



International Rescue Committee KENYA COUNTRY PROGRAM

Request for Proposal (RFP) Provision for services - Consultancy for End of Project Evaluation for the Building Incomes and Leveraging Livelihoods for Youth (BILLY)

Reference #: IRC/KE /005/2021

Planned Timetable	
Issue Request for Proposal	<i>8th October 2021</i>
Suppliers return signed Intent to Bid forms due date	<i>13th October 2021</i>
Questions from Suppliers due date	<i>13th October 2021</i>
Answers to Suppliers questions due date	<i>14th October 2021</i>
Bid submission due date	<i>22nd October 2021</i>
Bid Opening and Evaluation date	<i>TBA</i>
Supplier visit if applicable	<i>TBA</i>
Award of Business	<i>TBA</i>

Contract start	TBA
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A. INTRODUCTION

1. **The International Rescue committee**

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

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

It is the intent of this RFP to secure competitive proposals to select Supplier(s) for the International Rescue committee (IRC Kenya) to provide services for Consultancy for End of Project Evaluation for the Building Incomes and Leveraging Livelihoods for Youth (BILLY) to or at Nairobi metropolitan, Kenya. All qualified and interested providers/suppliers are invited to submit their proposals.

The winning Bidder(s) will enter into a Service agreement with IRC. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in Kenya. Bidders shall be regular tax-payers, and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year 2021. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

3. **Cost of Bidding**

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. THE BIDDING DOCUMENTS:

4. **The Bidding Documents**

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in bid rejection.

The Bidding documents shall include the following documents:

- *The Request for Proposal – RFP (this document);*
- *Terms of Reference – Annex A*
- *Intent to bid-Annex B*
- *Vendor information form-Annex C*
- *Financial Proposal/Price Schedule – Annex D*

5. **Clarification of Bidding Documents**

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at Procurement.Nairobi@rescue.org. The request for clarification must reach the purchaser not later than **13th October 2021**. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than **14th October 2021**. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

C. PREPARATION OF BIDS:

6. Language of Bid

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in **English**.

7. Documents Comprising the Bid

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

*Technical Proposal (**technical folder/Envelop**). (These documents should be presented in the order in which they are listed below)*

- *Provide not more than 5 pages write up/naration on understanding or interpretation of the assignment and the proposed delivery methodology including the work plan*
- *Certificate of Business registration or certificate of incorporation in Kenya. **This should be firms not individuals***
- *Valid business permit from the local authority.*
- *Valid Tax Compliance Certificates*
- *Three (3) References from current or past clients (at least 2 in the last one year)- to be indicated on Vendor Information form- on Reference section- indicate name of company, mobile number and email address for clients you have served.*
- *Evidence of experience i.e., provide three (3) recommendation letters or Certificates of Completion for similar services offered.*
- *Intent to bid form (Annex 2), completed and signed (A copy of this form should be submitted to IRC by 13th October 2021 through the email address Procurement.Nairobi@rescue.org) **Annex B***
- *Vendor Information Form & IRC Conflict of Interest & Supplier Code of Conduct form **Technical Annex C***
- *Bidder's Key Personnel with CVs and academic documents*
- *Terms of Reference-**Annex A***

Financial Proposal (Envelop/Folder)

- *Bidder's Basic Price, inclusive of applicable tax Rates and Total amount- **Annex D:***
- *Certified audited books of accounts for the past three years*
- *Bidder to submit either a signed and stamped letter to IRC (Purchaser) confirming ability to self-finance the work 100% using bidder's own resources*
- *Bank statement for the last 6 months*

- *Other important documents bidder feels need to be attached to support his/her bid.*

8. Bid Prices.

The Bidder shall clearly indicate the unit price of the services it proposes to provide. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement. The Bidder shall sign the price schedule, and shall stamp the price schedule with the Bidding Company's seal where feasible.

9. Bid Currencies

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **Kenya shillings**

10. Document Establishing Services Eligibility and Conformity to Bidding Documents

Pursuant to Clause 7, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all services, which the Bidder proposes to service under the Contract.

The Documentary evidence of the services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the services' essential technical and performance characteristics.
- A clause-by-clause commentary on the Purchaser's Technical Specifications demonstrating the services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

11. Bid Security

For the Purpose of this Tender Process, Bid Security or Bond is not applicable

12. Period of Validity of Bids

Bids shall remain valid for **90 working days** after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

13. Format and Signing

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder's company seal.

