

REQUEST FOR PROPOSAL

TO:

To whom it may concern

Date of issue:	12.12.2024
RFP no.:	2024-036
Contract title:	Framework agreement GBV and SRHR
Closing date:	03.01.2025.
Contracting Authority:	Norwegian Church Aid Email: procurement@nca.no
Please note that the Proposals must be sent to the Contracting Authority to procurement@nca.no marked with the above RFP number and the name of the submitting company.	

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

Dear Sir/Madam,

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

- **Instructions**
- **Annex 1: Terms of Reference**
- **Annex 2: Proposal Submission Form** (to be completed by the Contractor/Consultant)
 - **General Terms and Conditions for Service Contracts**
 - **Code of Conduct for Contractors**

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

A. INSTRUCTIONS

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

A.1. Scope of services

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

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

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

A.2. Cost of proposal

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

A.3. Eligibility and qualification requirements

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

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

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

A.4. Exclusion from award of contracts

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

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

A.5. Documents comprising the Request for Proposal

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

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

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

A.6. Financial proposal

The Financial Proposal shall be presented as an amount in **NOK** in the Proposal Submission Form in Annex 2.

The Contractor/Consultant shall indicate his/her daily fee-rate based on an eight-hour working day.

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

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

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

A.7. Validity

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

A.8. Submission of proposals and closing date

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

A.9. Evaluation of Proposals

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

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

Technical evaluation

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

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

Interviews

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

Negotiations

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

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

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

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

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

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

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

A.14. Cancellation for convenience

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

A.15. Data Protection and Privacy

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

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

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

Annex 1: TERMS OF REFERENCE FRAMEWORK CONTRACT

Background

Norwegian Church Aid (NCA) seeks to establish framework contracts with experienced consultants or contractors specializing in Gender-Based Violence (GBV). NCA's GBV programming is built around the integration of prevention, response, and linkages to Sexual and Reproductive Health and Rights (SRHR). The overarching goal of NCA's GBV programming is to ensure women and girls live free from all forms of GBV. To achieve this, NCA collaborates with partners to implement interventions focused on four core outcome areas:

1. *Empowerment of Women and Adolescent Girls*
2. *Transforming Norms and Preventing Harmful Practices*
3. GBV Services
4. *Sexual and Reproductive Health and Rights (SRHR)*

Through this framework, consultants will provide technical expertise in one or more of these outcome areas, contributing to the design, implementation, and evaluation of high-impact programming.

Consultants will offer tailored support across several operational needs, including:

- Development/strengthening of specialized tools for programming.
- Capacity building through in-country and digital training.
- Technical advisory services on project design, monitoring, evaluation, and learning.
- Proposal development and report writing.

Framework contracts will remain valid for three years, with specific purchase orders issued for defined deliverables. The specific conditions, quantity, date of delivery etc. of a given purchase shall only be laid down in a purchase order when the services are needed.

Contract purpose and expected results:

Consultants will contribute to the design, implementation, and evaluation of activities within the following thematic outcome areas:

1. Empowerment of Women and Adolescent Girls

Empowerment highlights the importance of gaining the ability to make meaningful choices, but also includes the processes that lead women and girls to perceive themselves as equally able and entitled to decision making as men and boys. Our primary goal is to empower women and adolescent girls, to take control over their lives, to create networks, and to influence systems that shape their lives. This includes addressing gender discrimination and inequality, thereby improving their social standing.

Knowledge plays a crucial role in empowerment. Therefore, interventions should seek to ensure that women and girls have access to relevant information regarding their rights to a life free from all forms of violence. Moreover, through initiatives like life skills training, advocacy, and support for political participation (among others), NCA places a distinct emphasis on involving the most vulnerable women and adolescent girls in intervention design, amplifying their voices to strengthen their agency. This underscores our commitment to fostering empowerment and dismantling barriers that perpetuate gender discrimination and inequality.

NCA seeks contractors that can:

- Facilitate training/capacity building on life skills, advocacy, empowerment, networking, and economic justice
- Adapt and deliver REFLECT methodology training
- Initiate/Facilitate initiatives/activities related to empowerment of women to access (and use) technology, and prevention and response to technology-facilitated GBV

- Provide technical and/or advisory support and advisory towards tools development within the above sectors

2. Transforming Norms and Preventing Harmful Practices

This outcome contributes to ending all forms of gender-based violence by addressing harmful norms. This requires confronting unequal power relations, harmful masculinities, legal, social, moral, and religious norms, with a particular focus on Female Genital Mutilation (FGM) and Child, Early and Forced Marriage (CEFM). While norm change programming is a long-term process mainly focused on development initiatives, NCA recognizes the urgency of addressing harmful norms in humanitarian settings where they can intensify. Our social norms work encompasses multiple intervention approaches following the 3 lines of 'community conversation and dialogue', 'media and communication' and 'legal change'. NCA advocates for enactment and/or implementation of gender transformative laws and policies, as well as the ratification of international conventions that protect women and girls from all forms of GBV and promote gender equality.

