



ITT Reference number: 702/24/IPPASJ

11th November 2024

Invitation to Tender (ITT)

**Invitation to Tender for Provision of Consultancy Services for Caritas Norway (CN)
Endline Evaluation in Lake (Yirol East County) and Warrap (Gogrial West, & Gogrial
East) States.**

Invitation to Tender Reference No: 702/24/IPPASJ

Opening Date: 11th November 2024

Closing Date: 25th November 2024

CAFOD and Trocaire in Partnership (CTP)

CAFOD Office Plot 19, Block XIII, P.O. Box 7, Hai Malakal

Next to Save the Children International

Juba, South Sudan

Please submit your tender proposal to the following email address:

Send to Email; ctpsupply@cafod.org.uk



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CAFOD Invitation to Tender for Provision of Consultancy Services for Caritas Norway (CN) Endline Evaluation in Lake (Yirol East County) and Warrap (Gogrial West, & Gogrial East Counties) States.

Section 1: Background

Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of Catholic Churches in England and Wales. Trocaire is the official aid and development agency of Catholic Churches in Ireland. In April 2015, CAFOD South Sudan merged with its Irish sister agency, Trocaire South Sudan, integrating their programmes under CAFOD and Trocaire in Partnership (CTP). This merger allowed for pooling of knowledge and resources, reducing programmatic overlap and overhead costs. As members of the Caritas network, CTP champions localisation and works exclusively through partnership with church and non-church national organisations. CTP provide funding as well as ongoing technical support, capacity building and accompaniment to partners, to ensure sustainable delivery of programmes as well as adherence to quality standards.

CAFOD remains the lead agency, maintaining its programmatic approach, as well as its financial and administrative systems and procedures.

CTP through its partnership and localisation Lense takes a multisector integrated approach to programming. CTP programming approach has involved over the years from Rapid Humanitarian Response to Resilience Approach linked to community graduation, market-based approaches, and private sector engagement/participation. Taking cognisance of the complexity of the South Sudan context, CTP has also continued to work with local partners and building their capacity on effective and timely emergency response as and when they occur especially in the current operational areas.

CAFOD is looking for competent and reputable Consultancy firm or individual for provision of **Caritas Norway (CN) Endline Evaluation in Lake (Yirol East County) and Warrap (Gogrial West, & Gogrial East Counties) States**, and the successful firms or individual consultant who meet prerequisite requirements will immediately be engaged to conduct for Endline Evaluation in Lake and Warrap States.

Please tender your proposal as per specifications below:

Section 2: Terms of Reference

The details of our request for provision of Endline Evaluation Terms of Reference (ToR) are attached in **appendix schedule section 19**.

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- **Provision of Consultancy Services for Caritas Norway (CN) Endline Evaluation in Lake (Yirol East) and Warrap (Gogrial West, & Gogrial East) States - Terms of Reference (ToR).**

Section 3: Other Information pertaining to our tender is as follows.

Descriptions	Remarks
Payment Mode	
Payment Terms/Credit Period	
Delivery Lead Time for Endline Evaluation.	
Validity of Tender (Period).	
Preferred Currency of Tender	
Location of assignment	Lake and Warrap States, South Sudan.

Section 4: Instructions to Suppliers

When submitting your tender proposal for Provision of Consultancy Services for Endline Evaluation, please include a completed document (valid registration certificates and CAFOD Policies duly signed and stamp) :-

- CAFOD Terms and Conditions - attached in the appendix section of this document.
- CAFOD Ethical Code of Conduct for Supplier - attached in the Appendix section of this document.
- CAFOD Safeguarding Policy – attached in the Appendix section of this document.
- CAFOD Antibribery Policy – attached in the Appendix section of this document.
- Valid certificate of incorporation as a registered Consultancy Firm e.g., attached the certificate of registration and attached back side duly stamp copy indicating the renewal date, month, and year.

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- f. Tax registration certificate
- g. Valid tax clearance certificate e.g., electronic Tax Clearance Certificate/Valid Personal identification Tax (PIN) for individual Consultant.
- h. Valid operation licence
- i. The latest bank Statement for the last **six** (6) months (1st May 2024 to 31st October 2024).
- j. Trade references (latest) or recommendation letters with both active emails and telephone numbers from INGOs or UN agencies and please attached contract samples as an evidence to your engagement for Provision of Endline Evaluation:

Section 5: Tender Instructions

The CAFOD in South Sudan hereinafter referred to as “procuring entity” intends to contract a Consultancy Firm/individual Consultant for Provision of Endline Evaluation in Lake and Warrap States, South Sudan. The Tender is open to eligible Consultancy Firms/Individuals who meet key requirements as indicated in the instructions.

Section 6: Language of Tender

All the information for Tender process shall be provided in English language.

Section 7: Experience

Prospective Suppliers must have carried out successful Provision of Endline Evaluation for similar services to INGOs and UN Agencies.

Section 8: Terms and Conditions

Eligible and interested Suppliers shall be required to read and be willing to abide by CAFOD procurement terms and conditions, CAFOD Supplier Code of Conduct, CAFOD Safeguarding policy, and CAFOD Antibribery Policy as indicated in **Appendix Schedule section 19**.

