

## REQUEST FOR PROPOSAL

TO:

<Name and address>

<b>Date of issue:</b>	03 Sep 2024
<b>RFP no.:</b>	GED24225
<b>Contract title:</b>	Consultant for End of the Project Evaluation
<b>Closing date:</b>	15 Sep 2024 at 14:00 local time
<b>Contracting Authority:</b>	Norwegian Church Aid -NCA Gedaref  Contact person: Abdelsalam Adlan Tel: +249110270329 Email: <a href="mailto:p.s.u@nca.no">p.s.u@nca.no</a>
Please note that the Proposals may be delivered to the Contracting Authority at the above address in a sealed envelope clearly marked with the above RFP Number and the name of the submitting company.	

### NORWEGIAN CHURCH AID -NCA INVITES YOU TO SUBMIT A PROPOSAL FOR EVALUATION OF GAC PROJECT

Dear Sir/Madam,

The Service is required **Terms of Reference for end of GAC project** an intervention supported by **Global Affairs Canada (GAC)**.

Please find enclosed the following documents which constitute the Request for Proposal:

#### A – Instructions

**Annex 1: Terms of Reference**

**Annex 2: Proposal Submission Form** (to be completed by the Candidate)

**Annex 3: General Terms and Conditions for Service Contracts**

**Annex 4: Code of Conduct for Contractors**

If this document is a PDF format, upon request, a complete copy of the above documents can be forwarded in a WORD format for electronic completion. It is forbidden to make alterations to the text.

We should be grateful if you would inform us by email of your intention to submit or not a proposal.

## A. INSTRUCTIONS

In submitting a proposal, the Candidate accepts in full and without restriction the special and general conditions including annexes governing this Contract as the sole basis of this procedure, whatever his own conditions of services may be, which the Candidate hereby waives. The Candidates are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Request for Proposal.

### A.1. Scope of services

The Services required by the Contracting Authority are described in the Terms of Reference in Annex 1.

The Candidate shall offer the totality of the Services described in the Terms of Reference. Candidates offering only part of the required Services will be rejected.

### A.2. Cost of proposal

The Candidate shall bear all costs associated with the preparation and submission of his proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

### A.3. Eligibility and qualification requirements

Candidates are not eligible to participate in this procedure if they are in one of the situations listed in article 33 of the General Terms and Conditions for Service Contracts.

Candidates shall in the Proposal Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Candidate whose proposal is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility.

Candidates are also requested to certify that they comply with the Code of Conduct for Contractors.

### A.4. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information

### A.5. Documents comprising the Request for Proposal

The Candidate shall complete and submit the following documents with the proposal:

- a. Proposal Submission Form (Annex 3) duly completed and signed by the Candidate
- b. CV. highlighting the Candidate's experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed.
- c. Copies of any registration certificates as required by national legislation or competent authorities including company registration certificates, tax registration, VAT registration and membership certificates of any relevant professional bodies.

The proposal and all correspondence and documents related to the Request for Proposal exchanged by the Candidate and the Contracting Authority must be written in the language of the procedure, which is English.

### A.6. Financial proposal

The Financial Proposal shall be presented as an amount in USD in the Proposal Submission Form in Annex 3. The remuneration of the Candidate under the Contract shall be determined as follows:

The Candidate shall indicate in his/her proposal his/her proposed global remuneration for the performance of the Services. The Candidate shall be deemed to have satisfied themselves as to the sufficiency of his/her proposed global remuneration, to cover both his/her fee rate, including overhead, profit, all his/her obligations, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract. The proposed global remuneration shall cover all obligations of the successful Candidate under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.

**VAT and/or any sales tax applicable to the purchase of services shall be indicated separately in the proposal.**

**IMPORTANT NOTE: In cases where the candidate is not registered for VAT or other applicable sales tax in the country where the services are to be rendered, VAT or other applicable sales tax should not be included in the proposal and will not be paid by the Contracting Authority.**

#### **A.7. Candidate's proposed personnel**

In the Organisation and Methodology Form, Annex 2, the Candidate shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Candidate proposes to use for the performance of the Services. The key experts are those whose involvement is considered instrumental in the achievement of the contract objectives. The CV of each key expert shall be provided highlighting his/her experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed. The Candidate whose proposal is accepted shall provide, if so requested by the Contracting Authority, copies of diplomas and employers' certificates or references proving the key experts' education, professional experience and language proficiency.

