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| --- |
| Norwegian Refugee Council (NRC) |
| Invitation to Bid Services |
| ITB reference #**1306734** |

**SECTION 1**

**Cover Letter**

Next to Haji Dol Garage along Airport Road,

Wadajir District, Mogadishu, Banadir Region -Somalia

Date: **30th July 2025**

Project Code: **SOFM2443**

**Our reference: 1306734**

**SUBJECT:** **INVITATION TO TENDER FOR** **CONSULTANCY SERVICES FOR URBANISE PROJECT PRE-POST EVALUATION WITH CONTRIBUTION**

Dear Mr/Ms

Following your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier.

Any request for clarification must be received by NRC in writing at least 5 working days before the deadline for submission of tenders. NRC will reply to bidders' questions at least 2 working days before the deadline for submission of tenders.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender at the address specified in the Instructions to Bidders before **12th August 2025 at 11:59PM**, as stated in the procurement notice.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,

NRC Procurement Department

On behalf of the Bid Analysis Committee

This ITB document contains the following:

* Section 1: This cover Letter
* Section 2: Bid Data sheet
* Section 3: NRC Invitation to bid general terms & condition
* Section 4:Technical description of the Bid
* Section 5: Bidding form
* Section 6: Service Provision Schedule
* Section 7: Company Profile and Previous Experience
* Section 8: Service Description & Pricing Proposal
* Section 9: Ethical Standards Declaration

**SECTION 2**

**Bid Data Sheet**

1. **Background Data**

|  |  |
| --- | --- |
| Contract Name: Consultancy Services for URBANISE Project Pre-Post Evaluation with Contribution | Contract Number:**1306734** |

This bid is issued by Norwegian Refugee Council (NRC office in Somalia Any correspondence can be addressed the following address office. **Mogadishu office, Next to Haji Dol Garage along Airport Road,**

**Wadajir District, Mogadishu, Banadir Region -Somalia**

1. **Scope of Service**

The Contracts eligible for bidding are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract No.** | **Country** | **Location** | **Service Description** |
| **1306734** | Somalia | Mogadishu | Consultancy Services for URBANISE Project Pre-Post Evaluation with Contribution |

Please refer to the service specifications in section 4

1. **Schedule & Deadline for Submission**

The deadline for submission of bids is **11:** **59pm** on the **12th of August 2025**. Late bids will not be accepted.

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME\*** |
| Invitation to Bid release | 30th July 2025 | 2:00pm |
| Deadline for request for any clarifications from NRC | 06th Aug 2025 | 200:pm |
| Last date on which clarifications are issued by NRC | 10th Aug 2025 | 200:pm |
| Deadline for submission of bids (receiving date, not sending date) | 12th Aug 2025 | 11:59pm |
| Tender opening session by NRC | 13th Aug 2025 | 10:00Am |
| Notification of award to the successful tenderer | 20th Aug 2025 | 10:00Am |
| Signature of the contract | 21st Aug 2025 | 10:00Am |

\* All times are in the local time of East Africa

Please note that all dates are provisional dates, and NRC reserves the right to modify this schedule.

1. **Manner of Submission:**

Please submit your bids in accordance with the requirements detailed below:

Consultant/firm that meet the requirements mentioned above are invited to submit detailed technical proposal and financial proposal on or before **12th August 2025 at 11:59PM** through NRC Digital procurement system.

1. **Assessment Criteria**

Award of the contract(s) will be based on the following:

**Step 1: Administrative compliance check**

Bidders must provide evidence of the following for their bid to be considered compliant:

1. Sections 5-9 completed, signed and stamped,
2. Copy of company registration – Proof of registration from the country of origin as a limited liability company.
3. Relevant Company profile with list of previous or ongoing similar projects conducted
4. Copy of tax registration

**Step 2: Technical Evaluation**

A Technical Evaluation of all bids received will be conducted for bidders that pass Step 1 – Administrative Compliance Check. Criteria that will be used to evaluate and score the bids are outlined in Section 3, Clause 26.1, and Section 4

**Step 3: Financial Evaluation**

Financial capacity. Copy of Bank Statement for the last **three months** with at least **USD 50,000.00** **and above balance.**

**Step 4: Bid analysis**

Price in comparison to NRC established expectation and in comparison, to other bidders of comparable technical quality.

1. **Bidder’s Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **To be filled by bidder** | | **To be filled by NRC bid committee** | | |
|  | **Included?** | | **Present & complete?** | | **Comments** |
| **Step/ document to be submitted with tender** | **Yes** | **No** | **Yes** | **No** |  |
| Section 5 –9 completed, signed & stamped – **Compulsory** |  |  |  |  |  |
| **Supporting documents** |  |  |  |  |  |
| Copy of company registration – Proof of registration from the country of origin as a limited liability company or as a sole trader/self-employed **Compulsory** |  |  |  |  |  |
| Relevant Company profile with list of previous or ongoing similar projects conducted **Compulsory** |  |  |  |  |  |
| Copy of tax registration – **Compulsory** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **To be filled in by NRC bid committee only** | **Eligible** | **Ineligible** |
| **Outcome of administrative eligibility check.** |  |  |

**SECTION 3**

**NRC Invitation to Bid - General Terms & Conditions**

1. **Scope of Bid**
   1. The bid is based on the scope of the assignment as determined in the Bid Data Sheet (Section 2). The instruction to bidders should be read in conjunction with the Bid Data Sheet.
   2. The successful Bidder will be expected to complete the assignment by the Intended Completion Date specified in the contract to be signed
2. **Corrupt Practices**
   1. **Norwegian Refugee Council** requires Employees, Bidders and Contractors, to observe standards of ethics during procurement and the execution of contracts. In pursuit of this, Norwegian refugee Council defines, for the purposes of this provision, the terms set forth below as follows:
   2. “Corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
   3. “Fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Norwegian Refugee Council, and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the Norwegian Refugee Council of the benefits of free and open competition.
   4. In any case where fraud or corruption is identified, NRC will:

* reject any bids where the Bidder has engaged in corrupt or fraudulent practices in competing for the Contract.
* remove bidding contractors who engage in fraudulent or corrupt practices, from our prequalified list
* liaise with District Officials to report if fraudulent or corrupt practices are identified
* Terminate works
  1. Any communications between a Bidder and the Norwegian Refugee Council related to matters of alleged fraud or corruption must be made in writing and addressed to the **Country Director in Somalia**

1. **Data Protection and Security**
   1. NRC expects contractors who process personal data to comply with the General Data Protection Regulation (EU GDPR) and any relevant national legislation. Suppliers processing personal data on an NRC contract will be required to sign a data processing / sharing agreement as a part of the contract. Refusal to sign such an agreement constitutes refusal of the contract terms and forfeiture of the contract on the part of the supplier.
2. **Eligible Bidders**
   1. A Bidder shall meet the following criteria to be eligible to participate in NRC procurement of Services:
3. the bidder, at the time of bid, is not:
   * 1. insolvent.
     2. in receivership.
     3. bankrupt; or
     4. being wound up
4. the bidder’s business activities have not been suspended.
5. the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
6. The bidder has fulfilled his or her obligations to pay taxes and social security contributions. In a case where VAT is included in a bid, a copy of the VAT certificate must accompany the bid.
7. A Bidder, and all parties constituting the Bidder, including sub-contractors, shall not have a conflict of interest. All Bidders found to have an undisclosed conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process if they have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Norwegian Refugee Council regarding this bidding process.
   1. A Bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the Norwegian Refugee Council.
   2. NRC reserves the right to refuse a bid at any time if the bidder or any party constituting the Bidder, including one of its sub-contractors violates any of the ethical standards provided in section 9 of this Invitation to Bid.
8. **Joint Ventures, Consortia and Associations**

Bids submitted by a joint venture, consortium or association of two or more firms as partners will only be accepted in exceptional circumstances.

