

CARE INTERNATIONAL IN SOUTH SUDAN

TERMS OF REFERENCE

Development of Board manuals for three Project Target Women-Led Organizations (WLOs) in Juba, Bor, and Torit.

Organization	CARE International in South Sudan
Project Name	Strengthening Women’s Rights Organizations on Women, Peace, and Security Agenda in Three Fragile Countries (SWOMO) - South Sudan Egypt, and Iraq
Sector(s)	Gender and Protection – Women, Peace, and Security
Assignment Task	Develop PT Board policies and facilitate mentorship sessions on proposal writing and donor mapping.
Assignment Locations	Juba, Central Equatoria State; Torit, Eastern Equatoria State; and Bor, Jonglei State
Reporting To:	WPS Project Manager and WRO Coordinator
Duration	26 days
Possible start date	8 Mar 2024
Possible end date	12 April 2024

Background

CARE is a humanitarian and development non-governmental organization committed to working with poor women, men, boys, girls, communities, and institutions to have a significant impact on the underlying causes of poverty. CARE seeks to contribute to economic and social transformation, unleashing the power of the most vulnerable women and girls.

CARE’s operations in South Sudan date to the early 1970s, focusing on emergency and disaster relief to the conflict-affected populations. Currently, CARE South Sudan works in the six States of Unity, Jonglei, East Equatorial, Bahr el Ghazel, Central Equatorial, and Upper Nile States, addressing both humanitarian and recovery/development needs. In development/recovery programming, CARE South Sudan focuses on four broad areas namely Gender and Protection, Food Security and Livelihoods, Nutrition and Health, and Partnership and Advocacy.

With support from the German Federal Ministry of Economic Cooperation and Development (BMZ), CARE International in South Sudan is implementing the project of Strengthening Women’s Movements on Women, Peace, and Security Agenda in three fragile contexts (SWoMO) in Egypt, Iraq, and South Sudan. Women’s Rights Organizations and excluded groups of women and girls have increased their influence on the UNSCR 1325 agenda on Women, Peace, and Security (WPS) at the local, national, and multi-country levels. In South Sudan, the project is implemented through three national Project Target (PT)-Women-Led Organizations (WLOs) and 12 ZG Target beneficiaries however the consultant will support the boards. in collaboration with the PT partners Young Women Christian Association (YWCA) in Juba, Women Agency for Progress Organization-WAPO in Torit, and Women Empowerment Center-WECSS in Bor. CARE will

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work closely with the consultant and the PT partners in each project location to ensure the process runs as expected and to ensure the effective participation of the board members.

CARE International in South Sudan under the SWOMO project wishes to offer capacity-building on policy development, office-based mentorship on proposal writing, and donor mapping for local WLOs and WROs to address capacity gaps.

Overall, the Program's aims and objectives are to achieve the following outcomes:

- To ensure the board policies of the (3) Project Target partners are developed.
- To ensure that senior management and board members are involved in the board policy development processes.
- To mentor the PT partners in proposal writing and donor mapping processes

Scope of consultancy

- To facilitate consultative meetings with PT leadership teams and board members in Juba, Torit, and Bor.
- To develop a meeting agenda for the consultations in each project location.
- Develop a mentorship agenda for proposal writing and donor mapping sessions with PT partners. One in each of the project locations.
- The consultant will support the development of board policies with inputs from the board members. The consultant will reach out to the board in case of a need for additional information to enrich the policies.
- The consultant is also expected to have one-on-one mentorship with each of the three PT partners as part of enhancing their capacities in resource mobilization.

Location and Timeline

The assignment will be conducted in the three project locations of Juba, Torit, and Bor with support from the PT partners and CARE. This consultancy will be completed within 26 days effective from 8th March-12 April 2024.

Methodology

The consultant will offer a series of consultative meetings and mentorship with board representatives on their roles and responsibilities, including with PT partner's senior leadership in Juba, Torit, and Bor to generate ideas that will enrich the board policy development process. Similarly, the consultant will engage with PT partners during the mentorship sessions to enhance their skills in proposal writing and how to do donor mapping. Each board will be supported to produce a draft board policy and share it with the consultant for review and finalization.

