



REQUEST FOR PROPOSAL

RE: Letter of Invitation

Oxfam South Sudan is implementing a project “*Building resilience through gender and conflict sensitive approaches to education, skills development and sustainable livelihoods in South Sudan*”. This project is funded by the Swedish International Development Agency and is being in Juba, Rumbek and Pibor.

Oxfam South Sudan intended to have certain services performed which are required for the implementation of its activities, and you are hereby invited to submit your proposal for the award of contracts for:

“Building resilience through gender and conflict sensitive approaches to education, skills development and sustainable livelihoods in South Sudan”.

Lot 1 “Juba”

Lot 2 “Rumbek”

Lot 3 “Pibor”

The following procedures have been established by Oxfam South Sudan for the award of this contract:

1. Procedures

- 1.1 National organizations are invited to submit proposals and Oxfam South Sudan intends, without having committed itself in any way to any of the organizations invited, to award the contract to the organization that it considers as having submitted the best proposal;
- 1.2 In submitting your proposal you are supposed to have considered all aspects relevant to the performance of the proposed contract and to have obtained all necessary information and data as to risks, contingencies and other circumstances, which may influence or affect your proposal;
- 1.3 It is understood that all documents, calculations, etc. which may form part of your proposal will become the property of the Oxfam South Sudan which will not be required to return them to you.
- 1.4 Oxfam South Sudan may decide to make a partial award or no award at all should it consider that the results of this tender so require. **In particular, a maximum of one lot will be awarded to any one organization.**
- 1.5 All costs incurred to prepare your application have to be borne by you; Oxfam South Sudan will not be liable to reimburse any or all such costs.



- 1.7. At no point prior to this award of the contract shall bidders contact or request any information pertaining to the tender from FAO, its staff or technical unit responsible for this tender, outside the specific channel indicated under para. 9 below.

2. Documents Enclosed

To facilitate preparing your proposal the following documents are enclosed:

- 2.1 The Terms of Reference (TOR) detailing the scope of services to be performed;
- 2.2 Technical Evaluation Criteria
- 2.3 The "application summary" form, to be used for submitting your proposal;
- 2.4 Financial Proposal Forms (FIN 1-4) to be used for submitting your proposal;

3. Documents to be submitted

Your proposal should be submitted in two separate parts consisting respectively of a Technical Proposal and a Financial Proposal.

4. Currency of the proposal

Your proposal should be expressed in **United States Dollars**

5. Duration of Execution

The required services are expected to be completed within a maximum of **12 months** and **renewable on an annual basis**.

6. Form of submission and closing date

- 6.1 Both Technical Proposal and Financial Proposal shall be prepared in ONE ORIGINAL clearly marked "ORIGINAL".
- 6.2 The original of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the project name and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed.



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6.3 This outer envelope shall be clearly marked as follows:

PROPOSAL FOR OXFAM SOUTH SUDAN

LOT No.....

NOT TO BE OPENED BY REGISTRY

NOT TO BE OPENED BEFORE 14.00 HOURS ON 15th NOVEMBER 2021

Attention – Procurement Department

Oxfam House

Opp: John Garang International School

P.O Box 239, Juba - South Sudan

For Queries please reach out to us via email: JubaQuotations@oxfam.org.uk

THE TERMS OF REFERENCE

Project Title	Building resilience through gender and conflict sensitive approaches to education, skills development and sustainable livelihoods in South Sudan
Project Location	Juba, Rumbek and Pibor
Sector/thematic area	Integrated (Education, EFSL, WASH, Gender & Protection).
Background (Oxfam & Project)	<p>Oxfam Background</p> <p>Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy some of the respond are implemented in partnership with NNGO's. Oxfam currently operates via five area field offices in South Sudan.</p> <p>Project Background Summary,</p> <p>Oxfam in South Sudan with funding from SIDA will be implementing 4 years integrated project titled Building resilience through gender and conflict sensitive approaches to education, skills development and sustainable livelihoods in South Sudan. The objective of the project is to strengthen resilience through access to education, skills development and improving livelihoods and a strong focus on targeting girls and women, particularly vulnerable groups in South Sudan, the intervention aims to contribute towards Outcome 1: Conflict-affected adolescents, youth, women and men have improved knowledge and skills through safe, quality and gender responsive education and skills development and Outcome 2: Strengthened inclusive participation and gender responsive local leadership to ensure resilient education systems and sustainable livelihoods. It also contributes to key objectives under Sweden's Strategy for Development Cooperation with South Sudan for 2018 – 2022, namely: 1) peaceful and inclusive societies, and 2) basic public services and livelihood opportunities.</p> <p>The three cross-cutting themes of gender equality, climate/environment and conflict sensitivity have been taken into consideration throughout the design. In addition, the proposed project will support Sweden's and South Sudan's contribution to the achievement of the Sustainable Development Goals</p> <p>Project contribution to SDGs</p> <ul style="list-style-type: none"> #2 Zero Hunger #4 Quality Education for All #5 Gender Equality #8 Decent Work and Economic Growth #16 Peace, Justice and Strong Institutions <p>Summary of Problem Statement</p>

	<ul style="list-style-type: none"> • The imminent education crisis of South Sudan leaving millions of children, youth and adults with limited access to knowledge and skills. • Lack of qualified local teachers (especially female teachers) with competencies in gender and conflict sensitive education approaches. • Lack of economic and education/skill development opportunities for young people, girls/women out-of-school/drop-out children to have agency over their lives • The feeble and fragile education system with little capacity to manage schools, teachers' professional development, role of Parent Teachers Associations/School Management Committees during natural and manmade disasters/shocks/conflicts. • Women face protection issues and have limited opportunities to participate in decision making at all levels, as well as in economic and education activities. • Poor livelihood opportunities induced by conflict, climate change and low skilled farmers, specifically related to subsistence agriculture. Family farmers lack capacity to promote/produce food systems that are more resilient to climate change.
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Expected Outcome and Output.

Overall Objective: Improved resilience through gender and conflict sensitive education and skill-based solutions for sustainable livelihoods among the target girls, boys, women and men.

Outcome 1: Conflict-affected adolescents, youth, women and men have improved knowledge and skills through safe, quality and gender responsive education and skills development.	Outcome 2: Strengthened inclusive participation and gender responsive local leadership to ensure resilient education systems and sustainable livelihoods.
Output 1.1 Improved enrolment and completion of ALPs cycles by learners	Output 2.1 Improved capacity of local education authorities, SMCs and PTAs on school management and Community Managed Disaster Risk Reduction (CMDRR)
Output 1.2 Improved numeracy and literacy skills (incl. life and business skills) of youth and adults, with special focus on young and adult women	Output 2.2 Promoting and mobilizing communities and local leadership on positive gender behaviours to improve women's position in the community.
Output 1.3 Girls of Primary 6 to 8 classes supported to retain in school.	Output 2.3 Improved capacity of local civil society to support and advocate for the strengthening of resilient education systems.
Output 1.4 Improved technical skills (incl. life and business skills) for youth and adults, with special focus on young and adult women	Output 2.4 Improved capacity of teachers through tailored professional development,

	including DRR, gender and conflict sensitive education capacities.
Output 1.5 Improved wellbeing of learners	Output 2.5 Improved agricultural production and livelihood through established and revitalized producer cooperatives, increased vegetable production and enhanced fish production
Output 1.6 Established school gardens to improve nutrition and practical skills among learners	Output 2.6 Strengthened extension services to farmers and farmers training to ensure usage and adoption of suitable agronomic practices
	Output 2.7 Established and supported village savings groups (VSGs)
	Output 2.8 Increased goat production and income for pastoralist communities

TECHNICAL EVALUATION CRITERIA

Criteria	Description	Score
Programmatic/Sector expertise and experience	<ul style="list-style-type: none"> Partners are expected to provide relevant information of their organization sector of expertise solidly justified with experience of past years of projects executed. Do the partners have their organization vision, mission and strategic objective in line with donor strategic fit? Has the NGO implemented integrated Education, EFSL, WASH and Cross Cutting (Gender & Protection) Programme in the past, how is the EOI drafted, Consistency in EoI, technical know-how? Experience of staff involved in the project implementation. 	35
Local experience and presence	<ul style="list-style-type: none"> Partner to justify their local experience and presence. Does the partner have an office in the area fully equipped with personnel? Has the partner implemented Education, EFSL, WASH and Cross Cutting (Gender & Protection) Programme in the location in the last 3-5 years? Proof of Registration in the geographical area? In summary the partner should inform in submission of letter proving its operation in the project location (state, County) experience and if has implemented project in the county in the last 3-5 years 	15
Clarity of Narrative of activities and expected results	<ul style="list-style-type: none"> Will the partners be able to complete the expected result and activities as stated in the EOI /concept note within the time frame of 1 year and/or project duration 	15
Cost effectiveness	<ul style="list-style-type: none"> The partners are expected to provide quote based on local market trend. The cost benefit will be analyzed. There should be consistency of unit cost with current market prices for goods and services and Cost ratio per beneficiary. 	25
Other factors including Contribution of resource	<ul style="list-style-type: none"> Will the organization have capacity to contribute resources (Cash, logistic assets, Office etc.) towards implementation of the project? 	10



TECHNICAL PROPOSAL SUMMARY FORM:

1. GENERAL INFORMATION

General Information	Detailed Information
Name of Organization	
Address of Head office	
Address of Sub-Office/S	
Name of Chief Executive Officer/ Executive Director	
Contact Person	
Mobile/Tel No.	
Email Address	
Organization Web Address	
Date of Registration with Relief & Rehabilitation Commissions (RRC)	
Registration Number	
Estimated budget	

2. DESCRIPTION OF ORGANISATION

(Maximum 200 words; Provide information on organization's mission, objectives, key achievements, future direction, specific areas of expertise, etc.)

3. DESCRIPTION OF OBJECTIVES, OUTCOMES AND OUTPUTS

(Maximum 2 pages; Provide information on how you intend to achieve the objectives, outcomes and outputs of the project in the geographical scope, etc.)

4. EXPERTISE IN FOOD SECURITY AND LIVELIHOODS

(Maximum 200 words; explain in a short text your experience in Food Security and Livelihoods including work experience, human resources, innovations.)

5. EXPERTISE IN WASH

(Maximum 200 words; explain in a short text your experience in WASH including work experience, human resources, innovations.)



6. EXPERTISE IN GENDER

(Maximum 200 words; explain in a short text your experience in implementing gender related project including work experience, human resources, innovations.)

7. EXPERTISE IN SAFEGUARDING

(Maximum 200 words; explain in a short text your experience in managing safeguarding, human resources capacity, innovations)

8. EXPERTISE IN PROTECTION

(Maximum 200 words; explain in a short text your experience in Protection including work experience, human resources, innovations.)

9. EXPERTISE IN POLICY ADVOCACY AND INFLUENCING

(Maximum 200 words; explain in a short text your experience in policy advocacy and influencing including work experience, human resources, innovations.)

10. EXPERTISE IN MEAL (MONITORING, EVALUATION, ACCOUNTABILITY & LEARNING)

(Maximum 200 words; explain in a short text your experience in MEAL including work experience, human resources, innovations.)

11. CURRENT GEOGRAPHICAL AREAS OF OPERATION

Name of State	Name of County	Years of Presence in the Location	Current Number of Projects in the Location,



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Please list all the completed and ongoing projects in the last 5 years

[illegible]

13. HUMAN RESOURCES (Attach CVs of Direct staff

Category	Regular staff		Temporary staff		Volunteers	
	Total	% of female	Total	% of female	Total	% of female
Management						
Monitoring & Evaluation						
Training						
Finance						
HR						
Logistics						
Administration						
Field staff						
Total						

14. FINANCIAL CONTROL/MANAGEMENT

Particulars	Detailed information
Accounting System and accounting software application	
Procurement and asset management system	

15. SWOT ANALYSIS OF THE ORGANIZATION

Strengths • •	Weaknesses • •
Opportunities • •	Threats • •

16. OTHER RELEVANT INFO OF THE ORGANIZATION

(Maximum 500 words; Anti-corruption, Sustainability Mechanisms, experience etc)

17. POLICIES/MANUAL/REPORTS TO BE ATTACHED

Name of the documents	Does this document exist in your organization (if yes, please checked the box)	Checked the box, if the document is attached as evidence	Explain if not attached
1. Registration certificate	<input type="checkbox"/>	<input type="checkbox"/>	
2. HR policy/manual	<input type="checkbox"/>	<input type="checkbox"/>	
3. Administration and finance policy	<input type="checkbox"/>	<input type="checkbox"/>	
4. Financial risk management policy	<input type="checkbox"/>	<input type="checkbox"/>	
5. Internal financial control framework	<input type="checkbox"/>	<input type="checkbox"/>	
6. Fraud / Anti-Corruption policy	<input type="checkbox"/>	<input type="checkbox"/>	
7. External audit report 2020	<input type="checkbox"/>	<input type="checkbox"/>	
8. Annual report 2020	<input type="checkbox"/>	<input type="checkbox"/>	
9. Procurement policy	<input type="checkbox"/>	<input type="checkbox"/>	
10. Safety/Security policy	<input type="checkbox"/>	<input type="checkbox"/>	
11. Latest strategic plan	<input type="checkbox"/>	<input type="checkbox"/>	
12. Staff organogram	<input type="checkbox"/>	<input type="checkbox"/>	
13. Gender policy	<input type="checkbox"/>	<input type="checkbox"/>	
14. Monitoring and Evaluation framework	<input type="checkbox"/>	<input type="checkbox"/>	
15. Safeguarding Policy	<input type="checkbox"/>	<input type="checkbox"/>	

This is to certify the above provided information is true and fair representation of I/NGO work and information about the organization.

Signature

Name:

Designation:

Date:



FIN1: FINANCIAL PROPOSAL SUBMISSION FORM/ COVER PAGE

To: Oxfam South Sudan

Dear Sir,

We, the undersigned, offer to provide the services for “*Building resilience through gender and conflict sensitive approaches to education, skills development and sustainable livelihoods in South Sudan*”, in accordance with your Request for Proposal dated 29th October 2021 and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of

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Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

FIN 2: SUMMARY OF COSTS

OUT PUT	ACTIVITY DESCRIPTION	AMOUNT (USD)
Total Amount of Financial Proposal		



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FIN-3: BREAKDOWN OF REMUNERATION PERSONNEL ASSIGNED TO THE CONTRACT

Position	Input	Remuneration currency (USD) Rate	Amount	Period (months)	Total remuneration
Grant total					

FIN-4: BREAKDOWN OF PRICE PER ACTIVITY

1.0	Activity No.: 1	Description:			
		Unit	Quantity	Amount	Total Amount(s)
1.1					
1.2					
1.3					
1.4					
1.5					
1.6					
1.7					
1.8					
	Sub-total				
2.0	Activity No.:2	Description			
		Unit	Quantity	Amount	Total Amount(s)
2.1					
2.2					
2.3					
2.4					
2.5					
2.6					
2.7					
2.8					
2.9					
	Sub-total				
Grand Total					