**Malteser International Europe · Grüner Weg 12-14, 50825 Cologne, Germany**

**Country Coordination Office**

**Plot No: 445 Kololo Road 3k South**

**Tong Ping, Juba Town**

**South Sudan**

**Juba, 19 June 2019**

**Request for quotations**

**MI/RfQ/JUB/2019/0096**

For national consultancy for delivering rapid assessment for sanitation marketing centres in peri-urban area of Juba city.

1. Annex 1: Specification of Bidding
2. Annex 2: Terms of Reference
3. Annex 2: Bill of Quantity

The whole Specification for bidding dossier (digital version) can be down loaded here on the South Sudan NGO Forum’s website.

We look forward to receiving your quotes by or before the submission deadline on **26 June 2019 at before 4:00 PM** at the addresses specified in the documents.

Thank you for your cooperation.

Sincerely Yours,

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| Logo Malteser International |   | **South Sudan Coordination Office** Nermin Silajdzic. Country Logistics & Security Manager – South SudanPlot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba.M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.silajdzic@malteser-international.org · Skype: nsilajdzic[www.malteser-international.org](http://www.malteser-international.org/)Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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# A. SPECIFICATION OF QUOTING

Related to our advertised Request for quotation **MI/RfQ/JUB/2019/0096** Malteser International herewith calls for national consultancy for delivering rapid assessment for sanitation marketing centres in peri-urban area of Juba city.

# Description of the organization and its activities

Malteser International is a worldwide humanitarian relief service of the Sovereign Order of Malta and legally a division of Malteser Hilfsdienst e. V. based in Cologne, Germany. Malteser International is a charitable organization recognize as a relief organization according to the Geneva Convention. In South Sudan, Malteser International is running basic health care programs, a sleeping sickness control program and supporting people affected by leprosy. The activities implemented in Wau are focusing on food security and livelihood and WASH.

**Objective of Request for Quotations:** In accordance with the overall targets of above mentioned operations, MI plans to order for national consultancy for delivering rapid assessment for sanitation marketing centres in peri-urban area of Juba city.

The technical specifications and conditions of the quoting process are described below in the ToR and in the Annex 3: Bill of Quantity which are part of this Request for Quotations.

Companies are invited to present quotes complying with the requirements here below specified.

# Quotation Presentation

The quotation shall be delivered in a sealed envelope to Malteser International - Country Coordination Office, Plot No: 445 Kololo Road 3k South, Tong Ping, Juba Town, South Sudan.

**The deadline for the delivery of the quotation** **is: on 26 June 2019 at before 4:00 PM**

* The quotation shall be written in English
* The envelope must state the following information:
* Reference to the Quote Number
* Address to which the quotation is being submitted (see above)
* The words ***“Not to be opened before deadline”*** written in English
* The quotation should be valid for **30 days after the deadline**
* The format BoQ can be used or a separate one depending on supplier’s choice.

# General conditions

* The quote shall be typed or written and signed on each page by the legal representative of the supplier,
* The winning company might be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required,
* The prices of the quote will be expressed in United States Dollars. The prices must be on unit price basis,
* The prices will be considered fixed whereas Malteser International will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by Malteser International,
* Malteser International reserves the right to accept or reject all quotations depending on prevailing condition at the time.

# Technical specification

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| **National consultancy** |
| National consultancy for delivering rapid assessment for sanitation marketing centres in peri-urban area of Juba city as pet ToR |  |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | DATE | TIME\* |
| Deadline for submission of quotations | 26 June 2019 | 04:00 p.m. |
| Opening of submitted quotations | 27 June 2019 | 04:00 p.m. |
| Notification of award to the successful contractor | 2 July 2019 | - |
| Signature of Contract Agreement | 3 July 2019 | - |

\* All times are local time in Juba, South Sudan

# Validity of quotations

Each company is bound to the quotation submitted for a period of 30 days from the deadline for submission of quotations.

# Language of quotations

All quotations, official correspondence between companies and Malteser International, as well as all documents associated with the quotation request will be in English.

# Submission of quotations

All quotations must conform to the following conditions:

# Each quotation must have arrived at the address stated below within the deadline on 26 June 2019, at before 04:00 p.m. (local time).