1. **One Bid Per Bidder Per Work**

Each Bidder shall submit only one Bid per contract. A Bidder who submits or participates in more than one bid per contract will cause all the bids with the Bidder’s participation to be rejected.

1. **Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Norwegian Refugee Council shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1. **Inspection**

NRC is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of NRC, the Donor or any organisation or person mandated by it, to premises belonging to NRC or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract

1. **Obtaining and Completing Bidding Documents** 
   1. Bidders who did not obtain the Bidding Document directly from the Norwegian Refugee Council will be rejected during evaluation. Where a Bidding Document is obtained from the Norwegian Refugee Council on a Bidder’s behalf, the Bidder’s name must be registered with the Norwegian Refugee Council at the time of issue.
   2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.
2. **Clarification of Bidding Document**

A prospective Bidder requiring any clarification of the Bidding Document shall contact the Norwegian Refugee Council in writing. The Norwegian Refugee Council will respond in writing to any request for clarification before the deadline for clarification of bids. The Norwegian Refugee Council shall forward copies of its response to all Bidders who have acquired the Bidding Document, including a description of the inquiry but without identifying its source.

1. **Amendment of Bidding Document** 
   1. At any time, prior and until 48 hours prior to the deadline for submission of bids, the Norwegian Refugee Council may amend or cancel the Bidding Document by informing the bidders in writing.
   2. To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, the Norwegian Refugee Council can, at his discretion, extend the deadline for the submission of bids.
2. **Language of Bid**
   1. The bid, as well as all correspondence and documents relating to the bid shall be written in English.
   2. Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.
   3. Copies of official documents such as business registration, tax documents, bank guaranty can be provided in their issuance language.
3. **Documents Comprising the Bid**
   1. The bid submitted by the Bidder shall comprise all the mandatory documents listed in Section 2 Paragraph 06. Bidders’ checklist.
   2. All forms must be completed without any alterations to the format, and no substitutes shall be accepted. All blank spaces shall be filled with the information requested.
4. **Bid Price for Service Contract**
   1. Bid prices are for complete contracts. Contracts cannot be subdivided into pieces unless is divided into lots. Where a bid is submitted per contract / lot, all relevant services must be offered.
   2. Items for which no rate or price is entered by the Bidder will be as not quoted.
   3. Unless otherwise specified in Section 2 - the Bid Data Sheet, all duties, taxes and other levies payable by the contractor under the contract, shall be included in the total bid price submitted by the bidder.
   4. For bidder subject to VAT, VAT should be mentioned in the offers
   5. The prices submitted by any Bidder shall be checked for arithmetical errors and for what might be considered unreasonable rates during the evaluation. Where errors are identified one or more of the following steps may be taken:
5. If any rates are considered to be unrealistic or unreasonable they may be altered by mutual agreement, provided that no alteration shall be made in the amount of the Bid.
6. If any arithmetical errors are detected in an otherwise acceptable bid, and the Bidder, on being so notified, is prepared to confirm his bid and if the Bidder is subsequently awarded the contract, then the Bid shall be altered to reflect the difference.
7. The Bidder is reminded that it is entirely his responsibility to ensure the accuracy of his bid. No alteration will be made to the bid after its submission on the grounds of any arithmetical errors subsequently discovered except as provided above.
8. **Currencies of Bid and Payment**

All prices shall be quoted by the Bidder in USD unless otherwise stated. Similarly, all payments will be made in USD.

1. **Bid Validity**
   1. Bids shall remain valid for a period for **90 days calendar days** after the date of the bid submission deadline as prescribed by Norwegian Refugee Council. A bid valid for a shorter period shall be rejected as non-compliant.
   2. In exceptional circumstances, prior to the expiration of the bid validity period, the Norwegian Refugee Council may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension. In case of extension, modification of the bid is not permitted.
2. **Alternative Bids**

Bidders shall submit offers that comply with the requirements of the bidding documents, including the basic technical design as indicated in the drawings and specifications. Alternative bids shall not be considered unless otherwise indicated in Section 2 – the Bid Data Sheet.

1. **Format and Signing of Bid**

The Bidder shall prepare one set of bid documents per contract that he wishes to bid for. The bidder should hold a copy of the documents with himself, for reference purposes.

1. **Sealing and Marking of the Bid**
   1. The Bidder shall enclose their bid as per Section 2 Paragraph 4 . Manner of submission.
   2. The envelope(s) shall:
   3. be addressed to the Logistics Office, Norwegian Refugee Council, in the location specified in Section 2 – the Bid Data Sheet
   4. bear the Contract number
   5. no other markings should be on the envelope
   6. If all envelopes are not sealed and marked as required, the Norwegian Refugee Council might decide to reject the bid
2. **Deadline for Submission of Bids**

Bids must be received by the Norwegian Refugee Council at the address given and no later than the date and time indicated in Section 2 - the Bid Data Sheet.

1. **Late Bids**

The Norwegian Refugee Council shall not consider any bid that arrives after the deadline for submission as stipulated in Section 2 – the Bid Data Sheet. Any bid received by the Norwegian Refugee Council after the deadline for submission of bids shall be declared late and rejected.

1. **Withdrawal and Replacement of Bids**
   1. A Bidder may withdraw or replace its bid after it has been submitted at any time before the deadline for submission of bids by sending a written notice, signed by an authorized representative. Any corresponding replacement of the bid must accompany the respective written notice. All notices must be:
2. submitted as with Clauses 20 and 21, and in addition, the envelopes shall be clearly marked “WITHDRAWAL” or “REPLACEMENT” and
3. received by the Norwegian Refugee Council prior to the deadline for submission of bids, in accordance with Section 2 – the Bid Data Sheet
   1. After the opening of bids, modifications to bids must be documented and any discussions reported in writing. A bid may be withdrawn at any stage, with written notice.
4. **Confidentiality**
   1. Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best evaluated Bidder is communicated to all Bidders.
   2. Any effort by a Bidder to influence the Norwegian Refugee Council in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.
   3. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Norwegian Refugee Council on any matter related to the bidding process, it should do so in writing.
5. **Clarification of Bids**

Norwegian Refugee Council may, at its discretion, ask any Bidder for a clarification of its Bid. The Norwegian Refugee Council’s request for clarification and the response shall be in writing. Any clarification submitted by a Bidder that is not in response to a request by the Norwegian Refugee Council shall not be considered. All requests for clarifications shall be copied to all bidders for information purposes. No change in the price or substance of the bid shall be permitted, except to confirm the correction of errors.

