



INTEGRATED DEVELOPMENT ORGANIZATION (IDO)

Office No. 66 and 67, 5th floor, LCB Building, Mahatta Yei Road, Near Hass Petrol Station

P. O. Box 433 Juba - South Sudan

<http://www.idosouthsudan.org/> | ido.southsudan@gmail.com | +211 922 222 906

TENDER NO:1015:1

DATE: AUGUST 21, 2019

TENDER DOCUMENT FOR PROCUREMENT OF CONSULTANCY SERVICES FOR THE FACILITATION AND DEVELOPMENT OF;

1. Grassroots Justice and Reconciliatory Workshops in Bentiu, Rubkona and Mayom Counties, Northern Liech State.
2. Working Justice Manual for Traditional Chiefs at County and Payam Courts

CLOSING DATE FOR SUBMISSION OF TENDERS: 30.08.2019 AT 11:59PM JUBA LOCAL TIME

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1. GENERAL

The Integrated Development Organization (IDO) represented by the Program Department; Peace Building, Advocacy and Governance (PAG) Unit, hereinafter called the Contracting Authority, invites to a public tender procedure without negotiations for the purchase of consultancy services to;

- a) Facilitate grassroots justice and reconciliation workshop in Bentiu, Rubkona and Mayom Counties in Northern Lich State, and
- b) Develop working Justice Manuals for Traditional Chief in these locations.

2. ABOUT THE CONTRACTING AUTHORITY

IDO is a development National NGO incorporated under the law of the Republic of South Sudan, under the NGO Act 2016, employing about 27 people as of 1 January 2019. IDO's mandate is to nurture just, peaceful and healthier societies in South Sudan. IDO current operate in Jubek, Yei, Yirol and Northern Lich State, focusing on health, food security and PAG. The IDO's PAG Unit has received funding from Swedish Fellowship of Reconciliation (SweFOR) and would like to use part of the funding to procure consultancy services for the activities mentioned above as part of an overall project implementation in Northern Lich State.

3. ABOUT THE PROCUREMENT

3.1 Description of requirements

The procurement covers one contract whereby the successful tenderer will be assigned responsibility to;

- a) Facilitate grassroots justice and reconciliation workshop in Bentiu, Rubkona and Mayom Counties in Northern Lich State, and
- b) Develop working Justice Manuals for Traditional Chiefs in these locations. Capacity development for local traditional leaders and chiefs is a major component of several of the interventions and the project also establishes the analyses baseline data for organizational capacity of participation local courts/justice institutions in these project locations. The assignment shall be carried out according to the Terms of Reference (Annex 1) and conditions laid out in this document with attachments. It is the supplier's responsibility to carry out the assignment within the budgeted time frame and price.

3.2 Time frame / scope of service performance

See Annex 5 Specifications for preparing technical proposal. It is the supplier's responsibility to carry out the assignment within the budgeted time frame. Excess work will not be remunerated.

Three visits to the project locations should be undertaken during this assignment, of which one location visit should be undertaken during the inception phase. The assignment is estimated to a maximum of 138 consultant hours and is planned according to the following time frame:

ACTIVITY	DEADLINES
Announcement of the tender	August 21, 2019
Deadline for clarifications related to the tender documents	August 28, 2019



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Deadline for submission of tenders	August 30, 2019
Opening of the tenders by a 3 person selected committee	September 2, 2019
Notification of the award decision	September 4, 2019
Contract signature	September 6, 2019
Consultant visit the field, and inception report received	September 13, 2019
Grassroots justice and reconciliation workshop in Bentiu, and Mayom	September 16 - 20, 2019
Draft final report received for the grassroots workshop	September 23, 2019
Draft final report approved for the grassroots workshop	September 27, 2019
Development of Justice Manual and received within	September 30 - October 11, 2019
Final Draft Justice Manual reviewed and approved within	October 14 - 18, 2019
Publication and distribution of Final Justice Manuals to the County Courts	October 21 - 25, 2019

3.3 Contract

Annex 2 (contract template) demonstrates the contract type to be used. In this case individual or firm are eligible to apply. Individuals may associate to enhance their qualifications. In such cases, there shall be one main contractor for the assignment. The main contractor will remain liable to IDO South Sudan for the all obligations under the contract.

3.4 Conflict of interest

Neither the tenderer, nor any of the members of the IDO's PAG and P & L Teams, shall have any existing or potential conflict of interest during the course of undertaking the tendered assignment. By conflict of interest is meant, in particular, if the tenderer or any individual member of the PAG/PL team has been directly involved in the planning or implementation of any key part of the object under the consultancy or has, or has had any association to institutions or persons involved, which may imply an interest in any particular outcome of the consultancy services, or is likely to cast doubt about the independence and objectivity of the consultancy by any interested stakeholder.

Any association with the object of consultancy or institutions or persons involved, which may potentially harm the independence and objectivity or the credibility of the evaluation/study shall be explicitly disclosed by the tenderer, providing detailed information on the character and scope of association with object of consultancy or persons involved in the intervention. In such cases the tenderer must also elaborate on how this conflict of interest will be handled by the tenderer. The PAG/PL Unist will make the final decision regarding the tenderer's conflict of interest.

3.5 Structure of the Tender Document

The following documents constitute the complete Tender Document:

- Tender document (this document)
- Annex 1: Terms of Reference
- Annex 2: Consultancy contract
- Annex 3: HSE self-declaration
- Annex 4: Self-declaration of good conduct
- Annex 5: Specifications for preparing the technical proposal
- Annex 6: Guidelines for preparing reports for IDO's PAG Unit.



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4. QUALIFICATION REQUIREMENTS

Tenders submitted by qualified tenderers will be assessed. Tenderers that are not qualified according to the requirements below will be notified thereof. Failure to submit the requested documentation may result in rejection of the tender.

- **Tax certificates:** Tenderers must submit a tax certificate for value-added tax from the relevant tax authority and a tax certificate for taxes issued by the treasurer/ tax collector in the State where the tenderer has their main office. The tax certificates must not be older than 6 months calculated from expiry of the closing date for submission of tenders. Tenderers from abroad must submit equivalent tax certificates from their own countries.
- **Legally established business and/or Licensed Legal Practitioners:** Tenderers must enclose a certificate of registration or a register transcript (sole proprietorships) from the Registry of Businesses at the Ministry of Legal Affairs or legal authority.
- **HSE self-declaration (Annex 3):** Suppliers that will carry out work (i.e. services) in Northern Lich State, must submit an HSE self-declaration stating that the supplier fulfils, or will fulfil in the event of contract award, South Sudan and IDO's own statutory health, safety and environment requirements for work carried out in Northern Lich State. The HSE self-declaration must be enclosed with the tender and submitted no later than the deadline for submission of tenders.
- **Self-declaration of good conduct (Annex 4):** The Contracting Authority will take a rigorous approach to suppliers that can be linked to malpractices. The tenderer must verify that the business has not been enforceable convicted of any such offences as described in the Annex "Self-declaration of good conduct". The annex must be enclosed with the tender, fully completed and signed.
- **Economic and financial capacity:** Tenderers must have sufficient economic and financial capacity to execute the contract. This shall be documented by last year's Annual Report or Annual Accounts. If the tenderer has valid reasons for not being able to provide this documentation, the tenderer can prove his/her economic and financial capacity by any other document which the contracting authority considers appropriate, this according to the Public Procurement Regulations § 32-50.
- **Technical and professional capacity:** Tenderers must have sufficient technical and professional capacity to execute the contract. This shall be documented by an overview of the workforce and a general description of the staff profile at the tendering institution, for staff that are available for this type of work.

5. MINIMUM REQUIREMENTS FOR THE TENDER (CONSULTANCY SERVICE)

The following minimum requirements must be met as a pre-condition for consideration of the tender. Failure to meet the requirements will result in rejection of the tender.

Team members:

- Advanced University degree (LLB; Master of Laws (LLM) or equivalents.
- Must have a License of Legal Practice in South Sudan
- Must have experience of customary law research, particularly in South Sudan.
- Fluent in English and Arabic (written and spoken).

6. AWARD CRITERIA

The most economically advantageous tender will be selected following an overall assessment



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of the following award criteria. A numeric score will be given for each award criteria and weighted according to the table below.

Award Criteria	Weight in percentage (Total sum is 100 %)
Price Tenderer's Score = (Lowest offer / Tenderer's offer) * (max. points for price criterion)	30 %
Competence Core team <ul style="list-style-type: none">• Relevant higher education• Knowledge of customary law and principles of traditional authority, methods and local courts procedures.• Proven experience in development of justice manuals, analysis and writing analytical reports for broad audiences using pictorial and charts in a low resource setting.• Experience in utilization of training data and results in development justice and policy issues is an asset.• Fluent in English (reading, writing and speaking).• Knowledge of a relevant local language is an asset Quality assurance: <ul style="list-style-type: none">• Detailed procedures for the completion of training and development of the justice manual.• Competence and experience of the proposed consultant(s)	40%
Approach and methodology: Assessment will be based on the tenderers: <ul style="list-style-type: none">• Understanding of the purpose, context and subject matter of the assignment/consultancy• Concretization of the training/development strategy for tasks identified in the TOR and this Tender Document• Organization and allocation of work in the consultant team keeping in view the tasks and competency of the team members. Tenders proposal shall be credited for well-founded comments and /or alternative suggestions where relevant to methodological specifications, issues and questions outlined in the ToR.	30%

7. DEADLINES AND PROGRESS PLAN

7.1 Closing date for submission of tenders:

- As in section 3.2. Tenders received after the closing deadline will be rejected.

