



International Rescue Committee Somalia Program Request for Proposal (RFP).

**REF: PR2SO-NB-242406 - TRAINING IN BASIC EMERGENCY
OBSTETRIC NEW BORN CARE (BEMONC) IN GAALKAYO -
SOMALIA.**

Planned Timetable	
Issue ITT	<i>12th Jul 2018</i>
Questions from Supplier due date	<i>21st Jul 2018</i>
Deadline for reply	<i>24th Jul 2018</i>
Deadline for Submission of Proposals	<i>26th Jul 2018</i>
Evaluation of ITT	<i>27th Jul 2018</i>
Supplier visit/Interviews	<i>31st Jul 2018</i>
Award of Contracts	<i>1st Aug 2018</i>
Contract start	<i>2nd Aug 2018</i>

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I. INTRODUCTION

1. *The International Rescue committee*

The International Rescue Committee (IRC) 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 humanitarian help to people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. The IRC is headquartered in New York, with regional offices in London, Geneva, Washington, Brussels, Nairobi, and Amman, staffed with regional Program Managers and Technical Advisors. The organisation is on the ground in over 40 countries, with more than 10,000 medical and public health personnel, as well as senior-level managers. IRC is currently working in Somalia supporting health facilities implementing Basic Emergency Obstetric and New-born Care (BEmONC). These Terms of Reference (ToR) relate to BEmONC training including a component of "Helping Babies Breathe" for reproductive health staff based in IRC supported health facilities in Gaalkayo and Mogadishu.

The maternal mortality ratio for Somalia is exceptionally high at 732 maternal deaths per 100,000 live births. This ratio represents, in part, a situation where less than 10% of births are attended by skilled personnel. Although most pregnancies and births are uneventful, approximately 15% of all pregnant women develop potentially life threatening obstetric complications that call for skilled care and some will require major obstetrical interventions to survive. The main causes of maternal deaths and disabilities are complications arising from haemorrhage, unsafe abortion, eclampsia, sepsis and obstructed labour.

The primary goal of this training is to improve coverage and utilization of high quality BEmONC and skilled care, particularly among vulnerable host and IDP communities in Mudug and Benadir districts.

The BEmONC training will be designed to train doctors, midwives, and nurses with midwifery skills who, as team members, will provide basic and comprehensive BEmONC services at the health facilities to avert maternal deaths and disabilities. The training will be integrated with the component of Helping Babies Breathe (HBB) which is an educational program in neonatal resuscitation for birth attendants in resource limited settings. The course will follow a symptom based approach to management of life threatening obstetric emergencies as this training will emphasize doing not just knowing and uses competency - based evaluation of performance. The training should take place over a period of twelve (12) days and be in line with WHO- guidelines. Thus, incorporate adequate practical demonstration of the theoretical knowledge learned and include the appropriate training aid materials. 22 reproductive health staff from IRC's clinics in Mogadishu and Gaalkayo will participate in the BEmONC training. They will comprise of Midwives, Medical Officers, RH Doctors, RH Managers, Health Managers, Clinical Officers and RH Surgeons. These are long time practicing staff and have comprehensive understanding of the basics of Basic Emergency Obstetric and Neonatal Care so the goal of the training will not be to build their skills as starters but to augment the skills they currently possess and to monitor application of the skills over a period of time. The training firm should therefore employ a multidimensional training methodology that will address the needs of different cadres of staff considering some are a lower level as midwives and others at superior levels e.g. surgeons.

