



Request for Quotation (RFQ)_For Provision External Consultant for Community Based Natural Resources Management (CBNRM) Assessment in Kuajok, Warrap State.

RFQ No: 637/23/IPPASE

Opening Date: 18th July 2023

Closing Date: 1st August 2023

Submission and Deadline for Request for Quotation documents

A soft copy of request for application containing all the requirements shall be sent to email address; ctpsupply@cafod.org.uk

Note:- please convert your documents into PDF form while sending via above emails.

CAFOD & Trocaire in Partnership (CTP)

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

Next to Save the Children International

Juba, South Sudan

637/23/IPPASE

Terms of Reference for a Consultancy Firm to undertake Community Based Natural Resource Management (CBNRM) Assessment in Kuajok, Warrap State.

Section 1: Background

Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of the Catholic Churches in England and Wales. We work with local partners across South Sudan, in areas of Sustainable Livelihood, Food Security, Emergency, and Peace Building programmes.

CAFOD is looking for competent and reputable External Consultant for provision of Consultancy Services for Community Based Natural Resources Management (CBNRM) Assessment in Kuajok, Warrap State.

Please tender your proposal as per the Terms of Reference (ToR) below:

Section 2: Introduction

Since 2019, CAFOD and Trocaire in partnership (CTP) has been implementing Projects in Gogrial West and Gogrial East, Warrap State with financial support from the Norway government. The project aimed at contributing to an inclusive and equitable post conflict recovery and development of the chronic crisis affected population. It represents CTP's Contribution to reducing fragility in the post conflict setting by ensuring that communities affected by crisis have access to principled, timely, highly quality humanitarian services which are in line with their needs and priorities. The project is implemented through a local partner (TOCH). The project also works with a range of public institutions and other actors. The purpose of this Consultancy is to carry a comprehensive Community based Natural Resource Management (CBNRM) Assessment with specific focused on edible forest resources, establish an inventory/ list of these edible forest resources, and recommend strategies for their protection and/or regeneration.

Section 3: Objective and Scope of the Study

The key objective of this consultancy is to determine different types of edible forest resources existing in the community, establish an inventory/ list of these edible forest resources, and recommend strategies for their protection and/or regeneration.

Specific objectives

1. Assess different types of edible forest resources existing in the locality/County.
2. Establish an inventory for identified edible forest resources, with their scientific and local names.
3. Recommend the strategies for protection and regeneration of edible forest resources.
4. Develop strategy/action plan for protection of existing edible forest resources as well as ensuring regeneration.
5. Organise and facilitate one day workshop to share findings of the results with stakeholders.

Section 4: Scope of the Work

This consultancy will cover key groups and individuals, this includes Households Survey, Key Informant Interviews (KIIs) with the County Ministry of Agriculture and Forestry, County Ministry of water Resource and irrigation, Payam administrators and chiefs. Focus groups will be held with community members knowledgeable on Community based Natural Resource Management (CBNRM). The consultancy will focus on Gogrial West covering (Alek, Ajiep, Yieth Liet, and Mayom Totin Payams). The consultant is expected to develop both technical and financial proposal for undertaking the consultancy. The full proposal should consist of methodology, Sampling methods, relevant experience/qualifications of the team of consultants/company and its team members, consent letter from each member, workplan, division of labour among team members, budget, three of your samples of work related to the assignment, company profile of and relevant documents.

Section 5: Methodology

An appropriate mix of Qualitative and Quantitative methods will be used to gather and analyse data/information, to diversify perspective to the Assessment, and to promote participation of different stakeholders. Final detailed Consultancy Methodology will be developed in consultation with CTP. This consultancy encompasses Secondary data as well as primary data based on the results. Consultancy team should propose a methodology and plan for this Consultancy which will be approved by CTP. Data triangulation is required to ensure the credibility and accuracy of data/information gathered by various tools.

Section 6: Key Task and Output

- 1) Consultant team will have a kick-off meeting together with project team to understand the project and collect required documents such as TOC, project proposal, results framework etc.
- 2) The consultant team shall submit an electronic copy of the draft inception report to CTP as stated in the agreement. Before preparing inception report, the consultant team should engage with the relevant project team members to come to consensus on the assessment methodology, field visit plan, sampling and so on. Expect consultant team to review progress markers, indicators and do the required changes with the consent of CTP Team.
- 3) The inception report should include a detailed methodology including tools, quality assurance mechanism of data/information collection, sampling, pilot testing, roles and responsibility of the team members, key milestones and detailed workplan.
- 4) The consultant team maybe/will be asked to make an oral presentation of the draft inception report.
- 5) After the pilot test, consultant team can submit the final inception report including final translated tools into local language if necessary.
- 6) The inception report should be approved by the CTP before starting data collection.

