



## International Rescue Committee SOMALIA PROGRAM

### Request for Proposals (RFP)

**REF: PR2SO/DH/259628: DEVELOPMENT OF COMMUNITY BASED EARLY WARNING SYSTEMS AND TOOLS RELEVANT TO AFFECTED PASTORAL COMMUNITIES.**

| <b>Planned Timetable</b>                |                                  |
|---|----------------------------------|
| <b>Issue ITT</b>                        | <i>9<sup>th</sup> July 2018</i>  |
| <b>Questions from Supplier due date</b> | <i>19<sup>th</sup> July 2018</i> |
| <b>Deadline for reply</b>               | <i>20<sup>th</sup> July 2018</i> |
| <b>Deadline for submission of Bids</b>  | <i>23<sup>rd</sup> Jul 2018</i>  |
| <b>Evaluation of ITT</b>                | <i>24<sup>h</sup> July 2018</i>  |
| <b>Supplier visit/Interviews</b>        | <i>25<sup>th</sup> July 2018</i> |
| <b>Award of Contracts</b>               | <i>31<sup>st</sup> Aug 2018</i>  |
| <b>Contract start</b>                   | <i>1<sup>st</sup> Aug 2018</i>   |

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## INTERNATIONAL RESCUE COMMITTEE (IRC) Somalia Program

### **BID NOTICE**

The International Rescue Committee, Inc. (IRC) is a private international, nonsectarian, voluntary organization providing relief, protection and resettlement services for refugees and victims of oppression or violent conflict.

The intent of this Request for Proposal (RFP) is to secure competitive proposals to select a consultant to develop community based early warning systems and tools relevant to the affected pastoral communities as below:

| Reference       | Description of Services   |
|-----------------|---|
| PR2SO/DH/259628 | DEVELOPMENT OF COMMUNITY BASED EARLY WARNING SYSTEMS AND TOOLS RELEVANT TO AFFECTED PASTORAL COMMUNITIES. |

Interested and suitably qualified Consultancy Firms may download complete Request for Proposals Document from the Somalia NGO Consortium at: <http://somalangoconsortium.org/careers/>. Clarifications can be requested from the email address: [SO-procurement@rescue.org](mailto:SO-procurement@rescue.org) before **19<sup>th</sup> July 2018**.

Duly completed Proposals for provision of the consultancy services shall be deposited in the Tender Box at the address below by **23rd July 2018 at 3.00pm** East African Time:

**The Tender committee**  
International Rescue Committee (IRC) Somalia  
Laiboni Centre, 5<sup>th</sup> floor, Lenana Road  
Po Box 62727 - 00200; Nairobi, Kenya.

**OR**

**The Tender committee**  
International Rescue Committee (IRC) Somalia  
Mogadishu Field Office,  
KM4, Airport Road, Wadajir District,  
Mogadishu Town, Somalia.

**OR**

**The Tender committee**  
International Rescue Committee (IRC) Somalia  
Garowe Field Office; Garowe Town.

**OR**

**The Tender committee**  
International Rescue Committee; Galkacyo, Somalia  
Hoby Street, opposite Telecom, Galkacyo South Town, Galmudug State.

**OR**

**The Tender committee**  
International Rescue Committee (IRC) Somalia;  
Dhusamareb Field Office, Dhusamareb Town

**Late Bids will not be accepted.**

*IRC is not bound to accept the lowest priced proposals and or bid that is submitted.  
Any form of canvassing will lead to automatic disqualification.*

## I. INTRODUCTION

### 1. *The International Rescue committee*

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict. The IRC responds to the world’s worst humanitarian crises and helps people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. IRC was founded in 1933 in the United States to respond to the needs of people vulnerable to conflict around the world. Since then, it has expanded and evolved to become one of the world’s leading humanitarian organisations. In 2016, more than 26 million people benefited from IRC programs and those of its partner organizations.

The IRC is a member of the Building Resilient Communities in Somalia (BRCiS) Consortium and implements multi-year Resilience Programs in Somalia. Through the BRCiS consortium, the IRC is currently implementing BRCiS DEVCO projects funded by the European Commission in Galmudug. The overall objective is to improve the resilience of rural communities and IDP households in Somalia. The Specific objective is to reduce vulnerability and enhance livelihoods in rural Somali and internally displaced communities in Somalia. The project has different layers of interventions necessary in building communities capacities to shocks and stresses in a fragile contexts. Arrange of activities ranging from Recovery, rehabilitation and development of sustainable livelihood initiatives are implemented to respond to community needs and building their capacities to sustain these achievements.

