

DATE: 28 AUGUST 2023

REQUEST FOR PROPOSAL: RFP/HCR/PO/2023/002
FOR THE PROVISION OF A RAPID ASSESSMENT ON IMPACT OF PRESENCE OF DISPLACED POPULATION IN
HOSTING COMMUNITIES FOR UNHCR OPERATION IN SUDAN

CLOSING DATE AND TIME: 11 SEPTEMBER 2023 - 23:59 HRS SUDAN LOCAL TIME

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 17,324 people in more than 135 countries continues to help about 79.5 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan Operations, invites qualified construction firms to make a firm offer for the provision of a rapid assessment on impact of presence of displaced population in hosting communities for UNHCR operation in Sudan.

IMPORTANT:

Terms of Reference are detailed in Annex A of this document.

2. BIDDING INFORMATION

2.1 RFP DOCUMENTS

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

- Annex A: Terms of Reference
- Annex B: Financial Offer Form
- Annex C: Bid Data Sheet
- Annex D: Vendor Registration Form
- Annex E: UNHCR General Conditions of Contracts for Services
- Annex F: Supplier's Code of conduct
- Annex G: Calendar of Activities

IMPORTANT:

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly. Failure to send the above requested information may result in disqualification from the evaluation process.

2.2 ACKNOWLEDGEMENT

We would appreciate you informing us of the receipt of this RFP by return e-mail to SUDKH-SU@unhcr.org and KHALILSA@unhcr.org as to:

- Your confirmation of receipt of this Request for Proposal (RFP)
- 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 RFP by e-mail to SUDKH-SU@unhcr.org and KHALILSA@unhcr.org UNHCR may, at its discretion, copy any reply to a question to all other invited firms.

The deadline for **receipt of queries is 23:59 HRS on 07 SEPTEMBER 2023**. Bidders are requested to keep all questions concise.

Note:

This document is not to be considered in any way as an offer to contract your firm.

All the emails sent requesting clarification **MUST** have the following subject otherwise UNHCR reserves the right **NOT TO REPLY**.

EMAIL SUBJECT: RFP/HCR/PO/2023/002 – QUERY

IMPORTANT:

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

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 be taken into consideration.

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's 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 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 Terms of Reference for the provision of a rapid assessment on the impact of the presence of displaced population on hosting community for UNHCR operation in Sudan can be found in **Annex A**. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily limited to the following information:

- Certificate of Registration issued by the Ministry of Justice (Commercial Registration Department) Sudan.
- List of key personnel and their qualifications
- Demonstrated experience of at least 5 years in carrying out impact study for international agencies, government, I/NGOs (essential).
- Prior experience in Sudan (desirable).
- Prior experience of work with UNHCR, UNDP or UN agency (desirable).
- Demonstrated expertise in the thematic area.





- Geographical access to the targeted areas determined in Phase 1 (current or projected presence in areas spelled under Phase 2 would be an advantage).
- List of references for similar projects performed by contractor.
- Audited reports for last three years
- Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the requested requirements by UNHCR as specified in Annex A.
- UNHCR General Conditions of Contracts for Services: Your technical offer should contain your acknowledgement of the UNHCR General Conditions of contracts for Services by signing Annex E.
- 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 D).

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in **United States Dollars (USD)**. 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. For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

The Financial Offer is to be submitted as per the Financial Offer Form (**Annex B**). 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 **120 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.

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

IMPORTANT:

The financial offer signed and stamped is to be sent separately from the technical offer.

2.5 BID EVALUATION

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 70 points (or 70%)
- Financial Offer will be weighed at 30 points (or 30%)

The Technical offer will be evaluated using inter alia the following criteria and percentage distribution: **70%** from the total score, with a **minimum passing score of 50 points**.