In the Proposal Submission Form, Annex 3, the Candidate shall provide detailed information about key experts' actual availability for the performance of the Service.

If, before the signing of the Contract, a key expert proposed in the proposal is no longer available the Candidate shall inform the Contracting Authority immediately and the proposal will in such case be considered invalid.

#### **A.8. Subcontractors**

If the Consultant intends to use subcontractors, the Consultant shall state in the Organisation and Methodology Form, Annex 2, their names, qualifications, role and duties in the performance of the service and the Consultant shall specify the parts of the Services which will be executed by the subcontractors, which may not exceed 30% of the service. Provisions of article "Candidate's proposed personnel" concerning the Candidate's personnel and the article concerning eligibility and qualification requirements shall apply to the subcontractors or the subcontractor's personnel.

#### **A.9. Validity**

Proposals shall remain valid and open for acceptance for <30> days after the closing date.

#### **A.10. Submission of proposals and closing date**

Proposals must be received at the address mentioned on the front page in a sealed envelope not later than the closing date and time specified on the front page.

#### **A.11. Evaluation of Proposals**

The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilised in evaluating the Proposals; a technical evaluation and a financial evaluation.

Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights of 75% for the Technical Proposal; and 25% for the offered price. Each proposal's overall score shall therefore be  $St \times 75\% + Sf \times 25\%$ .

### Technical evaluation

For the evaluation of the technical proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

Technical evaluation		Maximum Points
1	(Availability of quality assurance procedures) Previously submitted evaluation report and accredited reports/published.	10
2	(Organisation's specialised knowledge and experience in the field of assignment and selected region. Previously conducted evaluation in Sudan and Gedaref.	10
3	(Candidate's relevant academic qualifications) Data analysis, Measurement and Evaluation, Gender Studies, research, anthropology.	5
4	(Candidate's relevant experience in the field of assignment) Research or evaluation experience	10
5	(Candidate's experience in the region/country e.g. knowledge of local language, culture, administrative system, government etc.)	5
<b>Sub-total Candidate and/or Organisation</b>		<b>40</b>
1	(To what degree does the proposal show understanding of the task? This includes well laid-out plan in execution of the outlined tasks in the TOR	10
2	(Have the Terms of Reference been addressed in sufficient detail?) this includes addressing the objectives of the task and describing how it will be implemented.	10
3	(Is the conceptual framework adopted appropriate for the task?)	5
4	(Is the sequence of activities and the planning logical, realistic and promising efficient implementation to the Contract?)	10
5	(Is the work plan adequate in responding to the Terms of Reference) this relates to the workplan of the task.	5
<b>Sub-total Organisation and Methodology</b>		<b>40</b>
1	(Relevant academic qualifications) Data analysis, Measurement and Evaluation, Gender Studies, research, anthropology.	10
2	(Relevant experience in the field of assignment) if Candidates experience is 70% related to the anticipated task.	10
<b>Sub-total Key expert 1</b>		<b>20</b>

<b>Total Technical Score</b>	<b>100</b>
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### **Interviews**

The Contracting Authority reserves the right to call to interview the Candidates having submitted proposals determined to be substantially responsive.

### **Financial evaluation**

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

$Sf = 100 \times Fm/F$ , in which  
 Sf is the financial score  
 Fm is the lowest price and  
 F is the price of the proposal under evaluation

### **Negotiations**

The Contracting Authority reserves the right to contact the Candidates having submitted proposals determined to be substantially and technically responsive, in order to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal, but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.

Negotiations may however have the purpose of reducing the scope of the services or revising other terms of the Contract in order to reduce the proposed remuneration when the proposed remunerations exceed the available budget.

