

**Malteser International
Country Coordination Office
Plot No. 246, Block 3k 2nd Class Residential
Tongping (behind Indian Embassy)
Central Equatoria State, Juba, South Sudan.**

22 January 2024

**Malteser International Request for Quotation
RFQ_JUB_2024_0006**

For a consultant for Village Saving and Loans Association Trainer of Trainers Training in Juba in South Sudan.

- A. Annex 1: Specification of Bidding
- B. Annex 2: Bill of Quantity

We look forward to receiving your quotations on **29 January 2024 at or before 12pm** via E-mail to:
mb.procurement-juba@malteser-international.org.

Please write in the Subject line of your email with quotation: **“RFQ_JUB_2024_0006 for a consultant for VSLA TOT Training in Juba in South Sudan”**.

Thank you for your cooperation.

With regards,



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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_JUB_2024_0006 MI herewith calls for quotations concerning a consultant for Village Saving and Loans Association Trainer of Trainers Training in Juba in South Sudan.

Under the following reference number:

Donor project numbers: 1345-JUB-2024
MI project number: 13

1. Description of the organization and its activities

Malteser International 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 multi-sectoral 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 Ujyuku and Yei.

Objective of Request for Quotation:

In accordance with the overall targets of above-mentioned operations, MI plans to procure a consultant for Village Saving and Loans Association Trainer of Trainers Training in Juba in South Sudan.

The technical specifications and conditions of the bidding process are described below in the Specification of bidding and in the Annex 2: Bill of Quantity which are part of this Request for Quotation.

Consultants 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 on **29 January 2024 at or before 12pm**

- The quotation shall be written in English.
- The quotation should be valid for **60 days after the deadline.**

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,

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- 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.

4. Validity of quotations

Each consultant is bound to the quotation submitted for a period of 60 days from the deadline for submission of quotations.

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

Each quotation must have received via E-mail to: mb.procurement-juba@malteser-international.org on **29 January 2024 at or before 12pm**

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 a consultant for Village Saving and Loans Association Trainer of Trainers Training in Juba in South Sudan.

The format BoQ can be used or a separate one depending on consultant's choice. Additional sheets may be attached for further details as requested above.

Part 2 - Legal documents of company

- Copy of the company's certificate of incorporation,
- Copy of Chamber of Commerce registration,
- Copy Tax Identification Certificate,
- Copy of Certificate of Operation,
- Average turnover in the last 2 years for 2022 and 2023,
- Company's Bank Statement of last three months (October, November and December 2023),
- Company's official address,
- Bank account details (where money would be paid),

8. Ownership of quotations

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

9. Opening of submitted quotations.

Quotations will be opened on 29 January 2024 in MI Office in Juba by the Evaluation committee.

The selection process will be recorded in writing by the evaluation committee.

10. Quotation' evaluation

Technical resources and experience

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- Delivery time
- The technical experiences,
- Capacity to deliver.

Financial selection criteria

- Bided price,
- Average turnover in the last 2 years for 2022 and 2023,
- Company's Bank Statement of last three months (October, November and December 2023),

11. Evaluation Method

Quotations shall be evaluated according to the following procedure:

Firstly, quotations shall be evaluated for technical compliance based on:

- Delivery time,
- Previous experience in similar project and
- Capacity to deliver.

Secondly, quotations that are found to be technically compliant shall be evaluated based on price and value for money, analysing all relevant costs, risks, and benefits of each bid throughout the whole life cycle of the works and in the context of the project. The evaluation shall be in accordance with the provisions of this RFQs and in accordance with the following weighting:

- The set criteria shall be used to determine the most economically advantageous quotation for contract agreement award,
- The Bidder's initial proposal should contain the offer's best terms from a cost or price and technical standpoint,
- If quotations are determined to be equivalent based on the technical criteria, price will then become the deciding criterion for award,
- Bidders are forewarned that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords MI a greater overall benefit,
- The MI will favourably evaluate a schedule, which shows earlier completion than the MI's required time limit. The Bidder's innovative approaches to accomplish early completion are encouraged.

13) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Bid 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.

14) Terms of payment

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

- 100% of shall be paid by Malteser International within 10 working days' after provision of Village Saving and Loans Association Trainer of Trainers Training in Juba in South Sudan and receiving invoice from the Consultant.

B. Annex 2: Bill of Quantity

For a consultant for Village Saving and Loans Association Trainer of Trainers Training in Juba in South Sudan.

