

REQUEST FOR PROPOSAL

TO:

To whom it may concern

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Date of issue:	07.03.2025.
RFP no.:	2025-005
Contract title:	Framework agreement for GIS, Remote Sensing and Real Time Monitoring services in humanitarian and development aid programming
Closing date:	06.04.2025. 17:00 CEST
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 TECHNICAL SUPPORT SERVICES ON THE USE OF GIS, REMOTE SENSING, AND REAL TIME MONITORING TOOLS IN HUMANITARIAN AND DEVELOPMENT AID PROGRAMMING UNDER A FRAMEWORK CONTRACT

Dear Sir/Madam,

The Service(s) required will contribute to strengthening NCA's technical capacities through the provision of "Technical support on the use of GIS, Remote Sensing, and Real Time Monitoring tools in humanitarian and development aid programming".

Please find enclosed the following documents which constitute the Request for Proposal:

- **Instructions**
- **Annex 1: Terms of Reference (ToR)**
- **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 **5 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 expected results, scope of services and qualifications in the ToR (maximum 3 pages long)
- d. Portfolio with at least two samples of relevant work

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 him/herself 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	Overall technical expertise, specialised knowledge and work experience in GIS, remote sensing and real time monitoring. Primary focus on WASH and Climate Resilient programming but not limited.	30
2	Demonstrable experience in developing and facilitating trainings on the use of GIS, remote sensing and real time monitoring tools, ranging from basic to advanced levels.	10
3	Demonstrable experience in providing GIS, remote sensing and real time monitoring services in humanitarian and development aid programming on the ground and in the field. Primary focus on WASH and Climate Resilient programming but not limited.	10
4	IT skills and any practical skill or specialized knowledge of emerging technologies, like AI and drones (in connection to using GIS, remote sensing and real time monitoring technologies).	10
5	Working knowledge and experience in humanitarian and development contexts, specifically in the regions/countries where NCA operates in (see https://www.kirkensnodhjelp.no/en/where-we-work).	10
6	Relevant academic qualifications, according to the qualifications listed in the ToR section.	10
7	Proficiency in and working knowledge of English primarily, and secondarily of French, and or Arabic - as well as local languages (please specify).	10
8	To what degree does the proposal show understanding of the task(s) and to what detail does it address the ToR?	10
Total Technical Score		100

Financial evaluation

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

$Sf = 100 \times Fm/F$, in which *Sf* is the financial score, *Fm* is the lowest price and *F* is the price of the proposal under evaluation

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) is one of the largest humanitarian aid organisations in the Nordic region, committed to promoting global justice and addressing the root causes of poverty. As an ecumenical diaconal organisation, NCA is part of the ACT Alliance - one of the world's largest humanitarian alliances with faith-based organisations from over 140 countries. Jointly with partners, NCA provides humanitarian assistance, long-term development and advocacy work in: Climate-resilient WASH, Gender-based violence, Peace building, Fighting Inequality, Climate and Environmental Stewardship, and Economic Development and Food Security programmes.

NCA's new programme framework (2025-2029) seeks to enhance the impact of our work through a multi-sectoral approach that integrates humanitarian, development, and advocacy efforts. It emphasizes local capacity-building, collaboration with various stakeholders, and inclusivity - in alignment with the principle of "leaving no one behind" to support sustainable development.

CONTRACT PURPOSE AND EXPECTED RESULTS

The effect of climate change on humanitarian needs has been increasingly prevalent during the past decade, both as a multiplier of threats and as a direct cause of humanitarian crises. At the same time, humanitarian access is hindered by the intensification of armed conflicts, while resources and funding are diminishing. In this global context, international humanitarian actors are compelled to adopt remote implementation and localized response modalities to prioritize and meet the needs of the most vulnerable and those at greatest risk.

Purpose:

NCA's aspires to build its technical capacity and competency in data driven and evidence-based climate resilient program design, disaster risk reduction and anticipatory actions, particularly with the use of GIS, remote sensing, real time monitoring and their practical applications.

