



Request for Proposals

Evaluation of the Information Management (IM) Support for Humanitarian Assistance Program in Northeast Nigeria

For the Period
1 October 2020-30 September 2024

[14 August 2024]

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 two consultants to carry out an evaluation of the Information Management Support Program to the United Nations and international Non-Governmental Organizations providing humanitarian assistance in Northeastern Nigeria during the period 1 October 2020–30 September 2024. The evaluation will aim to provide an understanding and insight into the extent to which the activities contributed to the project goal and objectives and achieved the expected outcome. The overall goal of the project is to improve the IM capabilities of the humanitarian community by providing IM products and services to sectors and NGOs operating in Northeast Nigeria. 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.

The following documents are included as part of this Request for Proposal (RFP). Please ensure that you review and complete each relevant document:

Attachment I: Terms of Reference,
Attachment II Proposal Format,
Attachment III Certification Statement,
Attachment IV International Bidding Form,
Attachment V National Bidding Form.

Every competitor MUST submit their bid individually, using the appropriate Bidding Forms.

Assignment Title: External Evaluation of the Information Management Support Program to Humanitarian Partners Providing Humanitarian Assistance in Nigeria, October 2020 to September 2024.

Organization: iMMAP Inc.

Country/Region: Nigeria (with Partners in Borno, Adamawa and Yobe States of Northeastern Nigeria, and in Abuja Federal Capital Territory).

Duration: September 2024 to December 2024

Team : 1 Lead Evaluator (International)
1 Evaluation Officer (National)

1.2 Background

Since 2016, iMMAP Inc. has been providing information management (IM) support to the humanitarian response in northeast Nigeria, specifically in the Borno, Adamawa, and Yobe (BAY) states. This region continues to experience high levels of displacement, loss of lives and

livelihoods, halted agricultural production, and a major protection crisis due to conflict and insecurity. With support received from the USAID's Bureau for Humanitarian Assistance (BHA), iMMAP Inc. provides information management and capacity building support to humanitarian partners in the three states.

There is need to engage an external, independent party to collect data, analyze it, and provide an impartial, independent assessment of the effectiveness, efficiency, relevance, and sustainability of the humanitarian information management support provided by iMMAP Inc to the humanitarian partners responding to the humanitarian crisis in Northeastern Nigeria.

1.3 About iMMAP Inc.

iMMAP Inc. is an international non-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 to solve 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.

1.4 Scope

The evaluation will cover information management support services to the Humanitarian Sectors, Working Groups, Areas of Responsibility and IM Capacity Building activities. It will also cover the Internship Program introduced by iMMAP Inc., in partnership with universities in the respective BAY states between 2021 and 2024. The evaluation will focus on thematic areas and address specific questions about the technical support provided in terms of efficiency, relevance, and sustainability. Further details are specified in Attachment I – Scope of the evaluation. Travel will be required to some or all of the BAY states. Additional details on task sharing between the Lead Evaluator and the National Evaluation Officer will be discussed during the inception phase.

1.5 Deliverables

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

1. An Inception Report, outlining the Evaluators' understanding of the assignment, in line with the Terms of Reference, Purpose, and Scope of Work (within two weeks after commencement of the assignment)
2. Draft and final versions of the evaluation report/outputs, including all datasets and documents developed during the evaluation, such as but not limited to data collection

tools, analyzed data (Draft Report: three weeks prior to end of Assignment Period. Final Report: submitted during the last week of the duration of the assignment).

3. A presentation for dissemination of the final findings and recommendations (last week prior to the end of the duration of the contract)

2.0 ADMINISTRATIVE INFORMATION

2.1 Contract Period

The contract's performance period resulting from this RFP is 70 working days (26 August - October 2024). For the submission of the final report, the deadline is 8 November 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 reserves the right to modify the RFP should a change be identified that is in the best interest of iMMAP.

The RFP Coordinators for this activity are Richard Sennoga and Tamunotonye Peters. To be considered, written inquiries and requests for clarification of the content of this RFP must be received via e-mail using the email addresses rsennoga@immap.org and tpeters@immap.org by 5:00 p.m. (WAT) 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 Coordinators have the authority to officially respond to a proposer's questions on behalf of iMMAP Inc., Nigeria Country Office. Any communications from any other individuals are not binding to iMMAP Inc.

