**Malteser International Europe · Grüner Weg 12-14, 50825 Cologne, Germany**

**Country Coordination Office**

**Plot No: 445 Kololo Road 3k South**

**Tong Ping, Juba Town**

**South Sudan**

**Juba, 20 December 2019**

**New** **Invitation To Tender**

**New ITT/JUB/2019/0236**

For lead consultancy service for development of a harmonized guideline for promotion of Community Led Total Sanitation (CLTS)/ Urban Community Led Total Sanitation (UCLTS) in Juba, Wau, Magwi and/or Aweil from 15 January 2020 to 31 October 2020.

1. Annex 1: Specification of Tendering
2. Annex 2: Terms of Reference
3. Annex 2: Bill of Quantity

The whole Specification for tendering dossier (digital version) can be down loaded here on the South Sudan NGO Forum’s website.

We look forward to receiving your tenders by or before the submission deadline on **15th January 2020 before 4:00 PM** at the addresses specified in the documents.

Sincerely Yours,

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| Logo Malteser International |   | **South Sudan Coordination Office** Nermin Silajdzic. Country Logistics & Security Coordinator Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba, South SudanM: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.silajdzic@malteser-international.org · Skype: nsilajdzic[www.malteser-international.org](http://www.malteser-international.org/)Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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# A. SPECIFICATION OF TENDERING

Related to our advertised New Invitation To Tender New **ITT/JUB/2019/0236** Malteser International (MI) herewith calls for lead consultancy service for development of a harmonized guideline for promotion of CLTS/UCLTS in South Sudan in Juba, Wau, Magwi and/or Aweil from 15 January 2020 to 31 October 2020.

# Description of the organization and its activities

MI is a worldwide humanitarian relief service of the Sovereign Order of Malta and legally a division of Malteser Hilfsdienst e. V. based in Cologne, Germany. MI is a charitable organization recognize as a relief organization according to the Geneva Convention. In South Sudan, MI is running basic health care programs, a sleeping sickness control program and supporting people affected by leprosy. The activities implemented in Wau are focusing on food security and livelihood and WASH.

**Objective of the New Invitation To Tender:** In accordance with the overall targets of above mentioned operations, MI plans to order for lead consultancy service for development of a harmonized guideline for promotion of CLTS/ UCLTS in South Sudan in Juba, Wau, Magwi and/or Aweil from 15 January 2020 to 31 October 2020.

The technical specifications and conditions of the quoting process are described below in the ToR and in the Annex 3: Bill of Quantity which are part of this New Invitation To Tender.

Companies are invited to present tenders complying with the requirements here below specified.

# Tender Presentation

The tenders shall be delivered in a sealed envelope to Malteser International - Country Coordination Office, Plot No: 445 Kololo Road 3k South, Tong Ping, Juba Town, South Sudan.

**The deadline for the delivery of the tender** **is: on 15th January 2020 before 4:00 PM**

* The tender shall be written in English
* The envelope must state the following information:
	+ Company name and address,
* Reference to the Tender Number,
* Address to which the tender is being submitted (see above),
* The words ***“Not to be opened before deadline”*** written in English,
* The tender should be valid for **30 days after the deadline,**
* The format BoQ can be used or a separate one depending on supplier’s choice.

# General conditions

* The tender shall be typed or written and signed on each page by the legal representative of the supplier,
* The winning company might be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required,
* The prices of the tender will be expressed in United States Dollars. The prices must be on unit price basis,
* The prices will be considered fixed whereas MI will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by MI,
* MI reserves the right to accept or reject all tender depending on prevailing condition at the time.

# Technical specification

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| Lead consultancy service for development of a harmonized guideline for promotion of CLTS/ UCLTS in South Sudan in Juba, Wau, Magwi and/or Aweil from 15 January 2020 to 31 October 2020 |
| To facilitate the workshops in the three locations. The rates shall be divided according to the following:* Document review and data collection = $ XX USD per day times X workdays
* Travel days = $ XX per day times XX workdays
* Field work and workshop facilitation = $ XX USD per day times XX workdays
* Report writing = $ XX per day times XX workdays
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# Timetable

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| Activities | DATE | TIME\* |
| Deadline for submission of tenders | 12 Dec 2019 | 04:00 p.m. |
| Opening of submitted tenders | 12 Dec 2019 | 04:30 p.m. |
| Notification of award to the successful contractor | 20 Dec 2019 | - |
| Signature of Contract Agreement | 23 Dec 2019 | - |

\* All times are local time in Juba, South Sudan

# Validity of tenders

Each company is bound to the tender submitted for a period of 30 days from the deadline for submission of tenders.

# Language of tenders

All tenders, official correspondence between companies and MI, as well as all documents associated with the tender request will be in English.

# Submission of tenders

All tenders must conform to the following conditions:

# Each tender must have arrived at the address stated below within the deadline on 12 December 2019, at before 04:00 p.m. (local time).

Malteser International

Juba Coordination office

Plot No. 445, Block 3K Tong Ping

Juba, South Sudan

# Each tender, its annexes, and all supporting documents (specified in point 9) must be placed in a sealed envelope that is marked with the following only:

1. the above-mentioned address;
2. company name and address;
3. the reference code of the tender;
4. the instruction "Do not open before comparative tender analysis";
5. The name of the tenderer.

Technical and financial tenders must be placed in a sealed envelope.

# Content of tenders

All submitted tenders must conform to the requirements mentioned in the New Invitation To Tender. Furthermore, they must include the following documents:

**Part 1 - Tender:** A tender for Lead consultancy service for development of a harmonized guideline for promotion of CLTS/ UCLTS in South Sudan in Juba, Wau, Magwi and/or Aweil from 15 January 2020 to 31 October 2020. The format BoQ can be used or a separate one depending on supplier’s choice. Additional sheets may be attached for further details.

**Part 2 - Legal documents**

* Copy of the company’s certificate of incorporation,
* Copy of Chamber of Commerce registration,
* Copy Tax Identification Certificate,
* Copy of Certificate of Operation,
* Company’s Financial Statement of last three months,
* Company’s official address,
* Bank account details (where money would be paid),

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The questionnaire for tender (QT) to be filled in by the supplier /service provider and submitted with the tender.

# Ownership of tenders

MI reserves/funds ownership of all tenders received. As a consequence, tenderers will not be able to stipulate requirements that their tenders are to be returned.

1. **Opening of submitted tenders**

The tenders will be opened on 12 December 2019 at 4:30pm in MI Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

# Tenders evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, and the capacity to deliver, delivery time and meet timeframes as specified. The work will be awarded to the winning tenderer according to the timetable mentioned above.

1. **Specific Technical and Financial Evaluation Criteria to standards:**
* Comparative Tender Analysis and justification basing on responsiveness of the selected supplier by internal committee,
* Contract Agreement will directly be issued to the selected supplier upon approval.
1. **Terms of payment**

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

* Payment seven days upon received invoices from the Contractor after submitted the final report.

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| **Annex 2: Terms of References****Terms of Reference** ***for*****Lead consultancy service for** **development of a harmonized guideline for promotion of CLTS/UCLTS in South Sudan** **INTRODUCTION AND BACKGROUND** The Government of the Republic South Sudan declared Community Led Total Sanitation (CLTS) and Urban Community Led Total Sanitation (UCLTS) as a National Strategy to achieve open defecation free (ODF) environments both in rural and urban areas in South Sudan by the year 2023.At the heart of CLTS/UCLTS lies the recognition that merely providing toilets does not guarantee their use, nor result in improved sanitation and hygiene. Earlier approaches to sanitation presented high initial standards and offered subsidies as an incentive. But this often led to uneven adoption, problems with long-term sustainability and only partial use. It also created a culture of dependence on subsidies whereas OD and faecal-oral contamination continued to spread disease.In contrast, CLTS/UCLTS focuses on the behavioural change needed to ensure real and sustainable improvement, investment in community mobilisation instead of hardware, and shifting the focus from toilet construction for individual households to the creation of an ODF environment. By raising awareness that as long as even a minority continues to defecate in the open everyone is at risk of disease. CLTS/UCLTS triggers the community’s desire for collective change, propels people into action and encourages innovation, mutual support and appropriate local solutions, thus leading to greater ownership and sustainability.CLTS/UCLTS continues to be recognized by partners in South Sudan as an important strategy that can be turned into a social movement using social norms that has great potential in addressing sanitation and hygiene issues in the country. Some communities in South Sudan have been triggered following formal CLTS/UCLTS training while others have taken particular interest and self-initiative as a result of the influence of natural leaders and CLTS/UCLTS mobilizers and other committed members of the communities triggered villages, they have stop open defecation.A national CLTS Multi-Stakeholder Exchange forum was conducted in Juba in February 5-7, 2019 to discuss and share experiences and best practices in CLTS/UCLTS and develop recommendations for a future roadmap for further promotion of CLTS/UCLTS in South Sudan. However, the workshop revealed that a much broader stakeholder consultation and exchange is needed to come up with a harmonized guideline for promotion of CLTS/UCLTS in South Sudan. Therefore, Ministry of Water Resources and Irrigation (MWRI), Malteser International and UNICEF agreed to jointly facilitate the process and come up with a harmonized guideline for promotion of CLTS/UCLTS in South Sudan. The German Toilet Organization (GTO) designed and facilitated the first national CLTS Multi-Stakeholder Exchange forum in 2019. Now GTO will contribute to the CLTS guideline process by supporting the lead consultant. GTOs role comprises of:* Support to designing the process for the development of the CLTS strategy
	+ Participation in the design of the expert workshop (January 2020)
	+ Design of the regional workshop approach for querying input in collaboration with local expert team
* Support in the implementation of workshops
	+ On-site support of the expert workshop (January 2020)
	+ On-site moderation of one regional workshop together with the lead consultant
	+ Consultation and capacity building of lead consultant to carry out further regional workshops according to GTO method
	+ Remote support of workshops as required (e.g. regional, final workshops)
* Contribution to the CLTS strategy
	+ Writing documentation of workshops at which GTO is present
	+ Remote support of the local consultant in the finalization of the CLTS strategy

**OBJECTIVES OF THE CONSULTANCY**Malteser International seeks to hire a lead consultant that will work from Juba with support from GTO to develop a harmonized guideline for promotion of CLTS/UCLTS in South Sudan with all relevant sector actors.* 1. collect data and information on policy, programs and practice on UCLTS/CLTS at national and local levels from all relevant actors,
	2. facilitate three to four UCLTS/CLTS stakeholder exchange workshops in Juba, Wau, Aweil and/or Magwi,
	3. Summarize results into the national harmonized guideline for promotion of CLTS/UCLTS in South Sudan accepted by participating stakeholders

**DURATION OF THE CONSULTANCY AND ESTIMATED TIMELINE**This consultancy is slated to commence on January 15th, 2020 and ends on October 31, 2020. It will also include approximately 6 weeks of travel to Wau, Magwi and /or Aweil. When not travelling the consultant will do desk work, consultations in Juba and provide technical support remotely. The consultant should be able to participate in all workshops that are part of the process. Workshops are tentatively planned to be conducted according to the following timeline:* Expert workshop in Juba in January 2020 facilitated by GTO)
* First Workshop in Aweil in March 2020 (facilitated by GTO and lead consultant)
* Second Workshop in Magwi in May 2020 (facilitated by lead consultant)
* Third Workshop in Wau in July 2020 (facilitated by lead consultant)
* Final Workshop in Juba in September 2020 (facilitated by lead consultant)

**KEY TASKS AND DELIVERABLES**1. Work Plan -
	* In consultation with the parties, the consultant should come up with a written work plan detailing how the key tasks should be completed,
	* The work plan shall include a comprehensive list of agencies practicing UCLTS/CLTS in South Sudan and a description of data collection methods to be used.
2. Facilitation of Workshops
	* The consultant shall organise and facilitate 3-5 day workshops each in Magwi, Aweil, Wau and / or Juba in consultation with the parties.
	* The participants lists and invitation should be developed and shared timely in cooperation with the MWRI
	* The day to day activities/itinerary for the workshop should be shared with the parties at least one week before the workshop.
	* The consultant shall facilitate individual sessions and group activities during the workshop.
	* GTO will provide guidance and tools as necessary.
3. Workshop Report
	* At the end of each workshop, the consultant shall present a written report no later than two weeks of the end of the workshops including the results of the stakeholder consultations.
4. Harmonized Guideline
* Following the three to four workshops, the consultant will compile a final report, notes and observations from the workshops
* Based on information and findings of the workshops, the consultant will develop a harmonized guideline for promotion of UCLTS/CLTS in South Sudan.

 **MINIMUM QUALIFICATIONS REQUIRED**The consultant should possess the following set of skills and knowledge:* Specific training on Public Health, Social Sciences, Planning and Management (minimum MSC degree).
* Experience in conducting research and familiarity with data collection methods from several diverse sources such as publications, websites, unpublished reports and government and NGO records.
* Experience carrying out two or more major workshop facilitations with a major donor, government institution, international NGO, or any other international organization.
* Practical experience in UCLTS/CLTS program interventions and familiarity with recent health and sanitation issues in South Sudan.
* Familiarity with the socio-economic and political context in South Sudan particularly in areas related to hygiene and sanitation knowledge, attitude and practices.
* Proven experience in writing guidelines, policies or other guiding documents.

**REMUNERATION**The consultant shall submit a daily rate for a working day per hour and a separate rate for travel days to facilitate the workshops in the three locations. The rates shall be divided according to the following:* Document review and data collection = $ XX USD per day times X workdays
* Travel days = $ XX per day times XX workdays
* Field work and workshop facilitation = $ XX USD per day times XX workdays
* Report writing = $ XX per day times XX workdays

**EXPENSES**The consultant will waive all payments for the pre-travel preparation and will make his/her own provisions for insurance and travel bookings which will not be met by Malteser International. Malteser International will meet the full costs of the following upon submission of an original receipts and documentation:* Accommodation in the field,
* Transport from Juba to the field offices, airport to hotel and office and return flights to Juba,
* Costs of printing of necessary materials and stationery,
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**Annex 3: Bill of Quantity**

The quantities stated against each item of the Bill of Quantities (BOQ) are the estimated quantities and are therefore provisional. The contractor shall be paid for actual quantities used

Lead consultancy service for development of a harmonized guideline for promotion of CLTS/ UCLTS in South Sudan in Juba, Wau, Magwi and/or Aweil from 15 January 2020 to 31 October 2020

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| To facilitate the workshops in the three locations. The rates shall be divided according to the following: | USD per day | Number of workdays | Total USD |
| Document review and data collection = $ XX USD per day times X workdays | 0 | 0 | 0 |
| Travel days = $ XX per day times XX workdays | 0 | 0 | 0 |
| Field work and workshop facilitation = $ XX USD per day times XX workdays | 0 | 0 | 0 |
| Report writing = $ XX per day times XX workdays | 0 | 0 | 0 |

On behalf of Malteser International: Date: 03 December 2019

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