#### **A.12. Award criteria**

The Contracting Authority will award the Contract to the Candidate whose proposal has been determined to be substantially responsive to the documents of the Request for Proposal and which has obtained the highest overall score.

#### **A.13. Signature and entry into force of the Contract**

Prior to the expiration of the period of the validity of the proposal, the Contracting Authority will inform the successful Candidate in writing that its proposal has been accepted and inform the unsuccessful Candidates in writing about the result of the evaluation process.

Within <5> days of receipt of the Contract, not yet signed by the Contracting Authority, the successful Candidate must sign and date the Contract and return it to the Contracting Authority. On signing the Contract, the successful Candidate will become the Contractor, and the Contract will enter into force once signed by the Contracting Authority.

If the successful Candidate fails to sign and return the Contract within the days stipulated, the Contracting Authority may consider the acceptance of the proposal to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Candidate will have no claim whatsoever on the Contracting Authority.

#### **A.14. Cancellation for convenience**

The Contracting Authority may for its own convenience and without charge or liability cancel the procedure at any stage.

#### **A.15. Data Protection and Privacy**

The Contracting Authority may collect and process personnel data such as names, addresses, telephone numbers, email addresses, banking details and CVs. Such data will be used for the sole purpose of managing the procurement process and any subsequent Contract issued as a result of the procurement process, including transmission to bodies charged with monitoring and or inspecting procurement processes, in accordance with applicable EU, international and national law on data protection. Data may be stored for as long as a legitimate reason remains for its storage and up to a period of seven years.

Submission of any bid, proposal, quotation or offer and acceptance of any subsequent Purchase Order or Contract signifies the bidders consent to such data collection and its processing

The General Terms and Conditions provide reference to the specific rights, and regulations related to the data that is stored.

## ANNEX 1: TERMS OF REFERENCE

### • BACKGROUND INFORMATION

Introduction to the Country Office: Norwegian Church Aid has worked in Sudan since 1972 and works in the fields of relief, rehabilitation, and development. NCA currently has its main coordination office in Port Sudan, and a field office in Gedaref NCA works through national partners in North, West, and South Kordofan, White Nile, and Central Darfur States.

General/relevant background information about the project, the organisation and the partner Since, April 2022, NCA in collaboration with Development and Peace (D&P)-Caritas Canada and CAFOD have been implementing a 2-year Global Affairs Canada (GAC) funded project to save lives through a multi-faceted Gender-Based Violence, with mainstreamed Water, Sanitation, Hygiene, Energy and Environment interventions to address the needs of the Ethiopian refugees in the Teneydbah Refugee Settlement, in Gedaref State, Eastern Sudan. The project aimed to address the needs of the Ethiopian refugees and internally displaced persons (Sudanese) through increased access to safe, dignified, and inclusive gender-sensitive protection services, increased knowledge, awareness and practice of the affected population on GBV prevention and response, and an increased use of multi-sectoral gender-responsive access to specialist risk mitigation services. Specific targeted interventions are being implemented to achieve the above including:

- Provision of GBV case management and nonspecialized Mental Health and Psychosocial Support (MHPSS)
- GBV referral pathways
- Provision of life skills training and recreational activities
- Provision of cash for protection to beneficiaries.
- Carryout mainstreamed protection risk mitigation activities through the provision of energy kits, solar lights and distribution of fuel-efficient stoves.
- Capacity building of community members including beneficiaries, stakeholders and services providers within the project areas.
- Carryout hygiene promotion and sanitation through distribution of hygiene kits and cleaning services.
- Carry out structured behavioural change activities and community sensitization and awareness raising on GBV including access to services.

The project implementation has not been smooth entirely as a result of several factors delaying the successful completion of the project activities as planned to include but not limited to.

- Government bureaucracies in terms of access to both the project sites and beneficiaries to provide the needed services
- The outbreak of the Sudan war between Rapid Support Forces (RSF) and the Sudanese Armed Forces (SAF) in April,2023,
- Multiple strike actions by COR halted project activities on several occasions.

