

Request for Proposal (RFP)

RFP Number: SO03-2023-01

Services being Procured:

Nabadgelinta Somalia Social and Behaviour change component

Issued By:

Equal Access International-East Africa

Nairobi, Kenya

Key Dates:

RFP Issued:	Monday, August 21, 2023
Deadline for Questions:	Friday, August 25, 2023, 12:00 noon EST
Deadlines for Submission of Proposals:	Tuesday, September 12, 2023, 12:00 noon EST
Anticipated Award Date:	November 1, 2023
Assignment Conclusion Date:	December 31, 2026

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WARNING: Prospective Offerors who have received this document from a source other than the Equal Access International-East Africa Procurement Department (procurementke@equalaccess.org) should immediately contact EAI and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted on <https://somalijobs.com> , “Offerors are encouraged to check this website periodically.”)

Synopsis of the RFP

RFP No.	SO03-2023-01
Issue Date	August 21, 2023
Title	Nabadgelinta Somalia: Implementing Partner 2 Consortia
Issuing Office & Email/Physical Address for Submission of Proposals	Equal Access International-East Africa Nairobi, Kenya procurementke@equalaccess.org
Deadline for Receipt of Questions	Friday, August 25, 2023, 12:00 noon EST
Deadline for Receipt of Proposals	Tuesday, September 12, 2023, 12:00 noon EST
Proposal Validity Period	90 days
Point of Contact	Khadija Hassan, Finance & Operation Manager khassan@equalaccess.org
Anticipated Award Type	Fixed Price Deliverable Based Subcontract
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable Offeror who provides the best value to EAI and its client using a combination of technical and cost/price factors.
Contract Ceiling	\$700,000

1. Introduction and Scope of Work

1.1 Introduction

Equal Access International (EAI) is an international not-for-profit that works in Asia and Africa helping communities drive sustainable and transformative change through a proven participatory media, technology, and outreach model. By designing solutions with communities, EAI designs and implements projects that are locally owned and culturally resonant. It builds communication ecosystems that take root and thrive, creates platforms that elevate marginalized voices, and builds locally led movements that shift power, inspire normative change, and promote creative, positive, and innovative solutions to social issues. (www.equalaccess.org).

2.1 Scope of the work – proposed program

EAI is seeking a potential local partner in Southwest State, ideally located in Baidoa, to support the implementation of a security and justice transformation programme - Nabadgelinta Soomaaliya. The programme is managed by the International Organization for Migration (IOM) and implemented by EAI alongside other international, regional and local partners.

EAI is calling for applications from local organizations that are specialized in the promotion of equitable participation in security and justice, ideally with a focus on utilizing social and behavior change approaches. Women and youth-led organizations, alongside those that work directly with marginalized groups, are strongly encouraged to apply. Organizations must also have experience interfacing formal and non-formal security and justice actors. Other key areas of expertise EAI are looking for include: strong geographical concentration in the project target areas (especially Baidoa), experience in promoting trauma healing, and prior expertise addressing sensitive issues including Sexual and Gender Based Violence (SGBV) and land in the context of security and justice in Somalia.

The requirements for this activity are described in the **“Statement of Work” in Attachment A**. EAI encourages your organization to indicate its interest in this procurement by submitting a proposal according to the instructions in this RFP. EAI will make an award to one company/organization that submits an offer which provides the best value to the project. Both technical merit and price will be considered.

3.1 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at EAI for purposes of this RFP. Any prospective Offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

4.1 Type of Award Anticipated

EAI anticipates the award of a Fixed Price Deliverable Based Subcontract.

2. General Instructions to Offerors

1.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

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Issuance of this RFP in no way obligates EAI to award a subcontract. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. EAI shall in no case be responsible nor liable for these costs.

Proposals are due no later **September 12, 2023, 12:00 noon EST**, to be submitted by email to procurementke@equalaccess.org, the RFP number must be stated in the subject line of the email. The cost and technical proposals must be submitted **in separate emails**. Late offers will be rejected.

