



NORWEGIAN CHURCH AID
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REQUEST FOR PROPOSAL

TO:

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| Date of issue: | 24 Nov 2024 |
| RFP no.: | GED 24294 & GED 24320 and GED 24367 |
| Contract title: | Cash Distribution in IDPs sites in Gedaref |
| Closing date: | 02 Dec 2024 |
| Contracting Authority: | Norwegian Church Aid, Sudan Contact person: Nasraldin Tel: +249 123554315 Email: p.s.u@nca.no |
| 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. or through above email | |

NORWEGIAN CHURCH AID INVITES YOU TO SUBMIT A PROPOSAL FOR CASH DISTRIBUTION FOR IDPS IN GEDAREF

Dear Sir/Madam,

The Service is required for cash distribution for refugees and IDPs an intervention supported by MFA. Please find enclosed the following documents which constitute the Request for Proposal:

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 his proposal:

- a. Proposal Submission Form (Annex 2) 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.

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.



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A.6. Financial proposal

The Financial Proposal shall be presented as an amount in USD in the Proposal Submission Form in Annex 2. 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 himself 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.

A.7. Validity

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

A.8. 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.9. 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 (S_t) and financial (S_f) scores using the weights of <65>% for the Technical Proposal; and <35>% for the offered price. Each proposal's overall score shall therefore be $S_t \times$ <65>% + $S_f \times$ <35>%.

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 | Sufficient experience and references from similar projects | 30 |
| 2 | Organisation's specialised knowledge and experience in the field of assignment and selected region. | 10 |
| 3 | Financial Capacity | 50 |
| | Enough and well capacitated Staff to deal with beneficiaries. | 10 |
| Total Technical Score | | 100 |



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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



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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 bidder's 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

ANNEX 1

TERMS OF REFERENCE FOR CASH PROGRAMMING

Terms of Reference (TOR) for Secure Cash Distribution Program in IDP Sites /Camps in Gadarif State.

1. Background

The ongoing conflict in Sudan has led to significant displacement, with populations seeking refuge in IDP sites and public gathering areas within and around towns to access shelter and relief assistance. Residents in these locations face urgent humanitarian needs, including access to essentials like food, clean water, healthcare, and shelter. Security concerns, including risks of violence and crime, are prominent, necessitating a focus on ensuring the safety of both displaced individuals and humanitarian workers.

In response to these challenges, a Multi-Purpose Cash (MPC) approach to intervention is a viable way to address urgent needs. MPC enables targeted beneficiaries to access necessary resources without restrictions. This approach can also help reduce gender-based violence (GBV), as it allows individuals to access a range of essential services.

However, the implementation of secure cash distribution programs is crucial, requiring robust protocols and protective measures to prevent theft or exploitation. Vulnerable groups, such as women and children, face increased risks, highlighting the need for effective safeguards. Collaboration with local authorities and international organizations is essential, and ongoing monitoring and adaptability are critical for effective humanitarian assistance.

In summary, the situation in IDP sites involves addressing complex humanitarian needs amid security challenges. Emphasizing secure cash distribution programs is vital to empower individuals while minimizing harm and exploitation.

2. Objectives

Primary Objectives of the TOR:

- **Implement a Secure Cash Distribution Program:** Ensure the effective and safe execution of a cash distribution program in IDP sites.
- **Protect Privacy and Security:** Safeguard the privacy and security of individuals receiving cash assistance.
- **Define Roles and Responsibilities:** Clarify the roles and responsibilities of the financial service provider in collaboration with relevant authorities, such as humanitarian agencies and camp management. The financial service provider will be responsible for fund disbursement in the form of cash handouts in Sudanese pounds, while the program will manage beneficiary identification and coordinate the distribution process.

3. Scope of Work/ Roles& Responsibilities:

3.1. NCA Program Department will be responsible for:



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NCA Program Department will be responsible for:

- **Determining Geographic Areas and Distribution Details:** Identify the geographic areas for cash distribution, the amounts to be distributed, and the duration of the distribution. A total of 1,793 households will benefit from this initiative. Distribution points will be located at IDP gathering sites and surrounding areas in Gadaref Town. NCA will coordinate with local authorities and other actors in the area to avoid duplication. Each beneficiary will receive a one-time distribution equivalent to USD 150 in Sudanese Pounds (SDG).
- **Establishing Transparent Criteria for Beneficiary Selection:** Develop clear and transparent criteria for selecting beneficiaries, considering factors such as family size, vulnerability, and specific needs. The selection process will be inclusive and sensitive to the unique circumstances of internally displaced persons.
- **Selection, Registration, and Verification of Beneficiaries:** Implement a process for the selection, registration, and verification of beneficiaries, sharing this information with the contractor.
- **Upholding Core Principles:** Emphasize the importance of principles such as dignity, non-discrimination, and accountability throughout the program.
- **Ensuring Cultural Sensitivity:** Highlight the significance of cultural sensitivity in the cash distribution process. The financial service provider must be aware of and respect cultural norms, traditions, and privacy considerations when interacting with beneficiaries.
- **Monitoring and Evaluation:** Regularly monitor and evaluate the effectiveness of the secure cash distribution program.
- **Conducting Risk Analysis and Mitigation:** Perform risk analysis and implement mitigation measures to address potential challenges.

