workshops with different groups either mixed/ homogenous. The number of workshops will be determined by the context and whether it is advisable to have mixed/ homogenous groups. The workshops will target;

* Different parties to the conflict
* Women
* Community leaders
* Youth

**Deliverables**

The main deliverable for this assignment are:

1. A comprehensive report on the collaborative dispute resolution structures assessed during the exercise, including key gaps and recommendations
2. A conflict analysis report

**Timeline**: it is expected that the data collection and presentation of the final report will be finalised within six weeks.

**Expected Deliverables**

* Comprehensive mapping of local statutory, traditional and religious CDR structures operating in Sudan in particular within the NRC areas of operation. Mapping to include geographic coverage, location, sectoral focus, organisational capacity and experience.

**HOW TO APPLY: PROPOSAL (ENVELOP/ EMAIL)**

The applicant(s) is/are expected to comply with the below requirements and submit the following:

* Submission of proposal via email - (attach two files for each technical and financial proposal) - to: [sd.procurement@nrc.no](mailto:sd.procurement@nrc.no) and Cc: [tagwa.ahmed@nrc.no](mailto:tagwa.ahmed@nrc.no)

OR

* Hand delivery to the location specified above in the cover page of this document: 2 sealed envelopes for each Technical Proposal and Financial Proposal.

In both cases, please make sure to write on the subject of the email or on the envelope the reference of this Request for Proposal as follows:

**RFP-KRT-778 – THE MAPPING OF DISPUTE RESOLUTION STRUCTURES AND CONFLICT ANALYSIS IN SOUTH KORDOFAN STATE (National Partner Only)**

**TECHNICAL SUBMISSION (MANDATORY)**

* Detailed CV of the consultant/s.
* Cover letter detailing the consultant’s qualifications and experience in undertaking similar assignments.
* Copies of previous publications, writing sample and legal analysis examples
* Annex I of this document (Consultant’s checklist) – filled, signed, and stamped.

**LEGAL REQUIREMENT SUBMISSION (MANDATORY)**

A consultant is a self-employed expert (sole trader), or an expert provided by a registered company/entity who is contracted by NRC for their specialized skills or knowledge, which they provide to NRC for a defined period of time to work on a specific project with a specific output. Therefore, they should provide:

* Proof of their consultancy registration/ Company profile
* ID/Passport of the consultant/s.
* Bank statement for the past month (30 days)
* Tax Identification Number (TIN) registration certificate (Tax registration)
* Value Added Tax (VAT) registration certificate (if VAT is to be charged depending on the country of origin of the consultant)
* All necessary license certificates in line with government regulations
* Proof of insurance to cover personal liabilities – medical evacuation/health insurance

**IN CASE OF SEVERAL AN APPLICATION COMBINING DIFFERENT INDEPENDENT RESEARCHERS**

* Either the different researchers/ consultants are under the same company name
* Or the lead researcher is subcontracting the 2nd researcher. In this case, this should be clarified in the application

**FINANICAL PROPOSAL SUBMISSION (MANADATORY)**

**BID PRICE FOR SERVICE CONTRACT**

* The contract will be awarded to a single bidder, unless otherwise specified in the Bid Data Sheet, all duties, taxes and other levies payable by the supplier under the contract, shall be included in the total bid price submitted by the bidder.
* For those bidders who are VAT registered, VAT must be specified
* The priced offer submitted by Bidders shall be checked for arithmetical errors and for what might be considered unreasonable rates during the evaluation. Where errors are identified one or more of the following steps may be taken
  + By default, the financial evaluation of the bid will be based on the unit rate of the line item,
  + If any rates are considered to be unrealistic or unreasonable, they may be altered by mutual agreement, provided that no alteration shall be made in the amount of the Bid.
  + If any arithmetical errors are detected in an otherwise acceptable bid, then the Bidder will be disqualified, the onus is on the Bidder to provide accurate information.
* The Bidder is reminded that it is entirely his responsibility to ensure the accuracy of their bid. No alteration will be made to the bid after its submission on the grounds of any arithmetical errors subsequently discovered except as provided above.

**CURRENCIES OF BID AND PAYMENT**

* All prices shall be quoted by the Bidder in EURO, unless otherwise stated. Similarly, all payments will be made in the same currency.
* By default, payment will be made within 40 days of completion of delivery and submission of all necessary documentation (Final Report). Failure to provide all necessary documents will result in delays

**BID VALIDITY**

* Bids shall remain valid for a period of 90 calendar days after the date of the bid submission deadline as prescribed by Norwegian Refugee Council. A bid valid for a shorter period shall be rejected as non-compliant.
* In exceptional circumstances, prior to the expiration of the bid validity period, the Norwegian Refugee Council may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension.
* Any corrections/ amendments must be initialled and stamped by the bidder

**ANNEX I - APPLICATION CHECKLIST (FOR THE APPLICANT TO FILL AND SIGN/ STAMP)**

**TO BE INCLUDED IN THEIR PROPOSAL**

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| **Description – ANNEX I** | **To be filled by bidder Included? (yes/no)** | **To be filled by NRC** | | |
| **Present & complete?** | | **Comments** |
| **ENVELOP – TECHNICAL** | | | | |
| CV of the applicants |  |  |  |  |
| Cover letter detailing the consultant’s qualifications and experience in undertaking similar assignments; |  |  |  |  |
| Copies of previous publications, writing sample and legal analysis examples |  |  |  |  |
| Proof of consultancy registration/ Company profile |  |  |  |  |
| Tax Identification Number (TIN) registration certificate (Tax registration) |  |  |  |  |
| Value Added Tax (VAT) registration certificate (if VAT is to be charged in the country of origin of the consultant) |  |  |  |  |
| All necessary license certificates in line with government regulations |  |  |  |  |
| Proof of insurance to cover personal liabilities – medical evacuation/health insurance |  |  |  |  |
| Provision of own equipment – laptop, phone, and all related accessories – Compulsory No NRC Modem will be provided |  |  |  |  |
| Proven experience working in hard to reach/conflict-affected contexts - Compulsory |  |  |  |  |
| Strong knowledge of English and Arabic - Compulsory |  |  |  |  |
| Proven experience of excellent research skills, mandatory experience in mapping of dispute resolution structures and conflict analysis (National Partner Only)  - Compulsory |  |  |  |  |
| Proven experience in the field of sustainable Solutions – desirable |  |  |  |  |
| Proven experience of previously working in South Kordofan – Desirable |  |  |  |  |
| Envelop 2 – Financial | | | | |
| Section 6 – Pricing proposal - signed/ stamped |  |  |  |  |

To: Norwegian Refugee Council

Sir / Madam,

We offer to deliver the service in accordance with all requirements of the current Request for Proposal, Conditions of Contract and any other Binding requirements accompanying this Bid. We, the undersigned, verify that we are in compliance with all applicable laws and regulations, and meet the ethical standards as listed above or positively agree to these ethical standards and are willing to implement necessary changes in the organization.

This Bid signed by our authentic representative and your written award of it shall constitute the formation of a binding contract between us.

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| Registered company name: |  |
| Any other trading names: |  |
| Any associated companies (cross holding/ joint ownership/ shareholding/ etc.) |  |
| Name of Signatory: | Date of Signing: |
| Title of Signatory: | Name of Bidder: |
| Signature & stamp: | Tel N°: |
| Email: |
| Address: |

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| Bank name (to be used for this contract) |  |
| Account number |  |