

Request for Proposals for
[Project Evaluation]



Dear Sir/Madam,

You are invited to submit a proposal to iMMAP with the requirements mentioned herein. The purpose of this request for proposal (RFP) is to identify suitable provider(s) to deliver project evaluation and impact.

iMMAP is an international non-governmental organization (INGO) that provides targeted Information Management (IM) support to partners responding to complex humanitarian and development challenges. For more than 17 years, iMMAP has promoted measurable change in people's lives through the core philosophy that better data leads to better decisions, which ultimately lead to better outcomes. iMMAP's expertise in data collection, analysis and presentation has revolutionized the decision-making process for diverse, multi-sectoral partners who seek enhanced coordination and sustainable solutions through information management. iMMAP is home to a robust and dynamic team of recognized experts in social science, software development, statistics, (GIS), performance monitoring and evaluation, technical assistance and capacity development.

Emergency responders, development practitioners, governments and funders often have to make serious and timely decisions under fast paced and chaotic circumstances. When facing complex development challenges, natural disasters and emergencies, it is critical to make sound choices rooted in real-time knowledge of who is doing what, where they are doing it, and what needs to be done. Access to this critical information positions actors to avoid costly or duplicative efforts and, ultimately, to effectively direct support to the people who need it the most.

We anticipate that the bidder whose proposal suggests the best solution and best prices for data collection and related logistical support (as per the requirements set forth in this RFP) will be selected after careful evaluation. iMMAP will notify all bidders, whether they are rejected or unsuccessful although responsive.

We thank you for your effort and interest in iMMAP in advance.

1.0 INTRODUCTION

1.1 Background

The Urban Recovery Framework (URF) in the context of conflict, is an enabling institutional and policy framework and related programming to support resilient urban recovery at scale and renewal of social cohesion. The development of an operational URF for Syria will require a new approach to engaging and convening relevant international stakeholders and connecting them directly with the affected population. This process must be built upon up-to-date and reliable urban data, strong contextual and conflict analysis, and informed by urban policy research and dialogues that bring together Syrian experts from all sides of the conflict.

Within the URF context, the project “Urban Recovery Framework Task Force for Syria: Urban Profiling to Strengthen the Conditions for Inclusive Urban Recovery and Returns in Syria,” was established and is led by iMMAP and UN-Habitat (UN-H), in collaboration with the United Nations Economic and Social Commission for Western Asia (ESCWA). The URF Task Force for Syria was designed to deliver outputs such as localized needs assessments, a community engagement digital tool, dynamic dashboards, thematic papers, situation reports and an integrated response plan for Homs city, as building blocks to enable operationalizing the URF for Syria. Such outputs aim to safeguard civil society and experts’ access to urban information and analyses, allowing for their engagement in establishing inclusive urban recovery policies, procedures, and pilots on the ground; and supporting their ability to promote dialogue and inform the design of urban recovery policy and the planning of urban recovery programming to support resilience and durable solutions.

1.2 Scope of Services

This scope of work is intended to evaluate the performance and impact of the project. Additionally, the evaluation will also generate lessons learned and recommendations to improve future planning, inform future interventions, and adjust programmatic approaches.

Constraints: The result of this RFP process will be a framework agreement valid for two months.

2.0 Deliverables

- Under the supervision of iMMAP’s Operations manager, the evaluator will need to coordinate with all stakeholders of the project including implementing Partners and sub-contractors.

The following deliverables are expected:

- Inception Report (including work plan, methodology, key informant list, final report’s outline as agreed with management team)
- Data Collection Tools (for KI Interviews, including all field forms used)
- Cleaned and transcribed interviews
- Preliminary presentation of findings to teams to gather first-hand feedback.
- Final Evaluation Report including evaluation results, logical framework follow-up, best practices, lessons learnt, and recommendations.
- Final presentation (through PowerPoint presentation) of the final findings including objective, methodology, main findings, and recommendations.

3.0 ADMINISTRATIVE INFORMATION

3.1 Expected Time Period for the Framework Agreement

The performance period of the framework agreement resulting from this RFP is expected to last **2 months** and is tentatively scheduled to begin shortly after signing the agreement.