Section 7: Data Collection Phase

Consultant team will be provided with all the CTP contact details. Partners staff at the field level will arrange the field discussion as per the field visit plan to meet primary stakeholders. CTP will issue a reference letter for the team of consultant to contact stakeholders directly by themselves and will be supported by the partner staff on the ground. CTP in partnership with TOCH and the consultant will recruit and train the enumerators. The consultant will be responsible for testing the tools and understanding the full data collection exercise. CTP/TOCH programme staff support the consultant throughout the data collection exercise. In line with CTP data protection policy, all data will be collected using CTP gadgets. Tablets automated generated report and XLS will be generated from KOBO and shared with the consultant including all information gathered through the FGD and KII interview.

Section 8: Finalizing the Baseline Report, This Phase Consists Of:

Presentation: the preliminary results of the Assessment to be shared for validation with the CTP Project Team after completion of the data/information analysis by the consultant team.

Draft report: The report will be shared after incorporating feedback which is received during the presentation. After receiving the draft final assessment, CTP will provide feedback to the consultant team.

The following output will be produced.

- 1) Draft soft copy of the inception report including survey tools and analytical framework.
- 2) Both soft and hard copy of the final inception report including final translated survey tools, sampling, and survey methodology.
- 3) Electronic copy of the draft report. Report format will be agreed during the inception phase.
- 4) Preliminary findings presentation for validation
- 5) Draft soft copy of the final Assessment report including data set.
- 6) Both soft and hard of the final assessment report including dataset.

Section 9: Time frame

Though the Consultancy is scheduled as per the below timeline by considering all the practical concerns, it is encouraged to develop a workplan in the proposal to speed up the process.

Activity	07/08/20	08/08/20	09/08/20	10/08/20	11/08/20	12/08/20	13/08/20	14/08/20	15/08/20	16/08/20	17/08/20	18/08/20	19/08/20	20/08/20	21/08/20	22/08/20	23/08/20	24/08/20	25/08/20	26/08/20	27/08/20	28/08/20	29/08/20	30/08/20	
Consultant team will have a kick-off meeting together with project team																									
Submission of an electronic inception report including data collection tools to CTP																									
Oral presentation of the draft inception report and the data collection tools.																									
Finalisation of Inception report																									

based on CTP feedbacks																						
Data/information collection																						
Data Analysis																						
Report Writing																						
Validation workshop - online. Comments from CTP provided																						
Finalisation of report submitted																						

Section 10: Budget

The budget for this consultancy will cover professional fees, travel cost, workshops, mobilization expenses and supply cost of the consultancy. It is important to note that should there be any problem in the delivery of the output pertaining quality and schedule, the consultant team or an institution is expected to make the necessary corrective actions without affecting the overall project delivery. This will have no additional cost to CTP.

Section 11: Qualifications and Experience

The team of consultants that are proposed by the institution should have.

- 1) Minimum 5 years of hands-on experience in conducting Community based Natural Resource Management (CBNRM) Assessment.
- 2) The consultant/team is expected to have Zoological education (degree in Zoology, Biology, botany, forest ecology or similar) and flora and fauna identification skills. Access to herbarium (e.g., Museums of Kenya) for verification of species will be expected. Knowledge of nutritional values of wild species will be an added advantage. Capacity to collect and analyse data and draw clear conclusions is required. Ability to communicate in English and openness to interpretation from local languages is required.
- 3) Excellent understanding of contextual analysis of Community based Natural Resource Management (CBNRM), local economy, conflict sensitivity and food security.
- 4) Proven track record on quantitative and Qualitative data collection tool formation and analysis using participatory approaches.
- 5) Strong interpersonal skill and ability to work people from different background to deliver quality products within a short time frame.
- 6) Be flexible, responsive to change and demands and open to feedback.

Section 12: Other Information Pertaining to our Quotation are as follows.

Descriptions	Remarks
Payment Mode	
Payment Terms/Credit Period	
Delivery Lead Time.	
Validity of Quotation (Period).	
Preferred Currency of Quotation	
Location of Delivery	CAFOD Office, Hai Malakal, Plot 19, Block XIII, P.O.Box 7, Juba, South Sudan.