Interlineations, erasures, annotations, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristic of the goods and services offered.

D. SUBMISSION OF BIDS

14. Submission and Marking of Bids:

Bidders' proposal shall be **submitted online**. Bidder's proposal shall comprise of **technical proposal and financial proposal together with all the required documents as per clause 7 above**. The two proposals shall be in separate 'Folders' in soft versions each named 'Financial and Technical Folders respectively Then emailed to Procurement.Nairobi@rescue.org on or before **22nd October 2021, before 4.00pm**.

Bids submitted after the deadline will not be accepted.

The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.

Bidders shall sign the bid register form at the reception of the IRC office indicating their company name, telephone number, and date of submission.

Format

The Bidder's proposal shall comprise of

1. technical proposal
2. financial proposal,

Both in separate Folders in the same email. The folders should be clearly named -: “Technical Proposal” and “Financial Proposal”.

15. Modification and Withdrawal of Bids

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

E. BID OPENING AND EVALUATION

16. Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

17. Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered evaluated by the IRC Procurement Committee, with the below scoring criteria.

EVALUATION CRITERIA	Description	Weight (%)
Eligibility	Refers to Bidder’s ability to demonstrate that they have the documents as listed in clause 7. Note: To proceed to full technical evaluation bidder must provide all the documents listed in clause 7	YES/NO
TECHNICAL EVALUATION CRITERIA		
EVALUATION CRITERIA	Description	Weight (%)
Technical proposal presentation and Narrations	Refers to bidders’ proposed methodology. Provide not more than 5 pages write up on understanding or interpretation of the assignment and the proposed delivery methodology including the work plan.	15%
Past experience	Refers to bidder’s ability to demonstrate relevant experience and technical knowledge of the services required, experience working with IRC and other INGOs. Provide at least three Certificates of Completion, recommendations from past INGO, Provide IRC Certificate of Completion if available.	15%
Staff Experience & Education	Relevant skills in delivering similar assignments for at least 3 to 5 years and including as annexes relevant summarized CVs of the proposed team of consultants which should be no more than three pages for each CV. Provide copies of academic certificates and transcripts from recognized institutions. Provide staff reference check feedback from previous employers.	10%
Delivery lead-time	Refers to Bidder providing the most advantageous delivery schedule. Refers to ability to deliver services within the shortest lead time. (IRC Preferred delivery time period 35	15%

	days)	
Payment terms	Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days after completion of the services and receipt of invoice.	5%
		60%
FINANCIAL EVALUATION CRITERIA		
EVALUATION CRITERIA	Description	Weight (%)
Financial Proposal	Refers to the offer price, including taxes, duties, delivery charges in annex D.	40%
		100%

18. Contacting the Purchaser

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or the selected qualified supplier is announced.

19. Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and, selected for Master Purchase Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

F. CONTRACTING

20. Contract award and notification

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Master Purchase Agreement and perform its obligations satisfactorily.

21. Warranty

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products), and meet the Purchaser’s specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by Kenya Law if any.

22. Inspection

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

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

23. Price Schedules and Location

Bidders interested in the provision of these services should provide price schedules as per the price schedule/format provided by the **IRC in Annex D**.

24. Service or consultant agreements

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

25. Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

G. ETHICAL OPERATING STANDARDS

1. Compliance to the IRC Way

The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's combating Trafficking in Persons Policy, which can be found at:

<https://rescue.app.box.com/s/h6dv915b72o1mapxg3vczbqxjtboye!>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does "not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances." IRC's procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC's operations.