Deliverables.

- Submit activities report to show the methodology and reaction of the participation including major input and comments categories per locations and conclusion or recommendation for each location.



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- Submit final board policies for the three organizations (YWCA, WAPO, and WECSS) with clear succession plans, board roles, and terms of reference.
- The consultant will be expected to conduct several mentorship sessions with both the board and PT partners to gather and share inputs required as well as enhance the capacities of target participants.

Consultancy Competency

- Must have experience in facilitating training on identifying capacity gaps.
- Prior experience developing an institutional capacity-building plan.
- Must be a firm that is established or incorporated and has a registered office in the country.
- Must understand some of the gaps and challenges existing among WLOs.
- Ability to deliver training/mentorship, develop partners’ policies, and provide mentorship until the result of functional policies.
- Must be able to pre-finance all the services and get paid after submitting final reports.

Additional information

- Consultants shall abide by WHO and the Government of South Sudan’s COVID-19 SOPs.
- Consultants shall be required to sign and abide by the CARE Safeguarding Policy (which includes prevention of sexual exploitation and abuse, and behavior protocols) Consultants shall abide by EU beneficiary data privacy/management policies.

Evaluation criteria for selection of the consultant:

1. Technical Proposal

- A. Overall Proposal Suitability 30%
- B. Previous Work and Awards 20%
- C. Technical Expertise and Organizational Experience 20%
- D. Filled Supplier/Payee set-up form, vendor questionnaire, CARE RFP template) 10%

Subtotal 80%

2. Financial Proposal (Value and Cost)

- E. Value and Cost 20%

Subtotal 20%

Payment schedule: -

- Payment will be done after completion of the work and confirmation by the program team. The proposed financial budget must be inclusive of 20% government tax.

Table for detailed budget breakdown:

S. No	Description	Unit	Quantity	Rate	Total (USD)	Remarks
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1	Field trip by air (Torit, Bor)	Trip	4			This cost is reimbursable as per the actual cost upon submission of the original invoice
2	Local transportation in Torit, Juba, and Bor	Lump sum				This cost is reimbursable as per the actual cost upon submission of the original invoice
3	Accommodation in Torit	Night	4			This cost is reimbursable as per the actual cost upon submission of the original invoice
4	Accommodation in Bor	Night	4			This cost is reimbursable as per the actual cost upon submission of the original invoice.
5	Per diem	Day				The consultant is not eligible for per diem
6	Communication and emergency	Lump sum				This cost is reimbursable as per actual upon submission of the original invoice
A	Total reimbursable cost					
7.	Professional fees	Days				
7.1	Juba	6				This cost is inclusive of 20% government taxes
7.2	Torit	5				
7.3	Juba	5				
7.4	Reporting only excluding logistics costs. (Home-based). During this period, the consultant will receive draft policies from different boards, review them, offer feedback, validate them, and submit the final report as well as the board manuals.	10				



B	Total Professional fees					
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Submission

If you qualify, please send your CV, and Technical and financial proposals detailing the methodology, work plan, and budget. The Technical proposal with budget and CV should be sent to Richard.Matale@care.org Interested consultants should submit applications by **23rd Feb 2024.**

Note: Complete/fill the vendor set up/payee set up form and vendor questionnaire and submit all relevant valid company documents as per the checklist herein attached along with your technical and financial proposal for this TOR by **23rd Feb 2024.**

**CARE
Vendor/Payee Set-Up and Change Form**

Vendor ID:

Appendix E
Page 1 of 2

Vendor/Payee Type	New	Change	Discontinue	Approval Responsibility
Procurement Vendor				Procurement Committee
Consultant				Procurement Committee
Discontinue Vendor				Procurement Committee
National Employee				Human Resources
International Employee				Human Resources
Sub-Grantee				Program
Donor				Program
Utility				Administration
Landlord				Administration
Bank				Finance

Vendor/Payee Details (note some information may not be applicable)

Vendor/Payee Name		
Vendor/Payee Physical Address		
Vendor/Payee e-mail Address		
Vendor/Payee website		
Vendor/Payee Phone/Fax		
Vendor Short Name		
Owner Name if Different		
Trade Class (see list)		
Vendor Nationality		
Persistence	Regular	
Vendor Status	Approved	Inactive
Currency of Payment		
Payment Method		