Section 13: Instructions to Suppliers

When submitting your tender proposal for provision of Consultancy Services for Community Based Natural Resources Management (CBNRM) Assessment, please include the following completed document: -

- a. Signed and Stamped CAFOD Terms and Conditions - attached in the appendix section of this document.
- b. Signed and Stamped CAFOD Ethical Code of Conduct for Supplier - attached in the Appendix section of this document.
- c. Signed and Stamped CAFOD Safeguarding Policy – attached in the Appendix section of this document.
- d. Signed and Stamped CAFOD Antibribery Policy – attached in the Appendix section of this document.
- e. Valid certificate of incorporation or equivalent depending on Country your submitting your tender e.g attached the stamped copies indicating the renewal date, month, and year.
- f. Tax registration certificate
- g. Valid tax clearance certificate or equivalent depending on Country your submitting your tender e.g electronic Tax Clearance Certificate.
- h. Valid operation licence or equivalent depending on Country your submitting your tender.
- i. Bank Statements for the last six (6) months (**1st January 2023 to 30 June 2023**).
- j. Trade references (latest) from other INGOs or UN agencies and attached contract samples as evidence of your engagement for provision of relevant assignments.

Section 14: Tender Instructions

CAFOD in South Sudan hereinafter referred to as “procuring entity” intends to procure provision of Consultancy Services for Community Based Natural Resources Management (CBNRM) Assessment. The tender is open to eligible Suppliers as indicated in the instructions.

Section 15: Delivery Period

The Consultancy Services for Community Based Natural Resources Management (CBNRM) Assessment delivery as per above schedule in **section 9**.

Section 16: Delivery Conditions

The provision of Consultancy Services for Community Based Natural Resources Management (CBNRM) Assessment will be undertaken in Kuajok, Warrap State.

Section 17: Language of Tender

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

Section 18: Experience

Prospective Suppliers must have conducted successful delivery of similar services to other INGOs and UN Agencies.

Section 19: CAFOD Policies, and CAFOD Terms and Conditions

Eligible and interested Suppliers shall be required to read and willing to abide to the CAFOD procurement terms and conditions, CAFOD Ethical Code of Conduct for Suppliers, CAFOD Safeguarding policy, and CAFOD Antibribery Policy as indicated in Appendix Clause 30 .

Section 20: Eligible Suppliers

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

Section 21: Submission and Deadline for tender documents

A sealed hard copy of tender application containing all the requirements shall be submitted to address provided above clearly marked with the tender reference number on **1st August 2023**.

Email submission is also accepted with the condition that the suppliers will submit the prescribe documents in form of Portable Document Format (PDF) through CAFOD Official Supply email; ctpsupply@cafod.org.uk

Section 22: Questions Arising from Tender Documents

Questions and clarification that may arise from the tender documents should be addressed to the email address; ctpsupply@cafod.org.uk on or before **24th July 2023**. Responses to the questions and clarifications shall be uploaded into the NGO FORUM website on **26th July 2023**.

Section 23: Additional Information

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

Section 24: Notification of Successful and Unsuccessful Suppliers

CAFOD will only notify the successful bidder/Supplier for the tender for provision of Consultancy Services for Community Based Natural Resources Management (CBNRM) Assessment outcome in writing, and this will be done three (3) weeks after the closure of the tender deadline.

Section 25: Tender Guidelines/Regulations and Criteria

a. 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 mandated to conduct this exercise.

b. The Tender Data

It is understood and agreed that the tender data of the prospective Supplier is to be used by CAFOD in the selection of a prospective Supplier to perform the contract in respect of items as described by the client in clause 2 in this document.

c. 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.

Section 26: Essential Criteria for Tender

a. Experience

The prospective bidder shall have at least three (3) years' experience in the supply of similar services. Past performance will be shown by way of attaching relevant local purchase order (LPO)/contract agreement, and letters of recommendations.

b. Financial Condition

The supplier's financial condition will be determined by Bank statements for the last six (6) months from 1st January 2023 to 30th June 2023. Potential Suppliers will be awarded based on the satisfactory information given.

c. Declaration

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

d. Withdrawal of Tender

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 27: Appendix Section

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

Having studied the tender information for the above Invitation to 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

Applicant's Name

Represented by

Signature

Designation

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

Section 28: Notification of the results

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

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

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

Section 29: Disclaimer

This is only a call for tender and CAFOD reserves the right to either amend or cancel it at any time with or without notice. In such cases, CAFOD 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 Procurement Evaluation Committee (PEC) shall be final and the PEC are exercising the right vested into them by the CAFOD Supply Chain Manual.

Section 30: CAFOD Policies

Appendix A: CAFOD Terms & Conditions

Appendix B: CAFOD Ethical Code of Conduct for Suppliers

Appendix C: CAFOD Safeguarding Policy

Appendix D: CAFOD Antibribery Policy