The submission to EAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. EAI reserves the right not to evaluate a non-responsive or incomplete proposal.

2.1 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp using **Attachment B** as a template for the format. The cover letter **MUST** contain the information requested in Attachment B.

3.1 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from an EAI or project employee or other entity shall not be considered as an official response to any question regarding this RFP.

Questions related to this RFP are to be received by **August 25, 2023, 12:00 noon EST** to procurementke@equalaccess.org. Questions received after this date will not be responded to.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

4.1 Offeror ELIGIBILITY

Offerors may be a private, public, or any association with legal capacity to enter into a binding contract with EAI.

Particularly the Offerors must be:

- Registered with the Federal Government of Somalia
- Registered in the Southwest Federal Member State.
- Must have the authority to operate a bank account in the country of implementation and the ability to maintain separate accounting records for expenditures incurred on behalf of EAI and IOM.
- Must demonstrate financial reliability through the production of annually audited financial statements for the last 3 years.
- Must be willing to adhere to the rules and procedures of EAI for project partnership agreement implementation, to follow EAI's/Project's established policies, and to comply with the laws and policies of the country in which it operates.

An Offeror shall not have a conflict of interest. An Offeror shall be considered to have a conflict of interest if:

- An Offeror has a close business or family relationship with an EAI personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- An Offeror is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by EAI to provide consulting services for the

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preparation of the design, specifications, and other documents to be used for the procurement of the goods, services, or works required in the present procurement process;

- An Offeror has an interest in other Offerors, including when they have common ownership and/or management. Offerors shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Offeror is involved. This includes situations where a firm is the Offeror in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Offerors must disclose any actual or potential conflict of interest in the Offeror Information Form questionnaire, and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to EAI. Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further to EAI policy on vendor sanctions.

An Offeror shall not be eligible to submit a Proposal if and when at the time of proposal submission, the Offeror:

- is included in the [Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list](#);
- is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals](#).
- is currently suspended from doing business with IOM and removed from its vendor database(s).

3. Instructions for the Preparation of Technical Proposals

The Technical Proposal and Cost/Business Proposal must be kept separate from each other. Technical Proposals must not make reference to cost or pricing information at any point. This will enable the technical evaluation to be made strictly on the basis of technical merit.

Technical proposals shall include the following contents:

- 1. Technical Approach and Evidence of Local Knowledge** - A well-written capability statement clearly outlines your experience in delivering the Attachment A-Scope of Work.
- 2. Methodology:** considering the Attachment A-Scope of Work, please describe in detail the following:
 - a) The steps, in chronological order, that you will take to implement the work. Make sure to describe any innovative approaches or technology you plan to use.
 - b) A description of similar projects you implemented in the past and lessons you learned that will be incorporated into the activity described in this RFP.
- 3. Past Performance:** Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See **Attachment C**.
- 4. Staffing:** Please provide the following, in order:
 - a) A staffing list for this activity that includes the following information for each proposed staff member:
 - Name and Proposed position on the team:
 - Summary of relevant expertise and experience
 - b) CVs for each proposed staff member.

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Staffing plan that proposes staff with qualifications and experience related to the tasks stated in this RFP will be evaluated more favorably than staffing plans that do not take these factors into consideration.

1.1 Services Specified

For this RFP, EAI is in need of the services described in Attachment A.

2.1 Technical Evaluation Criteria

The award will be made to the Offeror whose offer presents the Best Value: the optimal combination of technical merits and reasonable cost. Proposals will be scored on technical factors first. Only the Cost/Business proposals of those offers that surpass the minimum qualifying score of 70 points in the technical evaluation will have their Cost/Business Proposal reviewed. Those that do not reach this qualifying score in the Technical Evaluation will be considered non-competitive and their Cost/Business proposals will not be considered.

Provide a clear, specific, and succinct technical proposal that covers both the conceptual and practical approaches of how to achieve the objectives of this project. Specifically, please address the following, in the order specified below:

Item	Points Available
1. Technical Approach and Evidence of Local Knowledge	25 Points
2. Methodology	25 Points
3. Past Performance	25 Points
4. Staffing	25 Points
100 Points	

4. Instructions for the Preparation of Cost/Price Proposals

1.1 Cost/Price Proposals

The Cost/Business Proposal must be submitted separately from the technical proposal and will primarily indicate the cost for performing the work specified in this RFP. At a minimum, the Cost/Business proposal should include the following information:

- a) A detailed budget that provides a breakdown of costs by line item. Use the budget template presented in **Attachment D**. The budget could have two tabs – one for detail and one for summary.
- b) Bidders should use “loaded rates” for labor. Budgets should include base labor rates and a separate tab for the breakdown of the loaded rates.
- c) Detailed cost notes that provide information on each of the line items in the budget and explain why these items are needed for implementation of the activity.
- d) If indirect rates are charged, Offerors must provide supporting computations for the allocation for indirect/overhead costs, a copy of an audit report and balance sheet, and a profit and loss (P&L)/income & expenditure / revenue & expenditure statement OR a copy of the current Negotiated Indirect Cost Rate Agreement (NICRA).
- e) No profit/administrative fee will be allowed or reimbursed as part of the cost proposal.

5. Basis of Award

1.1 Best Value Determination

EAI will review proposals and make an award based on the technical and cost evaluation criteria stated above. The Offeror whose proposal provides the best value to EAI will be selected.

Evaluation points will not be awarded for cost. Cost will be evaluated primarily for realism and reasonableness. EAI may award to a higher priced Offeror if a determination is made that the higher technical evaluation of that Offeror merits the additional cost/price.

EAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

Attachments

Attachment A: Scope of Work for Services or Technical Specifications

Background:

Equal Access International (EAI) – a non-governmental organization (NGO) with U.S. regional offices in Washington, D.C.– partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 22-year track record implementing social change projects and currently operates in Afghanistan, Burkina Faso, Cameroon, Chad, Cote d’Ivoire, Kenya, Somalia, Mali, Nepal, Niger, Nigeria, Pakistan, and Philippines.

Project Description:

Nabadgelinta Soomaaliya builds on the substantial gains and significant body of evidence and learning produced by the UK-funded and UNOPS-managed SSJP, with a primary focus on supporting security and justice delivery at the state level in a manner which builds trust between the state and communities; and helps develop legitimate institutions that contribute to both state-building and peace-building objectives.

Nabadgelinta Soomaaliya will leverage the achievements, learning and groundwork laid by SSJP. In its final year, SSJP invested significantly to consolidate and anchor programme evidence and learning. This has included a compendium of (global and Somali) evidence reviews as well as foundational qualitative and quantitative research in Kismayo, Baidoa, Hargeisa and Burco. The research provides unique insights and greater understanding of the security and justice needs and priorities of Somali men and women; the roles, behaviors & norms of security forces; the accountability and accessibility of security forces; Women’s access to justice (incl. SGBV); avenues to engage on land conflict; and social norms related to access to and provision of security and justice.

The programme recognizes the critical role that improved security and justice outcomes, delivered through approaches that enable informed and inclusive dialogue and negotiation, have in establishing the foundations to lasting peace and political settlements in Somalia. Nabadgelinta Soomaaliya will seek to enable Somalis to benefit from improved security and access to justice through inclusive approaches that enjoy broad-based understanding, support and both elite and public confidence.

Purpose:

The objective of Nabadgelinta Soomaaliya is to enable Somalis to benefit from improved security and access to justice through inclusive approaches that enjoy broad-based understanding, support, and both elite and public confidence. The programme has two outcomes:

Outcome 1: Enhanced resolution of specific security and justice problems identified as priorities by Somalis in target locations.

Outcome 2: Learning, and social and political influence leveraged effectively to catalyze wider programmatic, policy and systemic change.

The programme will engage deliberately across the spectrum of formal, customary, social and religious stakeholders. At FMS level, the programme anticipates engaging deliberately with the following state/government Ministries Departments and Agencies: Ministries of Interior; Ministries of Justice; Regional Security Offices/Councils; Ministries of Endowment and Religious Affairs; Ministries of Women and Human Rights; State Police and Daraawish; Somali National Army; State Intelligence Agencies; Attorney General Office; Courts; Parliamentary Committees (e.g., Human Rights, Justice, Security). Additionally, Nabadgelinta Soomaaliya anticipates engaging across a range of wider security and justice

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stakeholders and key influencers, including: BAR associations; Civil Society Advocates; Judges and Prosecutors; Independent Commissions; Victim Support Groups; Woman Groups; Elders; Community Leaders; and Social influencers.

EAI is one of two lead Implementing Partners and heads up a consortia of local, international and regional organizations with a focus on utilizing social and behavior change and communication approaches to shift norms, attitudes and behaviors among and between Somali communities and security and justice actors, including activities to catalyze collective action led by target communities. We are seeking a local partner in Southwest State, located in Baidoa, to support the direct implementation of programme activities in South-West State, working at the intersection of security and justice providers, and the people they serve, to create a safer, stronger Somalia. The purpose of the RFP is to solicit interest from existing registered local organizations who wish to participate in the implementation of the Nabadgelinta project in South-West State.

Anticipated Activities

The submitted proposal should demonstrate the bidders approach to the following activities:

- Regular localized contextual mapping & analysis with a focus on GESI (gender equity and social inclusion) and / or political economy analysis.
- Development and testing of participatory tools for supporting identification of localized / area based problems and solutions related to everyday security and justice issues, including training select community members / stakeholders to use these tools.
- Running sessions with and for youth, women, IDPs, marginalized clans, focused on using the tools to identify localized / area based problems and solutions related to everyday security and justice issues in Baidoa.
- Running sessions with and for formal and informal security and justice providers focused on using the tools to identify localized / area based problems and solutions related to everyday security and justice issues in Baidoa.
- Bringing diverse groups of formal / informal duty bearers and community stakeholders together to agree on priority localized / area-based problems and solutions that they can coalesce around (Baidoa)
- Conduct bi-Monthly Meetings to assess progress towards agreed area-based problems / collective actions and promote Somali Strategies to improved security and justice.
- Conduct community Forums to discuss and decide on key issues to be raised in townhall meetings, these discussions should include diverse stakeholders including marginalized groups and S&J providers ensuring the latter are accountable to the former.
- Quarterly women only sessions / safe spaces for survivors of SGBV.
- Quarterly community security dialogues with officials from the district, the police, CSOs, WROs, IDPs, women, youth & traditional elders. These will be a community led coalescing space for service providers and users to discuss detailed progress and needs towards area based problems / collective actions.
- Provide capacity building and mentoring support to marginalized communities / groups and S&J change champions based to support collective action and advocacy linked to the area based problems. (*Training budget has been allocated to partners under this activity with the aim that this fund can be used flexibly for training / mentoring / capacity building as needed based on the champions and actions / Somali led strategies agreed*).
- Support advocacy actions (including policy advocacy)

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Scope

One Service Contract will be issued for the implementation of the programme on the ground. Service Contract holder will:

- Develop and maintain a thorough understanding of what the programme is trying to achieve, and work jointly, through an iterative process with other Implementation Partners, the MERL partner and IOM to co-design and deliver integrated solutions to address the concrete / area-based problems identified in each target location.
- Work in close collaboration with the programme's other Implementation Partners, and MERL provider, as well as with the EAI Team and consortia partners throughout programme implementation (i.e., regular catch-up meetings, periodic face-to-face learning workshops; and planning meetings);
- Implement the expected outcomes and contribute to the sustainability of the outcomes.
- The new partner is expected to support EAI in the implementation of the project in South-West State, Baidoa. This will include having at least one key member of staff based in the joint programme offices.
- Collaborate and closely coordinate with other EAI led consortium partners.
- Comply with the program's financial policies and procedures – including safeguarding and risk management.