IRC requests that a supplier

- (i) informs IRC upon becoming aware that the integrity of IRC's business has been compromised during the RFP process, and
- (ii) Reports such events through IRC's confidential hotline, Ethics point, which can be accessed at www.ethicspoint.com or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

2. Bidder Non Collusion Statement

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender
- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

Terms of Reference – Annex A

Program:	Economic Recovery & Development (ERD)	
Project:	Building Incomes and Leveraging Livelihoods for Youth (BILLY)	
Position Title:	Consultancy for End of Project Evaluation for the BILLY project	
Place of Assignment:	Nairobi metropolitan, Kenya	
Reporting to:	Livelihood Manager	
Duration:	Final report due date (by 30 th November 2021)	
Start Date:	25 th October 2021	

BACKGROUND AND CONTEXT

The International Rescue Committee (IRC) is one of the world’s leading humanitarian relief and development organisations. Founded in 1933 at the request of Albert Einstein, the IRC responds to the world’s worst humanitarian crises and helps people survive, recover, and rebuild their lives. The IRC delivers emergency aid, protects children, provides health care, prevents, and responds to violence against women and girls, safeguards human rights and helps to kick-start economic recovery. At work today in over 40 countries and in 22 US cities, the IRC restores hope and opportunity to millions of people. IRC leads the way from harm to home.

The BILLY project:

Building Incomes and Leveraging Livelihoods for Youth (BILLY) is a 5-year project funded by the IKEA Foundation. Using a “bundled services” approach, the IRC has been implementing the Nairobi-based BILLY project to build solutions for urban refugees and vulnerable Kenyans in the informal settlements of Nairobi. Through two livelihoods resource centres in Pangani, Eastleigh area and a distributed livelihood resource centre in Kawangware, the IRC is delivering flexibly packaged programming, enabling clients to generate income through enterprise development and employment opportunities. BILLY offers interventions that include business training, business grants for start-ups and business growth, literacy and numeracy classes, vocational skills training, apprenticeships, job counselling and placement, urban savings and loans associations, enterprise mentorship, and referrals to legal aid and protection services. BILLY supports Client-Responsive Programming to ensure clients' voices are reflected in decision-making throughout the project cycle. BILLY also focuses on capacity building with partners, encouraging their uptake of the bundled services approach.

Purpose and Objectives of the End line Evaluation

The purpose and the results of this evaluation contribute to supporting learning among BILLY project's key stakeholders, develop recommendations for further developments and/or guidance of similar projects in the future, provide an analysis of accountability with respect to the use of project funds, draw key lessons learned to contribute to organizational learning and generate data and evidence for sharing internally and externally as well as enhancing IRC's credibility and transparency.

The end of program evaluation will inform on what worked well, what did not work well and the impact that the program has brought to the clients and to the communities. The broad objectives of the evaluation would be to:

- Assess the relevance of the objectives and the approach of BILLY project at various levels including its role and positioning
- Assess the effectiveness and efficiency of the implementation of the BILLY project regarding:
 - Achievements of the project concerning the improvement of lives of urban refugees and vulnerable Kenyans in Nairobi's informal settlements.
 - Improvement of employability and income earning potential through interventions.
- Assess the results achieved by the BILLY project and how these will be sustained beyond the project period.
- Assess the added value of BILLY's approach and actions for the improvement of tools and guidelines for livelihoods programming.
- Assess the extent to which issues of gender equality, social inclusion and equity have been taken into consideration.
- Identify lessons and best practices from the implementation of BILLY project and opportunities to improve livelihood initiatives, in a set of concrete and actionable recommendations to IRC and its partners.
- Evaluate effectiveness of the AAP systems (Client Responsiveness at IRC) to ensure meaningful participation and engagement with clients throughout the project

Audience of the Evaluation

IRC works in partnership with various donors and partners. IRC and its partners aim at learning from the current programs and therefore improve implementation for ongoing programs and create learnings for future programming either at or within the donor/partner organizations. The audience of the BILLY End of Project Evaluation Report will therefore be IRC management, project teams, IRC ERD programs globally, donors, stakeholders and direct clients.

Scope of the Evaluation

This final evaluation will assess the strengths and limitations of the BILLY program, test the relevance of the causal logic and validate the logical framework model as well as Client Responsiveness approach. The evaluation should document effective practices and recommend new strategies to improve future design and performance of similar programs, methods to ensure client participation to meet AAP commitments. The evaluation will focus on seven thematic areas: relevance, effectiveness, efficiency, impact, empowerment (AAP and Client Responsiveness), timeliness and sustainability, including a review of the project implementation strategy and how it impacted the overall performance. To guide the final evaluation scope, the evaluator will seek to respond to the questions below. These questions are intended to be a guiding framework to help the evaluator develop more precise evaluation questions as needed.

i. Quality and Relevance of BILLY design

Assess the continuing appropriateness and relevance of the Design. The project context, threats and opportunities may have changed during the project. Assess what adjustments have been made and what others might have been necessary. In particular:

- To what extent did the project respond to communities' priority issues?
- To what extent did the objectives of the project remain valid?
- Assess any major shifts or change in approach initially designed?
- Were there any major risks or 'killer assumptions' that were not considered?
- To what extent are stakeholders/partners positioned to contribute to the sustainability of the project, or to uptake the BILLY approach themselves?

ii. Efficiency of BILLY Implementation

Assess the extents which the resources are being economically used to deliver the project. Assess if plans were being used, implemented, and adapted as necessary.