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

It is the intent of this RFP to secure competitive proposals to select a consultant for the International Rescue committee Somalia Program to provide consultancy services for training staff on BEMONC. 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 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 in Kenya and or Somalia and regular tax payer to offer such services as specified in the Request for Proposals and shall furnish copies of their operating licenses/certificates of registration valid for the fiscal year 2018. The Bidder 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 Intent to Bid (This Form should be filled and returned to IRC before 20th July 2018).*
- *Service Provider Information Form*
- *Supplier Conflict of Interest and Supplier Code of Conduct (COI & CoC).*

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. The request for clarification must reach the purchaser not later than **21st Jul 2018**. The Purchaser will respond by e-mail providing clarification on the bid documents on the **24th Jul 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 BEmONC Training on behalf of IRC.
- Expertise of the Firm or company: Management structure of the company, organizational capacity/resources and experience of the company/firm; list of similar projects/contracts (both completed and ongoing, national and international).
- Proposed Methodologies, Approach and Implementation Plan of the BEmONC Training – response to the Terms of Reference identifying the specific components proposed, how the requirements shall be addressed step by step; detailed description of the essential performance characteristics; and demonstrating how the proposed methodology meets or exceeds the requirements in the Terms of Reference, appropriateness of the approach to the local conditions. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the Request for Proposal and Terms of Reference.
- Management Structure and Key Personnel – comprehensive curriculum vitae (CVs) of key management and technical sector-specific personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.
- The Financial Proposal listing all major cost components associated with the training services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one basis. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. This should include travel, accommodation and supplies. Meals, drinks, per diem and personal supplies are not reimbursable expenses and therefore the consultant should sufficiently provide for this in the consultancy proposal.
- Three Reference Letters from other INGOs, UN Bodies and World Bank.
- Certificate of Incorporation and or Registration in any country.
- Evidence of payment of tax to any relevant authority
- Evidence of Tax Compliance in any country.
- Bank details and Financial Statements for the past 2-3 years from a reputable Bank.
- Intent to bid form, completed and signed,
- Supplier Information form, completed and signed
- IRC Conflict of Interest & Supplier Code of Conduct, completed and signed

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 in the space provided in the price schedule. 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 specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the methodology to be used in carrying out the assignment.
- A **clause-by-clause** commentary on the Purchaser's Technical Specifications demonstrating the services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The bidder shall note that standards for workmanship, material and equipment, and references to brand names or catalogue numbers designated by the Purchaser in its Terms of Reference are intended to be restrictive. However, the Bidder may substitute alternative standards, brand names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

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:

- A table containing bid offer: item description, unit price
- A detailed specification of the offered services
- Professional Indemnity cover (where available)
- Timeline within which the assignment will be completed.
- Price validity date (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**

By **26th July 2018 at 3.00pm**. All bids are to be dropped in to the Tender box provided for the purpose at the Reception Areas in the addresses provided. 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:

EVALUATION CRITERIA		
Selection Criteria	Description	Weight (%)
Eligibility	Refers to the Bidder's providing: I. Registration Certificate in any country. II. Certificate of tax Compliance/Evidence of Paying Tax III. Bank Statement for the last two - three Years. IV. Intent to bid form, completed and signed and stamped . V. IRC conflict of interest & Supplier code of conduct, completed and signed and stamped VI. Supplier Information form, completed and signed and stamped	PASS OR FAIL: Pass – Proceed to next stage of evaluation. Fail: Not to Proceed to the next stage of evaluation.

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
Cover letter explaining interest to carry out the BEmONC Training on behalf of IRC.	A table containing bid offer (item description, unit price); outline of the services to be offered; mention of professional Indemnity cover (where available); state	5%

