

Request for Proposals

**External Evaluation for iMMAP Inc. information
management support through the Standby
Partnership Program**



**Better Data
Better Decisions
Better Outcomes**

June 2023

1.0 GENERAL INFORMATION

1.1 Purpose

This Request for Proposals (RFP) is issued by iMMAP Inc., a 501c3 not-for-profit (herein referred to as iMMAP Inc.), for the purpose of commissioning consultant(s) and/or consultancy company for a final evaluation for the Global Information Management Plus Support Program to the United Nations and international Non-Governmental Organizations through the Standby Partnership Program.

The services will exclusively be carried out on a request basis from iMMAP Inc. and billed at the established daily rates to be outlined in your quote.

Job title: External evaluator(s) for final evaluation of the Global Information Management Plus Support Program to the United Nations and international Non-Governmental Organizations through the Standby Partnership Program

Organization: iMMAP Inc.

Country/Region: Remote, including travel to up to three locations – possibly hardship duty stations.

Duration: Between October 2023 and January 2024

1.2 Background

iMMAP Inc. maintains a global surge roster of rapidly deployable technical role profiles in the field of information management and other thematic areas, through which iMMAP Inc. provides surge capacity support to emergency operations and development programs through various surge tools, such as the Standby Partnership Program [SBP].

iMMAP Inc. maintains IM and GIS rosters with over 200 vetted, skilled information management officers [IMOs] ready to respond when needed. These rosters and the deployments are managed through the iMMAP Inc. global surge program. Since 2012, and through the iMMAP Inc. global surge program, more than 400 deployments have been completed.

iMMAP Inc. is seeking a consultant(s) and/or consultancy company to conduct a final project evaluation of the Global Information Management Plus Support Program to the United Nations and international Non-Governmental Organizations through the Standby Partnership Program funded by USAID's BHA.

1.3 About iMMAP Inc.

iMMAP Inc. is an international not-for-profit organization that provides information management services to humanitarian and development organizations, enabling partners to make informed decisions that ultimately provide high-quality targeted assistance to the world's most vulnerable populations.

We support humanitarian actors in solving operational and strategic challenges. Our

pioneering approach facilitates informed and effective emergency preparedness, humanitarian response, and development aid activities by enabling evidence-based decision-making for UN agencies, humanitarian cluster/sector leads, NGOs, and government operations.

iMMAP Inc. has been at the forefront of information management support for humanitarian clusters (UN and International NGOs): Logistics, WASH, Health, Protection, Education, Nutrition, Camp Management, Protection, Food Security, and Gender-Based Violence.

iMMAP Inc. has a diversified donor base. Our donors include the US Department of State, USAID Bureau of Humanitarian Assistance, CDC, WFP, WHO, UNICEF, UNHCR, IOM, BPRM, PM/WRA, and the World Bank.

1.4 Scope of Services

The evaluation will cover specific activities and deployments implemented between August 2022 and December 2023 for USAID's BHA-funded project. The evaluation will focus on the thematic areas and address specific questions about the deployments' efficiency, impact, relevance, and sustainability. The evaluation will seek to engage the UN agencies that have requested or received support from iMMAP Inc. global surge roster during the project timeframe. Further details are specified in Attachment I – Scope of the evaluation.

Please note that travel to up to three duty stations is mandatory as part of the evaluation. This will include at least one hardship environment. Further details will be discussed during the inception phase.

1.5 Deliverables

Additional details for the expected deliverables are specified in Attachment I – Evaluation deliverables.

1. Inception Report
2. Draft and final versions of the evaluation report/outputs, including all documents developed during the evaluation, such as but not limited to data collection tools, analyzed data, etc.
3. A presentation for dissemination of the final findings and recommendations

2.0 ADMINISTRATIVE INFORMATION

2.1 Expected Time Period for Contract

The contract's performance period resulting from this RFP is 50 working days between October and December 2023. For the submission of the final report, the deadline is 20 January 2024.

2.2 RFP Coordinator

Written questions must be directed, via email, to the RFP Coordinator listed below.

