

FREQUEST FOR PROPOSAL

TO:

All Interested Candidates	Date of issue:	17.09.2022
	RFP no.:	SYR-2022-082
	Contract title:	GBV and WASH Needs Assessment in Syria and Lebanon
	Closing date:	01st October 2022 23:59 (Damascus Time)
	Contracting Authority:	Norwegian Church Aid Syria & Lebanon Office Contact Email for inquiries: ncasyriaprocurement@nca.no

Submission Guidelines:

Please note that the Proposals may be sent to jobs.middleeast@nca.no to the Contracting Authority clearly indicated in the subject of the e-mail the above RFP Number (SYR-2022-082) and the name of the submitting company/ consultant. Do not copy anyone else from NCA team, otherwise your offer will be disqualified.

NORWEGIAN CHURCH AID – SYRIA & LEBANON COUNTRY OFFICES INVITES YOU TO SUBMIT A PROPOSAL FOR GBV AND WASH HUMANITARIAN NEEDS ASSESSMENT IN SYRIA AND LEBANON

Dear Sir/Madam,

The Service is required for an assignment for “GBV and WASH Humanitarian Needs Assessment in Syria and Lebanon.” The primary focus of the needs assessment will be on GBV and WASH. Please find enclosed the following documents which constitute the Request for Proposal:

A – Instructions

Annex 1: Terms of Reference

Annex 2: Organisation and Methodology Form (Technical Proposal) (to be completed by the Candidate)

Annex 3: Proposal Submission Form (to be completed by the Candidate)

Annex 4: General Terms and Conditions for Service Contracts

Annex 5: Code of Conduct for Contractors

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

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

A. INSTRUCTIONS

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

A.1. Scope of services

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

The Candidate shall offer the totality of the Services described in the Terms of Reference. Candidates offering only part of the required Services will be rejected.

A.2. Cost of proposal

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

A.3. Eligibility and qualification requirements

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

In addition, candidates, either directly or through a subcontractor or counterpart, must hold official legal registration in the Syrian Arab Republic and Lebanon and the ability to obtain permission to collect data in both countries. It is expected that scanned copies are submitted, as supporting documentation for the proposal.

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

Candidates are also requested to certify that they comply with the Code of Conduct for Contractors. See Annex 05.

Note that NCA will conduct a vetting process to the selected company, including all staff and any external partners and collaborators, according to international donor requirements.

A.4. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information
- (c) are unable to submit official legal documentation that proves valid registration in their country of residence, Syrian Arab Republic and Lebanon or present access by partnering with the companies registered in both countries. A copy of the respective official and valid legal documents should be provided.
- (d) are unable to submit a copy of the owner passport and the lead consultants' passport, including a copy of the owners of the partnering companies.
- (e) The submission guidelines were not followed according to the instructions.

The above exclusion criteria also apply to any subcontractor or counterpart that are included in the proposal.

A.5. Documents comprising the Request for Proposal

The Candidate shall complete and submit the following documents with his proposal:

- a. Proposal Submission Form (Annex 3) duly completed and signed by the Candidate;
- b. Technical proposal, including Organisation and Methodology using the structure in (Annex 2);
- c. CV. highlighting the Candidate's experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed (for both international and national teams);
- d. Minimum two examples of similar previous assignments and two references from past clients;
- e. A time plan for the assignment in accordance with the 'Key milestones and expected deliveries' table from the scope of services in Annex 1;
- f. Legal documentation proving that the company has access inside Syria and Lebanon, either directly or through a subcontractor or counterpart. The acceptable documentation is a certificate of registration in both countries valid until the end of 2022 or beyond;
- g. A copy of the owner passport and of the lead consultant passport.

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

A.6. Financial proposal

The Financial Proposal shall be presented as an amount in US Dollars in the Proposal Submission Form in Annex 3. The remuneration of the Candidate under the Contract shall be determined as follows:

The Candidate shall indicate in his/her proposal his/her proposed global remuneration for the performance of the Services. The Candidate shall be deemed to have satisfied himself as to the sufficiency of his/her proposed global remuneration, to cover both his/her fee rate, including overhead, profit, all his/her obligations, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract. The proposed global remuneration shall cover all obligations of the successful Candidate under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.