Malteser International

Juba Coordination office

Plot No. 445, Block 3K Tong Ping

Juba, South Sudan

# Each quotation, its annexes, and all supporting documents (specified in point 9) must be placed in a sealed envelope that is marked with the following only:

1. the above-mentioned address;
2. the reference code of the quotation;
3. the instruction "Do not open before comparative quotation analysis";
4. The name of the bidder.

Technical and financial quotations must be placed in a sealed envelope.

# Content of quotation

All submitted quotations must conform to the requirements mentioned in the request for quotation. Furthermore, they must include the following documents:

**Part 1 - Quotation:** A quotation for national consultancy for delivering rapid assessment for sanitation marketing centres in peri-urban area of Juba city. The format BoQ can be used or a separate one depending on supplier’s choice. Additional sheets may be attached for further details.

**Part 2 - Legal documents**

* Copy of the company’s certificate of incorporation,
* Copy of Chamber of Commerce registration,
* Copy Tax Identification Certificate,
* Copy of Certificate of Operation,
* Company’s Financial Statement of last three months,
* Company’s official address,
* Bank account details (where money would be paid),

# Ownership of quotes

MI reserves/funds ownership of all quotations received. As a consequence, bidders will not be able to stipulate requirements that their quotations are to be returned.

1. **Opening of submitted quotations**

The quotations will be opened 27 June 2019 at 4:00pm in Malteser International Office in Juba, South Sudan, by the Procurement Committee. The selection process will be recorded in writing by the Procurement Committee.

# Quotations evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, and the capacity to deliver, delivery time and meet timeframes as specified. The work will be awarded to the winning bidder according to the timetable mentioned above.

1. **Specific Technical and Financial Evaluation Criteria to standards:**
* Comparative Quotation Analysis and justification basing on responsiveness of the selected supplier by internal committee,
* Framework Agreement will directly be issued to the selected supplier upon approval.
1. **Terms of payment**

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

* Payment seven days upon received invoices from the Contractor after submitted the final report.

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| **Annex 2: Terms of References****Terms of Reference** **Consultancy for developing rapid assessment for sanitation marketing centres in the peri-urban area of Juba city****Introduction and background**Water and sanitation and hygiene (WASH) are the basic needs for human development. However, access to safe water and sanitation remain a challenge in South Sudan. Only 41% of the population has access to an improved water supply and 18% have improved access to sanitation (MEDIWR, 2013). Open defecation is rampant, practiced by 74 % of the population. Malteser International has been implementing a project on WASH (Water, Sanitation and Hygiene) since 2017 amounting 60,000 USD in the peri-urban areas of Juba city with support from UNCIEF. The aim of the project is to establish a community management system for water kiosks for provision of sustainable, reliable and equitable safe water supply to 50,000 Internally Displaced People (IDPs) and vulnerable people living in communities in peri-urban of Juba. Equally, the project is also to construct and rehabilate about 25 latrines block in public places, health facilities, and schools to increase access to improved sanitation facilities. This will reduce the burden of water-borne diseases and related mortality for the urban poor, especially children, through the provision of safe, reliable and sustainable water supply, improved hygiene and sanitary behavioursOne of the key element of the project is to establish and strengthen the existing sanitation marketing centres to establish a suitable and an affordable financing scheme in peri-urban areas, and also to increase sanitation uptake by households and businesses. Therefore, Malteser International is planning to conduct an assessment to help in setting up the supply chain and financing structures of sanitation marketing centres that will include drafting frameworks/guides for sanitation marketing, establishing mutual savings and loan schemes, operational strategy and guidelines for implementation of sanitation businesses and micro-finance institutions. **Purpose of the assignment** The overall purpose of this assessment is to help Malteser and its partners to develop an evidence-based behaviour change communication strategy and plan to generate demand for improved sanitation in peri-urban area, poor households of different ethnic origins; and develop a supply chain and strengthening strategy and implementation plan to meet those demands **Objective:** 1. To conduct an assessment to understand the sanitation and hygiene practices among Juba population with a focus on Rajaf, Kator, Munuki and Luri county including behaviours related to
2. Ending open defecation OD.
3. Construction of improved latrines
4. Usage and maintenance of the latrines
5. Safe disposal of children faces
6. To identify the barriers and motivation of people to invest in hygienic sanitation and analyse affordability and willingness of the households to pay
7. To study the availability of reliable actors providing construction materials as well as services including retailer shops, mobile vendors, distributors/agents, manufactories/producers, and masons in the target areas.
8. Develop a sustainable sanitation marketing strategy and recommendations for setting up self-help financing mechanisms and train relevant stakeholders in its application.

**Scope of the work** Activity 1 - Rapid assessmentThe rapid assessment requires the employment of both quantitative and qualitative research techniques which should include (i) a household survey using sanitation facility observation questionnaire and (ii) qualitative research using focus group discussions and in-depth interviews, in order to understand both demand for and supply of sanitation materials and services in the area. Insights from the assessment will be utilized in developing urban sanitation scaling up strategies for other areas.Task 1 - Household surveyA household survey is needed to understand the current rate of sanitation coverage, types of latrines used and their hygienic conditions, customer’s experience on the construction process, use and maintenance of their latrines, explore channels of communication, knowledge and awareness on factors related to latrine construction and use, such as diseases related to human excrete, benefit of using latrine, types of latrines and associated costs, financial support models available in the Juba.Demand assessment on latrine construction/investment, latrine preference. This will require observations of household sanitation facilities followed by a questionnaire. Task 2: Qualitative studyQualitative methods will be employed to understand both demand and supply for sanitation services including focus group discussions (FGD) with households and in-depth interviews with key informants (Local authorities) and sanitation suppliers.**Demand side:**Qualitative methods including possible barrier analysis will be applied to identify the behavioral determinants or factors (such as beliefs, access to products, affordability, willingness to pay, social support, social norms) preventing (or facilitating) the adoption of particular behaviors (using to, upgrading to hygienic latrines or proper maintenance) where appropriate. In addition, key informants from provincial to community leaders will be interviewed to obtain their Perceptions. Participants should be selected from various ethnicities and socio economic status. In addition, the study should also explore communication channels that could be reached and are viewed as reliable by the target audiences.**Supply side:**Local sanitation providers: In-depth interviews with relevant stakeholders will be needed to collect information on (a) actors providing construction materials including retailer shops, mobile vendors, distributors/agents, manufactories/producers; and (b) actors providing services including masons, transportation service providers, credit providers and government information providers. The information will need to include their roles in the sanitation supply chain; capacities, attitudes and constraints for business development; how well they are connected and function together; if they are general construction material and product traders, is there any interest in business development in sanitation products and service; their views in how interested they are in reaching the vulnerable populations who are not their usual customers; what is preventing them from serving these groups; and if it is the case, if there is any technical support needed such as capacity building to adapt to future changes in the value chain, or mold development, etc.; and their willingness to pay for capacity building. Based on these, recommendations will be made on what business models could be best promoted to deliver sanitation services. Product range assessment: an assessment of the range of sanitation products (including superstructure, slab and substructure of latrines) and their prices to identify the most appropriate options (in term of both geographical and economic conditions) that should be promoted for low income populations and identify promising opportunities for further technical improvement and cost-reductions of sanitation facilities – if it is the case, there will be possibilities of either a local consultant recruited or an amendment will be added to the consulting firm’s contract for this work depending on its technical expertise available under a reasonable cost. For the product range assessment, interviews will need to be conducted with actors along the entire supply chain from commune to national levels.Available financing options: Available financial options would need to be investigated for household to build the latrines in the area and investigate if there are any other more potential suitable options including formal and informal credit programs.**Methodology** The consultant is expected to develop appropriate methodology to meet the objectives of the assignment. Appropriate triangulation in data collection method is anticipated in the proposed methodology as per need. The methodology and relevant instruments should be adjusted in consultation with Malteser International and finalized before implementation. **Timeline** Consultancy for developing rapid assessment for sanitation marketing centres in the peri-urban area of Juba city will be carried out from 10 to 20 Jun 2019. The final report must be completed by 30 July, 2019. **Deliverables** Activity1 Rapid Assessment should include the following tasks:* + Submit an Inception Report that details the overall approach and timeline of all activities for the project;
	+ Design Research Protocol including research questions, methods, sampling frame and implementation plan to be submitted at the same time as the Inception Report.
	+ Draft and pre-test research instruments and revise based on pre-test results;
	+ Implement and supervise data collection activities to ensure timing is respected and quality standards are met;
	+ Analyse data based on agreed upon data analysis plan;