Technical Evaluation Category	Points
OVERALL RESPONSE Understanding of, and responsiveness to, UN requirements. Understanding of scope, objectives and completeness of response. Overall concord between UN requirements and the proposal.	(5)
METHODOLOGY AND APPROACH <ul style="list-style-type: none"> • Understanding and alignment with the TOR (5) • Quality of the proposed approach, methodology and instruments (15); • Quality of proposed implementation plan and realism, i.e. how will the applicant undertake each task (10), 	(30)
RISK MANAGEMENT Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems.	(5)
<ul style="list-style-type: none"> • ORGANISATIONAL CAPACITY and PROPOSED TEAM • Professional expertise of the firm, demonstration of knowledge and experience with similar projects, contracts, clients and consulting assignments based on supporting evidence (15) • Team leader: Relevant experience, qualifications, and position with consulting firm (5) • Team members - Relevant experience, skills & competencies (5) • Organization of the team and roles & responsibilities (5) 	(30)

Proposals that score below 50 points out of 70 points will not be considered in the financial evaluation nor for the award of the contract.

2.5.3 The Financial offer will use the following percentage distribution: 30% from the total score.

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. For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

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, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.6 SUBMISSION OF BID

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



Bids must be submitted 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

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 [Number]

Name of your firm with the title of the attachment

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

For example: RFP/HCR/PO/2023/002 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 OF PROPOSAL NO: RFP/HCR/PO/2023/002
FOR THE PROVISION OF A RAPID ASSESSMENT ON IMPACT OF PRESENCE OF DISPLACED POPULATION IN
HOSTING COMMUNITIES FOR UNHCR OPERATION IN SUDAN**

UNHCR REPRESENTATION OFFICE, KHARTOUM-SUDAN, ALONG AHMED KHEIR STREET, KHARTOUM

IMPORTANT TO NOTE: The submission of based on 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: 11 SEPTEMBER 2023 23:59 HRS SUDAN LOCAL 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.

2.7 BID ACCEPTANCE

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 the service.

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.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

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 service and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

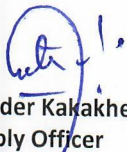
2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR CIVIL WORKS (OCTOBER 2000)

Please note that the UNHCR General Conditions of Contracts for Services (**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.

2.10 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.




Mr. Haider Kakakhel
Supply Officer

UNHCR Representation Office in Sudan

ANNEX C: BID DATA SHEET

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

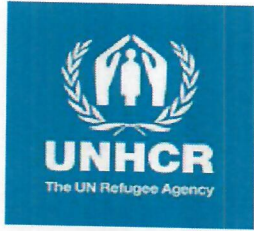
DEADLINE FOR SUBMISSION OF BIDS	11 SEPTEMBER at 23:59 HRS Sudan Local Time.	
SUBMISSION OF BIDS:	UNHCR SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN- KHARTOUM	<p><u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL, POST OR COURIER</u></p> <p>ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM</p> <p><u>FOR THE PROVISION OF A RAPID ASSESSMENT ON IMPACT OF PRESENCE OF DISPLACED POPULATION IN HOSTING COMMUNITIES FOR UNHCR OPERATION IN SUDAN</u></p> <p><u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u></p>
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:	120 DAYS	
PRICE VALIDITY PERIOD:	120 DAYS	
TERMS OF REFERENCE:	ALTERNATIVES TERMS OF REFERENCE SHALL NOT BE CONSIDERED	
DELIVERY SCHEDULE:	SET UP TIME: IN DAYS: DELIVERY TIME: IN DAYS: 60 Days	
LIQUIDATED DAMAGES	The resulting contract from this tendering exercise <u>MAY BE</u> subject to the application of liquidated damages at the sole discretion of UNHCR and if deemed necessary.	
SUBCONTRACTING	UNHCR WILL HAVE TO APPROVE ANY SUBCONTRACTOR THAT THE CONTRACTOR INTENDS TO USE FOR THE EXECUTION.	
LANGUAGE OF THE BID:	ENGLISH	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR QUERIES IN RESPECT OF THIS REQUEST FOR PROPOSAL TO BID BY E-MAIL TO: SUDKH-SU@unhcr.org AND TO KHALILSA@unhcr.org BEFORE OR ON 23:59 HRS Sudan Local Time on <u>07 SEPTEMBER 2023</u> (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	
BID EVALUATION CRITERIA:	BIDS WILL BE EVALUATED BASED ON THE TECHNICAL EVALUATION CRITERIA prescribed in article " <u>2.6.2 Technical and Financial evaluation</u> "	



