



**NORWEGIAN CHURCH AID**  
actalliance



**DCA**  
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## JOINT COUNTRY PROGRAMME **ZAMBIA**

### INVITATION TO TENDER

TO:

Vendor

<b>Date of issue:</b>	07.06.2023
<b>Tender no.:</b>	EU-SGBV/RFP/N/06/006/2023
<b>Contract title:</b>	Dissemination of resolutions, declarations, and best practices
<b>Closing date:</b>	27.06.2023
<b>Tender opening:</b>	30.06.2023
<b>Contracting Authority:</b>	Norwegian Church Aid Plot No.36984,Katima Mulilo P.O. Box 30703 Lusaka Email: <a href="mailto:Procurement.Zambia@nca.no">Procurement.Zambia@nca.no</a>

### **NORWEGIAN CHURCH AID INVITES YOU TO TENDER FOR CONSULTANCY SERVICES ON DISSEMINATION OF RESOLUTIONS, DECLARATIONS AND BEST PRACTICES**

Dear Sir/Madam

*Natwampane* is a Zambian Government programme, led by the Gender Division (under the Office of the President), with funding from the European Union. The programme was launched in December 2019 and works in all 12 districts of Luapula Province, where Norwegian Church Aid (NCA) is the lead agency. The overall objective of the programme is to reduce Sexual and Gender Based Violence (SGBV) with two specific objectives.

- I. To prevent SGBV by challenging and changing beliefs, attitudes, and practices; and
- II. To increase SGBV survivors' access and use of comprehensive support services.

The objectives are being achieved through engagement of various stakeholders such as traditional and faith leaders to influence norm change, in and out of school adolescents and young people to influence behavioural change, twelve One Stop Centres (OSC) are providing comprehensive post SGBV care services to survivors of SGBV and promote access to justice.

## **2. SCOPE OF THE WORK**

Under the supervision of the communications advisor and senior prevention and advocacy officer, the consultant(s) will:

- Collect SGBV related resolutions, declarations, and best practices from various leaders' reflective Indabas/ meetings that have taken place in all the 12 districts of Luapula province from the inception of the project to date Collect and analyse best practices from different chiefdoms in Luapula province.
- Collect and package at least 12 best practices from different chiefdoms in all the 12 districts of Luapula province.
- Package the best practices collected into a Natwampane Magazine or booklet
- Submit three advocacy papers for the three programmatic areas; (Prevention against SGBV, Response to SGBV as well as Government Structures and their ability to respond and prevent SGBV) on the identified gaps with regards to SGBV and SGBV project implementations.

**Location:** The consultant will work in Mansa, Luapula.

Please find enclosed the following documents, which constitute the Tender Dossier:

### **A – Instructions to Tenderers**

**Annex 1: Terms of Reference**

**Annex 2: Tender Submission Form** (to be completed by the Tenderer)

**Annex 3: General Terms and Conditions for Service Contracts**

**Annex 4: Code of Conduct for Contractors**

If this document is in PDF format, upon request a complete copy of the above documents can be forwarded in WORD format for electronic completion. It is forbidden to make alterations in the text.

We would be grateful if you would inform us by email of your intention to submit or not submit a proposal.

## A. INSTRUCTIONS TO TENDERERS

In submitting a proposal, the Tenderer accepts in full and without restriction the special and general conditions including annexes governing this Contract as the sole basis of this procedure, whatever his/her own conditions of services may be, which the Tenderer hereby waives. The Tenders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Tender Dossier.

### A.1. Scope of services

The Services required by the Contracting Authority are described in the Terms of Reference in Annex 1.

The Tenderer shall offer the totality of the Services described in the Terms of Reference. Tenderers offering only part of the required Services will be rejected.

### A.2. Scope of services

The Tenderer shall bear all costs associated with the preparation and submission of his/her proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

### A.3. Clarification of tender documents and additional information

Tenderers may submit questions in writing at the latest on the date specified in the timetable in article A.4, specifying the tender no., and the contract title. Information regarding interpretation of this invitation to tender must be requested in writing to the Contracting Authority's contact person.

Tenderers are not allowed to approach the Contracting Authority for verbal clarification.

Any clarification of the Tender Dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the timetable. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time.

Any prospective tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the tender procedure.

### A.4. Planned timetable

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing and a new timetable will be provided.

	Date	Time
Deadline for request for any clarifications from the Contracting Authority	16.06.2023	14 Hrs
Last date on which clarifications are issued by the Contracting Authority	23.06.2023	14 Hrs
Deadline for submission of tenders (closing date)	27.06.2023	14 Hrs
Tender opening session	30.06.2023	14 Hrs
Contract award	09.07.2023	TBA
Contract start	16.07.2023	TBA

All times are in the time zone of Zambia.

### A.5. Eligibility and qualification requirements

Tenderers are not eligible to participate in the tender procedure if they are in one of the situations listed in article 33 of the General Terms and Conditions for Service Contracts.