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Payment Terms	
Vendor/Payee Bank Name	
Vendor/Payee Bank Address	
Bank Account Number	
International Bank Account Number	
Bank Code	
Branch Name & Address	
Swift Code	
Tax ID Number, Sales Tax or VAT	
Business Registration Number	

Sub-Recipient Information

Employer Identification Number (EIN)	
DUNS Number	
PADOR Number	

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Vendor/Payee Selection Criteria

- Vendor/Payee Anti-Terror Check Completed (note this is done through the Vendor Set-Up in PeopleSoft)
- Vendor/Payee has the Necessary Goods and/or Services
- Vendor/Payee Credit and Payment Terms
- Vendor/Payee costs and prices are reasonable and competitive

Yes

Procurement Committee Approval (Procurement Vendors and Consultants Only)

Name	Title	Signature	Date
Name	Title	Signature	Date
Name	Title	Signature	Date

Human Resources, Program, Administration or Finance Approval (As Appropriate)



Name	Title	Signature	Date
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Revised 1 July, 2015



VENDOR QUESTIONNAIRE (Confidential)

Note: CARE Standard Payment Terms are 30 days from receipt of goods or services and a CARE-approved invoice.

I. REQUIRED INFORMATION (Please Print Clearly)

CARE Contact Name:			
Company/Individual Name:			
Owner Name (if different from above):		Nationality of Owner:	
Contact Person:			
Full Address (Street/City, etc):			
Phone No:		Fax No:	
E-mail:		Website:	

II. CUSTOMER REFERENCES

Provide 3 current customer references, listing customer, phone number, contact person, contact's e-mail and a description of the product or service provided to the customer. (If you need additional space please use a separate page.)

1	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			



2	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			
3	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			

III. Indicate below the products or services sold or provided by you

[a]	[b]
[c]	[d]
[e]	[f]
[g]	[h]

IV. Registration of Business

1. Is your firm registered as a business entity with the government?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. If YES, please provide your business registration number		
3. If applicable, please provide Sales Tax Registration Number		
4. Please provide Tax ID number		
5. Indicate how long have you been in this type of business		



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<p>6. Have you ever done business with other aid agencies? If so, provide names of agencies immediately below:</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>7. Are you related to any person currently employed with CARE?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>8. If YES, please provide name and position</p>		
<p>9. Provide here, any additional information regarding your business</p>		
<p>NOTE: Government regulations may require CARE to deduct taxes on any transaction prior to effecting payment to the vendor.</p>		

V. Certification

<p>I certify that the foregoing is true and complete to the best of my knowledge and belief and that no material changes have occurred to the business which would affect any of the above representations.</p> <p><i>CERTIFICATION REGARDING TERRORISM: Seller hereby certifies that it has not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.</i></p> <p>Misrepresentation above may result in cancellation and severing all ties with the agency/person and will be deleted from CARE's database of clients. I have read the above statement and certify under oath that the information contained herein is true and accurate to the best of my knowledge and belief.</p>		
<p>Name of Person Completing Form (Please print clearly)</p>		
<p>Title:</p>	<p>Signature:</p>	<p>Date:</p>



FOR PROCUREMENT USE ONLY
<input type="checkbox"/> Anti-Terrorism Check Completed <input type="checkbox"/> Customer References Verified

Checklist of documents required for Vendor Entry in PeopleSoft

S/No	Documents included for vendor set up as a <u>COMPANY</u>	Put \checkmark if included	Put x (if not applicable)
1.	The company profile		
2.	Letter of recommendations		
3.	Tax identification number		
4.	Tax clearance certificate		
5.	Membership certificate from the responsible body where the company operates in.		
6.	Registration certificate from the Ministry of Justice		
7.	Operation license		
8.	Trade license for specialized services like hotels, aviation, pharmaceuticals etc. in case.		
9.	A filled vendor setup form (attached in this email, fill all the areas marked x with the relevant company information)		
10.	Vendor's questionnaire		
11.	First page of memorandum and articles of association and the page with shares allocation/board of directors.		