2.3 Proposer Inquiries

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

The RFP Coordinator for this project is Nour Khalil, Monitoring, Evaluation, and Reporting Officer. To be considered, written inquiries and requests for clarification of the content of this RFP must be received via e-mail at nkhalil@immap.org by 5:00 p.m. EST 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 Nour Khalil has the authority to officially respond to a proposer's questions on behalf of iMMAP Inc. Any communications from any other individuals are not binding to iMMAP Inc.

2.4 Calendar of Events¹

<u>Event</u>	<u>Date</u>
Release RFP	03 Jul 2023
Deadline for receiving proposer inquiries	10 Jul 2023
Responses to proposer inquiries due	20 Jul 2023
Proposal submission deadline 5:00 pm EST	31 Jul 2023
Interviews with shortlisted proposers	31 Aug 2023
Announce award of "Successful Proposer"	15 Sep 2023
Execute contract	01 Oct 2023

3.0 PROPOSAL INFORMATION

3.1 Proposal Response Location

Proposers interested in providing professional services under this RFP should submit a proposal containing the information specified in Attachment I – Proposals, which for any reason are not so delivered, will not be considered for purposes of this RFP.

3.2 Desirable Qualifications of Proposer

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

¹ NOTE: iMMAP Inc. reserves the right to amend and/or change this calendar of events/schedule of RFP activities as it deems necessary.

- Demonstrated expertise in conducting evaluations of humanitarian programs and proven experience and ability to provide strategic recommendations.
- Demonstrated expertise in managing and/or evaluating humanitarian-to-humanitarian [H2H] projects and programs.
- Demonstrated expertise in working and/or evaluating humanitarian-to-humanitarian [H2H] projects or programs.
- Good knowledge of strategic and operational management of humanitarian operations.
- Good understanding of the humanitarian system and its reforms, including of UN cluster system.
- Strong analytical skills, including information management knowledge and its role in humanitarian system contexts.
- Ability to draw practical conclusions, clearly synthesize and present findings, and prepare timely, concise reports.
- Excellent writing and presentation skills in English.
- Prior experience working with USAID is an asset.
- Additional spoken languages are an asset.

Core values

- i. Demonstrates integrity, ethics, and value.
- ii. Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.
- iii. Respect of iMMAP Inc. policies and procedures

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

3.3 RFP Addenda

iMMAP Inc. 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.

3.4 Proposal Rejection

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

3.5 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.

3.6 Subcontracting Information

iMMAP Inc. shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables referenced in the RFP or proposal.

This general requirement notwithstanding, proposers may enter into subcontractor arrangements; however, they should acknowledge in their proposal total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP is also required for each subcontractor.

Unless provided for in the contract with iMMAP Inc., the prime contractor shall not contract with any other party for furnishing any of the work and professional services herein contracted for without the express written approval of iMMAP Inc.

3.7 Ownership of Proposal

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

3.8 Proprietary Information

Only information that 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.

3.9 Cost of Preparing Proposals

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

3.10 Errors and Omissions in Proposal

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

3.11 Contract Award and Execution

iMMAP Inc. reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offer received.

The RFP and proposal of the selected proposer will become part of any contract between the selected consultant(s)/consultancy company and iMMAP Inc.

If the contract negotiation period exceeds 14 calendar days or if the selected proposer fails to sign the final contract within 5 business days of delivery of it, iMMAP Inc. may elect to cancel the contract and award the contract to the next-highest-ranked proposer.

3.12 Special close on ethics

- I. When and if a consultant/consultancy company is recruited, they shall also sign the iMMAP Inc. code of conduct and non-disclosure agreement.
- II. The contractor commits to respect iMMAP Inc.'s ethical principles, highlighted in the Code of Conduct. By signing the Code of Conduct, the consultant/consultancy company commits to ensure the respect of such principles in all work done with iMMAP Inc. and in the general management of its company.
- III. iMMAP Inc. has a zero-tolerance policy for Sexual Abuse, and Exploitation, and Human trafficking.

Sexual Abuse and Exploitation:

The consultant/consultancy company shall respect the following principles:

Principle 1: Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.