If the Contactor requests to obtain an advance payment to the Contracting Authority, and if the value of this advance payment exceeds 15% of the total contract's value, an advance payment guarantee will be required by the Contracting Authority.

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

A.7. Candidate's proposed personnel

In the Organisation and Methodology Form, Annex 2, the Candidate shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Candidate proposes to use for the performance of the Services. The key experts are those whose involvement is considered instrumental in the achievement of the contract objectives. The CV of each key expert shall be provided highlighting his/her experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed. The Candidate whose proposal is accepted shall provide, if so requested by the Contracting Authority, copies of diplomas and employers' certificates or references proving the key experts' education, professional experience and language proficiency.

In the Proposal Submission Form, Annex 3, the Candidate shall provide detailed information about key experts' actual availability for the performance of the Contract.

If, before the signing of the Contract, a key expert proposed in the proposal is no longer available the Candidate shall inform the Contracting Authority immediately and the proposal will in such case be considered invalid. A replacement of the key expert should be proposed with the same or higher expertise. The Contracting Authority should approve the replacement before proceeding in the process.

A.8. Subcontractors or Counterparts

If the Consultant intends to use subcontractors or counterparts, the Consultant shall state in the Organisation and Methodology Form, Annex 2, their names, qualifications, role, and duties in the performance of the Contract and the Consultant shall specify all details and the division of Services which will be executed by the subcontractors or counterparts.

In addition, the Candidate will provide a copy of the MoU (Memorandum of Understanding) to be signed with the Subcontractor, detailing the roles and responsibilities of both parties.

The provisions of article "Candidate's proposed personnel" concerning the Candidate's personnel and the article concerning eligibility and qualification requirements shall apply to the subcontractors or the subcontractor's personnel.

A.9. Validity

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

A.10. Submission of proposals and closing date

The proposal together with the requested documents in section A.5 is to be sent to the following e-mail address: jobs.middleeast@nca.no without having in cc anyone else from the NCA team. Otherwise, your offer will be **disqualified immediately**.

The e-mail should clearly indicate in the subject of the e-mail the above **RFP Number** (SYR-2022-082) and **the name of the submitting company/ consultant**.

The closing deadline is 1st October 2022, 23:59 (Damascus Time). Late bids will be rejected.

For any inquiries, you can contact NCA at the following e-mail: ncasyriaprocedurement@nca.no

A.11. Evaluation of Proposals

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

Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights of 65% for the Technical Proposal; and 35% for the offered price. Each proposal's overall score shall therefore be: S_t X 65% + S_f X 35%.

Technical evaluation

The Contracting Authority will evaluate the technical proposal in regards of time plan and methodology. This will include, but not be limited to, the following (reflected in the technical offer):

- Time plan (reflecting reaching the set objectives, milestones and submitting required deliverables)
- Technical, thematic, and academic background – CV(s)
- Recent experience with similar projects
- Recent experience of conducting needs assessment for institutional donor funded projects
- Proposed methodology
- Present a clear access & logistics plan in all these locations and the approvals and means that you have already in place

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	Realistic and adequate work plan in responding to the Terms of Reference (Annex 1): This will include, but not limited to, the evaluation of the time plan (reflecting reaching the set objectives, milestones and submitting required deliverables)	20
2	Technical and academic background of the team (WASH, GBV And MEAL) of specialists:	10

	Based on the CV(s) and the submitted credentials. Past experience in the specific context (Syria & Lebanon) and thematic area is a must	
3	Legal presence (registration) logistics capacity, resources, experience, and ability of the team to access the target area (Syria & Lebanon) Based on the explanation provided on how to reach to all targeted location. Present a clear access & logistics plan in all these locations and the approvals and means that you have already in place	20
4	Past experience of conducting NA for institutional donors in the same thematic area: Based on submission of credible samples of past work, e.g., reports, and references of past clients.	20
5	Proposed methodology: The ToR in Annex 1 has been addressed sufficiently and the applicant has shown a comprehensive understanding of the assignment. Technical offers will be evaluated based on the guidance provided in Annex 2.	30
Total Technical Score		100

Interviews

The Contracting Authority reserves the right to call to interview the Candidates (including thematic experts) having submitted proposals determined to be substantially responsive.

