**REQUEST FOR PROPOSAL**

TO:

Whom it may concern.

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| **Date of issue:** | 10.08.2022 |
| **RFP no.:** | 2022-025 |
| **Contract title:** | Development and integration of counter-trafficking. |
| **Closing date:** | Wednesday 7th of September |
| **Contracting Authority:** | Norwegian Church Aid  Procurement Process:  Contact person: Oda Thune  Email: [oda.thune@nca.no](mailto:oda.thune@nca.no)  Terms of Reference:  Contact person: Patrice Quinland  Email: [Patrice.Quinlan@nca.no](mailto:Patrice.Quinlan@nca.no) |
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**Norwegian Church Aid** **invites you to submit a proposal for leading the development and integration of counter-trafficking.**

Dear Sir/Madam,

The Service is required for leading the counter trafficking activities within NCA’s Humanitarian programmatic areas. 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 Candidate)

**Annex 3: General Terms and Conditions for Service Contracts** (a link in annex 2)

**Annex 4: Code of Conduct for Contractors** (a link in annex 2)

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 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.

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.

1. **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.

1. **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.

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.

1. **Exclusion from award of contracts**

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

1. are subject to conflict of interest
2. 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
3. **Documents comprising the Request for Proposal**

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

1. Proposal Submission Form (Annex 3) duly completed and signed by the Candidate
2. 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.

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.

1. **Financial proposal**

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

#### Option 1: Global price: 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.

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

1. **Validity**

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

1. **Submission of proposals and closing date**

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

1. **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 (*St*) and financial (*Sf*) scores using the weights of <75>% for the Technical Proposal; and <25>% for the offered price. Each proposal’s overall score shall therefore be St X <75>% + Sf X <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 | Candidate’s or organisation’s specialised knowledge and experience in the field of assignment. | 40 |
| 2 | Candidate’s relevant academic qualifications | 20 |
| 4 | Candidate’s proficiency in English, eventually another language. | 10 |
| 5 | To what degree does the proposal show understanding of the task? | 20 |
| 6 | Have the Terms of Reference been addressed in sufficient detail? | 10 |
| **Total Technical Score** | | **100** |

**Interviews**

The Contracting Authority reserves the right to call to interview the Candidates 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 x 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.

1. **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.

1. **Cancellation for convenience**

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

1. **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

**BACKGROUND INFORMATION**

Human traffickingis a serious crime that abuses people’s fundamental rights and dignity. It involves the criminal exploitation of vulnerable people for the sole purpose of economic gain. Due to the hidden and complex nature of the crime, exact estimations are difficult to obtain. Most recent estimates done by ILO estimated that at any given time 2.4 million persons are trafficked, being exploited for both labour and sexual purposes. Trafficking in Persons is prevalent in all the countries where NCA operates, and so in 2019 the Humanitarian Division decided to include a project on integrating counter-trafficking in its programmes.

The aim of the Humanitarian Division is to integrate counter-trafficking prevention and mitigation activities into current thematic outreach activities. Counter-trafficking is not intended to be a stand-alone programme but rather an integral component of already existing programmes, particularly under WASH and GBV outreach work. Currently, focus lies with increasing organisational capacity on the issue to ensure that implementation efforts do not cause harm and are in alignment with NCA requirements. At country office level, NCA activities are preventative and mitigative, aimed at raising awareness to at risk populations.

NCA is looking for a consultant, either full-time 3 month or part time 4-month period (open for discussion), to lead the development and integration of counter- trafficking activities within NCA’s Humanitarian programmatic areas.

**SCOPE OF WORK**

Lead the development and integration of counter- trafficking activities within NCA’s Humanitarian programmatic areas.

**DELIVERABLES**

**NCA’s Awareness Raising Module**

* Review and Strengthen NCA’s Counter-Trafficking Awareness Raising Module
* Provide a 5 Day in persons trainings to two country offices. Contextualizing training material

**General tasks**

* Develop NCA Strategic work plan
* Develop programmatic tools as identified, including M&E
* Be focal point to country offices working on counter-trafficking, provide advise and assistance when required
* Complete general head office tasks as they arise

**Global Protection Cluster Anti-Trafficking Task Team**

Attend and represent NCA at the Global Protection Cluster Anti-Trafficking Task Team meetings, contributing when required.

### Annex 3: proposal submission form

My financial proposal for my services is as follows:

**Global price**

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

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| --- | --- |
| **Candidate 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) |  |
| Countries with registered offices. |  |
| Does your company have a Code of Conduct? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFERENCES** | | | | |
| **Name and country of customer** | **Type of contract** | **Value** | **Contact name** | **Phone/fax and email** |
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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. 2022-025 for Leading the development and integration of counter-trafficking dated 10.08.2022 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. (See link below)
* Certify and attest compliance with the Code of Conduct for Contractors in Annex 5. (See link below)

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.

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

Signature and stamp:

Signed by:

|  |  |
| --- | --- |
| **The Candidate** |  |
| Name of the company |  |
| Address |  |
| Telephone no. |  |
| Email |  |
| Name of contact person |  |