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Terms of Reference for Village Saving and Loans Association (VSLA) Trainer of Trainers (TOT) Training in Juba

Expected total number of participants: 10 MI Staffs

Duration: 1-week non-residential training from Monday 5th February to 9th February 2024

Expected Mode of Training: Theory 40% and 60% of the training should be group discussion, role play and demonstrations.

Background

Malteser International (MI) is the 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 recognized as a relief organization according to the Geneva Conventions. MI has been working in South Sudan since 1996 and in former Western Bahr El Ghazal state-Wau since October 2014. In Juba MI is implementing various programs funded by BMZ and AA. The project concerned is the BMZ funded project 1345-JUB being implemented in Juba. Therefore, MI is seeking for a qualified and experienced consultant to conduct a 5-day training on VSLA, Business Skills and Financial Literacy to 10 MI Staffs in Juba as trainer of trainers (TOT), and to provide theoretical and practical knowledge in written training materials.

The specific goal of this training is to introduce, and train selected MI Staffs as VSLA Trainer of Trainers (TOT)

Theme 1: Business Skill and Financial Literacy

The main learning areas expected may include the following;

- Enterprise selection; explore different areas in the value chain of food products in identifying suitable business.
- Explore climate smart technologies that can be employed in value chain of food production.
- Acquire knowledge and skills required for simple record and accounts keeping in relation to production.
- Acquire a range of knowledge, skills and self-confidence that will contribute to the empowerment of their peers in the community.
- Develop a simple business plan that can be implemented from identified enterprises.

Theme 2: VSLA Approach and its application

The main learning areas expected may include the following

- Introduce the participants to VSLA Approach that is inclusive and participatory.
- Introduce the participants to the design and planning phase of the VSLA approach, including needs, and risks assessments, means for risk mitigation, the analysis and incorporation of gender and power dynamics.
- Guide the participants on the Scheduling of VSLA operations, including transparency in documentation as a means of fraud prevention and accountability.
- Guide the participants on the preparatory meetings before a group (s) start the VSLA approach.
- Introduce techniques on how to conduct team building activities, raise self-confidence in VSLA team members and build trust within VSLA groups.
- Introduce the group approach, different roles and leadership, and how to conduct elections.
- Guide the participants in the development of VSLA Constitution, rules and procedures that will govern the VSLA activities.
- Guide the participants in the first savings meeting.
- Guide the participants in the first loan meeting.
- Guide the participants in the first loan repayment.

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- Guide the participants in sharing out the savings and how to conduct audits and real time monitoring activities.
- Guide the participants in monitoring and supervising various VSLA groups, and introduce the participants to all relevant tools required in VSLA approach (VSLA Kit and its use)

Malteser International (MI) Expected Responsibilities

- Organize training venue, refreshments, training materials and other necessary arrangements for the trainees to attend the training.
- Disburse travel allowance, daily allowances, and fees of the trainees as per approved budget.
- Ensure payment of agreed amount in three (2) schedules. Payment will be linked to successful delivery of the outputs as per contract agreement.
- Monitor and supervise the work of the consultant and review progress of the work.
- Provide technical assistance /feedback as necessary.

Expected deliverables from the consultant:

- Prepare a training plan for review and approval by MI, reflecting the necessary activities as per outline above- and time schedule, required inputs and resources, as well as roles and responsibilities before during and after the 5-day training session.
- Training Plan accepted and agreed on.
- A concise training report covering the entire training.
- Relevant didactic material used in VSLA Approach; training materials developed and shared with MI.
- Certificate of attendance issued to all the participants.
- Evaluate the training: Administer pre-post evaluation forms and prepare required post-training reports incorporating evaluation results and trainer's views on lessons learned and recommendations.

Requirements for experience and qualifications

- At least 5-7 years of prior work experience in the field of training, in VSLA, community work, food security, CVA etc. especially in the regional and international context.
- Demonstrated knowledge and experience in conducting need assessments and developing training modules/curriculum, training materials etc.
- Demonstrated experiences and skills in facilitating stakeholder/working group consultations and trainings in the context of South Sudan.
- Relevant regional knowledge for the context of South Sudan and international work experience will be an added advantage.
- Excellent writing, editing, and oral communication skills in English.

Schedule and reporting

- Proposal handed in by **29 January 2024**
- Interview and candidate selection by **30 January 2024.**
- Content, Evaluation forms and time schedule for the training shared by **1 February 2024.**
- Training plan and training materials agreed on with MI staff by **1 February 2024.**
- Travel plan to Juba by **2 February 2024.**
- Training Report and invoice: 1 week after the training on **16 February 2024.**

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On behalf of Malteser International:

22 January 2024

With regards,



Nermin Silajdzic

Country Logistics Coordinator

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