1. **Bids Validation**
   1. The Norwegian Refugee Council’s determination of a Bid’s validity is to be based on the contents of the bid itself, which cannot be corrected if determined to be invalid
   2. A valid bid is one that complies with all the terms, conditions, and specifications of the Bidding Document, without deviation or omission, which affects, or could affect.
2. the scope, quality, or performance of the services specified in the Contract; or
3. limits in any substantial way, the Norwegian Refugee Council’s rights or the Bidder’s obligations under the Contract
4. **Evaluation of Bid** 
   1. The Norwegian Refugee Council shall examine the legal documentation and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the following criteria;

|  |  |  |
| --- | --- | --- |
| **Descriptions** | **Score criteria** | **Comments** |
| **Completion and inclusion of requested information and supporting documents (Administrative compliance) to be submitted with tender** |  |  |
| Sections 5-9 completed, signed and stamped, | N/A | Pass or fail |
| Copy of company registration – Proof of registration from the country of origin as a limited liability company or as a sole trader/self-employed. | N/A |
| Relevant Company profile with list of previous or ongoing similar projects conducted | N/A |
| Copy of tax registration | N/A |
| **Technical supporting documents** |  |  |
| A cover letter introducing the consultants. The cover letter should introduce the team composition and specify the role to be played by each team member. | **5** |  |
| A technical proposal of no more than **15 pages** outlining how to execute the task with a clear proposed impact evaluation framework, sampling methodology, and timelines. The proposed methodology should demonstrate a clear understanding of the Terms of Reference (URBANISE pre-post urban resilience measurement, sampling, data collection and analysis strategy/methods). The proposal must demonstrate how the approach meets requirements for contribution-focused evaluation, not impact attribution. (**30points)**.   * **Alignment with ToR & BRCiS Objectives:** Demonstrates a clear understanding of the ToR, project goals, and BRCiS’s urban resilience-building approach. **10 points** * **Methodological Rigor & Adaptability:** The proposal must present a robust and adaptable mixed-methods (quantitative/qualitative) framework for longitudinal urban resilience measurement (baseline-midline-endline), incorporating sound sampling, data collection, and analysis strategies. **10 points** * **Contribution-Focused Evaluation:** The proposal must clearly differentiate between contribution and attribution, ensuring the methodology aligns with ethical and operational constraints in Somalia's fragile urban context. It should systematically employ contribution analysis and outcome harvesting to assess URBANISE's role in observed changes while rigorously accounting for contextual influencing factors. The approach must demonstrate how external variables will be identified and analyzed to validate the project's specific contributions to resilience outcomes- **10 points** | **30** |  |
| Evidence of experience conducting similar assignments (Samples of similar work) is required (Technical evaluation) -**Experience working with consortia or multi-stakeholder initiatives is preferred.**   * No Similar Projects = 0 points. * 1 similar project and experience with an international/development/humanitarian organization (or similar). Please provide a reference for the partner (s) =10 points. * 2 similar projects and experience with an international/development/humanitarian organization (or similar). Please provide a reference for the partner(s) = 10 points. | **20** |  |
| Resume of each team member   * **Advanced degree (PhD/Master's)** in economics, development studies, urban resilience, climate adaptation, or related fields are **required – 5 Points** * At least **5 years of proven experience** in designing and implementing longitudinal (baseline-midline-endline) mixed-methods **Urban** **Resilience Measurement and / or Durable Solutions**, particularly in fragile/urban contexts **required – 5 Points** * Strong background in contribution analysis is an asset - **3 Points** * Strong background in outcome harvesting is an asset- **3 Points** * Substantial research work in **climate resilience** or a related field with a geographical focus on drylands of the Horn of Africa and preferably in fragile context is **required- 3 Points** * Extensive experience both in qualitative and quantitative methods demonstrated through publications in resilience research or a related field is an asset- **2 Points** * Previous experience in similar assignments in Somalia is an asset- **2 Points** * Previous experience in evaluating Royal Danish Embassy funded projects is an asset - **2 Points** | **25** |  |
| **Total score criteria (Technical evaluation)** | **80** |  |
| **Financial supporting documents** |  |  |
| Financial capacity. Copy of Bank Statement for the last three months with at least USD 50,000 and above balance – (Financial evaluation) (20 points)  • 50,000 USD or more balance – 20 Points  • 30,000 – <50,000 USD balance – 15 points  • 20,000 – <30,000 USD balance – 10points  • Less than 20,000 USD – Zero (0) Points | **20** |  |
| **Total score criteria (Financial evaluation)** | **20** |  |
| Grand total score (Technical and Financial evaluation) | **100** |  |

* 1. Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation applicable in some jurisdictions and donor regulations require NRC to screen contractors against various lists including but not limited to the United Nations Security Council Sanctions List and World Bank debarment lists to ensure due diligence. Submission of the bid constitutes acceptance of these screening practices on the part of the bidder.
  2. The Norwegian Refugee Council reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted

1. **Award Procedure**
   1. The Norwegian Refugee Council shall award the Contract in writing, with an award letter, to the Bidder whose offer has been determined to be the best, before the end of the bid validity period
   2. Any bidder who has not been awarded a contract, will be notified in writing
   3. Until a formal contract is prepared and executed, the Award Letter shall constitute a binding agreement between the bidder and NRC.
   4. The Award Letter will state the sum that the Norwegian Refugee Council will pay the Contractor in consideration of the Works as prescribed in the Contract, and in accordance with the Bid.
   5. The Bidder is thereafter required to submit a Letter of Acceptance, confirming their wish to proceed with a contract.
2. **Signing of Contract**
   1. Upon receipt of the Letter of Acceptance, the Norwegian Refugee Council shall call the successful Bidder to sign the Contract.
   2. Within an agreed timeframe, the successful Bidder shall sign, date, and return the Contract to the Norwegian Refugee Council.

**SECTION 4**

**SERVICE PROVISION: Technical Description of the Bid**

**URBANISE Project Pre-post Evaluation with Contribution Lens**

**Terms of Reference**

1. **Background and Context Information**
   1. **BRCiS Consortium Overview**

Building Resilient Communities in Somalia (BRCiS) is a consortium of national and international organizations – Action Against Hunger (ACF), Concern Worldwide (Concern), GREDO, the International Rescue Committee (IRC), KAALO, Save the Children, and Norwegian Refugee Council (NRC) as lead agency. BRCiS’ objective is to work across the humanitarian-development divide, supporting marginalized communities in disaster-prone, rural Somalia to become more resilient to shocks and stressed, including as a result of climate change. BRCiS approach is contextually adaptive, focused on the specific shocks, needs, and priorities of individual communities. BRCiS was established in 2013 and is now implementing projects funded by multiple humanitarian and development donors in more than ten regions of Somalia[[1]](#footnote-2).

BRCiS Consortium operates through three streamlined governance structures: (1) The Steering Committee (Country Directors and Consortium management team) provides strategic direction and high-level decision making, (2) The Consortium Management Unit (CMU) serves as the central coordinating body, responsible for business design, implementation coordination, technical support, monitoring and evaluation, quality assurance, compliance, due diligence, and reporting, while (3) Implementing Partners deliver programs on the ground - managing community engagement, field operations, monitoring, and quality assurance. This structure ensures both strategic oversight and effective implementation.

URBANISE leverages a broad spectrum of expertise, research and learning, and well-established governance structures, drawing from the successful BRCiS Consortium. This specific project led by Save the Children Danmark (SCD) and integrating the field-based presence and contextual expertise of Save the Children Somalia, NRC, and GREDO, each with deep local insights into the targeted locations.

URBANISE incorporates a unique governance arrangement for the BRCiS Consortium with SCD as the lead agency and shared consortium management responsibilities between NRC and Save the Children Somalia. This arrangement strategically enables BRCiS to benefit equally from the existing and extensive consortium management experience of the BRCiS Consortium and SCD’s deep experience working with Danish funding including a broad network of connections in Copenhagen that can provide additional profile to the project and open strategic advocacy pathways

* 1. **URBANISE Project Context**

Somalia faces East Africa's worst displacement crisis, with climate shocks and conflict driving mass urbanization (4.3% annual growth). Target cities exemplify these pressures: Baidoa (649,465 IDPs) battles malnutrition and floods, while Kismayo (187,479 IDPs) suffers land conflicts amid clan tensions. Burao confronts acute water scarcity, and Laascaanood struggles with post-conflict recovery. All locations share critical vulnerabilities: 70% youth unemployment, widespread illiteracy (48% of Baidoa's female IDPs lack basic numeracy), and insecure land tenure that discourages investment. Climate change intensifies these challenges – projected 2.5°C warming will worsen droughts and floods, with urban IDP settlements disproportionately exposed due to poor drainage and deforestation. Women and minorities face compounded barriers, including limited access to early warnings and financial services. However, emerging opportunities exist, including strong clan-based hosting traditions in Dhusamareb, a growing green economy (40+ solar firms nationally), and youth eager for skills training. The URBANISE project targets these systemic gaps through nature-based solutions, inclusive governance, and market-responsive livelihoods programming.