3.2 RFP Coordinator

Written questions must be directed, via email, to rbaker@immap.org

3.3 Proposer Inquiries

iMMAP will consider written proposer inquiries regarding RFP requirements or Scope of Services until the date specified in the Calendar of Events. iMMAP reserves the right to modify the RFP should a change be identified that is in the best interest of iMMAP.

To be considered, written inquiries and requests for clarification of the content of this RFP must be received via e-mail at rbaker@immap.org by 04:00 p.m. Jordan local time on the date specified in the Calendar of Events. Any and all questions directed to the RFP Coordinator will be deemed to require an official response. Official responses to each of the questions presented by the proposers will be sent via email to all proposers by the date specified in the calendar of events.

Only **the RFP Coordinator** has the authority to officially respond to proposer's questions on behalf of iMMAP. Any communications from any other individuals are not binding to iMMAP.

3.4 Calendar of Events

<u>Event</u>	<u>Date</u>
Release RFP	10-May-2022
Proposer expression of interest and inquiries by 04:00 pm Jordan time	12-May-2022
Response to proposer inquiries by 04:00 pm Jordan time	16-May-2022
Proposal submission by 04:00 PM Jordan Time	26-May-2022
Formally announce the "Successful Proposer"	19-Jun-2022
Execute contract	21-Jun-2022

NOTE: iMMAP reserves the right to amend and/or change this calendar of events/schedule of RFP activities as it deems necessary.

4.0 PROPOSAL INFORMATION

4.1 Proposal Response Location

Proposers who are interested in providing professional services should submit a proposal as per instruction in below Annex I- Format of Proposal.

4.2 Required Qualifications of Proposer

It is required that proposers of this RFP meet the following qualifications:

- Advanced University degree in relevant field related to Social Sciences, information sciences, international relations, humanitarian/development studies, urban planning, urban development, or any other relevant field.
- Fluent in English, knowledge in Arabic would be an advantage.
- At least 12 years of postgraduate professional experience in areas related to Monitoring and Evaluation, impact evaluations, urban planning, urban profiling, joint analysis, information management, data collection tools and needs assessments.

Proposers should ensure that their proposals contain sufficient information for iMMAP to make its determination by presenting acceptable evidence of the above to perform the services called for by this RFP.

4.3 RFP Addenda

iMMAP reserves the right to change the calendar of events or revise any part of the RFP by issuing an addendum to the RFP at any time. This addendum will be notified to the proposers via email.

4.4 Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by iMMAP to award a framework agreement. iMMAP reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement.

4.5 Withdrawal and Re-submission of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator via sending an email to the RFP coordinator on rbaker@immap.org

4.6 Service Provider Information

iMMAP shall have a single prime provider or more than one primary providers as the result of this RFP, and the provider(s) shall be responsible for all deliverables requested by iMMAP. This general requirement notwithstanding, proposers may not enter into subcontracting arrangements; and should acknowledge in their proposal total responsibility for the entire agreement.

4.7 Ownership of Proposal

All materials submitted in response to this RFP become the property of iMMAP. Selection or rejection of a proposal does not affect this right.

4.8 Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

4.9 Cost of Preparing Proposals

iMMAP is not liable for any costs incurred by prospective proposers prior to issuance of or entering into a framework agreement. Costs associated with developing the proposal and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the proposer and shall not be reimbursed in any manner by iMMAP.

4.10 Errors and Omissions in Proposal

iMMAP will not be liable for any errors in proposals and reserves the right to make corrections or amendments due to minor errors identified in proposals. iMMAP, at its option, has the right to request clarification or additional information from the proposer.

4.11 Framework Agreement Award and Execution

iMMAP reserves the right to enter into a framework agreement without further discussion of the proposal submitted based on the initial offer received. iMMAP reserves the right to enter into an agreement for all or a partial list of services offered in the proposal.

The award of a framework agreement is not exclusive to one organization. iMMAP reserves the right to engage with multiple counterparts.

The RFP and proposal of the selected proposer will become part of any agreement between the selected service provider and iMMAP.

If the selected proposer fails to sign the final contract within 5 business days of delivery, iMMAP may elect to cancel the agreement and award the agreement to the next highest-ranked proposer.