Among the key activities includes the establishment of Community Early Warning Systems (CBEWs). With the increasing manifestation of negative effects related to disasters, building public awareness about disaster risks with proactive engagement of the various stakeholders is becoming critical. Community-based early warning systems (CBEWs) are essential in empowering communities to prepare for and confront natural hazards. Good lessons have been learnt from their use in areas with established and proactive CBEWS, However, in the pastoralist communities of Somalia, where drought as a slow onset disaster is a major hazard, the lessons learned on CBEWs are far fewer. CBEWs are an integral step in the process of community managed disaster risk reduction (CMDRR). They are a means for communities to collectively address a common disaster risk, and to pursue common disaster risk reduction measures (Caritas, 2009). CBEWs are developed, managed, maintained and owned by the community, and in the process they empower the community. They build on what communities already know about the risks they face, their knowledge of anticipating the effects of hazards, and they explore the coping strategies they already use. With lots of efforts to mitigate effects of drought rolled out in many parts of the country, there is still gaps for successfully coming up with an inclusive approach towards drought mitigation.

Community-based early warning systems (CBEWs) is specific to Mudug and Galgadud regions where majority of the population are pastoralists. The specific livelihood zones in focus are the Addun and Hawd Pastoral, Coastal Deeh Pastoral and fishing and Cowpea belt. IRC is seeking for CBWS specific to droughts as a major hazard in the area. While the focus will be CBEWS relevant for rural pastoral livelihoods, further efforts are need to include relevant EWS for urban settings that

surround these livelihood zones as these populations are also dependent on livestock for their survival.

## **2. The Purpose of this Request for Proposal (RFP)**

It is the intent of this RFP to secure competitive proposals to select a firm for the International Rescue committee to provide consultancy services to review current Systems and tools and help in developing relevant community based early warning systems that support locally available capacities to identify, mitigate and respond to hazards. In doing this, IRC believes that the affected communities are in better position to deal with disaster once their capacity is boosted and relevant community structures established. The intent of the consultancy is therefore to (1) recommend relevant systems applicable to pastoral communities, (2) develop an operational CBEWs guidelines/standards, (3) develop CBEWs reporting templates. The consultancy will also explore possibilities to link the Community Based Early Warning Committees (CBEWCs) to National level Drought/EW Committees and thus create platform for information sharing and wider drought response plan. All eligible, qualified and technically competent consultancy firms are invited to submit their Technical and Financial Proposals.

The winning firm will sign a one off contract for the provision of the consultancy services for the period indicated in the Terms of Reference. Bidders shall be domiciled and must have complied with all Government legal Regulations to operate and regular tax payer as specified in the Request for Proposal. The bidders will be required to furnish copies of their operating licenses/certificates of registration valid for the fiscal year 2018. They shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

## **3. Cost of Bidding**

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **II. THE BIDDING DOCUMENTS:**

### **4. The Bidding Documents**

The Bidder is expected to examine all instructions, forms, **terms** of reference in the bidding documents prepared for the selection of consultants. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding document in every respect will be at the Bidder’s risk and may result in bid rejection.

*The Bidding documents comprise of the following documents:*

- *The Request for Proposal – RFP (this document);*
- *The Terms of Reference*
- *The Scope as contained in the Terms of Reference.*
- *Financial Proposal Format.*
- *Intent to Bid*
- *Supplier Information Form*
- *Supplier Conflict of Interest and Code of Conduct.*

### **5. Clarification of Bidding Documents**

A prospective Bidders requiring any clarification of the Bidding Documents may notify the Purchaser in writing at the [SO-Procurement@irc.org](mailto:SO-Procurement@irc.org). The request for clarification must reach the purchaser not later than **19<sup>th</sup> JULY 2018**. The Purchaser will respond by e-mail providing clarification on the bid documents on the **23<sup>rd</sup> July 2018**. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be communicated to all prospective Bidders, who received the bidding documents.

## **III. PREPARATION OF BIDS:**

### **6. Language of Bid**

The bid and all relative correspondence and documents exchanged between the bidders and the Purchaser shall be written in **English language** only. Any printed literature furnished by the bidder and written in another language must be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English translation shall prevail. Any translations must be performed by a licensed translator as recognized and notarized by the Courts and Government of Kenya.