ANNEX I: CALENDAR OF ACTIVITIES

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	28 August 2023	10 September 2023
2	Closing date for Queries		07 September 2023
3	Closing date for Submission		11 September 2023
4	Bid opening Date	12 September 2023	13 September 2023
5	Technical and Financial Evaluation	14 September 2023	24 September 2023
6	Approval of Contract	25 September 2023	02 October 2023
7	Issuance of Purchase order		03 October 2023





Annex A - Terms of Reference
A rapid assessment on impact of presence of displaced population in hosting communities
Specific focus of Impact Areas -Infrastructure and Services

1. Background

Since 15 April 2023, over 3.9 million people are displaced due to conflict of which 3.02 million are displaced internally and over 898,000 are displaced to neighboring countries. In addition, before 15 April, there were over 3.8 million internally displaced people, mostly in the Darfur region. Those displaced in Sudan also include refugees and asylum seekers living in Sudan. Displaced populations often live with relatives, in rental accommodation, public buildings and in gathering sites (informal sites) across Sudan. The majority of secondarily displaced refugees have moved to the existing refugee camps.

The main hosting states of the internally displaced (including secondarily displaced refugees and asylum seekers) are West Darfur, River Nile, White Nile, Northern Sennar, South Darfur, Al Jazirah, Gedared, Kassala and Red sea states. Displacements to these states are expected to continue in coming months which will further put pressure on limited infrastructure and services available in the hosting areas. According to the revised 2023 Humanitarian Response Plan (HRP), Sudan, 24.7 million people (over 50% of the total population) are in need of humanitarian assistance. With the continuing displacement and deteriorating economic situation, the number of people in need will continue to increase at different rates. Therefore, a two-phased approach for the assessment will aim for two rounds of assessments as follows:

Phase 1: Within 60 days of signing the contract: River Nile, White Nile, Northern, Sennar, Al Jazirah, Gedaref, Kassala and Red Sea states

Phase 2: November- December 2023: North Darfur, West Darfur, South Darfur and others based on conflict developments (to be determined).

NB: Noting the current evolution of the conflict and changing dynamics the candidates are required to submit proposals for Phase 1 only, flagging their current and projected geographical reach and presence in the areas that might be relevant to Phase 2. The locations and

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methodology for Phase 2 are to be determined after the completion of Phase 1 and adjustments made if necessary, through a separate call for proposals.

There is a need to understand the impact of the presence of the displaced populations on services and infrastructure in the hosting areas in order to collectively support them to cope with the increased influxes. In addition, it is also important to understand the capacity building needs of local authorities and community-based organizations so that they are better supported to respond to the influxes through a conflict sensitive approach.

2. Objective and scope of the rapid assessment

The main objective of the rapid assessment is to understand the multidimensional impact of the presence of the displaced population on the infrastructure and the services in the hosting communities and the delivery of basic services, as well as to understand the capacity building needs of the local authorities and the community-based organizations in the respective areas.

3. Description of the rapid assessment

The rapid assessment in its Phase 1 will cover different aspects of the impact of internal displacements and capacity building needs in the selected locations which include White Nile, Northern Sennar, Gedaref, River Nile, , Al Jazirah, Kassala, Gedaref and Red Sea states:

- Presence of displaced population segregated by type (Sudanese/refugees and asylum seekers) in different localities and related trends in the increase of displaced population.
- A forecast of number of displaced populations by the end of 2023.
- Assessment of the socio-economic impact of the displacements on host communities, including age and gender-specific effects of displacement on the social fabric, norms and customs, as well as the economic aspects of lives of communities hosting IDPs and refugees. This also includes, but not limited to the following:
 - Changes on the economic status(relevant to income changes,wages, employment modalities, seasonal employments etc) due to the burden of displacement on hosting households and communities.
 - The impact of the influx of displaced populations on the prices of basic commodities, liquidity, costs of doing business, housing, and services presently offered
 - Existence of potential sources of tensions and conflict due to the scarcity of resources and accessible services and/or competition over opportunities and resources.
 - Changes or fears of changes in social dynamics, including age and gender-specific social roles in localities and communities of displacement.
 - Changes in social norms due to high number of arrivals of IDPs
 - Changes in gender norms due to high number of arrivals of IDPs
 - Conflict sensitivity – confrontation, friction, tensions on conflict between host and IDPs
 - Effect of pricing on housing due to high number of arrivals of IDPs