5.0 RESPONSE INSTRUCTIONS

5.1 Proposal Submission

It is solely the responsibility of each proposer to assure that their proposal is received via two separate documents in same email prior or on the deadline date and time for submission as per of the “3.4 Calendar of Events”. to rbaker@immap.org . Proposals received after the submission deadline will not be considered.

The proposer shall insure to submit the following documents in **Two separate proposals: one technical proposal document and one financial proposal document in the same email in order to evaluate their proposal.**

Technical Proposal document shall contain the following:

- 1- Company Registration.
- 2- Technical proposal as per instructions in Annex I-Format of Proposal.
- 3- Signed and stamped Annex II-CERTIFICATION STATEMENT

Financial Proposal document shall contain the following:

- 1- Financial proposal as per instructions in Annex III- Financial Proposal.

*Even if the Proposer is one of the current or pervious iMMAP's Service Providers, all above mentioned documents **must** be submitted in response to this RFP.*

Failing to provide any of the above documents will result in excluding the vendor from the whole RFP evaluation.

5.2 Certification Statement

The proposer must sign, stamp and submit the ANNEX II-Certification Statement with the Technical Proposal documents.

5.3 Proposal Format

The proposer should submit a proposal as specified in the RFP Annex I-Format of Proposal which shall include enough information to satisfy evaluators that the proposer has the appropriate experience and qualifications to perform the scope of services as described herein. Proposer should respond to all requested areas.

6.0 EVALUATION AND SELECTION

6.1 Evaluation Team

The evaluation of proposals will be accomplished by an Evaluation Committee, to be designated by iMMAP, which will determine the proposal most advantageous to iMMAP.

6.2 Administrative and Mandatory Screening

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP in the following sections:

- Article 5.0-Response Instruction.
- Annex I-Format of Proposal.

Proposals found not to be in compliance will be rejected from further consideration.

Risk mitigation procedures should also be provided. iMMAP takes meeting duty-of-care obligations and compliance with the principles of ‘do no harm’ very seriously.

6.3 Evaluation and Review

The purpose of the RFP process is to secure the provider most capable of providing the services specified in this RFP. The principle applied to the selection is: **best price for best service proposal**. Selection of the provider will be made solely on the basis of the most responsive proposal submitted by a qualified proposer that satisfies all services and products described in this RFP. iMMAP reserves the right to enter into an agreement based upon initial offers

received. Proposals submitted should follow Annex I-Format of Proposal.

The criteria for the evaluation process will be weighted as follows:

70% = 70 points on technical evaluation

30% = 30 points on financial evaluation

100% total

Minimum scores of the Technical Evaluation:

60% of 70 points for technical evaluation = 42 points

Proposers scoring 42 points and above will qualify for the financial evaluation.

Technical Evaluation Scoring Points:

- 1- Overall Response (10 points): General adherence to scope of services and tender requirements.
- 2- Organization Experience (30 points)
 - The consultant or leader of the consultancy team must identify related work experience in data collection and information verification in challenging/humanitarian related contexts. (5 points)
 - Experience working in Syria and producing survey data. (10 points)
 - Experience working with international organizations. (10 points)
 - Duty of care (5 points)
- 3-Proposed methodology and approach (30 points)
 - Coherence of the proposal to the scope of work. (15 points)
 - Capacity of the proposer to meet RFP requirements. (15 points)

Financial Evaluation Scoring Points:

Proposer shall follow the requirements in Annex III-Financial Proposal and specify the prices using the tables in Annex III-Financial Proposal. (30 Points)

6.4 Announcement of selected provider

The RFP Coordinator will notify the successful proposer and proceed to negotiate terms for final agreement. Unsuccessful proposers will be notified by email accordingly.

ANNEX I-Format of Proposal

You are encouraged to follow this format.

Proposals must be attached in two separate documents in the same email, one financial proposal and one technical proposal to the following email: rbaker@immap.org as per the date and time of the “3.4 Calendar of Events”.

Proposer is requested to include a half page value statement indicating why they are most suitable to carry out the assignment.

Name of Proposing Organization:	
Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
E-mail:	

Section A: Expertise and Capability of Proposer

1.1 Executive Summary

This section should serve to introduce the purpose and scope of the proposal. It should include administrative information including, at a minimum, response date, proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of **120** days from the date of submission. This section should also include a summary of the proposer’s qualifications and ability to meet iMMAP’s overall requirements.

