

## REQUEST FOR PROPOSAL

TO:

To whom it may concern

<b>Date of issue:</b>	<Date>
<b>RFP no.:</b>	2023-034
<b>Contract title:</b>	Framework agreement GBV and SRHR
<b>Closing date:</b>	30 July 2023, 24:00hrs
<b>Contracting Authority:</b>	Norwegian Church Aid Contact person: Silje Heitman Email: <a href="mailto:she@nca.no">she@nca.no</a>
Please note that the Proposals must be sent to the Contracting Authority to <a href="mailto:oda.thune@nca.no">oda.thune@nca.no</a> marked with the above RFP number and the name of the submitting company.	

### **NORWEGIAN CHURCH AID (NCA) INVITES CONTRACTORS/CONSULTANTS TO SUBMIT A PROPOSAL FOR PREVENTION AND RESPONSE TO GENDER-BASED VIOLENCE (GBV) AND SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS (SRHR) UNDER A FRAMEWORK CONTRACT.**

Dear Sir/Madam,

The Service required will support NCA develop/strengthen specialised tools for programming and/or capacity building, in-country training/capacity building, digital training/capacity building, support enhancement of technical knowledge and skills, advise on technical projects and/or tools, monitoring, evaluation, learning, proposal development, and report writing an intervention. Please find enclosed the following documents which constitute the Request for Proposal:

**A – Instructions**

**B – Annex 1: Terms of Reference**

**Annex 2: Proposal Submission Form** (to be completed by the Contractor/Consultant)

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

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

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

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

## A. INSTRUCTIONS

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

### A.1. Scope of services

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

The Contractor/Consultant may offer parts of, or the total of the Services described in the Terms of Reference.

The framework agreement will be valid for 3 years and a specific purchase order will accompany each deliverable when needed with specifications.

### A.2. Cost of proposal

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

### A.3. Eligibility and qualification requirements

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

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

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

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

Contracts may not be awarded to Contractor/Consultants who, during this procedure:

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

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

The Contractor/Consultant shall complete and submit the following documents with his proposal:

- a. Proposal Submission Form (Annex 2) duly completed and signed by the Contractor/Consultant
- b. CV. highlighting the Contractor/Consultant's experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed.
- c. Proposal specifying the contractor/consultants experience and technical knowledge in line with the Terms of Reference (maximum 3 pages long)

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

#### **A.6. Financial proposal**

The Financial Proposal shall be presented as an amount in NOK in the Proposal Submission Form in Annex 2. The Contractor/Consultant shall indicate his/her daily fee-rate based on an eight-hour working day.

When purchase orders describing deliverables are issued and sent the preselected suppliers the Contractor/Consultant shall indicate his/her proposed global remuneration for the performance of the Services. The Contractor/Consultant shall be deemed to have satisfied himself as to the sufficiency of his/her proposed global remuneration, to cover both his/her fee rate, including overhead, profit, all his/her obligations, sick leave, overtime and holiday pay, taxes and social charges, etc.

Expenses when travelling for the assignment (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract shall be entitled to reimbursement of actual expenses incurred for the performance of the Contract. These costs and expenses are to be decided and written agreed upon.

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

#### **A.7. Validity**

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

#### **A.8. Submission of proposals and closing date**

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

#### **A.9. Evaluation of Proposals**

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

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

#### **Technical evaluation**

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

Technical evaluation		Maximum Points
1	Contractor/Consultant's specialised knowledge and experience covering any of the sub-goals in the Terms of Reference (ToR). Please specify which sub-goals you are applying for and describe knowledge and experience for the relevant sub-goal(s)	20
2	Contractor/Consultant's experience in working in developing countries and humanitarian crisis	10
3	Contractor/Consultant's relevant academic qualifications (please see specific requirements for GBViE, MHPSS, CMR, SRHR contractors under qualifications key experts)	10
4	Contractor/Consultant's relevant experience in capacity building covering any of the sub-goals in the TOR. Please specify all capacity building efforts and toolkits you are comfortable in facilitating trainings for in line with each sub-goal you are bidding for	20
5	Contractor/Consultant's experience in the regions/countries NCA operates in. knowledge of local language, culture, administrative system, government etc. Relevant countries are DRC, Ethiopia, Guatemala, Iraq, Lebanon, Malawi, Myanmar, Nigeria, Pakistan, Palestine, Sahel, Somalia, South Sudan, Sudan, Syria, Tanzania, Ukraine, Zambia	10
6	Contractor/Consultant's proficiency in English, French, Arabic (please specify language skills)	10
7	To what degree does the proposal show understanding of the task?	10
8	Have the Terms of Reference been addressed in sufficient detail?	10
<b>Total Technical Score</b>		<b>100</b>