- Effect on the environment and depletion of/limited access to natural resources – forest, firewood collection, etc.
- Mapping of services (at locality level) in displacement locations and the impact of displacement on local administrations' capacities to deliver basic services (and projections by end of the first quarter of 2024) including health, energy, education, administration (to issue birth/marriage/death certificate etc), public transport, waste collection, banking, markets (and others as identified) and infrastructure including water, wastewater, housing stock, roads etc.
- Mapping of service providers, local authorities, private sector, and community-based organizations
- Capacity building needs of local authorities, NGOs and CBOs and other relevant actors.
- Assessing the perception of the displaced on the quality and access to services and infrastructure at the locations of displacement

4. Expected Outcomes/Outputs

It is expected that the rapid assessment will contribute to the understanding of impact on host communities, the pressure on basic services and capacities of local administrations and responders. The findings of the rapid assessment will inform the roll out the joint interim programming framework on solutions to the displacements and other agency-specific or joint programmes supporting capacities of local responders in addressing displacement. It will also formulate recommendations to (i) prevent the decline of the economic status of host communities, (ii) strengthening conflict prevention and social cohesion among host and displaced communities in addressing issues related to competition over resources and access to services, change in social dynamics including changes to or fear of changes in social norms (including changes or perception of changes in gender norms) in communities of displacement, as well as impact on market dynamics including prices of goods and services. , (iii) support to the preservation and/or expansion of basic service delivery in affected localities, and (iv) strengthening of capacities of local authorities and non-state local responders (v) Protect the environment and natural resources

5. Expected Deliverables, Duties and Responsibilities

The following deliverables are expected to be submitted to UNHCR and UNDP:

- An inception report outlining:
 - Detailed Methodology and Instruments for collecting and analysing gender segregated quantitative and qualitative data¹.
 - Realistic Work Plan and Timelines for Deliverables.
- Risks and mitigation measures.
- A detailed report:

¹ The firm must clearly outline its proposed methodology from evaluation conceptualization, methods design to dissemination and validation. The application of representative sampling, mixed instruments and tools to collect, capture, manage, process, analyze and communicate quality and reliable data and findings to inform programming and policy decisions is considered critical. The methodology proposed also needs to be implementable, cost effective taking into account the current context, accessibility, logistical and security factors. Data sets from the survey are expected to be credible and sufficient, hence utilization focused across key stakeholders, partners and beneficiaries. The use of good practices is desirable to increase the utility of the evaluation findings and recommendations

- Detailing the impact of the presence of displaced population in the hosting communities on services and infrastructure.
- Service offering and access by displaced populations in host communities.
- Summary of consultations with service providers.
- Mapping of service providers, local authorities and community-based organizations.
- Capacity building needs of local authorities and CBOs.
- Present Key findings, lessons learnt and recommendations presentation to UNHCR and UNDP.
- Final comprehensive report
- Disseminate the final evaluation product to UNHCR&UNDP Partners, NGOs, CBOs and Donors

6. Qualification requirements of the contractor

- Private company/firm, registered in Sudan prior to April 2023
- Demonstrated experience of at least 5 years in carrying out impact study for international agencies, government, I/NGOs (essential).
- Prior experience in Sudan (desirable).
- Prior experience of work with UNHCR, UNDP or other UN agency (desirable).
- Demonstrated expertise in the thematic area.
- Geographical access to the targeted areas determined in Phase 1 (current or projected presence in areas spelled under Phase 2 would be an advantage).

7. Preparation of the Technical and Financial Proposals

Interested organizations should prepare a technical proposal for conducting a rapid assessment which should contain the general approach to conducting rapid assessment and design and particular ways of dealing with challenges foreseen. The proposal should describe staffing and organizational 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, 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. Payments Schedule

Payments will be made in the following tranches upon submission of the satisfactory deliverables:

- Upon submission and acceptance of inception report. – 25%
- Submission of draft report. - 25%
- Submission and acceptance of final report. — 50%

9. Evaluation Criteria

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

Category	Points
OVERALL RESPONSE Understanding of, and responsiveness to, UN requirements. Understanding of scope, objectives and completeness of response. Overall concord between UN requirements and the proposal.	(5)
METHODOLOGY AND APPROACH Understanding and alignment with the TOR (5) Quality of the proposed approach, methodology and instruments (15); Quality of proposed implementation plan and realism, i.e. how will the applicant undertake each task (10),	(30)
RISK MANAGEMENT Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems.	(5)
ORGANISATIONAL CAPACITY and PROPOSED TEAM Professional expertise of the firm, demonstration of knowledge and experience with similar projects, contracts, clients and consulting assignments based on supporting evidence (15) Team leader: Relevant experience, qualifications, and position with consulting firm (5) Team members - Relevant experience, skills & competencies (5) Organization of the team and roles & responsibilities (5)	(30)

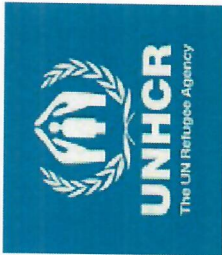
The Technical Proposal has a total score of 70 points. Applicants must score minimum of 50 points to be considered technically compliant and in order, for the Financial Proposals to be opened. Financial proposal has a total score of 30 points.

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. Timeline

The current calls for proposal is covering only Phase 1 of the project and concerns the period from within 60 days of signing the contract. The candidate organizations should submit a detailed workplan as part of the "Technical Proposal" clearly stating current and projected geographical presence. Once the contract is awarded, the detailed work plan will be reviewed by UNDP and UNHCR and the timeline will be adjusted as necessary and mutually agreed.

A



Annex B - Financial Offer Form
for UNHCR UNDP Joint Impact Assessment Financial Template (Phase 1)



S. N.	Description of Cost Activity/Category	Daily rate in USD	Number of days per location							Amount (USD)	Remarks	
			River Nile	White Nile	Northern	Sennar	AI Jazirah	Gedaref	Kassala			Red Sea
1	Team Leader									0	0	
2	Enumerators									0	0	
3	Data analyst(s)									0	0	
4	Field Coordinator									0	0	
5	Translators									0	0	
6	Transportation									0	0	
7	Communication									0	0	
8	Stationary									0	0	
9	Consumables									0	0	
10	Trainings for team members									0	0	
11	Additional Costs									0	0	
Note:									Grand Total	0	0	

1. Add rows to the budget line as appropriate.
2. Price quoted must be excluded of VAT.
3. Main activities and deliverables outlined in worksheet (2)

Date:

Name:

Signature:

In the Capacity of:

Duly Authorized to Sign Bid for and Behalf of:

Official Stamp:

Critical Activities and Deliverables

S.N	Activities	Deliverables
	Evaluation design, conceptualization, planning and risk factoring. Sampling and developing implementable data collection instruments and tools. Mini-	Risk based Evaluation Work Plan, Sampling Frame and Implementable Tools
1	pilot Testing and enhancement of tools Data collection and management.	Data sets per location
2	In-depth processing, qualitative and quantitative analysis, interpretation and findings	Draft and Final Report, Evaluation Technical Brief
3	Reporting, feedback incorporation and dissemination of findings	Lessons Learnt and Recommendations Dissemination/Validation Workshop

Notes

Implementable methodologies in fast changing environment are essential
 The key attributes of data essential in this evaluation include validity, representativity, reliability, traceability, timelines and requisite sufficiency levels to ensure significant levels of confidence and credibility
 The evaluation will be conducted taking into account the evolving, dynamic and security considerations in the various locations
 Following completion of Phase 1, locations for Phase 2 will be considered for the evaluation