- Was the overall project action plan used during project implementation?
- What percentage of activities in the workplan were delivered?
- Is the financial expenditure in line with the initial plan?
- Is monitoring data being collected as planned, stored, and used to inform decision making?
- Working relationships within the BILLY Project team
- Working relationships with partners, stakeholders, and IKEA Foundation
- Learning processes such as self-evaluation, coordination, and exchange with related projects.
- Internal and external communication.

iii. Impact and Effectiveness

Assess the extent to which the project has contributed to a **long-term positive effect** on urban refugees and vulnerable Kenyans in informal settlements, how IRC is making a difference, and to what extent the BILLY project has achieved its Vision and Goal.

- Assess the major achievements of the project to date in relation to its stated objectives and intended results in line with IRC's mission and vision.
- Assess what has been achieved, and the significance/ strategic importance of the achievements Including qualitative evidence e.g., opinions on the project's effectiveness based on impressions and interviews with target groups (beneficiary refugees/host, age groups, gender), partners, etc.
- Describe any major failures/deviations of the project to date, explaining why they have occurred and come up with recommendations
- Describe any unforeseen impacts (whether positive or negative).
- Highlight any exceptional experiences such as case-studies, success stories, best practice etc

iv. Potential for sustainability, replication, and magnification

Assess the key factors affecting sustainability of the project, such as:

- Assess the communities' acceptance of the project and the possibility of sustainability/continuity of project activities in the BILLY's project areas?
- Is there evidence of organisations/partners/communities that have copied, upscaled or replicated project activities beyond the immediate project area? Is such replication or magnification likely?
- Assess whether the project is considered as delivering value for its present scope/ scale of impact?
- Assess and make recommendations on the key strategic options for the future of the project i.e. exit strategy, replication, scale-up, major modifications to strategy

v. Voice and Empowerment

- Whether clients thought that they had an ability to influence relevant programming decisions made by the IRC (and / or partners, if applicable)
- Evaluate effectiveness of the feedback mechanisms from the perspectives of clients, partners, and staff
- Identify from the perspectives of project staff how client's feedback was used to design, implement and evaluate the project

vi. Timeliness

- Assess if BILLY's design and interventions was timely in responding to the clients' needs on the ground
- Assess if the activities were timely implemented in comparison to project planning

- Assess if funds were available in time during implementation of the activities to respond to adaptative learnings.
- Assess the extent which the collaboration between IRC and other stakeholders contributed to efficient and timely coordination of project activities and processes

Methodology

The evaluator should have experience in a wide range of qualitative and quantitative approaches. The evaluator should highlight the key methodological approaches that they have used in the past and the different scenarios where they are best suited. The approaches should be able to achieve the following:

- *Attribution:* able to attribute the impact of BILLY project to the IRC's Livelihoods outcomes.
- *Intrusion:* should not interfere/ intrude into the IRC's implementation process.
- *Reputational risk:* should not create any reputational risk to IRC and/or to the evaluator.
- *Statistical rigor:* should meet the highest possible level of data integrity and statistical rigor
- *Usage of available monitoring data:* should be able to utilize any existing project data/information and design the data collection tools to capture direct clients' and other stakeholders' perspectives on BILLY project implementation.
- *Least cost:* should aim at utilizing the minimum resources to achieve the highest level of methodological acceptance and statistical rigor.

Main Tasks of the survey Consultant/Institution

Terms of Reference recognizes that different evaluators have varying technical expertise in different thematic areas and evaluation methodologies. Applicants are encouraged to focus more on the thematic areas and methodological approaches that they have most experience with.

The evaluator will be expected to elaborate a procedure for establishing appropriate sample size, including formula, clustering, and stratification process etc. but may stop short of requiring actual sample sizes.