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Section 9: Eligible Suppliers

The procuring entity's employees and their relative (spouse and children) are not eligible to participate in the tender process.

Section 10: Submission and Deadline for tender documents

The Tender application containing all the requirements shall be submitted to emails address provided above clearly marked your email subject “**CN Endline Evaluation in Lake (Yirol East County) and Warrap (Gogrial West & East Counties) State**”.

The deadline for the submission of Tender will be on **Monday, 25th November 2024, at 4:00 pm Juba Time.**

Section 11: Questions Arising from Tender Documents

Questions and clarification that may arise from the Tender documents should be addressed to the email address below on or before **18th November 2024**. Responses to the questions and clarifications shall be uploaded to **NGO FORUM website on 20th November 2024**. Email; ctpsupply@cafod.org.uk.

Section 12: Additional Information

CAFOD reserves the right to request the submission of additional information from prospective Suppliers.

Section 13: Notification of Successful and Unsuccessful Suppliers

CAFOD will only notified the successful bidder/Supplier for the tender for Provision of Endline Evaluation outcome in writing, and this will be done after three (3) weeks to closure of tender deadline.

Section 14: Tender Guidelines/Regulations and Criteria

i. Incomplete Application

The application forms which are not filled and duly stamped and submitted in the prescribed manner will not be considered by the reviewing committee mandate to carry out this exercise.

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ii. The Tender Data

It is understood and agreed that the tender data of the prospective Supplier is to be used by CAFOD in selection of prospective Supplier to perform the contract in respect items as described by the client in **Appendix Schedule Section 19** in this document.

iii. Tender Requirements

Prospective Suppliers will not be considered qualified unless in the judgment of CAFOD they possess the capability, experience, qualified personnel, available and sustainable equipment, and net current assets or working capital enough to satisfactorily execute the contract for goods.

Section 15: Essential Criteria for Tender

i. Experience

The prospective bidder shall have at least seven (7) years' experience in the provision of similar services. Past performance will be shown by way of attaching relevant local purchase order (LPO)/contract agreement, and letters of recommendations. Suppliers should further specify the area of specializations.

Prospective suppliers should have special experience and capability to organize, supply and deliver assignment as per agreed timeliness in the contract agreement.

ii. Financial Condition

The supplier's financial condition will be determined by latest audited financial statements submitted with the tender documents as well as latest bank statement for the last six (6) months. Reference letters from the bank should also be provided as a proven of financial viability. Potential Suppliers will be awarded based on the satisfactory information given.

iii. Declaration

Application **MUST** include a declaration **Appendix section 16** certifying the accuracy of the information given.

iv. Withdrawal of Tender

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CAFOD has the right to reject the tender from a selected firm, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the CAFOD could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

Section 16: - Declaration

(Failure to provide this information shall lead to disqualification from the exercise)

Having studied the tender information for the above Invitation for tender we/I hereby state:

- a. Have read and understood the terms and condition for CAFOD.
- b. Have not been debarred from participating in procurement by anybody, institution, or person.
- c. That in case of being qualified we acknowledge that this grants me/us the right to supply the require items in due time as per our commitment made in our supply lead time indicated in our tender response.
- d. If the legal, technical, financial conditions or the contractual capacity of the firm changes for this call for Tenders, we commit ourselves to inform you and acknowledge your right to review the tender made.
- e. We enclose all the required documents and information required for the tender evaluation.
- f. That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.
- g. That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- h. We are not associated with any other Tenderer participating in this Tender.
- i. That I/We do hereby confirm that all the information given in this tender is accurate, factual, and true to the best of our knowledge.

Date

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Applicant's Name

Represented by

Signature

Designation

(Full name and designation of the person signing and stamp or seal.).

Section 17: Notification of the results

Only the successful and competitive bidder will be notified, and if you do not receive any email communication within three weeks (3 Weeks) after the expiry of the deadline, considered your bid not been successful.

We, the undersigned, hereby accept in full the CAFOD & Trocaire General Terms and Conditions and hereby offer to construct the items listed above in conformity with the requirements of CAFOD & Trocaire in Partnership as per details provided above.

Name of Company:	
Address:	
Tax Identification Number	
Active Phone Number	
Email:	

Section 18: Disclaimer

This is only a call for tender and CAFOD & Trocaire in Partnership reserves the right to either amend or cancel it at any time with or without notice. In such cases, CAFOD & Trocaire in Partnership shall accept no liability whatsoever. The potential bidder is wholly responsible for all costs related to the preparation and submission of tender dossiers. The decision of the CAFOD & Trocaire in Partnership Procurement Evaluation Committee (PEC)

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shall be final and the PEC are exercising the right vested into them by the CAFOD Supply Chain Manual.

Section 19: Appendix Schedule – CAFOD Policies, Terms and Conditions, and Terms of Reference (ToR)

1. Appendix A: CAFOD Terms & Conditions
2. Appendix B: CAFOD Ethical Code of Conduct of Supplier
3. Appendix C: CAFOD Safeguarding Policy
4. Appendix D: CAFOD Antibribery Policy
5. Appendix E: Terms of Reference (ToR) for provision for Endline Evaluation in Lake (Yirol East County) and Warrap (Gogrial West & East Counties) State.