As a result of the above factors which led to multiple delays of the project implementation and completion, GAC has twice approved a No-Cost Extension (NCE) from April to August,2024, thereby increasing the project implementation timeline from 24 months (2 years) to 29 months (about 2 and a half years) respectively. The key focus of the NCE is to ensure successful completion of the project activities, ensure a well implemented project close-out and conduct the project final evaluation and audit.

### **Project Outcomes**

The project aimed to achieve the following immediate outcomes.

- Immediate Outcome 1110: Increased access to safe, dignified and inclusive gender sensitive protection services and facilities for vulnerable Ethiopian refugee women and girls and survivors of GBV in Teneydbah Refugee Settlement
- Immediate Outcome 1120: Increased knowledge, awareness and practice on prevention and response of protection /GBV risk of refugees, staff, community volunteers and service providers in Teneydbah refugee Camp

- Intermediate Outcome 1200: Increased use of multi-sector gender-responsive services by Ethiopian girls, boys, women, and men refugees' survivors of violence, including gender-based violence, and other at-risk groups in Teneymbah Refugee Settlement
- Immediate Outcome 1210: Increased access to multisector gender responsive services for vulnerable Ethiopian refugees in Teneymbah Refugee settlement

### **Project Outputs**

The outputs included:

- Output 1111. Case management and nonspecialized MHPSS services are provided to Ethiopian Refugees with protection concerns (experiencing violence, abuse, exploitation, neglect and / or GBV).
- Output 1112. GBV referral pathways are established and or mapped and disseminated to connect women, girls, and other at-risk groups to appropriate multisector GBV prevention and response services in a timely and safe manner.
- Output 1113. Life skills and recreational activities are provided to adolescent girls and boys.
- Output 1114. Protection mitigation kits (cash for protection, post case management kits) are provided to GBV survivors, vulnerable women and girls and other at-risk groups.
- **Output 1121.** Behavior changes awareness campaign that promotes positive social and gender norms to address protection and GBV risks are conducted in the camp with coordination of Community-Based Protection Networks (CBPN)
- Output 1122. Protection committees including mother groups and adolescent groups are strengthened
- Output 1123. A study of the Tigray community structure is conducted in Teneymbah camp in partnership with the refugee community and the protection cluster
- Output 1124. Workshops and training with key stakeholders are organized to identify and solve protection risks in the camp.
- Output 1211. Energy kits are provided to vulnerable households to mitigate protection risks
- Output 1212 Hygiene promotion, essential hygiene products and environmental sanitation services are provided throughout the camp.
- **Output 1213.** Solar streetlights are installed in community spaces (markets, schools, health centres, etc.) and mobile charging units are distributed to at-risk groups

- **CONTRACT PURPOSE AND EXPECTED RESULTS**

#### **Overall objective:**

The Evaluation's main focus is to assess the overall deliverables and performance of the Provision of Life-saving GBViE and Multi-sectoral Assistance to Ethiopian Refugees, whereas, will also provide specific evidence on how the various anticipated outcomes and outputs have been achieved, demonstrate how accountability to the affected population and key stakeholders were adhered to, and clearly outline the challenges and lessons that were learned which will inform future programs and learning to other organisations and stakeholders.

#### **Purpose:**

##### **Specific Objectives of the Evaluation**

- To assess how much the project achieved the anticipated outcomes and outputs towards addressing the needs of the beneficiaries as per the desired objectives.
- To determine whether the project described approaches in achieving the results were effective and relevant to the needs of the target beneficiaries and in line with the international best practices and standards.
- Assess whether the GBV prevention and response addressed the needs of the beneficiaries and at which level of performance towards the overall project objectives.
- To assess the extent at which the energy and environmental activities mainstreamed in the project contributed towards minimizing the risk of exposure to GBV by women and girls and other vulnerable and at risk to GBV individuals.



- To assess the extent at which the mainstreamed WASH program into the project contributed to the increased hygiene and sanitation practices of the affected population and minimized women and girls' risk to GBV.
- To determine whether the performance of the human resources, coordination with internal and external stakeholders including Government line ministries, policies, laws, procedures and processes that promoted or hindered the anticipated achievement of the project results, thus, successes, challenges and areas of improvement.