* 1. **Overview of the URBANISE Project**

The URBANISE (Urban Resilience Building through Adaptation and Inclusive Socioeconomic Empowerment) project represents a three and a half-year initiative (June 2025 to December 2028) funded by Danish Representation to Somalia and designed to contribute to urban resilience towards climate shocks across five Somali cities facing severe displacement pressures. The project is implemented by the BRCiS Consortium: Save the Children, Norwegian Refugee Council (NRC) and GREDO in Baidoa, Kismayo, Dhusamareb, Burao, and Laascaanood. The project inception phase runs from June to December 2025, and the baseline is planned to commence within this period as detailed in section 5.

The project’s Theory of Change articulates a structured pathway for enhancing urban resilience by targeting three key outcomes: strengthening inclusive municipal governance systems to effectively advocate for and manage community-driven priorities that foster self-reliance (Outcome 1), expanding livelihood and financial inclusion opportunities for displaced populations (Outcome 2) and implementing nature-based solutions to mitigate climate risks and support individual wellbeing (Outcome 3). Through these interventions, URBANISE aims to contribute to enhanced self-reliance and adaptive capacity of urban and peri-urban communities, particularly internally displaced populations against climatic shocks (Objective).

1. **Purpose, Scope and Objectives**
   1. **Purpose**

The URBANISE project will conduct pre-post longitudinal evaluation (baseline, midline, endline) to systematically measure changes in project logframe indicators among target communities over the project lifecycle, June 2025 to December 2028 . Using contribution analysis, the evaluation will assess the project’s role in observed results (both intended and unintended changes) while accounting for contextual factors, generating evidence to inform adaptive management, enhance accountability to stakeholders, and identify scalable approaches for future programming.

**N.B:** This evaluation adopts a longitudinal pre-post design (baseline-midline-endline) to systematically measure changes in logframe KPIs and assess URBANISE's contribution to observed outcomes through rigorous contribution analysis. Given the complex urban displacement context in Somalia and ethical considerations, the methodology deliberately focuses on: (1) tracking logframe key performance indicators (KPIs) progress against established targets; (2) analyzing the project's role alongside contextual factors; and (3) identifying lessons for adaptive management.

**Baseline Survey Objectives**

* Establish pre-intervention benchmarks across all URBANISE logframe KPIs (including self-reliance index[[2]](#footnote-3), climate resilience index[[3]](#footnote-4), and Livelihood Coping Strategies Index (LCSI) ). The baseline survey will serve as the foundation for subsequent midline and endline surveys. Data will be disaggregated by location, gender, age, and displacement status.
* Understand contextual factors and risks that may affect the project implementation.
* Provide actionable recommendations, ensuring interventions remain contextually relevant and aligned with target DACs needs from the outset.

**Midline Survey Objectives**

* Measure project interim progress against logframe key performance indicators, including the Self-Reliance Index, Climate Resilience Index, and Livelihood Coping Strategies Index (LCSI) by comparing midline results with baseline values to identify areas where the project is on track to meet targets and where adjustments may be needed.
* Employ contribution analysis methodologies (outcome harvesting) and participatory discussions with DACs, to systematically assess the project's contribution to observed changes, document both intended outcomes and unanticipated effects (positive or negative).
* Identify lessons learned and actionable recommendations for improving implementation in the remaining project period including course-correction strategies for underperforming activities and scalable approaches for successful interventions.

**Endline Survey Objectives**

* Assess the project's success in meeting its established targets and overall impact on target DACs through comprehensive analysis of project logframe indicators (Including Self-Reliance Index, Climate Resilience Index, Livelihood Coping Strategies Index), longitudinal comparison of baseline, midline, and endline data disaggregated assessment of outcomes by gender, age, location and displacement status.
* Conduct rigorous contribution analysis by utilizing mixed methods approaches, including outcome harvesting to systematically document both intended and unintended changes and who has contributed, participatory discussions with DACs to capture lived experiences and perform comparative data analysis.
* Generate actionable learning for Future Programming by identifying high-impact interventions suitable for scaling and contextual factors that enabled or constrained success. These insights will specifically inform the design of future initiatives in fragile urban contexts.

Together, these evaluations will: (1) identify the project's impact through rigorous contribution measurement; (2) identify contextual factors influencing effectiveness; and (3) generate evidence for scaling successful approaches. Findings will be utilized primarily by implementing partners for adaptive management, secondarily by policymakers for national strategy development, and ultimately by affected communities through participatory feedback mechanisms integrated at each phase.

* 1. **Specific Midline and Endline Evaluation Objectives**

As outlined in Annex 1, the URBANISE project established key performance indicators (KPIs) to measure progress toward its objectives. These KPIs will be benchmarked during the baseline survey and tracked longitudinally through midline and endline evaluations. This section defines the priority logframe KPIs and associated specific evaluation objectives to guide the midline and endline surveys. While these represent the core focus areas, the specific pre-post impact evaluation objectives, questions, methodology and tools will be further refined during the consultant inception phase.

* Assess the project’s contribution to
* Strengthening adaptive capacity and self-reliance among target urban and peri-urban displacement-affected communities (DACs), with a focus on reducing vulnerabilities to climate shocks through measurable climate resilience3 and self-reliance2 indices.
* Strengthening government structures’ inclusivity, capacity and effectiveness in advocating for community priorities, human capital development for rural-urban market linkages and implementing nature-based solutions in urban settlements, particularly in managing conflict and climate-related risks.
* Sustainable self-reliance of project participants, with targeted focus on women, youth, and marginalized groups, by measuring systemic improvements in economic resilience in livelihood diversification and income levels, financial inclusion through rural-urban market linkages, and climate-adaptive human capital development (demonstrated through enhanced financial literacy, business skills, and social capital).
* Increasing smoothened market entry for DAC businesses through market-system engagement and market system actors’ openness to and engagement with DACs.
* Improving market access for DAC businesses and how market system actors demonstrate increased openness to and engagement with DAC enterprises.
* Improving tenure security and strengthening housing, land, and property (HLP) rights security for urban and peri-urban DACs.
* Improving wellbeing and climate-resilient service access for urban and peri-urban DACs, with specific focus on measuring enhanced shock anticipation capacities and reductions in severe livelihood coping strategies and examine how implemented nature-based solutions (NBS) contribute to sustained accessibility of critical services (water, shelter, health) during climate shocks.
  1. **Project Evaluator (Consultant) Scope of Work**

BRCiS is looking to commission a consultant firm that will be responsible for the following key tasks:

* **Collaborative Development and Implementation of the URBANISE Project Pre-post Impact Evaluation and Contribution Analysis Framework**: The consultant will collaborate with the BRCiS Consortium to co-design the URBANISE project Pre-post Impact Evaluation and Contribution Analysis framework, ensuring alignment with project objectives as well as the Danish Representation to Somalia and BRCiS requirements. Following the measurement framework’s finalization, the consultant will lead the technical design and oversight of baseline, midline, and endline assessments, including the development of assessment tools, sampling strategies, data collection protocols, and quality assurance mechanisms to ensure data reliability. The consultant will also analyse findings and produce high-quality reports for each phase, translating evidence into actionable recommendations and finally facilitate dissemination workshop. While URBANISE Members will manage all field-level data collection for the three assessment phases, the consultant will provide remote technical support during the data collection, with limited travel to Somalia (tentatively in Mogadishu) to present baseline, midline and endline results and facilitate dissemination workshops for each assessment.
* **Development of Urban Climate Resilience Index:** The consultant will be responsible for supporting the development of a context-specific Urban Climate Resilience Index for the URBANISE project. This is a composite index that will assess household resilience to climate-related disasters using several sub-indicators—such as access to climate-resilient infrastructure, adoption of sustainable practices, income stability, early warning systems, food security, mental health, and social support disaggregated by location, displacement status, age and gender. The exact methodology will be developed by the consultant in consultation with the project team and the Danish Representation to Somalia.
* **Design and Analysis of Project Logframe Qualitative Indicators and outcome harvesting:** the consultant will lead the development of qualitative data collection tools and questionnaires for the logframe qualitative indicators (please see annex 1) aligned with the overall project pre-post evaluation framework and revise existing BRCiS outcome harvesting [[4]](#footnote-5)tools to align with the project objectives. Following the tools development, the consultant will train consortium members who will then conduct field-level discussions and translations on these tools. The consultant will subsequently review the quality of the data collected, return it for clarification where needed, and proceed with analysis and reporting. This approach ensures local engagement while maintaining data quality and consistency in analysis.

1. **URBANISE Project Pre-post Impact Evaluation and Contribution Analysis Methodology**

The URBANISE project will employ a longitudinal, mixed-methods evaluation framework (baseline-midline-endline) to systematically track progress against logframe KPIs using a mix of data sources including household surveys with a panel of project participants, participatory community discussions (focus group discussions and Key informant interviews), and outcome analysis. Using contribution analysis approaches, the evaluation will assess the project’s contribution and role in observed outcomes while accounting for contextual factors and external actors’ influences. This design intentionally avoids claims of causal attribution due to ethical and operational complexities in Somalia’s fragile urban settings, instead focusing on measuring URBANISE’s contributions to climate resilience-building alongside broader systemic dynamics. The methodology prioritizes adaptive learning, with findings structured to inform real-time program adjustments and future interventions.

Consultants are encouraged to adapt and enhance the proposed pre-post longitudinal evaluation and contribution analysis methodology in their technical proposals, ensuring alignment with project objectives, logframe KPIs, and Somalia's urban displacement context while meeting the key proposed methodology concepts in this ToR., which will subsequently be reviewed by the Consortium for alignment with project objectives mentioned in this ToR, donor requirements, and BRCiS impact evaluation standards. The selected approach will emphasize methodological rigor while ensuring relevance to urban displacement contexts. Below are some hints of the methodology.

* 1. **Mixed method Data Collection:**
* Desk review of project documents and other relevant documentation.
* Baseline, midline and endline quantitative surveys with sampled project participants.
* Qualitative methods include:
* KIIs with government officials and other key community actors
* FGDs with neighborhood residents include direct and indirect beneficiaries considering Inclusive FGDs with DACs.
* Outcome harvesting
  1. **Analysis Framework:**
* Longitudinal tracking of logframe KPIs: Measure changes in project outcome indicators across baseline, midline, and endline surveys (primarily focusing on direct project participants in household surveys and including non-project participants in community discussions).
* Contribution analysis: Use outcome harvesting to identify and assess key outcomes linked to project interventions and URBANISE’s role in observed changes, while accounting for external factors.
* Contextual narrative capture: BRCiS systematically monitors contextual factors affecting project implementation throughout the lifecycle. However, as an integral part of the contribution analysis and identifying actional recommendations, particular attention will be given to identifying and documenting, enabling factors that contributed to project success, constraints that limited effectiveness and external influences that shaped outcomes

Project pre-post Impact measurement methods (e.g., study design, sample sizes, data collection methods, analysis framework) proposed by the consultants in their technical proposal will be refined in the inception report, pending stakeholder consultations.

1. **Key Deliverables**

Key deliveries from the consultant include: -

* A comprehensive inception report with detailed and refined pre-post longitudinal impact measurement and contribution analysis methodology, sampling approach, urban climate resilience index, roles & responsibilities and workplan.
* Baseline/midline/endline quantitative and qualitative surveys data collection tools
* Data collection and quality assurance protocols and guidelines
* Training Consortium Members staff on the data collection tools, and data quality assurance protocols.
* Technical support during the data collection process.
* Final baseline, midline and end line reports including:
* Full reports (meeting BRCiS/donor EVAL Checklist standards)
* Executive summaries
* Presentation decks
* Cleaned raw data and data analysis tables and files
* Learning and actional recommendation briefs from the baseline/midline/endline surveys
* Dissemination Strategy:
  + Dissemination materials will include, at a minimum, Comprehensive reports (baseline, midline and endline reports), slide decks, summary briefs, and these materials should be tailored to suit internal learning and external sharing, depending on the intended audience.
  + Target audiences include Donor (Danish Representation to Somalia), Save the Children Denmark (SCD), BRCiS (CMU, SCI, NRC and GREDO), Somali Federal Government (FGS), Federal Member States (FMS) and project target communities (DACs)
  + Dissemination Workshops:
    - Community-Level Dissemination led by implementing partners with CMU support, materials will be context-adapted for DACs and will develop by BRCiS.
  + Strategic-Level Dissemination
    - Consultant will facilitate only one in-person 3 days workshops in Somalia per phase (baseline/midline/endline) for donor, government, and consortium members. BRCiS will determine the specific audience composition and daily attendance schedule for each workshop, communicating these details to the consultant in a timely manner

Note: All final reports will be delivered in English, with specific formatting details finalized during inception and deliverables will undergo quality review against BRCiS and donor requirements and quality standards. All deliverables will be formatted according to the BRCiS brand charter.

1. **Time frame for the evaluation process**

Evaluation Phases & Key Activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Timeframe** | **Key Tasks** | **Deliverables** |
| **Inception** | Sept – Dec 2025 | - Desk review: project docs and other relevant docs - Impact Evaluation Methodology design  - Urban Climate Resilience index design  - Data collection tools  - Data quality assurance guidelines - Stakeholder engagement  - Training BRCiS Members on baseline survey tools | Inception Report including URBANISE impact measurement framework, Climate resilience index and data collection tools (approved by BRCiS and donor)  - Training materials for BRCiS Members |
| **Baseline** | Jan to March 2026 | - Baseline data collection (Jan 2026 and to be done by BRCiS)  - Baseline data quality check and data cleaning  - Baseline data analysis and Report  - Stakeholder validation  - Dissemination Workshop | - Baseline Report  - Executive Summary  - Slide decks  - Raw datasets and analysis files  - Dissemination workshop  - Learning Brief |
| **Midline** | Jan to March 2027 | - Refresher training of BRCiS Members on the evaluation survey tools  - Midline data collection (Jan 2027 and to be done by BRCiS)  - Midline data quality check and data cleaning  - Midline data analysis and Report  - Stakeholder validation  - Dissemination Workshop | - Midline Report  - Executive Summary  - Slide decks  - Raw datasets and analysis files  - Dissemination workshop  - Learning Brief - Updated ToC/assumptions |
| **Endline** | Jan to March 2029 | - Endline data collection (Nov to Dec 2028 and to be done by BRCiS)  - Endline data quality check and data cleaning  - Endline data analysis and Report  - Stakeholder validation | - Endline Report  - Executive Summary  - Slide decks  - Raw datasets and analysis files  - Learning Brief |
| **Knowledge Dissemination** | May 2029 | - Final project impact evaluation (endline) dissemination  - Knowledge-sharing  - Policy briefs (for govt/donors) | - Endline Report  - Learning/Summary briefs - Presentation slides |