12.	Passports or national IDs for each of the company board of directors as the shareholders. NB: The details of the IDs should be clearly readable.		
13.	A copy of void cheque of the bank account provided to CARE South Sudan		
S/No	Documents included for vendor set up as an <u>INDIVIDUAL</u>	Put \checkmark if included	Put x (if not applicable)
1.	Nationality or a valid passport copy for the individual		
2.	Trader’s license		
3.	Operation license		
4.	Past work experience letter recommendations		
5.	A copy of void cheque of the bank account provided to CARE South Sudan		
COMMENTS: (Please put additional remarks if any of the documents are not available)			



REQUEST FOR PROPOSAL

[Development and Review of Strategic Plans and Relevant Policies of Women-Led Organizations (WLOs) in Juba, Bor, and Torit.]



PROPERTY OF CARE®

REQUEST FOR PROPOSAL
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RFP DOCUMENT # [002/12/2023/JUBA]

RFP ISSUE DATE: [FEBRUARY 16,, 2023]

PROPOSAL SUBMISSION DEADLINE : [FEBRUARY 23, 2024]

**CARE USA
151 ELLIS STREET NE
ATLANTA, GA 30303-2440**

CONFIDENTIAL DOCUMENT

*PREPARED BY
CARE®*

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1. ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. In 2019, CARE worked in 100 countries and reached 70 million people with an incredible range of life-saving programs.

To know more about CARE, visit: <https://www.care.org/our-work/>

2. GENERAL CONDITIONS AND CLAUSES

2.1. CARE'S GENERAL CONDITIONS

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a proposal in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFP
- To contact any bidder after proposal submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a proposal in whole or part without justification to the bidder
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of submitted proposal
- To award another type of contract other than that described herein, or to award no contract;
- To enter into a contract or agreement for purchase with parties not responding to this RFP
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the proposal

- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.

Any material statements made orally or in writing in response to this RFP or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

2.2. CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion by the vendor of CARE's business practices could be reason for disqualification. CARE, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFP is confidential and is not to be disclosed or used for any other purpose by the vendor.

2.3. PUBLICITY

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

2.4. LIABILITY

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions, and will be liable for any damage caused by its employees, agents or subcontractors.

2.5. FORCE MAJEURE

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or

other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party's reasonable control.

- b. The Party that seeks to invoke this Force Majeure provision (the "Affected Party") shall provide the other Party (the "Unaffected Party") with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.

2.6. ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's proposal and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

2.7. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

2.8. CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP.

3. COMPANY PROFILE & BIDDER'S DECLARATION

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of your proposal. No alterations to its format shall be permitted and no substitutions shall be accepted.

3.1. COMPANY PROFILE

Table 4.1.A Previous Work with CARE

Have you already had previous transactions with CARE?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If marked "Yes" , please provide the year of the latest transaction with CARE and the requirement that was delivered. <i>(This is to inform everyone that this information is for system checking only. This will not be part of any evaluation process.)</i>		
If you marked, "No" on the table above, please answer the Table 4.1.A. below:		

Table 4.1.B Other Information

Item Description	Detail(s)
Legal name of bidder	
Legal Address, City, Country	
Website	
Year of Registration	
Company Expertise	
Bank Information (Please answer below)	
Bank Name:	
Bank Address:	
IBAN:	
SWIFT/BIC:	
Account Currency:	
Bank Account Number:	

Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details	Contract Value	Period of activity	Types of activities undertaken

3.2. BIDDER'S DECLARATION

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: By submitting this Proposal/Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with

		any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFP; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
<input type="checkbox"/>	<input type="checkbox"/>	I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFP and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Proposal/Quote; or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFP process.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Proposal/Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf

Supplier Name:	
Title/Designation:	
Company Name:	
Date:	
Signature	

4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF PROPOSAL

4.1. PROPOSOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process.

All vendors must provide written notification via email to (Richard.Matale@care.org) of their intent to participate, or not to participate in the bidding process by **[January 20, 2024]**.