**Results to be achieved by the Contractor:**

- Submit inception report with a maximum of 20 pages.
- Submit draft evaluation report based on findings from the field.
- Submit final evaluation report with a maximum of 45 pages (whereas pictorials of the evaluation would be minimum 25 quality photos).
- Three information sharing workshops at various levels (community, organizational and donor levels).

Submission and briefing on documentary

- **SCOPE OF THE SERVICES**

<Project information including geographical area to be covered>

The overall scope of the evaluation will cover the entire program framework of the lifesaving GBViE and multisectoral intervention funded by GAC between the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> August, 2024 and will mainly be conducted at the Teneydbah Refugee Settlement Gedaref State and including relevant government line ministries the project cooperated with.

The tasks to be carried out by the Contractor

- Evaluation Process
- This will include the following arrangements, and the evaluation team is expected to closely coordinate with the organizational focal point throughout the below steps:
- Preparation of and submission of the inception report that considers the entire evaluation process.
- Collection of data at the field level and analysis.
- Prepare evaluation report including documentary and submit at most two drafts for reviews
- Finalize the report considering comments/inputs and submit.
- Information sharing of the findings of the evaluation with various audiences (community, organizations, donor and government line ministries).
- Follow-up on the implementation of the recommendations provided.

The Management structure: who is responsible for this Contract and who will the Contractor report to  
GBV Head of Sector is responsible for this Contract and the contractor shall report to him

- **TIMING, LOGISTICS AND FACILITIES**

The Contract shall commence on date of signature of this Contract by both parties (the Commencement Date).  
The total duration for the evaluation is 60 days commencing from 25<sup>th</sup> September to 05<sup>th</sup> November 2024.

Below is a workplan for the key deliverables of the evaluation team. Changes to the below will need to be communicated to the focal point within the organization, however, this may not go beyond the 30 September 2024.

Activity	Timeline					
	September	October				November
	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1
<ul style="list-style-type: none"> <li>• Submit and review inception report with</li> </ul>	X	X				

<ul style="list-style-type: none"> <li>a maximum of 20 pages.</li> </ul>						
<ul style="list-style-type: none"> <li>Data collection and analysis.</li> </ul>		X	X	X		
<ul style="list-style-type: none"> <li>Submit draft evaluation report based on findings from the field.</li> </ul>			X	X	X	
<ul style="list-style-type: none"> <li>Submit final evaluation report with a maximum of 45 pages (whereas pictorials of the evaluation would be minimum 25 quality photos).</li> </ul>					X	X
<ul style="list-style-type: none"> <li>3 Information sharing workshops at various levels (community, organizational and donor levels).</li> </ul>					X	X
<ul style="list-style-type: none"> <li>Submission and briefing on project documentary.</li> </ul>					X	X

Location of where the Contractor will be based for the duration of the task

Teneydbah Refugee Settlement, Gedaref State.

Facilities to be provided by the Contracting Authority e.g. office accommodation

NCA will provide accommodation at both Gadarif and Tunydabah Refugee camp whenever necessary secure necessary permits including visas for the evaluation team or consultant.  
Provide necessary communication support to the evaluation team according to NCA safety and security instructions.

- **KEY EXPERTS AND OTHER PERSONNEL**

The evaluation will consider both collaborative and participatory methodologies to ascertain both quantitative and qualitative data that would respond to the evaluation questions and required deliverables. Collection of qualitative and quantitative data and analysis will be adopted to maximize findings and relevant conclusions of the result. It is expected that the evaluation team will design various tools for data collection and analysis and be approved before utilization.

Below are the various methods expected for the collection of data and including any other available tools/methods that will maximize the objective of this evaluation:

- Desk reviews of various project documents
- Interviews with the project stakeholders including beneficiaries, project staff, government line ministries, other actors.
- Focus Group Discussions with project beneficiaries
- Visits to project locations and observations at the sites and during any activity related to the evaluation process.