IRC will give feedback on any modifications that are required before the methodology and the workplan are signed off and on data gathering. The consultant must ensure informed consent is provided for all interviews, focus group discussions and photographs. IRC should be consulted and will be part of the coordination process at all stages

Outputs and Deliverables

The evaluator is expected to lead, accomplish, and submit the following deliverables within the agreed timeframe and budget:

An inception report, which will serve as an agreement between parties on how the evaluation will be, conducted. Items to address:

- Understanding of the issues and questions raised in the ToR

- Data sources; how to assess the questions in the ToR
- Desk review BILLY project design documents, project's inception and annual reports and monitoring and evaluation framework.
- Research methodology, including suggested sample and size
- Task breakdown and schedule of activities (timeline)
- Proposal for a learning event/validation of evaluation findings in Pangani LRC.
- Detailed budget.
- Appropriate validated draft data collection tools (e.g. methodological guidelines, group interview questions)
- Raw data in statistical packages and transcribed qualitative scripts
- A max 25-page draft and final evaluation report (in MS Office and PDF for final), excluding annexes and in English.

Profile of the Evaluation Team

The evaluator must demonstrate:

- Strong experience in designing and leading multi-faceted program evaluations
- Ability to facilitate and relate to stakeholders at multiple levels
- Proven ability to use quantitative, qualitative and participatory evaluation methods, with examples and references that can speak to this experience
- Advanced degree in social sciences, arts or related disciplines.
- Data analysis and presentation skills, and strong writing ability
- Sensitivity to cultural/historical context in the data collection process
- Experience working in urban based programs
- Experience evaluating economic livelihood programs.
- Experience in evaluating programs that are refugee focused

Minimum criteria for submission of the proposal for the BID

- The consultant /institution should submit a technical and a financial proposal and is expected to demonstrate that it has a track record of not less than four (4) years of experience executing similar assignments. A proof of similar work undertaken with references is required.
- As part of the inception report, provide a detailed mode of work, methodology, key information sources to be used, and institutions / organizations to be consulted in undertaking the task.
- Qualifications as specified above and proven experience in conducting such assignments.
- The duration of the consultancy shall not exceed 35 days.

Contractual issues

The IRC will provide the following at no cost to the consultant:

- The consultant / team must comply with the IRC Policies, rules and procedures related to security and relations with the media.
- The consultant/ team must respect the ethics related to evaluation practice.
- Relevant project documents as deemed necessary

The consultant will work closely with IRC’s ERD manager based in Nairobi and liaise with the key program team

The Consultant will be expected to strictly abide by all COVID 19 regulations, guidelines and restrictions while undertaking this task.

Budget and payment

There is a fixed budget for this assignment. The Final evaluation should be conducted within 35 days. An illustrative work plan should be included as part of the inception report.

Payments shall be made after completion of assignment within 30 days of submission of the invoice

Note: The potential firm will take care of all the costs related to this assignment as per the details that will be spelled out in the contract.

HOW TO APPLY

If you feel fit the required profile and are available for the assignment. Please submit a short technical proposal providing detailed budget breakdown, along with brief technical bio data of the core team members and evidence of similar work undertaken recently and references

All documents must be submitted **online**. Bidder’s proposal shall comprise of **technical proposal and financial proposal together with all the required documents as per clause 7 above**. The two proposals shall be in in separate ‘Folders’ in soft versions each named ‘Financial and Technical Folders respectively Then emailed to Procurement.Nairobi@rescue.org

Annex 1: Evaluation Timetable

Evaluation Timetable	Due Date
• Initial meeting with the consultant for planning	
• Interim report submitted to IRC	
• Draft data collection tools submitted to IRC	
• Draft report submitted to IRC	
• IRC submits the draft report to consultant after internal dialogue	
• Draft 2 Report, based on IRC comments, submitted to IRC	
• Full Final Report submitted to IRC	

Intent to bid-Annex B



**International Rescue Committee, Inc.
Intent to Bid**

IRC Reference #: IRC/KE /005/2021

Company Name _____

(Please indicate #1 or #2 below)

1. It is the intent of this company to submit a response to the (Title of RFP) Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name _____

Phone _____

Email _____

Signature (If faxed) _____

Title of Person signing _____

Date _____

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

2. This company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) _____

Title of Person signing _____

Date _____

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) _____

Fax _____

Email _____

Vendor information form-Annex C



INTERNATIONAL RESCUE COMMITTEE
Vendor Information Form

The information provided will be used to evaluate the Company before contracting with the IRC.