	total time to be taken to complete the assignment; price validity (ideal IRC validity of 90 working days) – 10%	
Expertise of the Firm or company: (Provide a brief description of the company or firm, giving the set-up and in-depth description of the relevant specialized nature of work undertaken and capacity to conduct BEmONC training for health care workers in Somalia.	Management structure of the company organizational capacity/resources and experience of the company/firm (5%) List of similar projects/contracts (both completed and ongoing, national and international) (5%)	10%
Proposed Methodology, Approach and Implementation Plan of the BEmONC Training – response to the Terms of Reference identifying the specific components proposed, how the requirements shall be addressed step by step; detailed description of the essential performance characteristics; and demonstrating how the proposed methodology meets or exceeds the requirements in the Terms of Reference, appropriateness of the approach to the local conditions. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the Request for Proposal and Terms of Reference.	Relevance, appropriateness and practicality of the proposed approaches, Methodologies and Implementation Plan for BEmONC Training (5%) Adequacy of the responses to the Terms of Reference identifying the specific components / modules and how the requirements shall be addressed step by step (5%). Essential performance characteristics; demonstration on how the proposed methodology meets or exceeds the requirements in the Terms of Reference and the appropriateness of the approach to the local conditions (5%). Implementation work plan/timetable within the duration of the contract. (5%)	20%
Management Structure and Key Personnel: Comprehensive curriculum vitae (CVs) of key management and technical sector-specific personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.	Qualification as Obstetrician, General practitioner with extensive experience and knowledge on BEmONC /EmONC training – (Comprehensive curriculum vitae (CVs) of key management and technical sector-specific personnel) (10%). Clear definition and allocation of roles and responsibilities of each technical staff and their competence/qualifications in BEmONC. (5%) Extensive experience in a facility training health care workers on BEmONC /EmONC (10%) Experience working in Somalia and ability to speak the local language adapt content to context – (10%)	35%
The Financial Proposal listing all major cost components associated with the training services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal priced separately on a one-to-one basis.	The Financial Proposal detailing: All major cost components associated with the training services, and the detailed breakdown of such costs. (10%) All outputs and activities described in the Technical Proposal priced separately on a one-to-one basis. (10%)	20%

Three Reference Letters from other INGOs, UN Bodies and World Bank. Provide Names of at least three of your main 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.	3 References with contacts provided – (5%) 3 Names of three main clients, their contacts and testimonials as well as references – (5%).	10%
A. TECHNICAL PROPOSAL EVALUATION	SCORE OUT OF 100%	100%
B. FINANCIAL PROPOSAL EVALUATION	SCORE OUT OF 100%	100%
A. WEIGHTED SCORE: TECHNICAL PROPOSAL	$SCORE = \frac{\% \text{ SCORE OBTAINED}}{\text{HIGHEST } \% \text{ SCORE OBTAINABLE}} \times 60 \text{ POINTS}$	MAX POINTS 60
B. WEIGHTED SCORE: FINANCIAL PROPOSAL	$SCORE = \frac{\text{LOWEST BID PRICE}}{\text{BID PRICE UNDER REVIEW}} \times 40 \text{ POINTS}$	MAX POINTS 40

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(s) 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 Master Purchase Agreement 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

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except 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 in Galkacyo Somalia. The Terms of Reference have been attached to this RFP document.

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 or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

VII. ANNEXES:

ANNEX I: The Terms of Reference for conducting BEmONC.

ANNEX II: Intent to Bid Form

ANNEX III: Supplier Information Form.

ANNEX IV: IRC Conflict of Interest and Supplier Code of Conduct form

ANNEXE I: TERMS OF REFERENCE

TERMS OF REFERENCE FOR A SHORT TERM CONSULTANCY FOR TRAINING IN BASIC EMERGENCY OBSTETRIC AND NEW BORN CARE (BEmONC) IN GAALKAYO - SOMALIA

Location: Gaalkayo, Somalia

Timeline: July - August 2018

Type of employee (see definitions below): Consultant (National or International Firms)

1. Background/IRC Summary

The International Rescue Committee (IRC) 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 humanitarian help to people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. The IRC is headquartered in New York, with regional offices in London, Geneva, Washington, Brussels, Nairobi, and Amman, staffed with regional Program Managers and Technical Advisors. The organisation is on the ground in over 40 countries, with more than 10,000 medical and public health personnel, as well as senior-level managers. IRC is currently working in Somalia supporting health facilities implementing Basic Emergency Obstetric and Newborn Care (BEmONC). These Terms of Reference (ToR) relate to BEmONC training including a component of "Helping Babies Breathe" for reproductive health staff based in IRC supported health facilities in Gaalkayo and Mogadishu.