- **REPORTING**

Submit and review inception report with a maximum of 20 pages. A week after signing the contract.

- Submit draft evaluation report based on findings from the field. At the 4<sup>th</sup> week from signing the contract.
- Submit final evaluation report with a maximum of 45 pages (whereas pictorials of the evaluation would be minimum 25 quality photos). After 6 weeks of signing the contract.
- 3 Information sharing workshops at various levels (community, organizational and donor levels).
- Submission and briefing on project documentary within the submission of the final evaluation report

Language of the reports, no. of copies, and recipient

English

- **QUALIFICATION REQUIREMENTS**

Qualifications and Experience

- The lead for the evaluation must have previous experience in GBV and protection programming or evaluation.
- The evaluation team should be mixed/gender sensitive to be able to effectively carryout the evaluation.
- Have previous background in multisectoral project evaluation, research including WASH, GBV, protection, energy and environment.
- Have previously carried out evaluation, research in an emergency context and hard to reach areas.
- Have experience in conducting evaluations with refugees and IDPs and in Gedaref is an advantage.
- Previous Sudan context experience in conducting evaluation and research.
- Relevant degree qualifications in Gender, MEAL/measurement, Anthropology, research, Mathematics, data science.
- Minimum 5 years' experience in conducting project and program evaluations and research.
- Solid background and experience in analysis, reporting and presentations

## ANNEX 3: PROPOSAL SUBMISSION FORM

My financial proposal for my services is as follows:

**IMPORTANT NOTE: VAT OR ANY OTHER SALES TAX SHOULD ONLY BE INCLUDED IF THE CANDIDATE IS REGISTERED FOR TAX PURPOSES IN THE COUNTRY IN WHICH THE SERVICES ARE TO BE RENDERED**

### Global price

	Currency	Amount
Global price (fees and expenses)		
VAT or other tax on services		
<b>Total price incl. taxes</b>		

### Obligation Statement

Clearly state whether you are legally obligated to charge VAT for goods and/or services.

Tick appropriate box

<b>YES – I AM</b> legally obligated to charge VAT	<b>NO – I am NOT</b> legally obligated to charge VAT
<input type="checkbox"/>	<input type="checkbox"/>
State country of tax liability, if any	
State applicable VAT rate	

### CANDIDATE OR COMPANY INFORMATION

Candidate or Company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.	
Email	
Website	
Director (name)	

### GENERAL COMPANY INFORMATION

Year of establishment	
Number of full-time employees	
Licensing authority	
Licence number (VAT no./TAX id)	
Countries with registered office:	
Registration Certificate – please attach	
Does your company have CSR related policies in place – e.g. Health, Safety, HR, Energy or Climate policy or is a member of Global Compact? Please state which policies.	

Is your company e.g. ISO 26000/50001/14000 certified or SA8000 certified? Please state which.	
Does your company have a Code of Conduct?	

REFERENCES				
Name and country of customer	Type of contract	Value	Contact name	Phone/fax and email

Include details of the experience and past performance on contracts of a similar nature within the past five years and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Candidate's assignments and periods of engagement. Additional documents can be attached to the above form.

The proposal is valid for a period of 30 days after the closing date in accordance with the article A.9. Validity.

After having read your Request for Proposal no. GED24225 for Evaluation GAC Project dated 03 Sep 2024 and after having examined the Request for Proposal, I/we hereby offer to execute and complete the services in conformity with all conditions in the Request for Proposal for the sum indicated in our financial proposal.

Further, I/we hereby:

- Accept, without restrictions, all the provisions in the Request for Proposal including the General Terms and Conditions for Service Contracts
- Provided that a contract is issued by the Contracting Authority I/we hereby commit to perform all services described in the Terms of Reference, Annex 1
- Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service.
- Certify and attest compliance with the Code of Conduct for Contractors.

The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

Any subsequent Contract related to this Proposal will be subject to the Contracting Authorities General Terms and Conditions for Service Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

Signature and stamp:

Signed by:

**The Candidate**

Name of the company

Address

Telephone no.

Email

Name of contact person