N.B: All the above table timelines are tentative and may change during the inception phase

1. **Management Arrangements and Workplan**

Roles & Responsibilities

* **Consultant:**
* Lead pre-post impact measurement methodology and tools design, data quality assurance and data collection technical backstopping analysis and reporting; ensure BRCiS and donor requirement compliance; train BRCiS staff on tools, facilitate dissemination workshops and deliver all key deliverables.
* Consultant must adhere to NRC’s Code of Conduct, PSEA policies, and data protection protocols. Consultant will sign these documents during the contracting process.
* **BRCiS**: Oversee contract deliverables, facilitate stakeholder access and dissemination of workshop logistics, approve inception/final reports, and collect all field-based baseline, midline and endline data collection. The supervisor of the consultant is the BRCiS CMU MEL Manager with support from other CMU management and SCD teams.
* **Municipal/Community Stakeholders**: Participate in FGDs/KIIs and validate preliminary findings

1. **Estimated duration of the contract**

A single contract will cover all phases (baseline-midline-endline) with phase-specific deliverables outlined in Section 5. The engagement is projected to commence in August 2025 and conclude in May 2029; however, work will not be continuous over this whole period of time.

1. **Official travel involved**

The selected consultant is required to travel to Mogadishu, Somalia to facilitate the below sessions in person:

* Facilitate URBANISE evaluation dissemination workshops to present the final baseline, midline, and endline reports (three different dissemination workshops at baseline, midline and endline timelines)

The Consultants will cover all travel and accommodation costs including visa, tax, flight costs, accommodation and meals, and NRC will support in-country transportation, security and administrative support for international firms only. All travel and accomodation and travel related budget should be included in the financial proposal.

1. **Application Procedures and Requirements**

The interested consulting firms are expected to provide the following documentation:

1. A cover letter introducing the consultants. The cover letter should introduce the team composition and specify the role to be played by each team member.
2. A technical proposal of no more than 15 pages outlining how to execute the task with a clear proposed impact evaluation framework, sampling methodology, and timelines. The proposed methodology should demonstrate a clear understanding of the Terms of Reference (URBANISE pre-post impact measurement, sampling, data collection and analysis strategy/methods). The proposal must demonstrate how the approach meets requirements for contribution-focused evaluation, not impact attribution.
3. Resume of each team member.
4. Evidence of experience conducting similar assignments (Samples of similar work) is required.
5. Proposed budget indicating consultancy fee, logistics cost and all other auxiliary costs in USD. The proposed budget should clearly separate costs/activities for each phase of the consultancy as detailed in Section 5 of this TOR.
6. Considering available project resources, proposals demonstrating cost-effective and streamlined approaches to achieving the objectives will be preferred. Total project value is only 50,000,000 kr. (approximately $7.5 million).

**Qualifications or specialized knowledge and/or experience required from the team members and the firm**

* **Advanced degree (PhD/Master's)** in economics, development studies, urban resilience, climate adaptation, or related fields are **required.**
* At least **5 years of proven experience** in designing and implementing longitudinal (baseline-midline-endline) mixed-methods **Urban** **Resilience Measurement and / or Durable Solutions**, particularly in fragile/urban contexts **required.**
* Strong background in mixed methods (both quantitative and qualitative studies) is **required.**
* Strong background in contribution analysis is an asset.
* Strong background in outcome harvesting is an asset.
* Substantial research work in **climate resilience** or a related field with a geographical focus on drylands of the Horn of Africa and preferably in fragile context is **required**.
* Extensive experience both in qualitative and quantitative methods demonstrated through publications in resilience research or a related field is an asset.
* Previous experience in similar assignments in Somalia is an asset.
* Previous experience in evaluating Royal Danish Embassy funded projects is an asset.
* Only consulting firms are eligible to apply; individual consultants will not be considered

**Annexes**

**Annex 1: Summarized URBANISE Project Result Framework (KPIs)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| URBANISE’s **impact** will be evidenced by 80% of participants increasing by at least two steps on the 5-step economic [Self Reliance index](https://www.refugeeselfreliance.org/sri) and 60% of target neighborhoods demonstrating enhanced climate resilience and wellbeing.[[1]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en&rs=nb-NO&wopisrc=https%3A%2F%2Fnorwegianrefugeecouncil-my.sharepoint.com%2Fpersonal%2Fabdullahi_aweis_nrc_no%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F9740b7a354b349e8acd5d9856b2c5036&wdlor=c4BC93735-FA9E-4883-9864-0B6631A15F20&wdenableroaming=1&mscc=1&wdodb=1&hid=EE2BA3A1-C0AE-0000-642A-59551E994D46.0&uih=sharepointcom&wdlcid=en&jsapi=1&jsapiver=v2&corrid=54d85119-0164-f7c9-e731-2ad536259f8a&usid=54d85119-0164-f7c9-e731-2ad536259f8a&newsession=1&sftc=1&uihit=docaspx&muv=1&ats=PairwiseBroker&cac=1&sams=1&mtf=1&sfp=1&sdp=1&hch=1&hwfh=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Fnorwegianrefugeecouncil-my.sharepoint.com%22%2C%22pmshare%22%3Atrue%7D&ctp=LeastProtected&rct=Normal&wdorigin=AuthPrompt.Outlook-Body.Sharing.ServerTransfer&afdflight=55&csc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush#_ftn1) The below table summarizes **outcome** indicators and targets;   |  |  | | --- | --- | | **No.** | **Indicator/Target** *– All indicators will be disaggregated by location, age, and gender as applicable* | | 1.1 | Government capacity on human capital development for rural-urban market linkages is enhanced (this is a qualitative indicator that will be evidenced through case studies) | | 1.2 | Government capacity on application of nature-based solutions in urban settlements is enhanced (this is a qualitative indicator that will be evidenced through case studies) | | 2.1 | 40% increase in participating DAC residents who report that their overall household income has increased 'moderately or significantly', disaggregated by location, gender and age group (youth, adult, elderly) | | 2.2 | 30% increase in bonding, bridging, and linking social capital, disaggregated by location, age and gender | | 2.3 | 80% of SHG members reporting improved financial literacy/business skills by location, age and gender | | 2.4 | Market system actors are more open to business engagement with minorities, women and youth living in DACs (this is a qualitative indicator that will be evidenced through case studies) | | 3.1 | 70% of urban and peri-urban DAC residents reported learning a new skill to anticipate climate-related shocks disaggregated by location, age and gender | | 3.2 | 60% urban and peri-urban DAC residents reporting that they anticipated the most recent shock that they experienced by location, age and gender | | 3.3 | 50% decrease in # of households using "severe", "crisis" or "emergency" coping strategies as per Livelihoods Coping Strategies Index (LCSI) by location, gender and age | |

**SECTION 5**

**Bidding Form**

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary. If there is insufficient space to complete your answer in the space provided, please include on a separate attachment with a reference to the question.