Results to be achieved by the Contractor(s):

Through this framework, contractors / consultants will provide technical services to support the design and implementation of high-impact and quality humanitarian and development aid programs. Consultants will offer tailored support across several operational needs, including:

1. Ensuring that NCA and local partner staff are well-equipped with the necessary technical skills and knowledge to implement and utilize these technologies effectively.
2. Enabling informed decision-making, efficient program management and competitive fundraising through data collection, visualization and analysis
3. Empowering local partners and communities through active participation in the mapping and monitoring of their own environments, fostering ownership and sustainability of WASH and other initiatives.
4. Leveraging advanced and innovative technologies, such as AI and drones, to enhance the impact and efficiency of humanitarian interventions while adhering to ethical standards.

SCOPE OF SERVICES

Framework contracts will commence upon signature and remain valid for **five** 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. This framework contract shall cover Global services, as well as services in specific regions and countries in NCA's areas of operation (<https://www.kirkensnodhjelp.no/en/where-we-work>). Key tasks and specific objectives are provided below (applicants must be able to cover at least 2 of the following tasks):

- a) Develop and facilitate **tailor-made training/capacity building events** for NCA and local partner staff on GIS, Remote Sensing and real time monitoring using digital tools.

- b) Support NCA HQ and COs to **develop, maintain and continuously update a GIS based online dashboard and create customized interactive story maps**, using real time and historical data from NCA projects and external sources.
- c) Support NCA HQ and COs to **develop tools and a standardized approach for participatory community led mapping**.
- d) Provide **on demand technical support, advice, trouble shooting and input** to NCA HQ and NCA COs on the use of GIS, remote sensing and real time monitoring tools in humanitarian and development aid programs. Primary focus on WASH and Climate Resilient programming but not limited.
- e) Provide **advice, technical input and support for the effective, innovative and ethical use of advanced technology**, such as AI and drones, in WASH and other humanitarian projects (in connection to using GIS, remote sensing and real time monitoring technologies).
- f) Other relevant services, as needed

Qualifications:

- **Technical Skills:**
 - Proficiency in GIS software (e.g., ArcGIS, QGIS), remote sensing tools, real-time monitoring technologies and digital tools is required (e.g., Google Earth, Google Earth Engine, FAO AQUASTAT, OpenStreetMap).
 - Essential technical skills: Knowledge of satellite technology and its practical applications in humanitarian contexts. Experience with spatial analysis, mapping techniques, 2D/3D data visualization (e.g. ArcGIS storymaps, PowerBI) and Microsoft Fabric.
 - Working knowledge and expertise in AI and drone technology will be considered an advantage
- **Work Experience:**
 - Previous experience in humanitarian and development aid programming, particularly in WASH projects, and/or within climate resilience is desirable
 - Work experience in other areas, such as Disaster Risk Reduction, Anticipatory Action, Economic Development, Food Security, Gender Based Violence, Peacebuilding will be an added advantage or could compensate for the lack of experience in the WASH sector.
 - Experience in developing and facilitating tailor-made training and capacity-building on the subject is essential and will be prioritized
 - Work experience in community led and participatory data collection and mapping will be considered an advantage.
- **Educational Background:**
 - Geography, Environmental Science, Geoinformatics, Remote Sensing, Data Science, or a related field is desirable.
- **Other:**
 - Solid communication and IT skills are essential.
 - Strong problem-solving skills and capability to provide on-demand technical support, advice, and troubleshooting.
 - Working knowledge in French and/or Arabic will be considered an advantage.
 - Demonstrated ability to work collaboratively with multiple stakeholders, including local partners, academic institutions, governmental agencies, and communities
 - Excellent communication, facilitation, and report-writing skills.

Scope of Services:

The services are primarily expected to be provided remotely and/or virtually. Potential travel may be required and will be specified in the purchase order.

Reporting

Consultants will report to the designated NCA staff as outlined in specific purchase orders. The main reporting language is English but reporting in French and/or Arabic may be required.

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 AS AN ENTITY 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	

Reimbursable expenses (transport, food and accommodation) if applicable 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 article A.9. Validity.

After having read your Request for Proposal 2025-005 for Framework agreement for GIS, Remote Sensing and Real Time Monitoring services, 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