Principle 2: Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defense.

Principle 3: Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.

Principle 4: Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.

Principle 5: When a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.

Principle 6: Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct.

Human Trafficking:

The consultant/consultancy company shall not:

- a. Engage in severe forms of trafficking in persons.
- b. Procure commercial sex acts.
- c. Use forced labor in the performance of any activity related to iMMAP Inc .
- d. Destroy, conceal, confiscate, or deny access to the personnel or any other person to their own immigration or identity documents such as passports, IDs, and drivers' licenses.
- e. Use misleading or fraudulent practices during the recruitment of personnel or selection of sub-contractors/implementing partners, such as failing to disclose basic information or making material misrepresentations regarding the key terms and conditions of contracting, including remunerations, the location of work, the living conditions, housing, and associated costs (if arranged by iMMAP Inc.) and if applicable the hazardous nature of the work.
- f. Use recruiters that do not comply with the local labor laws of the country in which the recruiting takes place.
- g. Charge personnel recruitment fees.
- h. Fail to provide return transportation or fail to pay for the cost of return transportation upon the end of the employment. This is except if the personnel are a witness, and at that time, the witness is still needed to testify.
- i. Fail to provide a recruitment contract /sub-contracting agreement or other working document in writing. Such written documents shall be in a language that the counterpart understands. Any work contract shall include a description of the work, wages, allowances, and applicable laws and regulations and shall state the prohibition of the trafficking of persons.
- i. The breach of the above standards will result in the termination of the contract.

4.0 RESPONSE INSTRUCTIONS

4.1 Proposal Submission

Proposal submission must be received via email on or before 5:00 p.m. EST on the date specified in the aforementioned [Calendar of Events](#) at the email address specified below.

Nour Khalil

nkhalil@immap.org

It is solely the responsibility of each proposer to ensure that their proposal is

received before the submission deadline. Proposals received after the submission deadline will not be considered.

4.2 Certification Statement

The proposer must sign and submit the Certification Statement shown in Attachment II.

4.3 Proposal Format

The proposer should submit a proposal as specified in Attachment I – Proposals 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.

5.0 EVALUATION AND SELECTION

5.1 Evaluation Team

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

5.2 Administrative and Mandatory Screening

All proposals will be reviewed to determine compliance with administrative and mandatory requirements specified in the RFP. Proposals found not to be in compliance will be rejected from further consideration.

5.3 Evaluation and Review

The RFP process aims to secure the contractor most capable of providing the services specified in this document. Selection of the contractor 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, followed by a short interview with the evaluation team. iMMAP Inc. reserves the right to award a contract based upon initial offers received.

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

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| A. Corporate Qualifications and Management Support | 10% |
| B. Technical Requirements/Approach and Methodology | 40% |
| C. Interviews | 25% |
| D. Cost | 25% |

A. Corporate Qualifications and Management Support

This refers to the capability of the organization/contractor to perform the work requested in the RFP. This includes whether the organization /contractor has sufficient resources to work within the time constraints while maintaining

desired performance levels, as well as the level of competence of their professional personnel who will be assigned to the job by the proposer. Qualifications of professional personnel will be judged on the basis of experience and education with particular reference to prior experience on projects of a similar nature.

B. Compliance with the Technical Requirements of the RFP/Approach and Methodology

A proposal consisting of repetition of the RFP only will not be a satisfactory indicator of the proposer's grasp of the complexity of the project. Each proposal will be evaluated on (1) the proposer's understanding of the nature and scope of the work involved and (2) the proposer's procedures, with an emphasis on the techniques proposed for executing each task, the sequencing of tasks, and the methods used for quality control. The proposal should reflect compliance with all activities and procedures requested in the RFP.

C. Interviews

Interviews will be conducted with proposers that have fulfilled all the technical requirements specified in the RFP. The interviews will address contextual experience, and evaluation experience, among other topics that iMMAP Inc. will determine.

D. Cost

The grand total proposed cost will be evaluated for the purpose of selecting the successful proposer.

5.4 Announcement of Contractor

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