Financial evaluation

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

$Sf = 100 \times Fm/F$, in which

Sf is the financial score, Fm is the lowest price and F is the price of the proposal under evaluation

Negotiations

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

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

A.12. Award criteria

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

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

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

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

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

A.14. Cancellation for convenience

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

A.15. Data Protection and Privacy Contractor's Obligations

The Contractor will treat any personal data related to beneficiaries or any other persons that has been collected in connection with this contract with the utmost confidentiality. Such data will not be shared with third parties. Any personal data must be erased upon completion of the contract. The Contractor must ensure that personal data is collected, processed, and stored in adherence with European Union General Data Protection Regulations (EU GDPR) and any international and national laws and regulations on data protection.

A.16. Data Protection and Privacy Contracting Authority's Obligations

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

• BACKGROUND INFORMATION

NCA has been operating in Syria and Lebanon for the past 10 years, supporting local partners to implement the Gender Based Violence/Protection and Water, Sanitation and Hygiene (WASH) projects. Interventions have focused mostly on the prevention, mitigation, and response of gender-based violence; WASH assistance; and COVID-19 prevention measures in response to the outbreak of pandemic in 2020. Based on NCA's past experiences in WASH and GBV thematic areas, and in line with NCA plans of expansion in both countries, NCA will continue addressing the WASH and GBV needs of people in need in Syria and Lebanon in 2023 and beyond, ensuring that a solid country strategy and annual plan is developed based on specific context and needs assessment. Accordingly, NCA Syria and Lebanon country offices will allocate resources in efficient and effective way to reach out to underserved geographical areas with greatest need. Aiming to align 2023 project plans with verified evidence of local community specific needs., Humanitarian Needs Overview (HNO), country specific Humanitarian Response Plans (HRP, ERP, LCRP) and UN Cluster/working group strategies, a Needs Assessment will be conducted by NCA with the following components:

1. Conduct primary research at the field level among NCA/ partners, communities in need, officials in relevant government departments, UN personnel, other INGOs and local NGOs to identify needs and gaps in response efforts,
2. Assess NCA and partners capacities and limitations, as determined by the impact of their current and previous work, current political and economic country context
3. Assess the current operational environment terms and conditions of relevant local authorities to safely provide relevant GBV and WASH services to the people in need.

Based on the Needs Assessment findings, the consultant's final document will provide NCA with credible recommendations for GBV and WASH interventions by NCA and partners. It may also highlight other humanitarian needs as observed during the research.

• CONTRACT PURPOSE AND EXPECTED RESULTS

Overall objective:

The overall objective is to review, enumerate, and document the scope of, and need for,

- Age, gender and disability sensitive GBV protection, prevention, and remedial services and activities as identified by affected communities and relevant actors in Syria and Lebanon.
- Lifesaving emergency response to current water crisis, capacity gaps, and prioritised needs of people in most vulnerable governorates of Syria.
- Emergency response to WASH prioritised needs in Lebanon.

Purpose:

The needs assessment is to be conducted at the field level, during which cross-cutting and other related factors, e.g., security and access must also be considered. The purpose of the assessment is to provide a comprehensive overview of the following:

Gender Based Violence (GBV)

- The needs of GBV survivors (women, girls, boys and men) as they identify them;
- The current protection concerns women and, girls, and vulnerable boys and men face;
- The current coping mechanism women and, girls, and boys and men vulnerable to GBV resort to address their needs, minimize risk, and their effectiveness;
- The existing services targeted specifically to GBV survivors (MHPSS, health, protection, etc.), including the locations and the organizations that are providing them;