The maternal mortality ratio for Somalia is exceptionally high at 732 maternal deaths per 100,000 live births. This ratio represents, in part, a situation where less than 10% of births are attended by skilled personnel. Although most pregnancies and births are uneventful, approximately 15% of all pregnant women develop potentially life threatening obstetric complications that call for skilled care and some will require major obstetrical interventions to survive. The main causes of maternal deaths and disabilities are complications arising from hemorrhage, unsafe abortion, eclampsia, sepsis and obstructed labor.

2. Main Goal

The primary goal of this training is to improve coverage and utilisation of high quality BEmONC and skilled care, particularly among vulnerable host and IDP communities in Mudug and Benadir districts

3. Scope of the consultancy

The BEmONC training is designed to train doctors, midwives, and nurses with midwifery skills who, as team members, will provide basic and comprehensive BEmONC services at the health facilities to avert maternal deaths and disabilities. The training will be integrated with the component of **Helping Babies Breathe (HBB)** which is an educational program in neonatal resuscitation for birth attendants in resource limited settings. The course will follow a symptom based approach to management of life threatening obstetric emergencies as this training will emphasize doing not just knowing and uses **competency - based** evaluation of performance. The training should take place over a period of twelve (12) days and be in line with WHO- guidelines. Thus, incorporate adequate practical demonstration of the theoretical knowledge learned and include the appropriate training aid materials. 22 reproductive health staff from IRC's clinics in Mogadishu and Gaalkayo will participate in the BEmONC training. They will comprise of Midwives, Medical Officers, RH Doctors, RH Managers, Health Managers, Clinical Officers and RH Surgeons. These are long time practising staff and have comprehensive understanding of the basics of Basic Emergency Obstetric and Neonatal Care so the goal of the training will not be to build their skills as starters but to augment the skills they currently possess and to monitor application of the skills over a period of time. The training firm

should therefore employ a multidimensional training methodology that will address the needs of different cadres of staff considering some are a lower level as midwives and others at superior levels e.g. surgeons.

4. Objectives

The overall objective of the BEmONC training is to ensure that doctors, nurses and midwives are equipped with the skills and knowledge to provide high-quality safe motherhood services. Specific objectives of the training will include;

Objective 1: To improve in a positive way the attitude of reproductive health staff towards clients and foster team work and the ability to provide evidence based emergency obstetric interventions.

Objective 2: To provide reproductive health staff with decision making expertise, knowledge and hands on skills needed to respond appropriately to obstetric emergencies including identification of signs and management of pre-eclampsia and eclampsia, management of post-partum hemorrhage and management of obstructed labor.

Objective 3: To provide reproductive health staff with interpersonal communication skills needed to respect the right of women to life, health, privacy and dignity.

Objective 4: Augment skills of reproductive health staff in terms of provision of key obstetric services including removal of retained products of conception (manual vacuum aspiration or dilatation and curettage), performing assisted vaginal delivery (vacuum extraction or forceps delivery), performing basic neonatal resuscitation and correct use of partograph to monitor progress of labor.

5. Methodology

- The consultancy firm should be able to demonstrate an ability to achieve the above objectives through theoretical and most important, hands-on training of reproductive health staff through use of anatomical models and actual practical sessions in the health facility.
- In addition to the Lead Consultant, the firm should be able to provide two (2) specialized trainers who will train reproductive health staff comprehensively in all the seven signal functions of BEmONC i.e. administration of parenteral antibiotics, administration of uterotonic drugs, administration of parenteral anticonvulsants, performing manual removal of placenta, removal of retained products of conception, performing assisted vaginal delivery and performing basic neonatal resuscitation.
- The selected consultancy firm will make a short presentation to IRC's technical team. The presentation will focus on the firm's demonstration of understanding of the ToR, the training methodology (including work plan), firm's profile and any other key issues.

