



Terms of Reference

Request for Quotation (RFQ) for Organization Policy reviews

HAA / JB/SSD/001

I. Background and context for tender

Health Action AFRICA (HAA) is a National non-profit Organization established to address Health challenges with a Vision to provide sustainable health interventions through provision of comprehensive Health services, focusing on identified Health gaps that undermine human development, and to reduce the vulnerability of children and mothers and other most host communities at risks groups in South Sudan. HAA is requesting qualified firms to submit the bid for the below services

II. List of Policies included in the Quotation and the required quantity will change.

Sn	Item Description	Quantity
	Policy Documents	
1	Anti-Bribery Policy	1
2	Volunteers Policy	1
3	Human Resources Policy	1
4	Program Operations Policy	1
5	Logistics Policy	1
6	Procurement Policy	1
7	Finance Policy	1

III. Requirements of the firm

All of the following competencies and skills are required:

- The Firm should have valid registration and incorporation certificate as business entity in South Sudan



- b. Valid and certified registration with Tax Authorities in South Sudan
- c. The Firm should have valid and certified Certificate of Registration as in South Sudan, issued by relevant authority.
- d. The Firm should hold an independent position, and in particular not be an employee of a government, HAA or a direct partner of HAA, nor at any time employed by these institutions.
- e. The Firm should have proven experience in reviews of all documents but also in guaranteeing potential recommendation to the policies.
- f. Previous experiences in reviews of the indicated policies with INGO,s , NGO,s operating in South Sudan
- g. Previous years of experiences working with NGO,s and with a good experiences in all fields in the tender list above.
- h. Previous experiences in reviewing organization policies.

IV. Timeframe

The potential Firm who wish to apply should share their application files before the closing date on 15th of December 2019 at 5.00Pm

Selected applicants/firm will be informed not later than the 20th of December 2019.

V. Assessment of the tenders

The criteria used to assess the tenders and lead to the final selection will be:

- The proposed cost of the items;
- The timeframe of the delivery of the items;
- The capacity of the applicant to provide services.

VI. Application procedure

Applicants should submit a complete expression of interest via email by the 6th of December 2019 to healthactionafricaopsm@gmail.com, healthactionafricaprolog@gmail.com and indicate "Expression of Interest" in the email's subject line. Hand Delivery to Health Action Africa Office in Gudele 1, behind Lou Specialist Clinic, 5 Meter Rock City Road, and Telephone +21192766462.



Interested Firm should include in the following documents:

- a. A detailed presentation of company background and experiences in reviewing of the Policies.
- b. A price by unit for each item;
- c. A proof of registration in South Sudan.