- Specific gaps in services (Case-management capacity of GBV counselling and referral services, as well as capacity for age, gender, and disability sensitive GBV case management) for GBV survivors (specific locations);
- Challenges of survivors in accessing the existing GBV services
- Risks and exposure of vulnerable people, including persons with disabilities, to GBV; and challenges they face in accessing GBV services
- Age and gender specific risks, concerns and GBV trends adolescent girls face in the Syrian context, reflecting variation in urban and rural context, and challenges they meet in accessing the GBV services.
- Domestic violence and negative coping mechanism as an outcome of financial hardship, including the needs and accessibility of cash services for GBV survivors
- Identify the barriers of vulnerable groups, including GBV survivors, to practice safe and adequate hygiene, menstrual hygiene management, e.g. in terms of water availability, availability and access of related material, infrastructure and facilities and lack in knowledge on personal protection and prevention of the spread of the disease, including vaccination;
- Status of local health centers regarding their capacity to provide basic services related to GBV and MHPSS.
- Gaps and needs related to the safety and protection of the users of the shared WASH facilities (water collection points, distribution sites, latrines, showers, washing areas, etc.) in communities, camps and collective shelters (with added focus on disability);

Water, Sanitation and Hygiene WASH

- Availability of water sources in communities and operation status regarding power source and water authority capacity
- Water quality will be included to have an overview on availability of drinking water and domestic usage water. Including any possibility of wastewater leakage to water sources or network
- Water network condition and limitation in water delivery to community members including public water storage
- Current gaps for water delivery to schools and health facilities within communities
- Water storage methods for HHs and capacity of community members to achieve healthy and sufficient water storage
- Availability of sufficient and secure location for possible solar system installation for water sources
- Knowledge and practices of community members for personal and domestic hygiene and water preservation methods. Including COVID-19 prevention
- Availability and affordability of WASH NFIs in local market
- Hygiene practices for students including MHM and incontinence and schools requirements to provide minimum hygiene standards
- Barriers in accessing complaints response mechanism, especially for reporting sensitive issues such as sexual abuse and exploitation
- Current level of usage and potential of expansion of usage of green energy and solar system for water pumping systems in the assessed communities
- Successful renewal energy and green, environmentally friendly WASH interventions and potential for expansion, opportunities, and challenges
- Need for solid waste management and potentials for linking waste management to livelihood and cash for work at the municipal and caza level, and how refugee communities in Lebanon can be engaged in these activities
- Linking water projects to livelihood such as water for agriculture as an example
- Legal framework related to solid waste, including composting

Applicant to include Assumptions and risk matrix with the application.

(Note: an assumption could be that the security situation permits the work to be completed or the Government is willing to cooperate. A risk could be limited access to the area, country etc.)

- **SCOPE OF THE SERVICES**

- Focus on GBV and WASH
- Geographic coverage:
 - Syria – All Government of Syria controlled governorates focusing on areas affected by Water crisis and cholera outbreak
 - Lebanon; Beirut/Mount Lebanon, North/Akkar/T5, Bekaa, Baalbeck

GBV elements:

- GBV context: demographics, types of GBV, risk factors for GBV, survivor/perpetrator profiles, survivor needs and preferred ways of accessing support.
- Availability, accessibility, safety, and quality of services: Types of services available, key actors, and their technical capacities
- Disclosure, help-seeking, and referrals: Entry points to seek help, existence of referral pathways and systems, service provider knowledge and attitudes towards GBV, availability of community-based support.
- Community Profile: community knowledge and attitudes towards GBV, community perception of GBV within community, practices/beliefs, existence of community-based support/protection structures (including the female led ones).
- Intersectional analysis of population vulnerable to GBV: e.g., adolescent girls, women and girls with disability, female headed households
- Amplifying voices of women and girls: mapping the experiences and challenges as perceived by the vulnerable populations

WASH, and other elements:

- Water situation and current limitation for water delivery to HHs, schools, and health centers
- Community requirements: minimum required water quantity, domestic and public storage requirements, water quality, and delivery method
- Opportunities for solar system installation to provide more sustainable water sources and pumping
- Water authority capacity to perform O&M for water sources and pumping with required intervention for capacity building
- Required data to design awareness raising and provision of essential NFIs interventions including COVID-19 prevention and vaccination awareness
- Training/Capacity building needs for WASH personnel for mainstreaming GBV and PSHEA in WASH activities
- The need assessment in Lebanon needs to cover specific needs of Syrian refugees as per the WASH and GBV elements mentioned above.