1. **Bidder’s General Business Details**
2. **General information**

|  |  |
| --- | --- |
| **Company name:** |  |
| **Any other trading names of company:** |  |
| **Registered name of company (if different):** |  |
| **Nature of primary business/trade:** |  |
| **Primary contact name:** |  |
| **Job title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Registered Address:** |  |
| **Business licence number:** |  |
| **Country of registration** |  |
| **Registration date:** |  |
| **Expiry date:** |  |
| **Legal status of company (eg. partnership, private limited company, etc.)** |  |

1. **Owners/Managers**

Please fill in the below table with the full names, title/position, the year of birth, and the country of birth of the company’s owner(s) and manager(s)\*:

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Title / Position** | **Birth Year** | **Birth Country** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*\* Please note this information is necessary in order to conduct the vetting procedure referred to in clause 25 of the Invitation to Bid-General Terms and Conditions. Owners and managers include but are not limited to Chief Executive Officer, Chief Operating Officer, Chair of the Board, Executive Director, Director, Manager.*

1. **Employees**

Please list the employees who would be involved with NRC in the event of contract award:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee name** | **Job title** | **Role on NRC project** | **Phone** | **Email** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| … |  |  |  |  |

1. **Company bank account details:**

|  |  |  |
| --- | --- | --- |
| Beneficiary name: |  |  |
| Beneficiary account no.: |  |  |
| Beneficiary Bank: |  |  |
| Bank branch: |  |  |
| SWIFT: |  |  |
| IBAN: |  |  |
| Bank address: |  |  |

1. **References**

Please provide details of at least 3 client references whom NRC may contact, preferably from NGOs and UN agencies, for similar related works:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client/company name** | **Contact person** | **Phone** | **Email** | **Contract details (works, location, size, value, etc)** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| … |  |  |  |  |

1. **Payment terms**

Please provide the payment terms associated with the services covered under this agreement.

|  |
| --- |
|  |

1. **Bid Validity**

Please confirm the validity of your bid below (in calendar days):

|  |
| --- |
|  |

1. **Confirmation of Bidder’s Compliance**

We, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We, the Bidder confirm the documents attached to this offer are those validated by us in the Section 2 Paragraph 6 . Bidder's checklist.

We understand that NRC is not bound to accept the lowest, or indeed any bid, received.

We agree that NRC may verify the information provided in this form itself or through a third party as it may deem necessary.

**We confirm that NRC may in its consideration of our offer, and subsequently, rely on the statements made herein.**

|  |  |
| --- | --- |
| Name of Signatory: | Tel N°: |
| Title of Signatory: | Name of Company: |
| Signature & stamp: | Date of Signing: |
| Address: |

**SECTION 6**

**Service Provision Schedule**

**Service Schedule:**

Attach the Service schedule separately:

Schedule to include:

* + - 1. Detailed list of service components to be completed in reference to Service Description & Pricing Proposal (Section 8)
      2. Duration of each of the activities and completion date.

Table for breakdown of service provision (examples below)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **…** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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**Manpower:**

In addition, provide a list of the manpower involved in the activities on site with an estimate of the total man-hours completed by each of the skills. Format to follow the below simple format:

|  |  |  |
| --- | --- | --- |
| **#** | **Proposed Personnel/Manpower** | **# of workers allocated to this project** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| … |  |  |

**NOTE:** The manpower list and service provision schedule shouldn’t be limited to this Form. A comprehensive list has to be submitted adapting the Form as necessary.

**SECTION 7**

**Company Profile and Previous Experience**

The Bidder is requested to:

1. Submit the **Company Profile**
2. Complete the following **Previous Experience** **Table** listing the work or contracts undertaken in the past 5 years similar to the services required under this contract
3. Submit **evidence of previous experience** in form of Contracts, Completion Certificates, etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Name of Project / Type of work** | **Total value of the performed works (USD)** | **Duration of the works contract** | **Starting date** | **Ending date** | **Contracting Authority / Contact person / phone / email** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **…** |  |  |  |  |  |  |

**NOTE**: The list shouldn’t be limited to this Form in regard to the number of works reported. A comprehensive list of the last 5 years’ experience has to be submitted adapting the Form to the necessary rows. NRC may conduct reference checks for previous contracts completed

**SECTION 8**

**Service Provision Description and Pricing Proposal**

**Please submit a separate proposed budget indicating consultancy fee, logistics cost and all other auxiliary costs in USD.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SERVICE DESCRIPTION FOR: PROPOSE BUDGET** | | | | | | | | |
| **No.** | **Description of Service** | **Unit** | **QTY** | | | **Rate including VAT in USD** | | **Total in USD** |
| **A** | **URBANISE Project - Pre-post Impact Evaluation-** **The consultant should submit a separate proposed budget indicating consultancy fee, logistics cost and all other auxiliary costs in USD.** | **Consultant** | **1** | | |  | |  |
|  | **GRAND TOTAL** | | |  |  | |  |  |

**Please submit a separate proposed budget indicating the cost breakdown in USD.**

|  |  |
| --- | --- |
| **Prepared by:** |  |
| **Name:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Stamp:** |  |

**SECTION 9**

Ethical Standards Declaration for all Supply, Service and Works Contractors

We, the undersigned, (‘**we**’, ‘**our**’ or ‘**us**’) **CONSIDERING THAT**:

**FIRST**, we are bidding for, or entering into, a contract with the Norwegian Refugee Council (**NRC**) to supply goods, services or works to NRC (‘**the Contract**’).

**SECOND**, we understand that as a humanitarian organisation, NRC expects its suppliers and contractors to have high ethical standards.

**THIRD**, we understand that NRC therefore needs us to confirm that we adhere to the required ethical standards (‘**the ethical standards**’) by signing this declaration (‘**the Declaration**’).

**THEREFORE**, we **DO HEREBY DECLARE** as follows:

1. **Declaration concerning compliance with applicable laws and these ethical standards**

We declare that we shall:

1. Meet the ethical standards in this declaration (‘ethical standards’)
2. Ensure that any party representing us, including but not limited to:

• board members

• directors

• employees

• contractors or sub-contractors, and their employees

• consultants and sub-consultants, and their employees;

• other legal representatives

(‘our Representatives’) are aware of and comply with these ethical standards.

In the event that we, or our Representatives, do not meet the ethical standards at present, we shall:

1. Explain to NRC in what way we do not currently meet the ethical standards
2. Agree a plan and timeline with NRC to implement changes that allow us to meet the ethical standards
3. Provide regular updates to NRC on the implementation plan.
4. **Declaration concerning status**

We hereby declare that neither we, nor to the best if our knowledge our Representatives, are in any of the following situations:

* 1. Have made an offer, payment, consideration or benefit of any kind, which constitutes illegal or corrupt practice, directly or indirectly, as an inducement or reward in relation to the tendering, awarding or execution of the Contract.
  2. Are involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organisation or other illegal activity
  3. Are insolvent, in receivership, bankrupt, or being wound up
  4. Have suspended activities
  5. Are subject to legal proceedings related to 2.1
  6. Have at any time been found guilty and sentenced by a court, whether in the country of employment or abroad, for a criminal offence in respect of children or vulnerable adults
  7. Are engaged in:

• terrorism or the material support of terrorism

• the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof

• the sale or manufacture, either directly or indirectly, of weapons

• the production of alcohol, tobacco, or pornography.

1. **Declaration concerning Conflicts of Interest**
2. We declare that neither we nor, to the best of our knowledge, our Representatives have an undisclosed conflict of interest with NRC, in accordance with [NRC’s Conflict of Interest Policy (the Policy).](https://www.nrc.no/resources/policy-doc/conflict-of-interest-policy/)
3. Where any potential conflict of interest exists between our Representatives and NRC or any NRC staff member, we shall notify NRC in writing of the potential conflict using [Form F in the Policy](https://www.nrc.no/resources/policy-doc/conflict-of-interest-policy/). We understand that the Policy and the Form is available on [NRC’s website](https://www.nrc.no/resources/policy-doc/conflict-of-interest-policy/) or that we can contact the NRC Procurement focal point, as mentioned in the tender documentation. NRC shall then determine whether action is required.

A conflict of interest can be due to a relationship with an NRC staff member such as family or friends.

We understand that if we fail to report a potential conflict of interest and are later found to have a conflict of interest, we may be removed from the NRC vendor database.