### **7. Documents Comprising the Bid**

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

- Cover letter explaining interest to carry out the Assignment for IRC.
- Technical proposal detailing the Firm Profile with a brief description of the firm's organization and a table containing recent experiences in offering similar services. The outline should indicate inter alia, the profiles of the Technical staff proposed, their CVs and work plan.
- A Financial Proposal detailing the costs of carrying out the assignment, remunerations and reimbursables.
- Certificate of Registration for the firm.
- Trading/Business License.
- PIN Registration Certificate/Evidence of payment of tax to any relevant authority
- Tax Compliance Certificate/ Evidence of having complied with payment of tax.
- Bank details and Financial Statements from a reputable Bank.
- Three References from past clients in similar consultancies

### **8. Bid Prices & Price Changes**

For the purpose of selecting a consultant to carry out the services, firms and bidders must clearly indicate the unit price of the services they want to offer. All unit prices shall be clearly indicated. The Bidder must sign and officially stamp the price schedule.

### **9. Bid Currencies**

All rates and amounts entered in the Bid Form and Price Schedule and used in any documents, correspondence or operations pertaining to this tender shall be expressed in **United States Dollar**.

### **10. Document Establishing Eligibility and Conformity to Bidding Documents**

Pursuant to Clause 8, the bidder shall furnish, as part of their bid, documents establishing the eligibility and conformity to the Bidding Documents of all services, which the Bidder proposes to offer under the Contract.

The Documentary evidence of the services' conformity to the Bidding Documents may be in the form of technical contributions, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the methodology to be employed in carrying out the assignment to conclusion.
- A **clause-by-clause** commentary on the Terms of Reference demonstrating the services' substantial responsiveness to the ToRs and any statement of deviations and exceptions to the provisions in the ToRs.

### **11. Bid Security**

For the Purpose of this Process, Bid Security or Bond is not applicable.

### **12. Period of Validity of Bids**

Bids shall remain valid **for 90 working days** after the date of bid opening prescribed by the Purchaser, a bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

### **13. Format and Signing**

The original bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

The bidder shall include a cover letter in their proposal. The content of the cover letter shall include the following information:

- Paragraph agreeing to the IRC Terms and Conditions.
- Total Financial offer
- Timeline within which the firm will undertake the assignment as appears in their work plan.
- Financial Offer validity date or period (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 working days).

## **IV. SUBMISSION OF BIDS**

### **14. Submission and Marking of Bids:**

Bidder shall submit sealed bids addressed to the:

The Tender committee  
International Rescue Committee (IRC) Somalia  
Laiboni Centre, 5<sup>th</sup> floor, Lenana Road  
Po Box 62727 - 00200; Nairobi, Kenya.

OR

The Tender committee  
International Rescue Committee (IRC) Somalia  
Mogadishu Field Office,  
KM4, Airport Road, Wadajir District,  
Mogadishu Town, Somalia.

OR

The Tender committee  
International Rescue Committee (IRC) Somalia  
Garowe Field Office; Garowe Town.

OR

The Tender committee  
International Rescue Committee; Galkacyo, Somalia  
Hoby Street, opposite Telecom, Galkacyo South Town, Galmudug State.

OR

The Tender committee  
International Rescue Committee (IRC) Somalia;  
Dhusamareb Field Office, Dhusamareb Town

Deadline for submission of proposals is by close of business on **23<sup>rd</sup> July 2018**. All bids are to be dropped in the Tender box provided for the purpose at the Reception Area. Bids submitted after the deadline will not be accepted.

Bidders must sign the **bid register form** at the reception of the office indicating their company name, telephone number, and date of submission.

#### **15. Format**

The Bidder's proposal shall comprise of Technical proposal and financial proposal, in separate sealed envelopes (All shall be in one outer envelope).

#### **16. Modification and Withdrawal of Bids**

The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No bid may be modified after the deadline for submission of bids.