7.2 Validity period:

- As in section 3.2. Tenders with a shorter validity period will be rejected.

7.3 Progress plan

- As in section 3.2



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8. TENDER FORMAT AND SUBMISSION OF TENDERS

8.1 Tender format.

The tender must be written in English. The tender must be submitted in singleton according to the outline provided below, divided into similar chapters and in the indicated sequence:

1. Letter of tender
 - Name of procurement and case number.
 - The legal name, address and business registration number of the enterprise.
 - Confirmation of compliance with qualification requirements.
 - Confirmation of compliance with minimum requirements.
 - Confirmation of validity period according to section 7.2.
 - Information about any reservations/deviations, according to section 10.4.
 - Confirmation that there cannot be foreseen any potential conflicts of interest, or information about factors that potentially could create a conflict of interest carrying out the assignment.
 - Contact person, e-mail, and phone.
 - Signature and date.
2. Documentation of qualification requirements met, see section 4.
3. Documentation of minimum requirements met, see section 5.
4. Responses to the award criteria (the Technical Proposal), see section 6.

The tenderer must submit a complete paper document, clearly marked “original”. In addition, the tenderer must submit an electronic version on CD/DVD or memory stick including a censored version of the tender for public disclosure, see section 8.2. In case of discrepancies, the paper version marked “original” shall take precedence over the other versions.

8.2 Censored version of the tender

If the tenderer wishes that business information of a sensitive nature be exempt from public disclosure, the tenderer must submit an additional electronic version of the tender in which such information is censored (blacked out) from public disclosure. The client has the responsibility, and right, to make the final decision regarding what information that will be disclosed.

8.3 Submission of tenders

On hand or courier delivery, tenders must be delivered at the reception desk of IDO on the 5th floor, LCB building, Room No. 66 and 67, Mahatta Yei opposite Hass Petrol Station, where a receipt will be issued as proof of submission. Opening hours: 8:30am-5.30pm. The tender must be placed in a neutral, closed envelope clearly marked with the following text:

The Procurement and Logistics Officer:

Att: Mr. Both Nger

Tender - Facilitation of Grassroots Justice and Reconciliation Workshop and Development of Justice Manual for Chiefs - Northern Liech State (Bentiu, Rubkona and Mayom).



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Tender No. 1015:1

Alternatively, the tender may be mailed, in a neutral, closed envelope, to:

IDO South Sudan
Att: Mr. Both Nger
The Procurement and Logistics Officer
Office No. 66 and 67, 5th floor,
LCB Building, Mahatta Yei Road, Near Hass Petrol Station
P. O. Box 433 Juba - South Sudan

The envelope must be clearly marked:

Tender - Facilitation of Grassroots Justice and Reconciliation Workshop, and Development of Justice Manual for Chiefs - Northern Lich State (Bentiu, Rubkona and Mayom)
Tender No. 1015:1

The tender must be received by the deadline for the submission of tenders as defined in section 3.2.

9. CONTACT PERSON WITH THE CONTRACTING AUTHORITY

All questions related to this invitation to tender should be directed in writing to Mr. Both Nger in the Procurement and Logistics Department at IDO by email: ido.southsudan@gmail.com. All enquiries will be answered and distributed via email. Any corrections, supplements or changes to the tender document will be published and communicated via email. It is the responsibility of the tendering institution to keep up to date on the information we will be distributed through our mail.

10. PROCESSING OF TENDERS

10.1 Opening

Public opening will not take place. The opening will be carried out by at least three persons from the Contracting Authority and tenders are expected to be opened immediately after expiry of the closing date for submission of tenders as indicated in section 3.2 above. After opening, the Contracting Authority will evaluate received tenders.

10.2 Return of tenders

The Contracting Authority will not return tenders received by the closing date for submission of tenders. Tenders received after the closing date for submission of tenders will be rejected and returned.

10.3 Cancellation of competition

If the competition is cancelled, all the tenderers will be notified thereof in writing.



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10.4 Reservations/deviations

Any reservations / deviations that are not specified in the letter of tender will not be considered when evaluating the offer. Disclaimer/deviation shall be described, and if possible priced, in the letter of tender, so that the Client can analyze and quantify the implications.

10.5 Negotiations

There will be no opportunity for negotiations, and all tenderers are to submit their best bid by the closing date for submission of tenders.

10.6 Award of contract

The decision on who should be awarded the contract, "Notification of Contract Award", will in accordance with the Public Procurement Regulations § 24: 1-3 be given in writing by e-mail to all bidders. The notice will contain the name of the assigned contract, giving an account of the selected offer's characteristics and relative advantages in accordance with the specified selection criteria, as well as inform about the minimum standstill period, before signing of contract.

The contract shall be binding upon signature by both parties.