### Interviews

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

### Negotiations

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

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

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

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

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

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

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

**A.14. Cancellation for convenience**

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

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

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

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

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

**Annex 1: TERMS OF REFERENCE FRAMEWORK CONTRACT**

**Consultant(s) within A) prevention and response to GBV, including norms, services, and B) SRHR, including safe delivery, comprehensive sexuality education and family planning**

Norwegian Church Aid (NCA) is seeking to establish framework contract(s) with contractor(s)/consultant(s) within:

- A) prevention and response to Gender-based Violence (GBV), and
- B) Sexual and Reproductive Health and Rights (SRHR)

**Background information**

Contractor(s)/consultant(s) will support NCA develop/strengthen specialised tools for programming and/or capacity building, in-country training/capacity building, digital training/capacity building, support enhancement of technical knowledge and skills, advise on technical projects and/or tools, monitoring, evaluation, learning, proposal development, and report writing.

The framework contract is valid for 3 years, and specific purchase orders will accompany each deliverable. The specific conditions, quantity, date of delivery etc. of a given purchase shall only be laid down in a purchase order when the services are needed.

NCA has a Global Programme on prevention and response to GBV, which includes sexual and reproductive health and rights (SRHR). The Programme goal is "Women and girls live empowered lives free from gender-based violence", with sub-goals:

- 1: Dominant norms transformed to protect girls and women from violence and harmful practices,
- 2: Women and girls at risk of violence and survivors' access life-saving and specialised GBV services,
- 3: Empowered women and adolescent girls lead, build self-esteem and realise their rights,
- 4: Women and girls have information, access to antenatal care, safe births, and post-natal care,
- 5: Women and adolescents access comprehensive sexuality education, and
- 6: Women and adolescents access modern family planning.

The GBV and SRHR Hub in NCA Head Office wishes to connect itself to contractors/consultants within these 6 areas.

### **Contract purpose and expected results**

#### **Sub-goal 1: Dominant norms transformed to protect girls and women from violence and harmful practices**

Interventions that aim to transform gender norms and inequalities have proven more effective at reducing violence than those that only address individual attitudes and behaviours without tackling harmful gender norms (such as harmful notions of masculinity) which perpetuate violence. Although social norms are different from individual attitudes, factual beliefs and behaviours, they can be diagnosed, measured and evaluated by amending existing research strategies and methodologies, such as qualitative focus groups and quantitative surveys. Emerging evidence and insights from practitioners suggest that to shift harmful social norms programmes need to: a) shift social expectations not just individual attitudes, b) publicise the change and c) catalyse and reinforce new norms and behaviours<sup>10</sup>. Changing social norms therefore requires a systematic approach which follows five steps. The steps are: 1. Pre-contemplation (person has not identified issue as a problem); 2. Contemplation (begins to identify issue as a problem); 3. Preparation for Action (seeking information, support, alternatives for change); 4. Action (makes changes); and 5. Maintenance (sustain change). NCA's social norms work must address norms change and not only individual behaviour change and should have multiple intervention approaches following the 3 lines of 'community conversation and dialogue, 'media and communication' and 'legal change'. NCA seeks contractors that can:

- Facilitate training/capacity building on social norms theory and change-driven interventions
- Enhance connections between social, religious, moral and legal norms
- Enhance systematic approaches to norms change
- Facilitate trainings/capacity building on programmatic tools such as FAME, SASA! *together*, Communities Care, Community Conversations Methodology, EMAP, ENGAGE!, FGMC
- Provide technical and/or advisory support and advisory towards tools development within the above sectors

#### **Sub-goal 2: Women and girls at risk of violence and survivors' access life-saving and specialised GBV services**

NCA's GBV Programmes must ensure survivor-centred approach is at the core of all activities, and work in a way to maintain the confidentiality of a survivor at all levels from intake to referral. NCA should involve and consult with survivors on service design and delivery. The GBV programmes should promote help-seeking in communities and address stigma, and address barriers to survivors accessing services and address. Activities should be implemented in ways that maintain confidentiality of survivors while encouraging community involvement and reducing social isolation.