### **V. BID OPENING AND EVALUATION**

#### **17. Preliminary Examination**

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order:

| <i>Description of preliminary Examination Criteria</i>          | <i>Check</i>   | <i>Pass/Fail</i>  |
|---|--|-------------------|
| 1. Cover letter expressing interest to carry out the assignment | <input type="checkbox"/> Yes <input type="checkbox"/> No | PASS OR FAIL:     |
| 2. Company profile of the bidding firm:                         |  | Pass – Proceed to |

|   |                              |                             |   |
|---|------------------------------|-----------------------------|---|
| 2.1. Organogram included in the Company profile                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | next stage of evaluation.                           |
| 2.2. Table with Recent Experience on similar assignments                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |   |
| 2.3. Profile Summary of Key staff   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Fail: Eliminated from the next stage of evaluation. |
| 2.4. Total amount of Financial Proposal indicated in the letter of offer? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |   |
| 3. Certificate of Registration from Federal/Regional Administration.      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |   |
| 4. Tax Payer Evidence   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |   |
| 5. Financial Statement/Bank Statement for the past 3 years                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |   |
| 6. Three (3) Reference Letters from other INGOs/UN/WB                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |   |

### 18. Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered for the evaluation process with the below scoring criteria.

| A. TECHNICAL PROPOSAL SCORE: (OUT OF 60 POINTS)  |  |                  |
|--|--|------------------|
| Description of Evaluation Criteria   | Indicators   | Rating Allocated |
| 1. Provide a brief description of your company or firm, giving the set-up of the business, office premises and in-depth description of the relevant specialized nature of work undertaken and capacity to conduct the consultancy.   | Company's profile, organization and legal standing (Company structure) – (10%)   | 10%              |
| 2. Firm's experience in undertaking similar scope of work (List of similar assignments implemented); the number of years the firm has worked in developing EW and DRR tools and systems.   | List of similar Assignments undertaken in the recent past – (5%)<br>Number of years of Experience in developing EW and DRR tools and systems (5%)  | 10%              |
| 3. Description of Approach and Methodology the Firm will use in carrying out the assignment and obtain the required deliverables and outputs.  | <b>Methodology to be used in the assignment: Assess:</b><br>Relevance to the assignment – (5%)<br>Appropriateness and practicality – (5%)  | 10%              |
| 4. Qualification and Experience of Team Leader and Assistant Team Leader proposed for deployment to undertake this assignment: Attach Team Leader and Assistant Team Leader CVs and state the amount of time they will dedicate to the project in the "Project Staffing Section".<br><br>List of the Technical and managerial staff, with a brief summary of their experience and their roles in the assignment: | <b>Qualifications of Team Leader &amp; Assistant Team Leader:</b><br>Master's degree in social sciences, Development Studies, environmental science and related fields (10%)<br>Knowledge in EW systems development, disaster mitigation and preparedness and environmental science (10%)<br>Substantial experience and knowledge of EWS set up, DRR, NRM (10%)<br><br>Strong analytical and writing skills and the ability to clearly present findings and drawing practical conclusions and recommendations (10%)<br><br>Proof of similar study in drought affected pastoral communities; good Somali language skills and ability to | 50%              |

|  |   |                         |
|--|---|-------------------------|
|  | understand the context (10%)  |                         |
| 5. <b>References from past clients in similar assignments:</b><br>At least three reference letters from a UN body or INGOs.<br>Contacts of the referees: email addresses, telephone numbers and their names. IRC will contact these references as part of the technical evaluation of this proposal. | Three (3) References from UN bodies and or INGOs - (5%)   | 5%                      |
| 6. Timeline within which the consultant shall complete the assignment (attach work plan)   | <b>Work plan detailing:</b><br>Sequence of each activity from start to end with time (days) to be spent in completing each activity) (5%) | 15%                     |
| A. TECHNICAL PROPOSAL TOTAL SCORE  | SUM OF EVALUATION CRITERIA 1-6  | 100%<br><br>(60 POINTS) |
| B. FINANCIAL PROPOSAL TOTAL SCORE  | SCORE = (LOWEST TOTAL BID/BID PRICE)*40%.<br><br>**FINANCIAL SCORE=OUT OF 40 POINTS**   | 100%<br><br>(40 POINTS) |

**Table 1: The Evaluation Criteria has been aligned to the Terms of Reference.**

### **19. Contacting the Purchaser**

Subject to **Clause 5**, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or selected authorized supplier or vendor is announced.

### **20. Notification of Award**

Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted and, selected for Master Purchase Agreement for the specific or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

## **VI. CONTRACTING**

### **21. Contract award and notification**

The Purchaser will award the Contract to the notified successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid considering price/performance factors, provided further that the Bidder is determined to be qualified to enter into a contract and perform its obligations satisfactorily.