- **TIMING, LOGISTICS AND FACILITIES**

The full assignment is scheduled from the 10th Oct 2022 to 15th Nov 2022 and the research will be conducted in Syria and Lebanon. Further reporting requirements will be discussed with the selected consultant. Field work will take place in the respective governorates as described above under point 'Scope of services'.

During the assignment, the consultant will report to the NCA Head of Programmes. The consultant/s will be expected to make her/his/their own arrangements for accommodation, permits, transportation/fuel, data collection tools, enumerators, office facilities, security, and safety, and if necessary, translation from Arabic to English.

- **REPORTING**

The selected consultant/s will be expected to submit the following documents in English:

- a) Inception report.
- b) Assessment tools.
- c) Progress updates.
- d) Final Report on Syria and Final Report on Lebanon (Two separate country specific reports)

B. Schedule:

The tentative starting date of the assignment is 10st Oct 2022 and the final report and supporting documents are expected no later than 15th Nov 2022. The consultant is asked to fill-in the below table with suggested dates for each of the tasks and milestone.

Core Tasks	By Date:
Scoping meeting with NCA and local partners through Skype: <ul style="list-style-type: none"> Detailed briefing on the assignment. Receive all relevant available project documentation 	
Milestone 1: Inception report including timeline, desk review and assessment tools: <ul style="list-style-type: none"> Please see above under Expected deliverables and milestones. Final versions will be subject of approval by NCA. 	
Field visits: <ul style="list-style-type: none"> Data collection on site as per agreed methodology, tools and schedule. Please see above under Scope of services. 	
Data analysis: <ul style="list-style-type: none"> Data cleaning and analysis 	
Milestone 2: Draft final report <ul style="list-style-type: none"> Please see above under Expected deliverables and milestones. 	
Milestone 3: Final report <ul style="list-style-type: none"> Please see above under Expected deliverables and milestones Final versions will be subject of approval by NCA. 	
Total Duration of the assignment:	

The assessment cannot rely on data/information from the UN's Humanitarian Needs Overview, or the Humanitarian Response Plan, or other publicly available documentation regarding Syria and Lebanon humanitarian crisis. Such information may only be presented in support of the Assessment's primary research findings.

The consultant is expected to develop an approach combining both quantitative and qualitative research methodologies, relevant to the overarching purpose and research questions. Research methodologies will primarily consist of key informant interviews, focal group discussions, may include desk reviews, beneficiary satisfaction surveys, observations and case studies. It is necessary for the consultant to engage diverse groups of informants, including but not limited to adult women, adolescent girls, and women and girls with disabilities.

In collecting data involving affected women and girls, it is expected that consultant ensure safety privacy and confidentiality, and abide to GBV principles in general, as well as to ethical and, safety recommendations in researching GBV in emergencies².

It is expected that the consultant will conduct in person data collection and will not rely on phone or remote surveys.

² See WHO ethical and safety recommendations for researching, documenting, and monitoring sexual violence in

emergencies, available at <https://www.who.int/publications/i/item/9789241595681>

The final country specific reports are to be provided in English. It should contain at least the following sections (not exhaustive):

- Executive summary and introduction and context background to the assignment
- Description of the methodology, approach, scope of work, constraints, and opportunities
- Data presentation and detailed analysis
- Key findings, recommendations, and conclusions
- Conclusions related to the assessment's findings and recommendations

Annexes to be included: The agreed Terms of Reference (ToR), work plan, assessment tool and protocols, databases, photos and references to sources of information for both qualitative and quantitative data.

The final report is to be submitted in English. All datasets produced during the consultancy, should be provided in a CSV compatible file. In addition, all communications materials produced during the assignment should be submitted to NCA. All related data, including the final report and guidance document are the property of NCA.