6. Key Deliverables Expected (in 12 days)

- A comprehensive report that covers a brief description of the training methodology including a summary of any challenges encountered/lessons learned and possible remedial measures to be taken; and a thorough description of the training outcomes that mentions the methods/tools used to evaluate participants' knowledge and skills gained. The report should be submitted to IRC within two days from the completion of the training. The comprehensive report should also capture specifics of the training e.g. methods used to assess the level of knowledge of participants before and after the training and the impact made in terms of knowledge gained.
- Provision of a comprehensive plan of activities/ work plan before commencement of training (*for purposes of monitoring*).
- Provide a specific **post training competency based monitoring plan** through which staff's ability to translate their theoretical skills into hands practice will be assessed.

Education, Required Skills and Experience

- Qualification as an Obstetrician, preferably at Masters level, General Practitioner, Midwife or Nurse with extensive experience and knowledge on BEmONC/ EmONC training and in-depth understanding of World Health Organization (WHO) BEmONC protocols.
- Qualification as trainer through a clinical training skill course and proven evidence of conducting similar trainings is mandatory.
- Previous and preferably ongoing work experience in a health facility/ facilities delivering hands-on BEmONC /EmONC services and has regular capacity to maintain clinical skills.
- The trainers are expected to have good analytical, training and communication skills.
- Knowledge of, and experience in the Somalia context will be an added advantage.

7. Minimum criteria for submission of the proposal for the BID

- The training firm should submit a technical and a financial proposal and is expected to demonstrate that it has a track record of not less than three (3) years of experience executing similar assignments.
- Qualifications as specified in section (6) and proven experience in conducting similar assignments

8. Contractual issues

The International Rescue Committee will provide the following at no cost to the consultancy firm;

- Travel costs from Nairobi to Somalia, within Somalia and back to Nairobi. However, no costs associated with preparing the application including proposal submission will be met by International Rescue Committee.
- IRC will provide accommodation in its guesthouse in Gaalkayo. Meals and any other personal effects will be at the cost of the consultants.
- Printing of training materials and any other training related documents will be catered for by International Rescue Committee.
- Security will be provided and organized by IRC' security department. However, the consultants are expected to adhere to IRC's security protocols during the entire consultancy period.
- IRC will help with selection of clinical site for practicum i.e. Gaalkayo South Hospital and will ensure necessary equipment, supplies, and drugs are in sufficient quantities to support the learning process.

Other contractual issues

- IRC will pay 30% of the agreed consultancy fee at the start of training and the remaining 70% upon completion of the training report to IRC's satisfaction.
- The consultancy firm should ensure anatomic models (such as childbirth simulators, newborn resuscitation models), and equipment (such as newborn resuscitation bags and masks and drapes) are available and training participants are able to use them successfully before actual practicals in the health facility.
- The consultancy firm must comply with the IRC's rules and procedures related to security and relations with the media during the consultancy period.

- The consultancy firm must respect the ethics related to evaluation practice

Consultant selection and conditions

Selection of the preferred trainer will be based on a rigorous vetting process conducted by IRC based on technical capacity and reasonable cost of the proposal including a brief presentation to IRC's technical team on the methodology to be used for the training, composition of the consultancy team and in-depth understanding of these terms of reference.

Documents of reference (To be availed by IRC)

- Relevant project documents, data and reports as deemed necessary by the consultant/ consultancy firm.

Others

The consultancy firm will work closely with IRC's Senior Health and Nutrition Coordinator and Senior Reproductive and Community Health Manager and liaise closely with the health team at the field level.

ANNEX II: Intent to Bid Form



**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 _____

Annex 3



INTERNATIONAL RESCUE COMMITTEE
Service Provider's Information Form

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

Service Provider's 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: _____ 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.



IRC Conflict of Interest and Supplier/ Service Provider Code of Conduct

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 Ethics point, www.ethicspoint.com or call Ethics point 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 / Service Provider's Name:
Signature:
Title:
Print Name:
Date: