

**Request for Quotation (RFQ) for**

**Consultancy Service**

# About GOAL

GOAL is an international humanitarian agency, currently operating in 13 countries worldwide, dedicated to alleviating the suffering of the poorest of the poor. We are a non-denominational, non-governmental and non-political organisation. For more information on GOAL and its operations please visit [www.goalglobal.org](http://www.goalglobal.org).

GOAL has been operating in South Sudan since 1985. Initially implementing emergency relief operations in Twic and Abyei until permanent bases were establish in Wunrok, Twic County in 1998 and opening of Abyei programme in 2000 and then after in, Melut, Ulang and Maiwut are added as working area

# Timelines

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Date, year, time, and time-zone**  |
| 1 | RFQ will be sent to  | September 14, 2017 |
| 2 | Closing date and time for receipt of quotations | October 9, 2017 at 4:00pm |
| 3 | Contract award forecast | October 15, 2017 |

# Supply Requirement

GOAL invites prospective consultant to submit their quotation for consultant service by assessing the gaps, analyses, establish and strengthen sustainable health system in Abbie administration area (detail TOR is attached herewith)

# Terms of bidding

This competition is being conducted under GOALs Request for Quotation procedure. The Contracting Authority for this procurement is GOAL.

### Any queries about this RFQ should be addressed in writing to GOAL via email on procurement@ss.goal.ie cc fjackson@ss.goal.ie and tadessea@ss.goal.ie Please include the reference number **JUB-P-4374** and words “clarification required” in the subject line

# Conditions of Quotation Submission

### Quotations must be completed in English.

### Bidders must respond to all requirements set out in this RFQ and complete their offer in the format requested in Appendix 1.

### In the event of a contract being awarded to a bidder that has knowingly withheld relevant information or otherwise misled GOAL in the evaluation process in any way, then that contract will be rendered null and void

### Any conflicts of interest involving a tenderer must be fully disclosed to GOAL particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer

### GOAL is not bound to accept the lowest, or any bid submitted and can terminate this competition at any stage.

### Information supplied by respondents will be treated as contractually binding.

### Unsuccessful bidders will be notified.

### GOAL’s standard payment terms are by bank transfer within 30 days after satisfactory implementation and receipt of documents in order.

### This document is not construed in any way as an offer to contract

### GOAL and all contracted suppliers, and their subcontractors, associates or partners must act in all its procurement and other activities in full compliance with donor requirements and the highest ethical standards.

# Submission of Quotations

Quotes must be delivered in one of the following ways:

Hand delivered to:

GOAL South Sudan office,

Plot No. 534, Block South, Numuki

P.O.Box 166 Juba,

From 8:00 am to 4PM Monday – Friday

The quotation envelope must be clearly labelled with your company name and the reference “**Quotation for Provision of consultancy Service (JUB-P-4373)**”

Or

Email to tenders@goal.ie procurement@ss.goal.ie cc fjackson@ss.goal.ie and tadessea@ss.goal.ie and in the subject field state:

1. **JUB-P-4373 – Provision of consultancy service**
2. **Name of your company with the title of the attachment**
3. **Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.**

(Proof of sending does not equal proof of receipt. GOAL is not responsible for any technical faults that may prevent reception of your email.)

**Important:** Offers transmitted in any other manner or offers received after the deadline date and time will not be considered.

All responses will be opened by the GOAL Procurement Committee and all Bidders will be notified of the results.

# Submission checklist

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Tick attached**  |
| 1 | This document filled in and signed |  |
| 2 | Appendix 1 filled and signed  |  |
| 3 | Appendix 2 filled and signed |  |
| 4 | Appendix 3 Standard GOAL Terms and Conditions signed |  |
| 5 | Company Registration document  |  |
| 6 | ID of key personnel translated into English  |  |

# Eligibility, Qualification and Evaluation Process & Award Criteria

The first phase of evaluation of the responses will determine whether the tender meets the preliminary eligibility criteria. These are:

### **Administrative instructions:**

* Bid submission by the deadline.
* Submission of all supporting documents as outlined above in section 7.
* All costs must be quoted in USD.

Bidders not conforming to the administrative instructions may have their bids disqualified at this stage, and therefore would not progress to the next stages.

## Essential Criteria

* Company registration certificate.
* Ability to travel to Abiye Administration Area

The second stage of the evaluation will involve an assessment of the bidders’ personal and legal circumstances, economic and financial standing, and technical capacity to fulfil the obligations of the Request for Quotation.

Each proposal that conforms to both of the above stages will then be evaluated according to the following Award Criteria. Any bids that do not conform to both of the above stages will be rejected at this stage.

## Award Criteria

Bidders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.

1. Price.
2. Necessary qualification of the consultants
3. Evidence for provision of similar service to other organizations
4. Date of Completion including inception report, draft report and final report
5. Work Methodology

Marks for price will be awarded on the inverse proportion principle:

Scorevendor = maximum score x (pricemin / pricevendor)

# Company information – these sections MUST be completed

|  |  |
| --- | --- |
| Name  |  |
| Company Name |  |
| Address |  |
| Registration Number  |  |
| Telephone |  |
| E-mail address |  |
| Website address |  |
| Year Established |  |
| Legal Form. Tick the relevant box | 🞏 Company🞏 Partnership🞏 Joint Venture | 🞏 Other (specify): |
| VAT Number (where applicable) |  |
| Tax registration number (if different to VAT number) |  |
| Directors names and titles |  |
| Please state name of any other persons/organisations (except tenderer) who will benefit from this contract. |  |
| Parent company |  |
| Ownership |  |
| Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional tables in this format.  |
| 🞏Yes 🞏No |
| Provide details of contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates) |  |
| Provide details of any applicable Quality Assurance certificates or qualifications your company or employees have:  |  |
| A statement of overall turnover and turnover in respect to the goods and services offered under the proposed agreement for the last three years as per the following table: |
| **Year** | **Offered Goods Turnover USD** | **Overall Turnover USD** |
| **2015** |  |  |
| **2014** |  |  |
| **2013** |  |  |

|  |
| --- |
| Please include at least 2 (two) references who may be contacted on a confidential basis to verify satisfactory execution of contracts: |
| Reference 1 |
| Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| Reference 2 |
| Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |

|  |
| --- |
| By submitting an offer under this request for quotation (**JUB-X-4371**), the bidder hereby asserts that the following statements are correct at the time of submission; and further undertakes to inform GOAL of any changes in status of these matters.  |
| The bidder is not bankrupt or is being wound up, neither are its affairs are being administered by the court nor has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulation.The bidder is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.Neither the bidder, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata nor been guilty of grave professional misconduct in the course of their business.The bidder has fulfilled all its obligations relating to the payment of taxes or social security contributions in Ireland or any other state or country in which the tenderer is located or doing business. Neither the bidder, a Director or Partner has been found guilty of: fraud, money laundering, corruption; convicted of being a member of a criminal organisation; nor of serious misrepresentation in providing information to a public buying agencyThe bidder has not contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application. |

I confirm that my bid has a validity of <insert number> of days. *If your bid does not have this validity, please state what bid validity you offer.*

I confirm that the proposal and the costs provided to accompany it are an accurate reflection of the costs that will be charged to GOAL according to the information provided in this request for quotation; and that there are no other costs associated with using the service that my company offers. I also confirm that I have the authority to sign on behalf of the company that is bidding.

|  |  |
| --- | --- |
| Signed: |  |
| Print name:  |  | Position: |  |
| Company Name: |  | Date: |  |
| Address: |  |

# Appendix 1:



**TERMS OF REFERENCE FOR CONSULTANT TO DEVELOP A ROAD MAP, FRAMEWORK, OR FOUNDATION ON WHICH THE 5-YEAR HEALTH STRATEGIC-PLAN FOR ASAA, South Sudan WILL BE BASED**

**1.0 About GOAL**

GOAL is a non-denominational, non-governmental and non-political international humanitarian agency founded in 1977 with its headquarters in Dublin, Ireland. GOAL has been operating in South Sudan since 1985. Initially implementing emergency relief operations in Twic and Abyei until permanent bases were establish in Wunrok, Twic County in 1998 and opening of Abyei programme in 2000.

* 1. **Background**

Abyei Special Administrative Area (ASAA) has an area of approximately 3,680 km sq. The county is bordered by Mayom County in Unity State to the east, Gogrial West County to the south and Gogrial East County to the west. Abyei is referred to as Abyei Special Administrative Area (ASAA) currently with status of a ‘state’ and it has 5 counties (Rummamer, Mijak, Abyei, Alal and Ameithaguok). The recent sub divisions within South Sudan saw the former payams elevated to county level status.

It is worth to note that ASAA is a location of contention both for Sudan and South Sudan; an area that is neither under the governance of South Sudan nor Sudan. GOAL began its operations in Abyei in 2000 in response to the mass displacements of IDPs as a result of intensive attacks by the Sudanese Armed Forces (SAF). More recently up to 2011, GOAL provided similar emergency responses to IDPs fleeing civil war conflict from adjoining Unity State and inter-clan conflict in Gogrial West and East. GOAL’s presence in Abyei until January 2017 was of paramount importance and great impact to the >71,884 beneficiaries. GOAL delivered primary healthcare services through a network of 8 health facilities (6 exclusively managed by GOAL and 2 managed by MoH with technical support from GOAL).

* 1. **About the project**

Due to lack of donor funding for GOAL in 2017, GOAL ceased direct service delivery in 6 GOAL/ independent donors supported health facilities. This led to massive disruption in the delivery of the primary health care services in Abyei with the exception of two facilities that were being managed by Abyei MoH with administrative support from GOAL. The two MoH supported facilities continued to function normally while the 6 exclusively managed facilities by GOAL remained temporarily closed as another actor was sought for to fill in the sudden gap.

As at November 2016 GOAL’s MICS survey, the Global Acute Malnutrition (GAM) rate in Abyei was considerably above the WHO emergency threshold of <15%, at 17.5% in children 6-59 months (14.2- 21.32 95% C.I), MAM 15.6% and SAM 1.9%. CMR for the general population was 0.33/10.000 people per day (0.15-0.75, 95% CI) while the U5CMR was 0.25/10,000 people/day (0.03-1.97, 95% CI). Though this is below the sphere emergency threshold of 2.1, the U5CMR is still high compared to the general population. The common cause of mortality among U5yrs was reported to be ARI/cough while in >5yr-old population was reported as unknown. Among the U5yr-old morbidity was established to be at 34.5% at the time of the MICS survey- Nov 2016 with the most common being fever/cough followed by diarrhoea.

With immense need on ground, GOAL South Sudan in collaboration with the ASAA MoH agreed to shift implementation strategy from direct service delivery which was heavily dependent on GOAL/ independent donors to health systems strengthening strategy. To achieve this the ASAA MoH and GOAL are working collaboratively with an aim of assessing the gaps, analyse, establish and strengthen sustainable health system in ASAA with fostered partnerships, MoH ownership and sustainable delivery of health services by the ASAA MoH and or its implementing partners. The ASAA MoH is committed to have a central State Health Department – SHD to spearhead the delivery of sustainable quality health care services to the beneficiaries of ASAA.

Based on the 6 health system building blocks recommended by WHO, review of existing structures, data and partnerships, support to the ASAA will be achieved through the following 3 main objectives:

* + 1. Strengthen health service organisation and infrastructure development for effective and equitable delivery of the Basic Package of Health and Nutrition Services (BPHNS)
		2. Strengthen leadership and management of the health system and increase health system resources for improved health sector performance
		3. Strengthen partnerships for healthcare delivery and health systems development
1. **The overall goal of the project**:

The project aims at enabling ASAA to take informed decision to establish and strengthen a sustainable health system through fostered and strengthened partnership in ASAA, South Sudan

1. **Expected Outcomes of the project**:

ASAA MoH is equipped with relevant information and data highlighting how to establish and strengthen a sustainable health system in the region

1. **Expected Outputs of the project**
* Information gathered from key stakeholders in ASAA including but not limited to local authorities, SCI, MSF, IOM, WFP, UNICEF, WHO, ADRA, ACD, Concordis Internationalis, UNISFA, Health/Nutrition clusters and ASAA MoH
* ASAA health services/facility assessment including analysis of currently functional and non- functional MoH facilities South of Abyei town and non-functional facilities revolving around six pillars of HSS is conducted
* Context specific health needs analysis, risks and mitigation measures are identified to inform and tailor programme activities in line with the South Sudan Health Strategy
* Community based and institutional emergency mechanisms, strategies and plans are developed for improved preparedness to emergencies e.g. health emergency preparedness and contingency plans
* Recommendations are formulated on how to achieve sustainable health services implementation in the ASAA face to the fragile sustainable peace in the region
* Developed a working document analysing needs, gaps identified hindering smooth service delivery and provide clear roadmap/ frame work to improving access to and quality sustainable health service delivery in ASAA, South Sudan
	1. **Objectives of the consultancy**

Conduct a needs gap analysis and develop a working document providing clear road map/framework to be followed by the State MoH in order to ensure sustainable quality health services in ASAA, South Sudan.

This overall objective will be achieved through the 3 specific objectives listed below:

* + 1. Document State specific recommendations to strengthen health service organisation and infrastructure development for effective and equitable delivery of the Basic Package of Health and Nutrition Services (BPHNS)
		2. Document State specific recommendations to strengthen leadership and management of the health system and increase health system resources for improved health sector performance
		3. Document State specific recommendations to strengthen partnerships for healthcare delivery and health systems development
1. **4.0 Scope of the assignment**

The consultant will lead the health strategy development process for the MoH in Abyei Special Administrative Area, South Sudan. It is intended that the consultancy will yield results to develop a working document for ASAA MoH outlining modalities of sustainable service delivery, human resources for health, financing, partner engagement, supplies and infrastructure maintenance through a consultative approach.

* 1. **Methodology**

The methodology will include but not limited to:

* + - Desk review of all the work so far done in regards to HSS for ASAA.
		- Key informant interviews with key stakeholders including and not limited to Minister of Health, DG MOH, STCI, MSF Suisse, staff (both NGO and MoH contracted), County Health department representatives at the moment, Relief and Rehabilitation Commission reps, community leaders and those in charge of security like Concordis Internationalis, UNISFA, etc.
		- Focus group discussions with community members (this need to be separate by gender, and vulnerability)
		- Mapping all the health facilities and indicate: their status in terms of physical infrastructure, equipment and supplies availability, source of their supplies and supply chain system & management, HRH cadres available and structures in place, HMIS tools and their use, health facility funding mechanisms, type of services provided, logistics, accessibility, etc.
		- Secondary data review will also be of importance if for instance there is any recent report related to survey conducted in the region, etc.
		- All data collected need to be disaggregated by location.
		- The design and implementation of the consultancy must also ensure that principles of gender equality, inclusion and non-discrimination are considered and acted upon throughout, and that participation of the most vulnerable groups and other key stakeholders is promoted in the design and implementation of the entire process. The methodology used should be such that replicable for measuring progress during the implementation period of the health strategy
	1. **Key Deliverables**

Successful performance of this assignment will be based on production and timely submission to GOAL/ ASAA MoH the following deliverables:

* + - **Inception report** - setting out how they will approach the assignment, proposed methodology and timetable/work scheduling and data collection tools, including survey questionnaire. There will also be an oral presentation to representatives from the stakeholders.

The research protocol and survey instruments will need to be approved before going to the fieldwork stage

* + - **Draft report** - Draft report (in English) will be shared with GOAL/ ASAA MOH within 5 working days of completion of field work, submitted to GOAL/ ASAA MOH for input.
		- **Final Report** – Three Hard Copies and a soft copy of the report comprising of input from stakeholders, completed within 5 days after input is received.

The final report will at the very least contain, but not be restricted to the following:

* Introduction
* Acknowledgements
* Lists of abbreviations
* Executive Summary (including main conclusions and recommendations).
* Background with analysis of the context.
* Methodology
* Limitations
* Main Findings
* Conclusion and recommendations
* References
* Annexes (a revised log frame, ToR, abbreviations, persons interviewed, references, tables with survey data, questionnaire forms used, summary indicators table, data collection tools, consent form etc.
	+ - Electronic files with all raw data and a file of cleaned data – in excel format.
	1. **Timeline for the consultancy**
		+ The consultancy will be conducted for a total duration of 5 weeks. This will include preparation and delivery of the final report in soft copy and 3 hard copies.
	2. **Fees/costs estimate and payment schedule**
		+ The total charge to be paid for the consulting assignment will depend on the quality of technical proposal.
		+ A technical and financial proposal based on the Terms of Reference outlined above must be provided.
		+ Final payment of the contract will be made upon receipt of acceptable deliverables for this assignment and receipt of an invoice for same.
1. **9.0 GOALs responsibilities**

GOAL will provide the following:

* Access to any data already collected
* A copy of all relevant programme information including the draft data collection forms
* On the ground support from the GOAL team
* Final payment of the contract upon receipt of acceptable deliverables for this assignment
* Payment will be made by GOAL on receipt of an invoice for same
* GOAL will undertake to facilitate travel and organise meetings for the consultant
* GOAL will be responsible for accommodation and travel within AAA for the consultant
* Travel to and within AAA might involve risk (travelling by car and through insecure locations. GOAL undertakes to ensure the security of the consultant by providing standard security arrangements and information.

10.0 **Consultant’s responsibilities-** The consultant will be ultimate responsible:

* To follow through and ensure that all relevant respondents/ stake holders are met in ASAA
* To work closely with GOAL’s Health and Nutrition team in Juba/ Abyei, MoH stakeholders and other implementing partners in Abyei
* For own visa and relevant travel permits for the period of the consultancy within SS and ASAA
* For own international flights (if need be)
* For own accommodation while in Juba
* For health and other insurance related costs
* Reporting directly to ACDP and Health Coordinator on all issues affecting the consultancy works to be address
* To observe and follow GOAL’s security procedures and the authority of the Country Director regarding security matters,

procedures and directives.

* Follow GOAL’s policies (child protection, standards of integrity, work rules, etc.)
1. **11.0 Skills and qualifications required:**
* At least a Master’s degree in Public Health and Health system strengthening or related field
* Applied qualitative and quantitative research experience (at least 5 years of relevant experience).
* Significant experience of undertaking desk reviews, as well as assessments and/or evaluations.
* Ability to work both autonomously and as part of a culturally diverse and multidisciplinary team
* Experience performing health research surveys within South Sudan and working with local health officials will be an added advantage
* Proven publication record (attach at least one research sample).
* Ability to provide evidence of producing high quality assessment/evaluation reports in English, and working within tight timeframes (understanding of relevant local languages will be an added advantage).
1. **12.0 Communication**

For queries or need for additional information on the consultancy please contact procurement team on the below email address: procurement@ss.goal.ie

1. **13.0 Application process**

Interested individuals and companies should submit the following application documents: to the following email address: procurement@ss.goal.ie, tenders@goal.ie or hand delivery to GOAL SS office

Expression of interest outlining how the consultant(s) meets the selection criteria and their understanding of the ToR and methodology

* A proposed activities schedule/work plan with time frame
* Copy of CV of the consultant(s) who will undertake the evaluation
* One recent example of similar evaluation report written by the applicant
* Financial proposal detailing consultant(s) itemized fees
* Contact details of two recent professional referees.
1. **14.0 Bids appraisal**

The proposal will be evaluated based on the following criteria:

* Demonstrated understanding of the specifications highlighted in the TOR
* Suitability of proposed methodology in achieving the deliverables in the TOR.
* Cost
* Suitability of qualifications – tech expertise, HR capacity, legal status
* Past experience undertaking similar work
* Payment methods.

Please address your applications to the procurement team on procurement@ss.goal.ie or tenders@goal.ie

1. **The deadline for submitting applications is October 9 , 2017 by 12:00 pm Juba/South Sudan time**

# Appendix 2:

## Financial offer

Where appropriate, you can create a table for bidders to fill in to submit their financial offer.