NCA seeks contractors that can:

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

3. GBV Services

NCA seeks to ensure that survivors and women and adolescent girls at risk of violence have access to survivor-centred, quality, lifesaving, specialised GBV services. Our efforts prioritize safety, well-being and empowerment of survivors and those at risk of GBV, through robust case management systems and comprehensive staff training. NCA has integrated therapeutic interventions (ITI) within case management and has an ITI supervision toolkit and staff care and self-care resource, which should be used. All GBV services provided by NCA must adhere to the GBV Guiding. NCA follows a multi-sectoral model for GBV response programming, which calls for holistic, collaborative response and coordination across key sectors, focusing on enhancing access to health care, mental health and psychosocial support (MHPSS), legal assistance and protection/safety, including referrals, advocacy for increased quality services, information-sharing about available services, and establishment of referral pathways and service mappings. These services — usually provided through static and mobile safe spaces for women and girls — ensure a critical space for women and girls to safely access lifesaving services and information, promoting their empowerment, fostering networks, enhancing their integration into community life, and reducing isolation. Survivors are linked to these different sectors through case management services, facilitated by localised Standard Operating Procedures and referral pathways. Additionally, NCA utilizes the GBV Information Management System (GBVIMS) for incident recording and data sharing.

NCA seeks contractors that can:

- Facilitate training/capacity building on Psychological First Aid using IFRCs manual, Caring for (Child) Survivors, Integrating Therapeutic Interventions in GBV Case Management, GBV Case Management, GBV Case Management, Cash in GBV Case Management, Clinical Care, GBVIMS, Staff Care, Self-care
- Offer expertise in MHPSS integrated programming, including GBV, conflict related sexual violence and peacebuilding.

- Provide technical and/or advisory support and advisory towards tools development within the above sectors

4. **Sexual and Reproductive Health and Rights (SRHR)**

Through an integrated approach within the GBV program, SRHR programming includes comprehensive Sexuality Education (CSE), life skills sessions for adolescents on SRH, parenting sessions on SRH, family planning, safe motherhood, and support to access to SRH services, with a particular focus on adolescents. These interventions aim to enhance the access of adolescent girls, women, and other marginalized groups to rights-based and gender-sensitive SRHR information and services promoting informed decision making regarding their reproductive health. In humanitarian settings, NCA focuses on increasing knowledge regarding SRHR and supporting access to lifesaving SRH interventions including but not limited to family planning services, safe motherhood and clinical care for GBV survivors through SRH service mapping and referrals, integration of cash and voucher assistance (CVA), distribution of kits, including birth kits, and family planning counselling and SRHR outreach sessions within WGSS and other areas of GBV prevention and response programming. In long-term development programs NCA focuses on promoting and implementing CSE, knowledge increase and behavioural change regarding SRHR, strengthening capacities of health care providers working within the GBV program on family planning, safe motherhood interventions and advocacy to advance the SRHR agenda.

NCA seeks contractors that can:

- Provide Technical and Guidance towards SRHR tools development.
- Conduct Facility Assessments and make recommendations to improve on A/SRH service quality.
- Provide Technical support and guidance on CVA in A/SRHR programmes.
- Provide Technical support and guidance on establishing community A/SRHR and strengthening referral mechanisms.
- Facilitate trainings related to community dialogues on maternal health, antenatal care, safe births and post-natal care (safe births).
- Facilitate trainings on Comprehensive Sexuality Education (CSE).
- Facilitate trainings on modern family planning for health workers and social workers, that are age- and sex-appropriate

Qualifications key experts

GBViE Contractors:

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

MHPSS Contractors:

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

SRHR contractors:

- Required: Formal education within midwifery, nursing, or gynaecology.
- Essential: 3-5 years' experience working as a midwife, nurse, doctor, or gynaecologist, and experience in facilitating training on delivery of babies, antenatal care, family planning, clinical management of rape and emotional support.
- Desired: 3 years of professional experience in implementing SRHR activities in emergency contexts.

ALL:

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

Personal qualities

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

Reporting

Consultants will report to the designated NCA staff as outlined in specific purchase orders.

Application Process

Applicants should specify the thematic outcome area(s) of expertise in their bids:

- 1. Empowerment of Women and Adolescent Girls**
- 2. Transforming Norms and Preventing Harmful Practices**
- 3. GBV Services**
- 4. Sexual and Reproductive Health and Rights (SRHR)**

Required Documents:

- CV and portfolio of relevant work particularly development of training materials, programme manuals, evaluations and/or research, strategies.
- Technical and financial proposals, including availability and rates.

Annex 2: proposal submission form

My financial proposal for my services is as follows:

IMPORTANT NOTE: VAT OR ANY OTHER SALES TAX SHOULD ONLY BE INCLUDED IF THE CANDIDATE IS REGISTERED FOR TAX PURPOSES IN THE COUNTRY IN WHICH THE SERVICES ARE TO BE RENDERED

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

Obligation Statement

Clearly state whether you are legally obligated to charge VAT for goods and/or services.

Tick appropriate box

YES, I AM legally obligated to charge VAT	NO, I am NOT legally obligated to charge VAT
State country of tax liability, if any	
State applicable VAT rate	

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

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

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

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

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

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

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

Further, I/we hereby:

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

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

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

[General Terms and Conditions](#)

[Code of Conduct for Contractors](#)

Signature and stamp:

Signed by:

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