- **QUALIFICATION REQUIREMENTS**

- Highly competent and experienced team of GBV, WASH/public health and data collection experts;
- Highly competent and experienced team of field coordinators, managers and enumerators;
- Proven experience in conducting multi-sectoral needs assessments, covering GBV and WASH;
- Worked previously for a minimum of 5 years on assessments and evaluations;
- Provided two sample needs assessment reports of previous assignments;
- Proven familiarity with the culture of the focus population and an in-depth experience of the Syrian and Lebanese context;
- Expertise in digital data collection, information management, analysis and presentation, including data security;
- Fluency or working knowledge of Arabic is necessary;
- Fluency in English;
- Legal presence inside Syria and Lebanon with ability to safely access all targeted assessment locations;
- Specified name and location of registered bank account

Note that NCA will conduct a vetting process to the selected company, including all staff and any external partners and collaborators, according to international donor requirements.

- ANNEX 2: ORGANISATION AND METHODOLOGY (TECHNICAL OFFER)

To be filled in by the candidates in compliance with the following instructions:

Rationale

- Any comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the Contract. Detailed list of inputs, activities and outputs. Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final Contract.
- An opinion on the key issues related to the achievement of the Contract objectives and expected results
- An explanation of the risks and assumptions affecting the execution of the contract.

Methodology

- An outline of the approach proposed for contract implementation.
- A list of the proposed activities considered to be necessary to achieve the contract objectives.
- The related inputs and outputs.
- In the case of a proposal being submitted by a consortium (counterpart) a description of the input from each of the consortium members and the distribution and interaction of tasks and responsibilities between them.
- If a team of experts: A description of the support facilities (back-stopping) that the team of experts will have from the Candidate during the execution of the Contract.
- A description of subcontracting arrangements foreseen, with a clear indication of the tasks that will be entrusted to a subcontractor (or counterpart) and a statement by the Candidate guaranteeing the eligibility of any subcontractor.

Timetable of activities

- The timing, sequence and duration of the proposed activities taking into account mobilisation time.
- The identification and timing of major milestones in execution of the Contract, including an indication of how the achievement of these would be reflected in any reports particularly those stipulated in the Terms of Reference.
- Include a programme.

Key experts and division of tasks and responsibilities

- The Candidate shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Candidate proposes to use for the performance of the services. The key experts are those whose involvement is considered instrumental in the achievement of the Contract objectives. The CV of each key expert shall be included highlighting his/her experience in the specific field of the services and his/her specific experience in the country/region where the services are to be performed. In addition, the Candidate shall include information on current participation of key experts in other contracts and or commitments to participate in future contracts, including detailed description of their tasks and period of engagement. The candidate shall also include detailed description of the role and duties of any subcontractor and their staff, that will provide services within the assignment.

ANNEX 3: PROPOSAL SUBMISSION FORM

My financial proposal for my services is as follows:

	Currency (USD)	Amount
Global price (fees and expenses)		
VAT or other tax on services		
Total price incl. taxes		

The financial offer must be also submitted as a separate annex, in an excel file, with a detailed breakdown of all costs, including overheads. Please refer to the clause A.6 – Financial Proposal for more information.

CANDIDATE OR COMPANY INFORMATION	
Company (legal name)	
Street name and no.	
City and Postal Code	
Country	
Phone no.	
Email	
Website	
Director (name)	

GENERAL COMPANY INFORMATION	
Year of establishment	
Number of full-time employees	
Licensing authority	
Licence number (VAT no./TAX id)	
Countries with registered office:	
Registration Certificate – please attach	
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 compliant with GDPR?	

SUBCONTRACTORS			
Work intended to be subcontracted	Name and details of subcontractors	Value of subcontracts as percentage of the total cost of the contract	Subcontractors experience in similar work

Please include the above information for any subcontractor or counterpart.

Please fill below the information for the proposed personnel (key experts). Increase the number of lines as necessary.

PROPOSED PERSONNEL			
Name	Expertise	Role in this assignment	Submitted CV?

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

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

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

After having read your Request for Proposal no. **SYR-2022-082 for GBV and WASH Needs Assessment in Syria and Lebanon dated 1st October 2022, 23:59 (Damascus Time)** 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 within the time frame described in our Organisation and Methodology Form (Technical Offer – Annex 2)
- Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service in Annex 4.
- 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 Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

Signed by:

Name of the company:

Address:

Telephone No.

Email:

Name of contact person:

Date:

Signature and stamp: