

REQUEST FOR PROPOSAL (RFP)

DATE: March 17, 2026
Our Ref: RFP/ZOA DORCAS PROJECT- SSD2602

Project Title: Strengthening the Pathway from Humanitarian Relief to Sustainable Recovery in South Sudan

To: **Public Notice (Advertisement)**

Dear Sir/Madam,

Subject: Request for Proposal for Project Baseline in 4 Counties of Aweil East County, Wau, Jur River County and Gogrial West in the states of Northern Bahr El Ghazal State, Western Bahr El Ghazal State and Warrap State.

This is a call for proposal from competent firms, or individual consultants for submission of bids for the project baseline in the 4 Counties of Aweil East County, Wau County, Jur River County, and Gogrial West County in Bahr El Ghazal States of South Sudan.

The objective of the baseline is to study and describe the situation at the start of the implementation of the different project activities, so that progress can be tracked throughout the project lifecycle and impact can be measured where needed, planned interventions can be adapted/finetuned following the baseline results.

The specific objectives of the baseline assessment study are as follows:

- To determine the baseline values for all indicators outlined in the project's logical framework at the impact and outcome levels, and at the output level where applicable. This includes indicators related to Food Security and Livelihoods (covering climate-smart/resilient agricultural practices and income-generating activities), WASH (access to adequate potable water and hygiene practices), Disaster Risk Reduction/Preparedness and Anticipatory Action, Social Cohesion and Peacebuilding.¹
- Integrate/conduct a gender and power analysis to understand roles, relations, barriers, capacities and opportunities for women, youth, and persons with disabilities.
- Integrate/conduct a conflict analysis to identify type of conflicts and tensions, drivers, actors, risks, effects, and peacebuilding capacities across intervention areas to inform conflict sensitive programming.
- Provide clear, actionable recommendations to inform adaptive management and set realistic targets for mid-term and final evaluations.

The project funded by Pharus started in **January 1st 2026 - to December 31st 2026** with the following result areas as listed below:

Geographical Scope: The baseline, gender and conflict analysis should cover all 4 counties (see project summary).

Sample Size: For quantitative data, approximately 500 households across the 4 project counties (+- 125 per county) to ensure statistical significance and representativeness. For qualitative data at least 6 FGDs and 6 KIIs and 3 Life stories per county.

This is open invitation competent firms and professional consultants to submit their proposals for the baseline services that you shall offer to the project, you are required to submit your financial proposal, and technical proposal which shall clearly show the professional fees and Logistics. Consultancy service fees tax in South Sudan is charged 20% which you should factor in your financial proposal, but the logistics cost, are tax free.

Please be guided by the Annex Requirements in the Terms of Reference for preparation of your Request For Proposal, and the ZOA Dorcac Supplier Code of Conduct attached hereto as Annex II in preparing your proposal. Proposals should be submitted by Sunday 29th, March 2026, at 23:59 :CAT, via email to the address below;

Email: Procurement.southsudan@zoadorcac.ngo

Your proposal must be expressed in the English language, and valid for a minimum period of not less than 90 days. In the course of preparing your proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Your proposal should be submitted by email, with your name and reference number in the subject. Kindly ensure that all documents are clearly named, dully signed and in pdf format, and free from any virus or corrupted files.

¹ Interested applicants can request to receive the necessary project documents, primarily the project's detailed logframe including the indicators at impact, outcome and output level via procurement.southsudan@zoadorcac.ngo.

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Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and the TOR providing details of the requirements for this baseline. The proposal should comply with all of the requirements that meets all the evaluation criteria and Should offer the best value for money.