3.2. NCA Finance Department

NCA Finance department will be responsible for:

- **Ensuring Value for Money:** Collaborate closely with the logistics team to guarantee cost-effectiveness in all processes.
- **Timely Transfer Plans:** Ensure that transfer plans to the service provider/contractor meet minimum standards and are executed promptly.
- **Availability of Funds:** Ensure that funds are available for the implementation and distribution of cash as required and planned.
- **Adherence to Payment Regulations:** Ensure that all charges, including taxes, are paid to the appropriate providers in compliance with regulations.
- **Monitoring Service Delivery:** Work closely with the Program and Logistics teams to effectively monitor service delivery

3.3. NCA Logistic Department

NCA Logistics Department will be responsible for:

- **Ensuring Competitive Pricing:** Ensure that competitive pricing and value for money are consistently achieved.
- **Providing Supplier Information:** Supply suppliers with adequate information regarding the services



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requested, as outlined by the program teams.

- Adhering to Procurement Standards: Ensure that NCA's procurement processes and standards are met and adhered to throughout the procurement cycle.
- Timely Payment Processing: Ensure the submission of payment requests and supplier payment information to finance for timely payment and delivery of required services.

3.4. Safety and access Department

NCA Safety and Access Department will be responsible for:

- Providing Security Guidance: Offer security guidance to the program team regarding distribution and movements.
- Updating the Distribution Team: Keep the distribution team informed with the latest security information and conduct routine monitoring.
- Conducting Security Assessments: Perform security assessments of IDP sites to identify potential risks and vulnerabilities.

3.5. Contractor.

Contractor will be responsible for:

- Ensuring compliance with regulations and Standards and confirming that the cash distribution adheres to international humanitarian standards and complies with relevant financial regulations.
- Specifying financial procedures, including secure methods of fund disbursement (e.g., mobile money, vouchers), record-keeping practices, and financial reporting to ensure transparency and accountability.
- Ensuring security and fraud prevention, which includes measures to ensure the security of cash distribution such as secure payment points and staff training on fraud prevention.
- Incorporating feedback mechanisms from beneficiaries such as community meetings or hotlines ensuring that they are culturally sensitive channels for communication, allowing beneficiaries to voice concerns or suggestions.
- Designing and implementing a secure cash distribution system using mobile banking and/or direct cash distribution as it applies.
- Defining a communication Protocol and specify communication protocols among stakeholders, including contacting the beneficiaries about the cash distribution process, any changes in procedures, regular updates to beneficiaries, and contact information for addressing queries or issues.
- Developing contingency plans for potential security incidents breaches or adverse weather conditions. The contractor shall clearly outline procedures for adapting the cash distribution process in emergencies.

4. Deliverables

The Contractor will be required to deliver the following:

- Security assessment report.
- Detailed design and implementation plan for the secure cash distribution program.



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- Regular progress reports.
- Contingency plans for security incidents.
- Provision of report and supporting documents required by NCA

5. Timeline

This will be a one-off cash distribution to a total of 2433 IDPs HH in Gadarif Town and in Gadarif State localities, below

(Abulnaja village- Jubarab IDPs gathering site, - Karary IDPs gathering site, -Fatima Alzahra for IDPs, Um-Elmomeneen IDPs gathering site-Aldanaglla for IDPs-Aljumhuria for IDPs-Hijraa Center for IDPs - Belal Eben rabah IDPs gathering site - October center for IDPs - Khalid Ebenlwaleed gathering site - Alсахafa for IDPs -Abuelnja IDPs gathering area - Alhuri IDPs gathering area - Um-golja IDPs gathering area)

The expected timeline for completing this task is 2 weeks, from the day of signing the contract/agreement between NCA and the Contractor. The distribution is planned to be completed in November 2024.

6. Budget

| Description | Amount per HH | Qty | Total |
|---|---------------|------|----------------|
| Amount should be distributed to the beneficiaries | 150.00 USD | 2433 | 364,950.00 USD |

7. Qualifications

The Contractor must have:

- Demonstrated experience in implementing secure cash distribution programs in humanitarian settings.
 - Has experience in financial institutions-related work.
 - Available within the state or willingness to move to the project site to perform the tasks.
 - Familiarity with the specific context of IDP sites and refugee camps.
 - Proven track record in managing substantial financial amounts, surpassing \$150,000.
 - Proven track of monitoring implementation through internal routines.

8. Reporting and Accountability

- Regular/daily status reports and updates will be required on number of beneficiaries reached per day, amount of cash distributed, challenges, and solutions.
- The contractor will be accountable for the successful implementation of the secure cash distribution program at the project site.

9. Evaluation

The success of the Contractor will be evaluated based on the effectiveness of the secure cash distribution program, adherence to security protocols, and the protection of individual privacy.



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10. DO NO HARM

The contractor should ensure that the performance of the tasks and expected deliverables do not cause harm or intend to cause any harm to the beneficiaries. All measures must be geared towards empowering the beneficiaries and enabling them to support themselves.



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ANNEX 2: PROPOSAL SUBMISSION FORM

My financial proposal for my services is as follows:

| Details/Specifications | Unit | QTY | Unit Cost (USD) | Total to be Distributed (USD) | Charge for Admin Fee in Percentage (%) | Total Amount (USD) |
|--|------|------|-----------------|-------------------------------|---|--------------------|
| Administration fee for financial institution or service provider for distribution of USD 364,950.00 to 2433 beneficiaries in Gedaref Town. | HH | 2433 | 150.00 | 364,950.00 | | |
| Bank charges per day and number of days for distribution for 2433 HH (logistics fee) in USD. | Day | 14 | | N/A | N/A | |
| Total | | | | | | |

| CANDIDATE OR COMPANY INFORMATION | |
|----------------------------------|--|
| 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) | |
| Registration Certificate – please attach | |
| Does your company have a Code of Conduct? | |



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| 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. GED 24294 and GED 24320 and GED 24367 for Cash Distribution dated 24 November 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 in Annex 5.

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:



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Signed by:

The Candidate

Name of the company

Address

Telephone no.

Email

Name of contact person