Proposals will be accepted until **4:00 PM CAT [JANUARY 23, 2024], delivered via email solely to [Richard Matale Alison] (Richard.Matale@care.org), no later than the above specified date.**

Any proposals received after this date and time will not be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFP. Only such corrections or addenda as are issued in writing by CARE to all RFP participants shall be official. CARE will not be responsible for verbal instructions.

4.2. PROJECT PURPOSE AND DESCRIPTION

CARE is issuing this RFP (Request for Proposal) soliciting qualified bidders to submit proposals intended for project audit for the period 01st January 2023 to 31st December 2023. **[as per the attached Scope of Work (SoW)].**

This RFP is an invitation to bid, not an offer of contract. Bidders must submit a response that complies with the minimum requirements contained herein.

4.3. PROJECT OVERVIEW

With support from the German Federal Ministry of Economic Cooperation and Development (BMZ), CARE International in South Sudan is implementing the project of Strengthening Women’s Movements on Women, Peace, and Security Agenda in three fragile contexts (SWoMO) in Egypt, Iraq, and South Sudan. Women’s Rights Organizations and excluded groups of women and girls have increased their influence on the UNSCR 1325 agenda on Women, Peace, and Security (WPS) at the local, national, and multi-country levels. In South Sudan, the project is implemented through three national Project Target (PT)-Women-Led Organizations (WLOs) and 12 ZG Target beneficiaries however the consultant will support the boards. in collaboration with the PT partners Young Women Christian Association (YWCA) in Juba, Women Agency for Progress Organization-WAPO in Torit, and Women Empowerment Center-WECSS in Bor. CARE will work closely with the consultant and the PT partners in each project location to ensure the process runs as expected and to ensure the effective participation of the board members.

- 5.
6. CARE International in South Sudan under the SWOMO project wishes to offer capacity-building on policy development, office-based mentorship on proposal writing, and donor mapping for local WLOs and WROs to address capacity gaps.. [as per the attached Scope of Work (SoW)].

Requirement & Specs	Qty.	Unit of Measurement	Required Delivery Lead Time	Delivery Address	Contract Period
As per the ToR	As per the budget breakdown	Lot	26 working days	Juba, Tori and Bor	26 days

[Refer to the attached Scope of Work (SoW)]

Item #	Other Requirements	
1	Delivery Date & Time	Bidder shall deliver the goods at least 3 weeks after Contract signature.
2	Delivery Terms (incoterms)	<input type="checkbox"/> EXW [Ex-works (Place)]
		<input type="checkbox"/> FCA [Free Carrier (Port)]

		<input type="checkbox"/> FAS [Free Along-Side Ship (Port)] <input type="checkbox"/> FOB [Free On-Board (Port)] <input type="checkbox"/> CFR [Cost, & Freight (Port)] <input type="checkbox"/> CIF [Cost, Insurance & Freight (Port)] <input type="checkbox"/> CPT [Carriage Paid-To (Place)] <input type="checkbox"/> CIP [Carriage & Insurance Paid-To (Place)] <input type="checkbox"/> DAP [Delivered at Place (Place)] <input type="checkbox"/> DPU [Delivered at Place Unloaded (Place)] <input checked="" type="checkbox"/> DDP [Delivered Duty Paid (Place)] Juba, Bor and Torit
3	Custom Clearance (Must be linked to Incoterms at origin)	<input type="checkbox"/> Not Applicable. Shall be done by _____ <input type="checkbox"/> Shouldered by CARE <input checked="" type="checkbox"/> Supplier/ Bidder <input type="checkbox"/> Freight Forwarder
4	Exact Address(es) of Delivery Location	Juba, Bor and Torit
5	Warranty Period	Standard Manufacturer's Warranty (if applicable)
6	Payment Terms	30 Days upon Receipt of items
7	Quotation Validity	The quote needs to be valid for 90 days to cover all the days from bidding up to the award process. However, once the contract has been released, it shall be valid for the same coverage as reflected in the requirement above.

[Refer to the attached Scope of Work (SoW)]

6.1. PROJECT TIMELINE

All bidders are advised to strictly follow the below timeline as noted.

Any technical questions arising during the preparation of your response to this RFP should be submitted in writing via email to **[Richard Matale]** (**Richard.Matale@care.org**) no later than **[February 23, 2024]**.