1. **Declaration concerning compliance with national law**

We declare that we and, to the best of our knowledge, our Representatives:

* 1. comply with all applicable laws and regulations in effect in the country or countries where the Contract will be carried out.
  2. comply with all applicable export laws concerning the country or countries where the Contract will be carried out.
  3. are registered with the relevant government authority with regard to taxation for the duration of the Contract.
  4. pay taxes according to all applicable national laws and regulations for the duration of the Contract.

1. **Declaration concerning compliance with labour standards**

We declare that we and, to the best of our knowledge, our Representatives:

We declare that we and, to the best of our knowledge, our Representatives comply with applicable national labour law standards and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work.

Specifically, we declare that we and, to the best of our knowledge, our Representatives comply with the following minimum labour standards:

* 1. Working Conditions

1. All workers receive a contract of employment that is written in a language they understand.
2. All workers are free to leave after giving reasonable notice.
3. All workers have the right to join or form trade unions of their own choosing and to bargain collectively.
4. No worker is required to lodge ‘deposits’ or identity papers or immigration documents in order to obtain employment.
   1. Wages and benefits
   2. Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages are always sufficient to meet basic needs.
   3. No deductions from wages are made as a disciplinary measure.
   4. Working time
   5. Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. Whenever possible working hours do not exceed 48 hours per week (8 hours per day).
   6. Workers are provided with at least one day off for every 7-day period.
   7. Health and safety
   8. Steps are taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
   9. Workers receive regular and documented health and safety training, and such training is repeated for new workers.
   10. Workers have access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage is provided.
   11. Accommodation, where provided, is clean, safe and adequately ventilated.
   12. Discrimination and abuse
   13. No worker is forced, bonded or an involuntary prison worker.
   14. There is no discrimination at the workplace based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
   15. Measures are in place to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
   16. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, are prohibited.
   17. Persons under 18
5. No persons under the age of 18 shall be engaged in work which is hazardous to their health or safety, including night work.
6. The working hours and nature of work of any worker who is under the age of 18 shall not interfere with their opportunity to complete his or her education.
7. **Declaration concerning the environmental standards**

We declare that we and, to the best of our knowledge, our Representatives comply with applicable national environmental law standards and with international environmental standards, to the greatest extent possible.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

* 1. We respect national and international environmental legislation and regulation.
  2. We ensure that production and extraction of raw materials for production does not contribute to the destruction of the resources and income base for marginalised populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
  3. We take environmental measures into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. This includes reasonable steps to minimise negative environmental impacts (e.g. emissions, water usage, waste) and to use - where possible - sustainable resources. Local, regional and global environmental aspects shall be considered. The local environment at the production site will not be exploited or degraded by pollution and waste.
  4. We carefully manage hazardous chemicals and other substances in accordance with documented safety procedures.

1. **Declaration concerning protection from sexual exploitation and abuse**

We and, to the best of our knowledge, our Representatives comply with international standards related to protection from sexual exploitation and abuse (PSEA) and sexual harassment.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

* 1. We take sexual misconduct seriously and ensure that any employee found to have carried out sexual misconduct will be subject to disciplinary action.
  2. We will ensure, that none of our employees engage in any sexual activity with persons (adult or child) in relation with this contract regardless of the age of majority or consent locally.
  3. We will ensure that none of our employees produce, procure, distribute or use sexually explicit material in any activities under the Contract or on any sites used under the Contract.
  4. We will ensure that none of our employees will exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading, or exploitative behaviour. This prohibition extends to any use of sex trade workers. If any sexual misconduct is found to have taken place, such employees face disciplinary action.
  5. We shall report any incident or complaint of sexual misconduct or child abuse related to the activities carried out under the Contract through NRC’s PSEA and Safeguarding Unit at psea@nrc.no.
  6. We shall report any known or reported sexual relationship between our employees and NRC staff to NRC.

1. **Declaration concerning protection of children**

We declare that neither we nor, to the best of our knowledge, our Representatives are engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child. We commit to upholding international and national laws and policies regarding child safeguarding.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

* 1. We support and protect the complainant, survivors and witnesses of any raised incidents or complaints of sexual misconduct or child abuse.
  2. We will ensure, that our employees will not abuse or exploit children or act in a manner that may place a child at risk of harm.
  3. We will ensure that our employees are not left alone with children.
  4. We will ensure our employees will not ask children for personal contact details without a valid reason to do so.
  5. We listen, to the best of our ability, to children’s views and opinions and treat boys and girls in a manner that is respectful of their rights and dignity during the performance of the Contract.
  6. We shall report any suspicion of child safeguarding concerns through the Complaints and Feedback Mechanism, provided by the NRC contract focal point and at [psea@nrc.no](mailto:psea@nrc.no).

1. **Declaration concerning anti-human trafficking**

We declare that neither we nor, to the best of our knowledge, our Representatives are engaged in trafficking in persons as defined in the protocol to Prevent, Suppress and Punish Trafficking in Persons or the UN Convention against Transnational Organized Crime.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

* 1. We do not solicit persons for the purpose of employment, or offer employment by means of materially false or fraudulent pretences, representations, or promises.
  2. We do not charge employees recruitment fees.
  3. We do not provide or arrange housing for employees that does not meet host country housing and safety standards.
  4. We commit to report any suspected violations of this clause to NRC immediately.
  5. We commit to make our Representatives aware of the trafficking related prohibitions outlined above and share the Global Human Trafficking Hotline Information with them (1-844-888-FREE, [help@befree.org](mailto:help@befree.org)).

1. **General**

We understand that:

* 1. The Declaration will be kept on file for a period of 10 years.
  2. The Declaration will be updated every year or more often as appropriate.
  3. We must inform NRC immediately in the event that there is a change to the Declaration.
  4. NRC may perform checks to verify that the ethical standards are adhered to and shall be granted reasonable access to our premises and to our documentation, computer systems etc, in order to be allowed to do so.
  5. In the event that NRC deem that we fail to meet or are not taking appropriate steps to meet, the ethical standards, NRC may immediately terminate any and all contracts and agreements we have with them and at no cost to NRC.

1. **Requirement to notify NRC**

We shall immediately notify NRC through the Complaints and Feedback Mechanism, provided by the NRC contract focal point if:

* 1. Any allegations of alleged corruption, sexual exploitation or abuse, or child abuse are made against us or, to the best our knowledge, our Representatives, during the Contract, whether relating to the Contract or not.
  2. Any allegations are made, or any changes occur, in relation to any of the declarations made herein

**Signed on our behalf as follows:**

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Position |  |
| Date |  |
| Place |  |

1. <https://www.nrc.no/brcis> [↑](#footnote-ref-2)
2. https://www.refugeeselfreliance.org/sri [↑](#footnote-ref-3)
3. This is a composite index and will assess household resilience to climate-related disasters using several sub-indicators—such as access to climate-resilient infrastructure, adoption of sustainable practices, income stability, early warning systems, food security, mental health, and social support—disaggregated by location and gender. The exact methodology will be developed by this ToR consultant in consultation with the project team and the RDE [↑](#footnote-ref-4)
4. BRCiS possesses established outcome harvesting (OH) templates and tools, along with practical experience in their application. The consultant’s role involves reviewing and refining these existing OH tools to ensure alignment with the project’s pre-post evaluation objectives. Following this, BRCiS members will undertake necessary data collection and preliminary reporting, with the consultant providing technical support throughout the OH process. Subsequently, the consultant will extract key outcomes and findings from the Members’ OH reports and integrate them into the final pre-post evaluation reports, including midline and endline assessments [↑](#footnote-ref-5)