

Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffler-Str. 2, 51103 Cologne, Germany

**Malteser International**  
**Country Coordination Office**  
**Plot No: 445 Kololo Road 3k South**  
**Tong Ping**  
**Juba, South Sudan**

**17 Jun 2022**

**Request for Quotation**  
**RFQ\_JUB\_2022\_0213**

For seeking a qualified Proposal Writer with a background on WASH and Sanitation in Juba Office

- A. Annex 1: Specification of Bidding
- B. Terms of references (TOR)
- C. Annex 2: Bill of Quantity

We look forward to receiving your quotations by **24 Jun 2022 at or before 12:00 pm** via E-mail to:  
**mb.procurement-juba@malteser-international.org**.

Please write in the Subject line of your email with quotation: **RFQ\_JUB\_2022\_0213 for a qualified Proposal Writer**

Thank you for your cooperation.

Yours faithfully,



**Malteser  
International**  
Order of Malta Worldwide Relief

seeking



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Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,  
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## A. SPECIFICATION OF BIDDING

Related to our advertised Request for Quotation (RFQ) RFQ\_JUB\_2022\_0213 MI herewith calls for seeking a qualified Proposal Writer with a background on WASH and Sanitation in Juba Office.

### 1. Description of the organization and its activities

Malteser International (MI) is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

Malteser International has been working in the geographic area of today's South Sudan since 1996. MI implements a multisectoral program including Food & Nutrition Security, Livelihoods, WASH, health and peaceful conflict resolution. This includes activities such as agricultural trainings, cash distributions, food for education and access to water, sanitation and hygiene. The program is aiming to increase its work with local partner organisations in order to optimise its sustainability. Furthermore, MI applies a participatory, gender sensitive and inclusive approach in its programming. As of today, MI maintains its country office in Juba while operating a program office in Wau and project offices in Uujuku and Yei.

**Objective of RFQ:** In accordance with the overall targets of above-mentioned operations, MI plans to order a qualified Proposal Writer with a background on WASH and Sanitation in Juba Office.

The technical specifications and conditions of the bidding process are described below in the Specification of bidding, TOR and in the Annex 2: Bills of Quantities which are part of this RFQ.

Suppliers are invited to present a quotation complying with the requirements here below specified.

### 2. Quotation Presentation

The quotation shall be received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) by **24 Jun 2022 at or before 4:00 pm**

- The quotation shall be written in English.
- The quotation should be valid for **30 days after the deadline.**
- The format BoQ can be used or a separate one depending on supplier's choice.

### 3. General conditions

- The quotation shall be typed or written and signed on each page by the legal representative of the supplier,
- The winning supplier might be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required,
- The prices of the quotation will be expressed in United States Dollars. The prices must be on unit price basis as well as by totals,
- 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 quotations depending on prevailing condition at the time.

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#### **4. Validity of quotations**

Each supplier is bound to the quotation submitted for a period of 30 days from the deadline for submission of quotation.

#### **5. Language of quotations**

All quotations, official correspondence between companies and MI, as well as all documents associated with the quotation's request will be in English.

#### **6. Submission of quotations**

6.1. Each quotation shall be received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) by **24 Jun 2022 at or before 4:00pm.**

#### **7. Content of quotation**

All submitted quotations must conform to the requirements mentioned in the RFQ. Furthermore, they must include the following documents:

**Part 1 - Quotation:** A quotation for seeking a qualified Proposal Writer with a background on WASH and Sanitation in Juba Office.

#### **Part 2 - Documents**

- Copy of the consultancy company's certificate of incorporation,
- Copy of Chamber of Commerce registration,
- Copy Tax Identification Certificate,
- Copy of Certificate of Operation,
- Consultancy Company's Bank Statement of last three months in USD,
- Consultancy Company's official address,
- Bank account details (where money would be paid),
- CV and
- Letter of interest in proposal writing.

#### **8. Ownership of quotations**

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

#### **9. Opening of submitted quotations**

The quotations will be opened on 24 Jun 2022 in MI Country Coordination Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the evaluation committee.

#### **10. Quotation evaluation**

##### **Selection criteria**

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, delivery time, working capital, bank statement for the last three months and the capacity to deliver. The contract agreement will be awarded to the winning bidder according to the timetable mentioned above.

#### **11. Specific Technical and Financial Evaluation Criteria to standards:**

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- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by internal evaluation committee.
- Contract Agreement will directly be issued to the selected supplier upon approval.

## **12. Terms of payment**

The payment will be done in United States Dollar by bank transfer 100% by the Malteser International seven days upon successful submission of a project proposal

## **B) TOR for a qualified Proposal Writer with background on WASH and Sanitation**

MI is seeking a qualified Proposal Writer with a background on WASH and Sanitation for the following TOR:

Scope

Development of a WASH and Sanitation draft proposal for external funding.

Purpose

To ensure a high quality WASH and Sanitation draft proposal for external funding. The Proposal Writer will work closely with MI staff in the Country Coordination Office in Juba.

Activities/Deliverables:

Responsibilities will include:

- Working with Juba program and support staff to develop a strong project proposal,
- Develop initial log frame-/ results framework,
- Draft program budget and resourced work plan,
- Logistics consulted and made aware of procurement / transport needs,
- Write drafts of key technical sections, respond to feedback, and produce quality final draft for submission,
- Revision of project proposal.

Timeframe / Schedule:

Up to 10 days, beginning by mid-July 2022

Required Experience and Skills:

- 5-10 years' experience in WASH and Sanitation draft proposals,
- Prior experience in South Sudan context will be an advantage,
- Proven experience developing winning humanitarian proposals,
- Proven ability to work productively with a variety of stakeholders to run both participatory process and producing quality products,
- Strong negotiation skills and experience developing multiple-partnership arrangements for proposal development,
- Ability to lead teams, handle negotiations and facilitate planning processes,
- Ability to work effectively under tight deadlines and in sparse working environments,
- Exceptional written and interpersonal communication skills.

## **C) Bill of Quantity**

For a qualified Proposal Writer with a background on WASH and Sanitation in Juba Office

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Description	USD per day	Number of workdays	Total USD
Proposal writer for a WASH project (networking, guidelines implementation)		10	
Side costs, travel, accommodation etc.		10	
Flights and in country travel	Lump sum	1	

On behalf of Malteser International:

17 Jun 2022

Yours faithfully,




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