### **22. Warranty**

The Supplier warrants that the goods to be supplied are new, unused, of the most recent or current models (products), and meet Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by Kenyan Law if any.

### **23. Inspection/Review of Tools & Reports**

The Purchaser shall have the right to inspect the tools, reports and or any other outputs for this assignment in conformity to the Terms of Reference. The review will be done by the respective budget holder and or program lead staff. In the future business relation, should any output fail to meet the standards outlined in the terms of reference, the Purchaser may reject them on advise by the relevant program lead at the Purchaser's sole discretion.

### **24. Price Schedules and Location**

Firms interested in the provision of the Consultancy services should note that the assignment will be carried out for Somalia programs. Consultants are advised to include any foreseeable and reasonable costs in their proposals. Meals, drinks, per diem and personal supplies will not be reimbursable expenses in the course of carrying out this assignment.

### **25. Service or consultant agreements**

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

### **Disclaimer**

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

### **Ethical Operating Standards**

The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, and IRC's combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does "not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances." IRC's procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC's operations.

IRC requests that a supplier (i) informs IRC upon becoming aware that the integrity of IRC's business has been compromised during the RFP process, and (ii) report such events through IRC's confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

**VII. ANNEXES:**

**ANNEX I: TERMS OF REFERENCE**

**ANNEX II: INTENT TO BID**

**ANNEX III: SUPPLIER INFORMATION FORM**

**ANNEX IV: IRC CONFLICT OF INTEREST AND SUPPLIER CODE OF CONDUCT.**

**TERMS OF REFERENCE (TOR) FOR DEVELOPMENT OF COMMUNITY BASED EARLY WARNING SYSTEMS AND TOOLS RELEVANT TO DROUGHT AFFECTED PASTORAL COMMUNITIES TYPE: CONSULTANCY FIRM SECTOR: LIVELIHOODS & ERD**

**BACKGROUND**

The International Rescue Committee responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers help to people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. IRC is currently working in Somalia, supporting communities affected by disasters like drought to recover from shocks by implementing essential lifesaving and resilience projects in Benadir, Mudug, Gaalgaduud and Nugaal regions.

The IRC is a member of the Building Resilient Communities in Somalia (BRCiS) Consortium and implements multi-year Resilience Programs in Somalia. Through the BRCiS consortium, the IRC is currently implementing BRCiS DEVCO projects funded by the European Commission in Galmudug. The overall objective is to improve the resilience of rural communities and IDP households in Somalia. The Specific objective is to reduce vulnerability and enhance livelihoods in rural Somali and internally displaced communities in Somalia. The project has different layers of interventions necessary in building communities capacities to shocks and stresses in a fragile contexts. Arrange of activities ranging from Recovery, rehabilitation and development of sustainable livelihood initiatives are implemented to respond to community needs and building their capacities to sustain these achievements.

Among the key activities includes the establishment of Community Early Warning Systems (CBEWs). With the increasing manifestation of negative effects related to disasters, building public awareness about disaster risks with proactive engagement of the various stakeholders is becoming critical. Community-based early warning systems (CBEWs) are essential in empowering communities to prepare for and confront natural hazards. Good lessons have been learnt from their use in areas with established and proactive CBEWS, However, in the pastoralist communities of Somalia, where drought as a slow onset disaster is a major hazard, the lessons learned on CBEWs are far fewer. CBEWs are an integral step in the process of community managed disaster risk reduction (CMDRR). They are a means for communities to collectively address a common disaster risk, and to pursue common disaster risk reduction measures (Caritas, 2009). CBEWs are developed, managed, maintained and owned by the community, and in the process they empower the community. They build on what communities already know about the risks they face, their knowledge of anticipating the effects of hazards, and they explore the coping strategies they already use. With lots of efforts to mitigate effects of drought rolled out in many parts of the country, there is still gaps for successfully coming up with an inclusive approach towards drought mitigation.

In light of this, the IRC seeks a consultant to help in reviewing current Systems and tools and help in developing relevant community based early warning systems that supports locally available capacities to identify, mitigate and respond to hazards. Affected communities are in better position to deal with disaster once capacitated and relevant community structures established. The intent of the consultancy is therefore to (1) recommend relevant systems applicable to pastoral communities, (2) develop an operational CBEWs guidelines/standards, (3) develop CBEWs

reporting templates. The consultancy will also explore possibilities to link the Community Based Early Warning Committees (CBEWCs) to National level Drought/EW Committees and thus create platform for information sharing and wider drought response plan.