Activity 2: Provincial Behaviour Change and Market Strengthening Strategy and Implementation Plans;Based on findings from Activity 1, the consultant will develop a behavioural change and sanitation marketing start up and strengthening strategy. For the behaviour change component, the strategy should identify the key behavioural objectives - investment in affordable hygienic latrines and proper use and maintenance of latrines -, present the key determinants from the research related to each behaviour, recommend the most appropriate approach for application in Juba to achieve the behavioural objectives, and identify the corresponding communication objectives, target audiences, activities, channels, tools and monitoring indicators. The market strengthening component of the strategy should propose solutions of where and how to strengthen the supply chain, including capacity building, marketing, etc. as well as propose business models that could be applied so that consumers are able to access the sanitation products when needed. Based on result from Activity 1, the Consultant need to consider if any different approaches or tools need to be applied and designed for poor, near poor and non-poor groups.Based on the Behaviour Change and Market Strengthening Strategy, the Consultant will come up with Implementation Plans including overall sanitation coverage objectives disaggregated by year, detailed activities, implementation schedules, necessary financial and human resources and roles and responsibilities.Activity 3: Tools development and trainingBased on the results from activity 1, the Consultant will need to develop all necessary materials and tools for MI and government partners to implement the above strategy and plan. The outputs include: (i) creative concept/ ideas and visuals (at least two different options for pretesting) including an umbrella slogan, tagline etc. to reflect the desired positioning of the behaviour/and or call to action;(ii) interpersonal communication toolkit that integrates the key campaign visuals, content and messages including manual for motivators; (iii) informed choice catalogue; (iv) sales and marketing toolkits for service provide**Contents of the proposal** The interested agency or individual consultant(s) shall submit the proposal to execute the assigned task and the proposal must contain the following: a) Technical proposal must contain at least the following, * Comments / Understanding of the TOR
* Detailed methodology to address the objectives of the assessment
* Detailed work plan
* Brief CV of proposed person(s) having relevant qualification.
* Organizational profile mentioning relevant experience (if applicable)
* b) Financial proposal should describe the estimated cost for the assignment in detailed. The financial bid should show the Income Tax provision separately. The consulting firm/individuals also submit the Copy of valid TIN certificate; and Bank account detail.
* c) Proposal submission:
* To Malteser International – Juba, South Sudan Coordination Office

Plot No: 445 Kololo Road 3k South Tong Ping, Juba Town South SudanQualification:* South Sudanese national with a minimum of Masters’ Degree in Financing/Banking, Project Management, Development Studies or any other related field of study,
* Additional qualification in Business Administration (MBA)/Management may be an asset,
* Minimum of five years’ work experience in financing/business development/sanitation marketing,
* Experience of working with Mutual Savings and Loan Association (MSLA), microfinance institutions and banks is desirable,
* Additional experience in project management will be an asset in addition to the following:
* Very good planning and organizational skills and strong drive for results,
* Ability to formulate strategies and concepts,
* Innovative and analytical skills,
* Effective coordination of skills, networking and influencing and
* Good communication and report writing skills.

**Annex 3: Bill of Quantity**The quantities stated against each item of the Bill of Quantities (BOQ) are the estimated quantities and are therefore provisional. The contractor shall be paid for actual quantities used. |
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| **National consultancy** | **Price USD** |
| National consultancy for delivering rapid assessment for sanitation marketing centres in peri-urban area of Juba city |  |

Please contact Emmanuela Gore emmanuela.gore@malteser-international.org for any clarification of the ToR with copying me nermin.silajdzic@malteser-international.org in the email communication.

On behalf of Malteser International: Date: 19 June 2019

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| Logo Malteser International |   | **South Sudan Coordination Office** Nermin Silajdzic. Country Logistics & Security Manager – South SudanPlot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba.M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.silajdzic@malteser-international.org · Skype: nsilajdzic[www.malteser-international.org](http://www.malteser-international.org/)Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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