Institutional Arrangement

EAI working with IOM will be accountable for setting the overall strategic and technical direction for the programme's design and approach, including ensuring that sufficient focus and systems are in place to measure progress towards gender equality and social inclusion. IOM will facilitate regular joint design, planning, learning and adaptation sessions, through which Implementation Partners will articulate, test and adapt integrated/blended solutions to the concrete security and justice challenges faced by Somalis in target communities, and agree joint activity plans to deliver those solutions.

EAI will be responsible for ensuring that the programme is delivered to a high technical standard and ultimately achieves or exceeds its expected results. They will be responsible for ensuring the technical quality of programme outputs, oversee and direct the provision of technical support and advice, and support the delivery of integrated solutions that reflect and adapt in response to emerging evidence and learning. EAI will be accountable for monitoring how the capacity of Service Providers is growing over time, and for ensuring that sufficient resources and necessary systems/processes are available to support this as a priority.

Duration of the Work

The Contractor shall commence the performance of the Services not later than Nov 1, 2023, and shall complete the Services no later than Dec 31, 2026.

Location of Work

Nabadgelinta will work initially in two urban and peri-urban communities in each of the two target Federal Member States of South-West State and Jubaland, to improve Somali citizens' experiences of security and justice, and to inform and influence wider strategic direction within the sector. The Service Provider will be expected to lead specific activities in South-West State, alongside the local EAI team, and other partners.

Nabadgelinta will take an iterative approach, which enables progressive expansion to other FMSs as resources become available and political space opens. The area-based and problem-driven approach will be reviewed, together with donors and beneficiaries at the end of Phase 1 Implementation and a decision will

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be made as to whether to further consolidate this approach, expand to additional geographies or change the programme's strategy and approach more fundamentally.

Program's approach

a. Adaptive management and learning

Nabadgelinta Soomaaliya takes a deliberately adaptive approach to learning, delivery, programming, and management. We acknowledge that in complex programs and environments, particularly in fragile and conflict-affected environments, change is rarely linear. We are committed to building a programme-wide culture that values adaptive learning, in which implementing partners can innovate, experiment, and learn from what does not work, as much as what works, to improve security and justice for Somalis.

b. Area-based and problem-driven

Nabadgelinta Soomaaliya will work through an area-based and problem driven approach by developing, implementing, and testing integrated and locally appropriate solutions to concrete security and justice problems facing different groups, including those who are most marginalized. The programme will begin by addressing three key security and justice problems identified by UNOPS: sexual and gender-based violence; land; and accountability.

c. GESI transformative

A gender equality and social inclusion (GESI) approach will be applied across the programme to identify and challenge unequal power relations and discriminatory gender norms, including harmful masculinities. We will strive to include marginalized groups, including women and girls, in the identification and resolution of security and justice problems.

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Attachment B: Proposal Cover Letter
[On Firm's Letterhead]

<Insert date>

TO: EAI Procurement Team

We, the undersigned, provide the attached proposal in accordance with **RFP**-[Click here to enter text.](#) -[Click here to enter text.](#) issued on [Click here to enter text.](#) Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of [Click here to enter text.](#) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

We understand that EAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text.](#)

Name of Firm: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Company Seal/Stamp:

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Attachment C: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No	Cost in US\$	Start-End Dates	Complete d on schedule? (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

Attachment D: Cost/Price Proposals

	Functions	Function	Corresponding ICSC Level	Unit (Monthly all-inclusive fee rate in USD or Daily all-inclusive fee rate in USD)	Level of effort	Fee (USD)	Total (USD)
1.1	Core Team						
	Core Team planned to be deployed in the country of services						
							\$ -
							\$ -
							\$ -
	Subtotal Core team						\$ -
1.2	Extended Team						
							\$ -
							\$ -
							\$ -
							\$ -
	Subtotal Extended Team						\$ -
1.3	Other expenses						
	<i>Travel costs</i>						\$ -
							\$ -
							\$ -
							\$ -
	<i>Operational/Other Costs</i>						\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	TOTAL COST						\$ -