Community-based early warning systems (CBEWs) is specific to Mudug and Galgadud regions where majority of the population are pastoralists. The specific livelihood zones in focus are the Addun and Hawd Pastoral, Coastal Deeh Pastoral and fishing and Cowpea belt. IRC is seeking for CBWS specific to droughts as a major hazard in the area. While the focus will be CBEWS relevant for rural pastoral livelihoods, further efforts are need to include relevant EWS for urban settings that surround these livelihood zones as these populations are also dependent on livestock for their survival.

### **Main Objective**

The main objective of the consultancy is to set up community based early warning system relevant for pastoral communities, develop CBEWs guidelines and develop appropriate EW reporting tools.

### **Specific Objectives:**

The consultancy will target community Based Disaster Management Committees (CBDMCs), Individuals traditional/indigenous weather knowledge and other influential community members. The objectives of the consultancy are:

- Develop operational Early warning guidelines relevant to drought affected pastoral communities
- Develop locally appropriate early warning reporting tools, templates and set up CBEW systems.
- Develop strategies to institutionalize early warning systems into the process cycle of disaster risk reduction and development planning, emergency response, and preparedness activities.
- Design and implement community based early warning systems that are people centered.

### **Scope of the work**

The assignment is supposed to take 12days for conducting and writing the report. The consultant is expected to develop early warning template, develop operation early warning guidelines relevant to drought affected pastoral communities.

### **Methodology**

The consultant will review existing literature on the topic, conduct FGDs, KI and administer questionnaire on selected community samples. The study involves desk review with, brain storming session with traditional elders so that relevant guidelines to drought affected pastoral communities is developed.

### **Deliverables**

- Initial inception report detailing the study design and data collection tools to be approved prior to contract signing. IRC will require approval of the proposed strategies to be used and any tools to be incorporated before the consultancy can begin.
- Develop Early warning system reporting template that will be used for monitoring prevalence, morbidity and impact of hazards.

- Develop operational Early warning guidelines relevant to drought affected pastoral communities
- Draft and compile detailed final report of the study with clear guiding recommendations on how CbEWs can be linked to national drought mitigation committees, and share with Livelihood &ERD staff for mentorship framework/approaches recommended.

### **Reporting**

The consultant is expected to produce a precise final report written in simple and clear English language. The draft report shall be shared with IRC field staff for comments and inputs for inclusion in the final report by the consultant.

### **Key qualifications and skills required for the consultancy**

- Master's degree in social sciences, Development Studies, environmental science and related fields
- Knowledge in EW systems development, disaster mitigation and preparedness and environmental science.
- Proof of similar study in drought affected pastoral communities.
- Substantial experience and knowledge of EWS set up, DRR, NRM
- Strong analytical and writing skills and the ability to clearly present findings and drawing practical conclusions and recommendations.
- Good Somali language skills and ability to understand the context.

### **Proposed Format of proposals/Bids**

The attachments to the proposal should include:

- i. Cover Letter outlining your agreement with all sections of the Terms of Reference mentioning the validity period of the Financial Offer.
- ii. Brief description of your company or firm, qualifications summary of the key staff, organization and legal standing.
- iii. The qualifications and experience to undertake the scope of work, providing a list of similar assessments implemented, the number of years the firm has worked in similar assignments.
- iv. Step by step description of the activities (methodology) that your company will employ in carrying out the assignment to accomplish the required deliverables.
- v. Qualification of the Team Leader and Assistant Team Leader proposed for deployment to undertake this assignment: Provide a list of the Technical and managerial staff, with a brief summary of the experience for each of them and what their roles will be in this assignment; attach CVs of Team Leader and Assistant Team Leader to be involved in this assignment indicating the amount of time they will dedicate to the project.
- vi. Provide Names of at least three of your recent past clients. Enclose testimonials/references from them as well as telephone and email addresses and contact persons. IRC will contact these references as part of the technical evaluation of this proposal.

- vii. Timeframe – Proposed timeframe to complete this assignment, work plan for the expected activities.
- viii. Summary budget to complete the assignment and perform the contract, including: 1) estimated total number of days required; 2) daily rate; 3) travel costs; accommodation, logistics and 4) any additional equipment & supplies costs.

