

**REQUEST FOR EXPRESSION OF INTEREST (REOI)**  
**EOI# 2022-001**

1. UNICEF shortly intends to issue a bid for the following activity: **Baseline Assessment of UNICEF-WFP Joint Programme "Strengthening Resilience and Social Cohesion in Darfur"**

2. UNICEF's specifications for the **Baseline Assessment** are as below:

**A. Geographic Area of Expertise**

UNICEF is seeking institutions who have experience working in the following localities in Darfur:

- North Darfur (El Fasher and Tawila)
- Central Darfur (Zalingei and Mukjar)
- South Darfur (Kas and Beileil)

**B. Technical Deliverables**

UNICEF is seeking institutions who have experience providing services on the following key deliverables and outputs during this expected time frame.

Technical Deliverable 1: Inception Report and Start-up Activities	Expected Timeframe Week 0-3   1-2 July 2022
<p><b>Output(s)/Deliverable(s):</b></p> <p>1.1. <b>Develop an inception report</b> responding to the requirements in TOR for UNICEF/WFP review and feedback.</p> <p>1.2 <b>Documentation</b> on necessary permissions and authorizations</p>	
<p><b>Key Activities/Tasks</b></p> <p>INCEPTION PHASE</p> <p>A. Develop and refine a mapping of Indicators (from the JP Results Framework) for Baseline Measurement against Baseline Tools/Instruments</p> <p>B. Review the methodologies and tools initially provided by UNICEF/WFP for implementation and adapt these or develop other tools if necessary (<i>KAP surveys, FGDs, review of related literature</i>), and provide feedback and/or revise these from field testing.</p> <ul style="list-style-type: none"> <li>- For quantitative surveys, propose sampling methodology to achieve statistically relevant confirmation of registration list veracity and accuracy, with 95% confidence interval and 5% margin of error</li> </ul> <p>C. Develop an organogramme and coordination structure with a time frame (<i>for data collection, analysis and report-writing, and overall project management and liaison with WFP and UNICEF</i>)</p> <p>D. Finalize data management approach (<i>use of technologies, data protection and privacy protocols, and data quality assurance</i>)</p>	

- E. Develop a detailed implementation timeline for the baseline exercise with an embedded risk analysis
- F. Participate in inception meetings, as necessary
- G. Conduct field data collection in accordance with responsible and ethical standards

**PERMISSIONS:**

- A. Acquire all the necessary permissions to conduct the activities, including at national and local levels to ensure all appropriate permissions are sought and granted within the context of the project.
- B. Adhere to local formalities and obtain any required permission related to the implementation of the survey, as well as survey team health and accident insurance, salary, taxes, and others as necessary.
- C. Obtain local ethical approval for conducting research involving human subjects, if applicable. The firm will take all appropriate measures to ensure the safety and rights of study participants are preserved and will comply with all stipulations made by institutional review boards that review the study protocol.
- D. Adhere to measures outlined to avoid COVID-19 protocols provided by local authorities

**RECRUITMENT, TRAINING & SUPERVISION**

- A. Recruit qualified data collection staff with experience conducting large-scale, complex, and electronically administered household surveys as well as facilitate focus group discussions (FGDs)
- B. The contractor shall train all staff, particularly enumerators, supervisors and coordinators/ to the required level of delivering their expected responsibilities before (field) deployment.
- C. The contractor shall put in place supervisors to ensure supervision and coaching of the field staff to deliver the expected field data collection.

**TRANSLATION & FIELD-TESTING/PILOTING OF TOOLS**

- A. Provide adaptation, written translations and back-translations of all questionnaire(s) and other data collection tools provided by the Contract Manager/M&E team to all relevant local language(s).
- B. Integrate the translations into the draft electronic survey instruments (ODK-based)
- C. Pilot-test the translated questionnaires and other data collection tools under real conditions. Monitor time per module for estimation of average time per questionnaire, and any programming challenges. Export all data and ensure all variables appear and are fully labeled.
- D. During piloting, the questionnaire may be edited; However, the firm is not to make any changes to the questionnaire or other data collection tools independently without the approval of the client.

**Technical Deliverable 2: DATA COLLECTION AND DATA QUALITY ASSURANCE**

**Expected Timeframe**  
 Week 4-10  
 24 August to 10 Sep 2022

**Output(s)/Deliverable(s):**

*Project management*

- 2.1 Field Procedure Plan (document)
- 2.2 Online Gantt chart with embedded Issues Log updated on a weekly basis

*Data collection*

- 2.3 Database maintained and stored in UNICEF servers  
 2.4 Dashboard with modules on different modules of the baseline assessment

*Data quality Assurance*

- 2.5 Data Quality Assurance Protocol

**Key Activities/Tasks**

**PROJECT MANAGEMENT & DATA COLLECTION**

- A. Develop a detailed field procedure plan, which should include detailed descriptions of all data collection policies and procedures, travel and logistics, composition of teams, expected profiles, tasks and responsibilities of each member of the team, calendar of activities, etc.
- B. Collect data in accordance with the approved field procedures and quality control mechanisms. The firm must adhere to the sampling strategy.
- C. Daily upload of data to the server. As required, the contractor shall use a UNICEF data server (to be determined) and each enumerator would be registered in said server as a distinct user.
- A. Develop a comprehensive information/data base for baseline study (for both qualitative and quantitative data that are collected as well as relevant data from secondary sources)
- B. Develop and maintain/update a progress dashboard (with simplified Gantt chart) linked to abovementioned database (ideally within UNICEF SharePoint environment) to track progress of field data collection
- C. Participate in weekly meetings with PME Specialist (Contract Manager) for progress tracking and resolution of issues and operational bottlenecks

**QUALITY ASSURANCE & DATA MANAGEMENT**

- A. Develop data quality control protocol summarizing:
  - Quality control tasks to be completed by supervisors and quality controllers
  - Protocols and procedures for addressing data inconsistencies/miss-reporting when identified.
  - Protocols for completion of villages and transmission of questionnaires to the coordination team.
  - Protocols for identification, documentation, and explanation of duplicated household ID observations on the server
  - Procedures for timely response to respond to quality report e-mails from the M&E Team
  - Communication plan for data quality concerns to individual field surveyors and teams
- B. It is the responsibility of the contractor to conduct all necessary supervision and checks as necessary as part of their internal quality assurance (e.g. supervisor/coordinator is expected to conduct regular checks on the work of field monitors through various means).
- C. The contractor shall be responsible to establish procedures and tools to ensure that data collected through online questionnaires are uploaded in a timely manner on UNICEF's data servers.
- D. All personal and non-personal data and findings from the registration exercise are the sole property of UNICEF. The contractor is expected to sign the attached non-disclosure agreement and dispose any residual personal data upon termination of this contract.

Technical Deliverable 3: Baseline Assessment Report	Expected Timeframe Week 11-13 11-30 September 2022
Key Activities/Tasks	Output(s)/Deliverable(s)
<p>A. Develop a draft of the baseline assessment report using the format specified by the M&amp;E team</p> <p>B. Present preliminary findings to UNICEF-WFP organized validation workshops at locality and/or state level with key stakeholders</p> <p>C. Using the results of the validation workshop, finalize the baseline assessment report and submit to UNICEF Contract Manager (PME Specialist)</p>	<p>1.1. <b>Baseline Assessment</b> draft (for review) and final/approved report and briefs (.doc/pdf format) with respective translations in Arabic that has already incorporated the findings from validation workshop</p> <p>1.2. <b>Presentation/deck</b> of preliminary findings to be shared during validation workshops</p>

### C. Technical Team

UNICEF is seeking institutions who have the following competencies and technical personnel:

#### ORGANIZATIONAL REQUIREMENTS AND COMPETENCIES

- Registered organization(s) with a minimum of 12 years general experience in development sector out of which 5 years relating to baseline assessment, monitoring, and evaluation-specific activities in multiple sectors such as Education, Health, Nutrition, WASH, Child Protection, Resilience & Social Cohesion, Livelihoods and Food Security, in both development and emergency settings.
- The organization should have experience and capacity to carry out large scale individual surveys of development/ humanitarian interventions and physical presence with local monitors in the states/localities.
- Trained and qualified female and male staff available for data collection
- Capacity to manage all the logistical arrangements for field staff, organizing training and conducting actual field data collection and engagement with local leaders
- Relevant experience of programmatic baseline assessment, monitoring, and evaluation (M&E) assignments with the UN in Sudan, most especially in Darfur region is preferable
- Staff members with knowledge of local culture and languages spoken by the communities in Darfur states
- Willingness to undertake the assignments with tight deadlines and in the selected localities and villages
- For implementation of this contract, the firm is required to identify and propose a clear staffing structure with qualified personnel meeting the following minimum requirements. All proposed personnel and staff structure are subject to UNICEF's review and approval.

Personnel to be engaged for the provision of services requested must have the following technical

knowledge and skills:

**[CORE] Project Manager / State-level Coordinators/ Field supervisors**

- University degree related to social sciences, economics, research, and analysis.
- At least 2 years' experience of supervising field data collection across Sudan.
- Fully proficient with collecting data through various tools such as paper forms, telephone, or computer-assisted telephone interviewing (CATI), use of ODK/smartphone to database, computerized data entry programmes.
- Fully proficient in use of computer programmes, particularly, Excel, Word; database and data entry systems.
- Must be fluent in Arabic as well as local languages and dialects in North, Central, and South Darfur.

**[CORE] Data specialists/analysts / Data quality assurance officers**

- Completed at least 12 years of formal education.
- Have been trained in data collection (quantitative and qualitative), field work and use of data entry/ data reporting tools, capable of XLS coding of forms
- At least 2 years of experience in field data collection; experience in reporting data/ findings using different tools (paper forms, telephone, use of ODK/smartphone to database, entering data using computer, data cleaning and deduplication through Excel or other software applications such as R, STATA, etc., etc.).
- Must be fluent in Arabic as well as local languages and dialects in North, Central, and South Darfur.

**Enumerators & Data Entry Staff**

- Completed at least 12 years of formal education.
- Have been trained in data collection (quantitative and qualitative), field work and use of data entry/ data reporting tools.
- At least 2 years of experience in field data collection; experience in reporting data/ findings using different tools (paper forms, telephone, use of ODK/smartphone to database, entering data using computer, etc.).
- Must be fluent in Arabic as well as local languages and dialects in North, Central, and South Darfur.

3. We believe that you may be interested in participating in the bid, and therefore request that you review the above specifications and advise us on or before **Thursday, 2 June 2022** at 12:00 PM Sudan Local Time whether you would like to be included on the list of invitees.

4. Only those institutions who satisfy the following minimum requirements, in addition to the submission of the prequalification documents will be considered and compete as potential enterprises to be invited for subsequent bidding process.

- (a) Registered as a legal entity within Sudan or, if planning to sub-contract, sub-contractor has proof of certificate of incorporation as duly registered to conduct business in Sudan.

- (b) Ethical Principles: Must not have undertaken unethical, unprofessional or fraudulent activities and is not suspended, debarred, or otherwise identified as ineligible by any Un organization or the World Bank Group for reason related to unethical behavior
- (c) Prepared to accept UNICEF contracting general terms and conditions.
- (d) Complete registration process in the United Nations Global Marketplace (UNGM) vendor registration online portal. UNGM-registered vendors become part of a large repository accessible by all UN agencies. It gives more visibility to sourcing for potential vendors.
- (e) Demonstrate sufficient managerial and technical capacity as per the prequalification documents to undertake the assignment.

5. Please note:

- (a) We do NOT require prices at this stage, and we merely seek your expression of interest in participating in the bid;
- (b) If you are not able to offer services precisely in accordance with the specifications, but are nevertheless interested in participating in the bid, please provide full technical details of the equivalent specification that you may be able to offer;
- (c) **A response to this Request for Expression of Interest does not automatically ensure that you will be selected for Invitation to Bid.** Responses are used to select suppliers for bid and will be carefully reviewed. **Only short-listed companies from this expression of interest will be invited to subsequent bidding process.**

6. Provide proof of company financial capacity and viability.

Any exceptions to the above minimum requirements should be justifiable and documented.

7. **Submissions of EOI:**

Company profile together with all relevant prequalification documents duly filled should be in a sealed envelope clearly marked **"Expression of Interest: 2022/001 Joint Programme Darfur"** should be delivered to:

**UNICEF Sudan Country Office  
Gerief West (Manshiya), First District H  
Plots # 6/3, PO Box 1358, Khartoum, Sudan  
Office: +249 156553670**

**Or electronically**

**sent to the secure e-mail: [sudansupplybids@unicef.org](mailto:sudansupplybids@unicef.org)**

United Nations Children's Fund  
Sudan Country Office  
Block # First District H,  
Plots numbers 6/3  
Web: [www.unicef.org/Sudan](http://www.unicef.org/Sudan)  
Telephone +249-0156553670  
P.O. Box 1358 - Khartoum – Sudan

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All documents should be submitted in English language. Please make sure to visit our office (Reception Desk) prior to submission of the required documents to collect instructions on registration in the United Nation Global Market Place (UNGM).

**The closing date of submission is THURSDAY, 2 June 2022 at 1200 PM Sudan Local Time.**