The general requirement includes: mandatory

| Sno | Companies requirement (a) | Individual Consultants requirement | Scoring Marks |
|-----|--|--|---------------|
| 1 | Valid Tax clearance certificate | Phd, or Master Degree in relevant field In Peace and Reconciliation, Agricultural Economics , Development and Social Studies. | 10% |
| 2 | Valid Operations License | Certified Copies of Masters, PhDs | 10% |
| 3 | certificate of incorporation valid | National IDs, and Passports copies | 10% |
| 4a | Two reports of previous completed work of similar nature in conducting baseline assessment (in South Sudan) or Similar context | Two reports of previous completed work of similar nature in conducting baseline assessment (in South Sudan) Or Similar context | 40% |
| 4b | A conflict analysis report and a gender and power analysis report conducted by the company. | A conflict analysis report and a gender and power analysis report conducted by the consultant. | |
| 4c | Two relevant reference letters (incl. contact details) of similar completed research assignments. | Two relevant reference letters (incl. contact details) of similar completed research assignments. | |
| 5 | Curriculum vitae (CVs) of engagement team with experience of 3 – 5 years | Curriculum vitae (CVs) of engagement team with experience of 3 – 5 years | 30% |
| | Total | | 100% |

Technical Requirement

| Sno | Evaluation criteria (b) | Marks |
|-----|---|---|
| 1 | <p>Technical:</p> <ul style="list-style-type: none"> ▪ Methodology ▪ Proficiency in the design and use of qualitative and quantitative assessments and expertise in the use of modern data collection and/or analytic tools such as Kobo or RedRose Collect, Excel/SPSS/STATA ▪ Well and Clear work plan ▪ Presentation of proposal ▪ Number of personnel proposed for assignment ▪ Duration proposed to start and close the assignment | <p>20 %</p> <p>20 %</p> <p>5%</p> <p>5%</p> <p>5%</p> <p>5%</p> |
| 2 | Sub-Total | 60% |
| 3 | <p>Financial Proposal</p> <p>Bids should clearly indicates the followings:</p> <ul style="list-style-type: none"> ▪ Professional fees 20% tax (Indicate details basis for arriving at the proposed fees. ▪ Disbursement costs with clear details Tax free <p>Financial proposals will be analyzed on the Factor of bidders proposals +/- 10%</p> | 40% |
| 4 | Total | 100% |

- Only Firms and individuals consultants whose score is above 80% shall be considered for financial evaluations,

Any discrepancy between the unit price and the total price shall be re-computed by ZOA Dorcas, and the unit price shall prevail, and the total price shall be corrected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by ZOA Dorcas after it has received the proposal.

The Offer letter and the contract shall be issued as a result of this RFP to the individual consultant or a firm who meet all the requirement in the request for proposal, and the Terms of reference for the project.

Please be advised that ZOA Dorcas is not bound to accept your proposal, nor award a contract or purchase order, nor be responsible for any costs associated with your preparation and submission of this proposal, regardless of the outcome or the manner of conducting the process.

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ZOA Dorcas encourages consultants to prevent and avoid conflicts of interest, by disclosing to ZOA Dorcas if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP

ZOA Dorcas implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against ZOA Dorcas, as well as third parties involved in ZOA Dorcas activities. You will be required to submit along with your proposal a signed ZOA Dorcas supplier code of conduct (Annex II).

ZOA Dorcas has a zero tolerance to SEXUAL HARRASMENT, EXPLOITATION & ABUSE and also to abuse against Children. Should such come to knowledge of ZOA Dorcas now or during this proposal submission or after, this entire process will be cancelled with the immediate effect.

Your company and its director(s) shall be subjected to a mandatory vetting (Member Check) against list of listed companies or individuals on OFAC, EU, USA, South Sudan list of sanctions. Therefore, we request as part of submission a copy of Passport of the company directors, CVs, and recommendations from United Nations, or International Organizations for having successful conducted project baseline at least 5 , with valid email addresses for reference purposes.

This Call for expression of interest is simply an invitation to you to submit a proposal in accordance with this call for proposal document. This Call for proposal does not constitute an offer of any kind on the part of ZOA Dorcas.

Thank you and we look forward to receiving your proposal.
Yours Sincerely,



ZOA Dorcas South Sudan

ZOAC  **Dorcas**
South Sudan