1.2 Organizational architecture, Corporate Qualifications and Management Support

- The proposer should give a brief description of their company, including a brief history, structure and organization, and number of years in business.
- The proposer should provide detailed information regarding its ability to perform the work requested in this RFP. The proposer should discuss its resources that will be available to work on this project in order to meet time restraints and desired performance levels. The proposer should describe the qualifications and experience of the key personnel who will be assigned to this project.

1.3 Adverse judgements or awards

The proposer should include reference to any adverse judgements or awards.

1.4 General organizational capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support, e.g. project management controls, networking).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the Article 2.0-Deliverables. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the Article 2.0-Deliverables. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

1.5 Quality assurance procedures, risks and mitigation measures

- Describe the potential risks for the performance of the Article 2.0-Deliverables that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide any relevant certificate(s) for accreditation of processes, policies, e.g. ISO.

1.6 Relevance of specialized knowledge and experience on similar projects

- Detail any specialized knowledge that may be applied to the performance of the Article 2.0-Deliverables. Include experiences in the region.
- Describe the experience of the organization in performing similar goods/services/works. Experience with other INGOs, UN organizations, major multilateral entities, or bilateral programs is highly desirable.
- Provide at least three references:

Project	Client	Contract Value in USD	Period of performance (from/to)	Role in relation to the task undertaken to goods/services/works	Reference Contact Details (Name, Position, Phone #, Email Addresses)
1-					
2-					
3-					

1.7 Duty of care

Describe Duty of Care mechanisms that will be put in place with regards to the staff involved in the project proposal as well as the sources and information security.

Describe how the organization ensures accountability towards affected communities involved in this project implementation.

Duty of care consists of the partner's policies that are put in place, including but not limited to:

- Staff's safety and security.
- Avoiding any foreseen potential risks that can affect the methodology and/or timeline of the project.
- Data confidentiality and information security.

Section B: Proposed Work Plan and Approach

2.1 Approach and methodology

- Clearly articulate the envisaged results and provide a workplan for the intervention per activity (phone calls, , ...etc.).
- Provide a description of the organization's approach, methodology, and timeline for how it will achieve the Article 2.0-Deliverables.
- Explain the organization's understanding of needs for the goods/services/works.
- On-the-ground visits to Syria are not required

2.2 Management – timeline, deliverables and reporting

Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the Article 2.0-Deliverables.

2.3 Environment-related approach to the service/work required

Provide a detailed description of the methodology for how the organization/firm will achieve the Article 2.0-Deliverables of the project, keeping in mind the appropriateness to local conditions and project environment .

Provide a detailed description of how the organization will adapt to working (remotely) with stakeholders based in

multiple locations.

Section C: Resource Plan, Key Personnel

- Describe the availability of resources in terms of personnel and facilities required for the Article 2.0-Deliverables.
- Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each team member. A chart illustrating the organization of the team structure, should be submitted along with a brief summary of the coordinators/personnel experience.
- Provide a description of the team's level of experience in data collection in a short summary.

ANNEX II-CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. iMMAP requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below:

Date: _____ Official Contact Name: _____

A. E-mail Address: _____

B. Mail Address: _____

Proposer certifies that the above information is true and grants permission to iMMAP to contact the above-named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

- (1) The information contained in its response to this RFP is accurate.
- (2) Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein.
- (3) Proposer accepts the procedures, evaluation criteria, and all other administrative requirements set forth in this RFP.
- (4) Proposer's quote is valid for at least **120 days** from the date of proposer's signature below.
- (5) Proposer understands that if selected as the successful proposer, the Proposer will have five (5) business days from the date of delivery of final agreement in which to complete agreement negotiations, if any, and execute the final agreement document.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____

Annex: III-Financial Proposal

The financial proposal should be developed and delivered separately in both PDF and Excel formats in the below table, with the following in mind:

Detailed price breakdown should be presented according to the following tables and per service.

The offered cost should include the following:

- a. All necessary operational arrangements.
- b. Reporting and meetings with the project team.
- c. Any equipment needed to meet the deliverables.
- d. Any additional taxation shall clearly be stated in the cost information.

1- Unit Cost:

##	Service	Unit Cost in USD
1	As per the 2.0 Deliverables	