2.4 Calendar of Events

<u>Event</u>	<u>Date</u>
Release RFP	14 August 2024
Deadline for receiving proposer inquiries	21 August 2024
Responses to proposer inquiries due	28 August 2024
Proposal submission deadline 5:00 pm WAT	04 September 2024
Expected Award to Successful Proposers	11 September 2024
Expected Commencement of Contract Execution	16 September 2024

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

3.0 PROPOSAL INFORMATION

3.1 Proposal Response Location

Proposers who are interested in providing professional services under this RFP should submit a proposal containing the information specified in Section 4.0. The fully completed proposal with signatures by an authorized representative must be received in email version by the RFP Coordinator designated above by the deadline date/time specified in the Calendar of Events. Every competitor MUST submit their bid individually, using the appropriate Bidding Forms.

3.2 Desirable Qualifications of Proposer

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

Lead Evaluator (International)

- Demonstrated expertise in conducting evaluations of humanitarian programs and proven experience and ability to provide strategic recommendations at the international level, especially in complex emergency contexts.
- Demonstrated expertise in working and/or evaluating humanitarian projects or programs.
- Good knowledge of strategic and operational management of humanitarian operations.
- Good understanding of the humanitarian system and its reforms, including of the UN cluster/sector system, sector working groups and areas of responsibility.
- 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 or similar Projects is an asset.
- Additional spoken languages are an asset.

Education: Advanced university degree in a field related to Monitoring and Evaluation, Impact Analysis, Social Sciences, Information Sciences, International Relations, Humanitarian/Development Studies, Urban Development, or any other relevant field.

Language: Fluency in English. Knowledge of another UN language would be an advantage.

Working Experience: At least 12 years of post-graduate professional experience in humanitarian settings in areas related to monitoring and evaluation, impact evaluations, joint analysis, information management across the humanitarian program cycle, field data collection and humanitarian needs assessments. Experience with evaluations and assessments for USAID/BHA-funded activities will be an added advantage.

Evaluation Officer (National)

- Demonstrated expertise in conducting evaluations of humanitarian programs in complex emergency contexts, specifically in Northeastern Nigeria and a proven ability to provide technical recommendations.
- Experience in managing and/or evaluating humanitarian projects and programs.
- Good knowledge of strategic and operational management of humanitarian operations.

- Good understanding of the humanitarian system and its reforms, including of the UN cluster/sector system, sector working groups and areas of responsibility.
- 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.

Education: Advanced University degree in a relevant field related to Monitoring and Evaluation, Data Sciences, Humanitarian/Development Studies, International Relations, GIS and Digital Transformation, or another relevant field.

Working Experience: At least 7 years of postgraduate professional experience in areas related to monitoring and evaluation, impact evaluation, humanitarian coordination, joint analysis, information management, data collection tools and needs assessments.

Language (s): Fluency in English. Knowledge of local languages is an asset

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

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 subcontractor arrangements; however, they should acknowledge in their proposal total responsibility for the entire contract. Where the proposer intends to subcontract portions of the work, specific

designations of the tasks to be performed by the subcontractor should be included. Information required of the proposer under 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 like 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 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 responsibility of the proposer, 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 a contract without further discussion of the proposal submitted based on the initial offer received. iMMAP Inc. reserves the right to contract for all or a partial list of services offered in the proposal. The RFP and proposal of the selected proposer will become part of any contract between the selected service provider and iMMAP Inc. If the contract negotiation period exceeds 14 calendar days or if the selected proposer fails to sign the final contract within 7 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 Clause 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 Exploitation and Abuse:

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 employment. This is except if the personnel are witnesses, 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.

j) The breach of the above standards will result in the termination of the contract.

4.0 RESPONSE INSTRUCTIONS

4.1 Proposal Submission

Each competitor is REQUIRED to submit their bid individually, using the prescribed Bidding Forms and Attachment 3, the "Certification Statement." Any proposals not submitted in accordance with these requirements will not be considered for evaluation under this Request for Proposals (RFP).

Proposal submission must be received via email on or before 5:00 p.m. WAT on the date specified in the aforementioned Calendar of Events to: Richard Sennoga [HYPERLINK "mailto:rsennoga@immap.org"rsennoga@immap.org](mailto:rsennoga@immap.org) and Tamunotonye [HYPERLINK "mailto:tpeters@immap.org"tpeters@immap.org](mailto:tpeters@immap.org). It is solely the responsibility of each proposer to assure that their proposal is received prior to the deadline for submission. 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 as 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 based on 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 to perform the work requested in the RFP. This includes whether the organization has sufficient resources to work within the time constraints while maintaining desired performance levels and 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 Providers

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