Schedule of Activities/ To-do	Date of the Activity/ Deadline of Submission	Responsible	Remarks
RFP Issued	[February 16, 2024]	CARE	
Supplier to notify CARE of intention to participate in bidding	[February 20, 2024]	Supplier	Deadlines must be strictly observed.
Deadline for submission of clarification questions to CARE	[February 22, 2024]	Supplier	Deadlines must be strictly observed.
CARE to answer all clarifications	[February 24, 2024]	CARE	
Supplier's Deadline of Submission of Proposal	[February 23, 2024]	Supplier	Deadlines must be strictly observed.
Evaluation of Proposal	From [February 24 2024] to [February 5, 2024]	CARE	
Vendor presentation (if required)	From [February 06, 2024]	Supplier	
Finalists selected	[February 07,, 2024]	CARE	Upon notification, the contract negotiation with the winning bidder will begin immediately.

6.2. PROJECT REQUIREMENTS

a. Technical Requirements

a.1 Technical Proposal of the Product

REQUIREMENTS		Provide the necessary details. Attach document or provide separate sheet if needed.
A. Overall Proposal Suitability		
1	Please see the Scope of Work and any other required specifications for this project.	
2	Provide Delivery Lead Time	

3	Provide after-sales service (if applicable)	
4	Ability to provide sample (if applicable)	
5	Provide Warranty Period	
	(Any additional requirement that is deemed necessary for "Previous Works & Awards" Category)	

REQUIREMENTS		Provide the necessary details. Attach document or provide separate sheet if needed.
B. Previous Works and Awards		
1	Provide 3 or more client experiences or testimonials (References whose environment, size, and scope are most similar to CARE. Include a summary of the work completed for each account. Include reference contact names, with telephone numbers and email addresses.)	
2	Provide previous records of performance and service.	
3	Provide citations and awards. This encompasses reviewing the citations and awards a vendor has received from other customers and award-giving bodies.	
4	Provide any testimonials, survey response/s from previous buyers and/or partners.	
5	(Any additional requirement that is deemed necessary for "Previous Works & Awards" Category.)	

REQUIREMENTS		Provide the necessary details. Attach document or provide separate sheet if needed.
C. Technical Expertise and Organizational Experience		

1	Provide 5 Availability of vendor's representatives to call upon and consult with.	
2	Any proof that the vendor has the Ability to render satisfactory service in this instance.	
3	Provide Years of experience in providing the same requirement to other companies.	
4	Provide the latest audited Financial Statement	
5	(Any additional requirement that is deemed necessary for "Technical Expertise and Organizational Experience.	

REQUIREMENTS	Provide the necessary details. Attach document or provide separate sheet if needed.
D. Others	
1	Provide any relative requirements which were not mentioned above. (delete if not applicable)

b. VALUE & COST (Financial Requirements)

(Provide below requirements, payment terms, etc., if there's any)

Compliance with Requirements

	Yes, we will comply	No, we cannot comply	If marked as "No", please provide counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty Period (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment Terms (30 Days)	<input type="checkbox"/>	<input type="checkbox"/>	
Other Requirements (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	

6.3. EVALUATION CRITERIA

CARE will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- **Overall Proposal Suitability:** proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- **Previous Work and Awards:** Bidders will be evaluated on examples of their work pertaining to the requirement as well as client testimonials and references
- **Technical Expertise and Organizational Experience:** Bidders must provide descriptions and documentation of staff technical expertise and experience. Bidders also need to provide their experiences as an organization which include but not limited to years of experiences, financial stability, expertise, and edge to other competitors.
- **Value and Cost:** Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.

All proposals should be received no later than **4:00pm on Monday 08th January 2024** and will be scored on the criteria below:

S/N	Evaluation Criteria	Marks
1	Overall Proposal Suitability	30
2	Previous Work and Award	20
3	<i>Technical Expertise and Organizational Experience</i>	20
4	Filled Supplier/Payee set-up form, vendor questionnaire, CARE RFP template	10
5	Value and Cost	20
	TOTAL	100

CARE will review proposed budgets and pricing after the initial review of the criteria above.*