



War Child Holland Mission South Sudan



REQUEST FOR PROPOSAL

RE : Consultancy Services for the Process and Results Documentation of the Building Sustainable Future (BSF) Project

1) Introduction

War Child Holland (WCH) is an independent and impartial international non-governmental organization investing in a peaceful future for children and young people affected by armed conflict. WCH works to enable adults and empower children and young people affected by armed conflict to bring about positive and lasting changes in their lives.

Our activities seek to maximize children and young people's participation in both project activities and broader decision affecting their lives, in particular those who have previously been excluded from participating in such decision making.

As an organization, we are committed to promote, strengthen and support the meaningful participation of children and young people.

War Child Holland- South Sudan intends to award a consultancy Services Contract for the process and Results Documentation of the Building Sustainable Future (BSF) Project with detail services in the framework of humanitarian programs funded by IKEA.

2) Mandatory documentation and information:

1. Certificate of registration of business in South Sudan (in Country where company was registered)
2. Revenue Authority Tax Registration Certificate (Indicating TIN)
3. Tax Clearance Certificate (Must be Valid for the period ending 31st December 2015, or later)
4. Certificate of registration with South Sudanese Chamber of Commerce (for South Sudan registered companies)
5. Valid Operation and/or Trading License (whichever is applicable)
6. Official Business physical, postal, telephone and email addresses
7. Proof of Business Insurance and workman's compensation or GPA (where applicable)
8. Reference and recommendations from at least 3 present or past clients
9. Child safety policy/ declaration against using child labour.(Important)

3) Submission of applications:

a) Individual consultants or firms who meet the minimum requirements shall submit 3 – 4 page proposal outlining their plan along with consultancy fee supported with budget breakdown in USD to War Child Holland – Juba office in a sealed envelope addressed to the selection committee not later than 22 June 2018.

Electronic submission in pdf format should be emailed to Info.SSDCO@warchild.nl with copies to Omia.Zubeir@warchil.nl and Ayan.Alexander@warchild.nl

It is the responsibility of the applicant to ensure that the hard copy submission is successfully delivered; War Child Holland in South Sudan shall not accept any responsibility for the failure of the applicant's hard copy submission.

4) Labelling and marking of submissions:

Hard Copy Submissions MUST be contained in A4 Envelopes clearly labelled:

1. Consultancy services for the Process and Results Documentation of the Building Sustainable Future (BSF) Project

Accordingly to selected lot.

5) Deadline for request for clarification

Any requests for clarifications should be made in writing only and addressed to the selection committee at the following address: Vladimir.Hernandez@warchild.nl **with** copy to Omia.Zubeir@warchil.nl, Ayan.Alexander@warchild.nl **and** MUST be received before or not later than 19th June 2018, 5:00PM (East Africa Standard Time). Feedback will be given by email where possible and/or written award offer letters when successful.

Details contained in attached terms of reference (ToR)

War Child Holland does not bind itself to award the contract to the lowest bidder or any bid and reserves the right to accept the whole or part of the bid