Please complete all fields.

Fields marked (*) are mandatory.

Vendor Information

*Company\Organization Name *For individual consultants, provide legal first and last name	
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any	
*Previous names of the company	
*Address	
*Website	
*Phone/Fax Numbers	Phone: _____ Fax: _____
*Primary Contact	First Name: _____ Last Name: _____ Phone Number: _____ Email Address: _____
*Email address of Accounts Receivable person or team	
*Email address to which Purchase orders should be sent	
*Number of Staff	
Number of Locations	
Avg. \$ Value of Stock on Hand	
*Name(s) of Company Owner(s) or Board of Directors or CEO	

*Parent companies, if any	
*Subsidiary or affiliate companies, if any	

Vendor's Initials _____

Financial Information

*Bank Name and Address	Please include the full bank address, must include the country		
*Name under which company is registered at bank	Also called Account Title. Example: International Rescue Committee (IRC)		
*Specify Standard Payment Terms (Net, 15, 30 days etc)			
*Payment Method (select all that applies)	Payment by:	<u>Check:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	<u>Wire Transfer:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>
Vendor preferred Currency			
*Bank account number	<u>This field is to be completed upon notification of awarding of order\contract</u>		
*Routing Number (Branch code/ Sort code if applicable)	<u>This field is to be completed upon notification of awarding of order\contract</u>		
IBAN number (if applicable)	<u>This field is mandatory if payment requires an international wire transfer</u>		
BIC/Swift code (if applicable)	<u>This field is mandatory if payment requires an international wire transfer</u>		

Intermediary Banking Information (to be filled **ONLY** if vendor payment requires an international wire transiting through an **intermediary bank**. The vendor can obtain this information from their corresponding bank.)

*Bank Name and Address	Please include the full bank address, must include the country
*Bank Branch code	<u>This field is mandatory if international wire transfer transits through an intermediary bank</u>
*Bank account number	<u>This field is mandatory if international wire transfer transits through an intermediary bank</u>
BIC/Swift code (if applicable)	<u>This field is mandatory if international wire transfer transits through an intermediary bank</u>

Product/Service Information

List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	
Vendor's Initials	

Documentations as applicable:

*Registration	Provided: <input type="checkbox"/>	Reasons:
	Not provided: <input type="checkbox"/>	
*Tax ID (US W9, tax exempt certificate. etc.) or country specific required tax forms	Provided:	
US Vendors only *Do you require a Form 1099?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

References

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

Financial definitions:

- BIC/SWIFT code: consists of 8-11 characters used to identify the vendors bank during an international transaction
- IBAN number: is used to identify the vendors bank account involved in the international transaction
- The intermediary/correspondent bank is a third-party bank used by the vendor's bank to facilitate international transfers. The vendor can obtain this information from their corresponding bank.

Vendor Self-Certification of Eligibility

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.

2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

Vendor's Initials	
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6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
 - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
 - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
 - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
 - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.
9. Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.
10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

IRC Conflict of Interest and Vendor Code of Conduct

Vendor hereby agrees that Vendor and Vendor's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's Combating Trafficking in Persons Policy, which can be found here: <https://rescue.app.box.com/s/h6dv915b72o1rnpxg3vczbqxjtboyel>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Vendor acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.

Vendor's Initials

- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

Service - At IRC, our primary responsibility is to the people we serve.

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.

- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

Conflict of Interest and Legal Compliance

- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Vendor’s business activities.
- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the vendor’s owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future IRC activities.
- Vendor hereby warrants that the organization is not conducting business under other names or alias’s that have not been declared to IRC.
- Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Vendor hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

Vendor’s Initials	
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Vendor hereby agrees to maintain high ethical and social standards:

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC’s beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: GSCQA@rescue.org.

These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the vendor with such a conflict shall be prohibited from participating in the transaction.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, irc.ethicspoint.com or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-

8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement vendor acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

Vendor Name:	
Signature:	
Title:	
Print Name:	
Date:	