NCA's GBV Programmes must ensure that the following services are supported:

- Psychosocial support
- GBV case management
- Cash and Voucher Assistance, particularly cash in GBV Case Management services
- Economic empowerment, including IGA, VSLA, etc
- Clinical Care for Sexual Assault Survivors, including checks at referral health centres
- GBVIMS (GBVIMS+, Primero)
- Staff care and self-care

NCA seeks contractors that can:

- Facilitate training/capacity building on Psychological First Aid using IFRCs manual, Caring for (Child) Survivors, Integrating Therapeutic Interventions in GBV Case Management, GBV Case Management, Cash in GBV Case Management, Clinical Care, GBVIMS, Staff Care, Self-care
- Provide technical and/or advisory support and advisory towards tools development within the above sectors

**Sub-goal 3: Empowered women and adolescent girls lead, build self-esteem, and realise their rights**

Empowerment include the processes that lead women and girls to perceive themselves as able and entitled to make decisions equally with men and boys. These processes must involve undoing negative social norms so that women and girls come to see themselves as having the capacity and the right to act and influence decisions. This implies that to be empowered women and girls must not only have equal capabilities (such as education and health) and equal access to resources and opportunities (such as land and employment), but they must also have the agency to use these rights, capabilities, resources and opportunities to make strategic choices and decisions (such as is provided through leadership opportunities and participation in political institutions).

NCA seeks contractors that can:

- Facilitate training/capacity building on life skills, advocacy, empowerment, networking, and economic justice
- Facilitate trainings and adaptations of REFLECT
- Initiate/Facilitate initiatives/activities related to empowerment of women to access (and use) technology, and prevention and response to technology-facilitated GBV
- Provide technical and/or advisory support and advisory towards tools development within the above sectors

**Sub-goal 4: Women and girls have information, access to antenatal care, safe births, and post-natal care**

NCA will focus on increasing knowledge of women and girls on the importance of antenatal and postnatal care and safe delivery through enhanced access to accurate information. NCA will build capacity of midwives and traditional birth attendants in safer births, including antenatal and postnatal care, with education packages and other appropriate modules to address the significant gap between the education of nurses/midwives and practical skills needs. NCA will build capacity of health and social workers on caring for newborns, including breastfeeding and nurture.

NCA seeks contractors that can:

- Facilitate trainings using the Mama Natalie and Neo Natalie simulation dolls from Laerdal (or similar skills-building approaches)
- Provide Technical and Guidance towards A/SRH tools development.
- Conduct Facility Assessments and make recommendations to improve on Facility A/SRH.
- Provide Technical support and guidance on CVA in A/SRH programmes.
- Provide Technical support and guidance on establishing community A/SRH and strengthening referral mechanisms.
- Facilitate trainings related to community dialogues on maternal health, antenatal care, safe births and post-natal care (safe births)

**Sub-goal 5: Women and adolescents access comprehensive sexuality education**

Every young person will one day have life-changing decisions to make about their sexual and reproductive health, yet many adolescents lack the knowledge required to make those decisions responsibly, leaving them vulnerable to coercion, sexually transmitted infections, and unintended pregnancy. Comprehensive sexuality education enables women and adolescents to protect and advocate for their health, well-being, and dignity. To exercise full bodily autonomy requires not only the right to make choices about one's body but also the

information to make these choices in a meaningful way. Comprehensive sexuality education focuses on developing life skills that encourage critical thinking, communication and negotiation, decision making and assertiveness. NCA will focus on ensuring access to comprehensive sexuality education for in-school youth, out of school youth, adult women, and men. NCA will advocate for integration of Comprehensive Sexuality Education in national strategies and policies and for securing CSE in the ICDP + 30 agenda.

NCA seeks contractors that can:

- Facilitate trainings on Comprehensive Sexuality Education

### **Sub-goal 6: Women and adolescents access modern family planning**

The availability of family planning services allows individuals to achieve desired birth spacing and family size and contributes to improve health outcomes for infants, children, women, and families. NCA promotes youth-friendly health services that recognizes that the family planning need of young women vary by marital status and notes difference by early, middle, and late adolescents, and provides guidance on specific approaches by age group. NCA promotes male involvement in family planning. Resistance and prohibition of family planning exists in some places partly because of the spread of myths and misconceptions. Without accurate information and acknowledgement of traditional beliefs, faith leaders and traditional leaders may resist family planning. NCA works with faith leaders and traditional leaders so they can understand how all methods of contraception work and the positive health, social and economic benefits associated with them. NCA train healthcare workers to increase their competence in the field of family planning. Working on clarification is essential in this training to reduce the resistance some health workers have to providing family planning to adolescents and unmarried women and girls. NCA will advocate for reducing the unmet need for family planning in our target areas and globally.