**ANNEX II: INTENT TO BID**



**International Rescue Committee, Inc.  
Intent to Bid**

**IRC Reference #:** \_\_\_\_\_

Company Name \_\_\_\_\_

*(Please indicate #1 or #2 below)*

**1.** It is the intent of this company to submit a response to the (Title of RFP) Request for Proposal. Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature (If faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

**2.**  This Company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**Please fill in this questionnaire in order to permit the registration. Information given in this questionnaire will be handled confidentially.**



**INTERNATIONAL RESCUE COMMITTEE**  
**Supplier Information Form**

*The information provided will be used to evaluate the Company before contracting with the IRC.  
 Please complete all fields.*

**Supplier Information**

|   |   |
|---|---|
| Company Name  |   |
| Any other names company is operating under (Acronyms, Abbreviations, Aliases) |   |
| Previous names of the company   |   |
| Address   |   |
| Website   |   |
| Phone/Fax Numbers   | Phone: _____ Fax: _____                                 |
| Primary Contact   | Name: _____ Phone Number: _____<br>Email Address: _____ |
| # of Staff  |   |
| # of Locations  |   |
| Avg. \$ Value of Stock on Hand  |   |
| Name(s) of Company Owner(s) or Board of Directors                             |   |
| Parent companies, if any  |   |
| Subsidiary or affiliate companies, if any                                     |   |

**Financial Information**

|                       |  |
|-----------------------|--|
| Bank Name and Address |  |
|-----------------------|--|

|  |   |
|--|---|
| Name under which company is registered at bank   |   |
| Payment Terms                                    | Payment By: <u>Check</u> Yes   No <u>Wire Transfer</u> Yes   No |
| Specify Standard Payment Terms (Net15, 30, etc.) |   |

**Product/Service Information**

|   |  |
|---|--|
| List Range of Products/Services Offered |  |
| Basis For Pricing (Catalog, List, etc.) |  |

**References**

|              |  |
|--------------|--|
| Client Name: | <u>Contact Name, Phone, Email Address:</u> |
| Client Name: | <u>Contact Name, Phone, Email Address:</u> |
| Client Name: | <u>Contact Name, Phone, Email Address:</u> |

**Supplier Self-Certification of Eligibility**

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.

5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.

7. They maintain high ethical and social operating standards, including:

- Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Supplier status and disqualification of Company from participation in future IRC procurement.

9. Supplier hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.

10. Supplier hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Supplier Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

Company Name: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR IRC USE**

**Following documents have been supplied:**

|   |  |
|---|--|
| Business registration or license                          |  |
| Articles of incorporation or similar document             |  |
| Business and other NGO references                         |  |
| Bank statements and references                            |  |
| Passport / ID cards of business owners/board of directors |  |
| Financial statement (if available)                        |  |

I \_\_\_\_\_ an employee of IRC having completed and reviewed this form  
**confirm the accuracy of information provided:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date\* \_\_\_\_\_

\*Supplier to be re-authorized one year from this date.



**Annex 4 – IRC Conflict of Interest and Supplier Code of Conduct form**

Supplier hereby agrees that Supplier and Supplier’s employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, and IRC’s Combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Supplier acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC’s everyday operations.

**Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.**

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General’s Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

**Service - At IRC, our primary responsibility is to the people we serve.**

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.

- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post–conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence–based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

**Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.**

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

**Conflict of Interest**

- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Supplier's business activities.
- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the supplier's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future IRC activities.
- Supplier hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Supplier hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

**Supplier hereby agrees to maintain high ethical and social standards:**

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC's beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.

- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, [www.ethicspoint.com](http://www.ethicspoint.com) or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement supplier acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

|                |
|----------------|
| Supplier Name: |
| Signature:     |
| Title:         |
| Print Name:    |
| Date:          |

| <b>Application Checklist</b>                          |  |
|---|--|
| <b>Description</b>                                    |  |
| ✓ Submitted required documents- Page 2 No7            |  |
| ✓ RFP -Product Annex 1 – filled, signed & stamped     |  |
| ✓ Annex 2 – Intention to Bid , signed & stamped       |  |
| ✓ Annex 3– Supplier Information Form Signed & stamped |  |
| ✓ Annex 4 – IRC Conflict of interest, Signed &stamped |  |

**THE END**