NCA seeks contractors that can:

- Facilitate trainings on modern family planning for health workers and social workers, that are age- and sex-appropriate

### **Qualifications key experts**

GBViE Contractors

- Required: MA (or equivalent) in social sciences, gender, development and/or other relevant field.
- Essential: 3 years professional experience in managing and setting up GBViE programmes, facilitating training on GBViE, GBV case management, GBVIMS, Referral pathways.
- Desired: 3 years of professional experience in implementing GBV programmes in emergency contexts.

MHPSS Contractors:

- Required: Mental health professional with minimum MA (or equivalent) in Psychology or Social Work Qualifications in therapeutic interventions (e.g. CBT) desirable.
- Essential: 3 years clinical experience providing direct therapeutic support in hospital and/or community-based settings. Experience in supervising and facilitating training of mental health professionals and non-clinical staff.
- Desired: 3 years of professional experience in implementing MHPSS activities in emergency contexts.

CMR contractors:

- Required: Formal education within midwifery, nursing, gynaecology, or medicine.
- Essential: 3-5 years' experience working as a midwife, nurse, doctor, or gynaecologist and experience in facilitating training on clinical management of rape
- Desired: 3 years of professional experience in implementing CMR activities in emergency contexts.

SRHR contractors:

- Required: Formal education within midwifery, nursing, or gynaecology.



- Essential: 3-5 years' experience working as a midwife, nurse, doctor, or gynaecologist, and experience in facilitating training on delivery of babies, antenatal care, family planning, and emotional support.
- Desired: 3 years of professional experience in implementing SRHR activities in emergency contexts.

**ALL:**

- Knowledge of protection, human rights, public health and/or other relevant field
- Relevant experience managing people, projects, and/or partners.
- Experience working with multi-cultural and multi-national teams.
- Experience working with different donors as well as partners.
- Proficiency in English, written and oral is a requirement. Other languages such as French, Spanish and Arabic are advantages.
- Experience from working in challenging environments.

**Personal qualities**

- Ability to quickly build rapport as well as motivate both individuals and groups
- Systematic, structured and accurate
- Patient and culturally sensitive
- Excellent communication and writing skills

**Reporting**

Lines of reporting is specified in each purchase order.

**Bids**

Please specify in your bid if you are applying for:

- A) prevention and response to Gender-based Violence (GBV), and/or
- B) Sexual and Reproductive Health and Rights (SRHR)

Please specify in your bid which sub-goal you are applying for:

- 1: Dominant norms transformed to protect girls and women from violence and harmful practices,
- 2: Women and girls at risk of violence and survivors' access life-saving and specialised GBV services,
- 3: Empowered women and adolescent girls lead, build self-esteem and realise their rights,
- 4: Women and girls have information, access to antenatal care, safe births, and post-natal care,
- 5: Women and adolescents access comprehensive sexuality education, or
- 6: Women and adolescents access modern family planning.

In your bids please include links to previous work done, particularly development of training materials, programme manuals, evaluations and/or research, strategies.

Please describe your technical areas of work.

## Annex 2: proposal submission form

My financial proposal for my services is as follows:

	Currency	Amount
Fixed consultancy prices	NOK	
VAT or other tax on services		
<b>Total price incl. taxes</b>	<b>NOK</b>	

Reimbursable expenses (transport, food and accommodation) will be issued in each purchase order.

CONTRACTOR/CONSULTANT OR COMPANY INFORMATION	
Company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.	
Email	
Website	
Director (name)	

GENERAL COMPANY INFORMATION	
Year of establishment	
Licence number (VAT no./TAX id)	
Does your company have CSR related policies in place – e.g. Health, Safety, HR, Energy or Climate policy or is a member of Global Compact? Please state which policies.	
Is your company e.g. ISO 26000/50001/14000 certified or SA8000 certified? Please state which.	

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

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

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

After having read your Request for Proposal no2023-034 for Framework agreement GBV and SRHR dated 26 June 2023, and after having examined the Request for Proposal, I/we hereby offer to execute and complete the services in conformity with all conditions in the Request for Proposal for the sum indicated in our financial proposal.

Further, I/we hereby:

- Accept, without restrictions, all the provisions in the Request for Proposal including the General Terms and Conditions for Service Contracts.
- Provided that a contract is issued by the Contracting Authority I/we hereby commit to perform all services described in the Terms of Reference, Annex 1.
- Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service.
- Certify and attest compliance with the Code of Conduct for Contractors in Annex 5.

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

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

[General Terms and Conditions](#)

[Code of Conduct for Contractors](#)

Signature and stamp:

---

Signed by:

**The  
Contractor/Consultant**  
Name of the company  
Address  
Telephone no.  
Email  
Name of contact person