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Tenderer whose tender is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

Tenderers are also requested to certify that they comply with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources tenderers shall provide the information and the documents requested in the Tender Dossier.

#### **A.6. Exclusion from award of contracts**

Contracts may not be awarded to Tenderers who, during the procurement procedure:

- (a) are subject to conflict of interest; and/or
- (b) are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.

#### **A.7. Language of Tenders**

The tenders, all correspondence and documents related to the Tender exchanged by the Tenderer and the Contracting Authority must be written in English.

#### **A.8. Documents comprising the Tender**

The Tenderer shall complete and submit the following documents with his/her tender:

- a) Tender Submission Form (Annex 3) with supporting documents and duly completed and signed by the Tenderer
- b) Organisation and Methodology using the structure in Annex 2
- c) CV highlighting the Tenderers experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed;
- d) CV's of key experts
- e) Copies of Tenderer's audited financial statement for the last three years.
- f) Evidence of any quality accreditation or ISO Certifications

#### **A.9. Financial proposal**

The Financial Proposal shall be presented as an amount in ZMW in the Tender Submission Form in Annex 3. The price proposed by the Tenderer shall not be subject to adjustments except as otherwise provided in the conditions of the Contract.

#### **Global price:**

The Tenderer shall indicate in his/her proposal his/her proposed global remuneration for the performance of the Services. The Tenderer shall be deemed to have satisfied himself/herself as to the sufficiency of his/her proposed global remuneration, to cover both service fee rate, including overhead, profit, all his/her obligations, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract. The proposed global remuneration shall cover all obligations of the successful Tenderer under the Contract and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.

NCA's standard payment terms are 30 days net (VAT Exclusive). NCA is a safe payer and can provide references to prove this is of interest.

#### **A.10. Validity**

Tenders shall remain valid and open for acceptance for 30 days after the closing date for the submission of tenders.

Prior to the expiry of the tender validity period, the Contracting Authority may ask tenderers in writing to extend this period. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

#### **A.11. Submission of tenders and closing date**

Tenders must be received at the address mentioned below by hand or post not later than the closing date and time specified in the timetable article A.4. Any tenders received after that time will not be considered. Tenders shall be submitted in a sealed envelope bearing the following information:

**Norwegian Church Aid, Plot No:36984,Katima Mulilo Rd,Lusaka**

Attention: The Chairperson, NCA JCP Procurement Committee

Tender receipt:

Tender no.:

**TENDERS ARE NOT OPENED BEFORE THE TENDER OPENING SESSION ON 30.06.2023 AT 14 00 HRS**

All tenders must be submitted in one original, marked "original", and two copies signed in the same way as the original and marked "copy".

No tender may be changed or withdrawn after the deadline has passed.

#### **A.12. Tender opening**

Tenderers are invited to attend the tender opening. Tenderers are requested to advise the contact person, at least one day in advance of the tender opening if they will attend.

Tender opening will take place at Norwegian Church Aid, Plot No.36984,Katima Mulilo Rd at the time and date specified in article A.4. Tenderers representatives who are present shall sign a register indicating their attendance.

At the tender opening, only the Tenderers names, the total amount of the tenders and any discount offered will be read aloud and recorded.

#### **A.13. Evaluation of Tenders**

Prior to the detailed evaluation of the tenders, the evaluation committee, (established by the Contracting Authority for the purposes of this tender procedure), shall ascertain whether the tenders meet the eligibility requirements; have been properly signed, are substantially responsive to the tender documents; have any material errors in computation; and are otherwise generally in order.

If a tender is not substantially responsive i.e. it contains material deviations from or reservations to the Terms of Reference and/or conditions in the tender dossier, it shall not be considered further.

After analysing the substantially responsive tenders, the evaluation committee will examine the technical admissibility of each tender, classifying it as technically compliant or non-compliant. Deviations from the Terms of Reference may be considered if deemed to be in the best interest of the Contracting Authority.

Tenders determined to be substantially responsive and technically compliant will be checked by the evaluation committee for any arithmetic errors. Where there is a discrepancy between the amounts in the figures and words, the amount in words will govern. If a Tenderer refuses to accept the correction, his/her tender will be rejected.

### Evaluation method

The evaluation method will be the quality and cost based selection. A two-stage procedure shall be utilised in evaluating the tenders; a technical evaluation and a financial evaluation.

Tenders will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights of 75% for the technical proposal; and 25% for the offered price. Each tender's overall score shall therefore be:  $St \times 75\% + Sf \times 25\%$ .

### Technical evaluation

For the evaluation of the technical proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

Technical evaluation		Maximum Points
1	Candidate's relevant academic qualifications	20
2	Candidate's relevant experience with relevant research methods	10
3	Candidate's knowledge and familiarity with country context	10
4	Candidate's relevant language skills	2.5
5	Candidate's knowledge of NCA thematic programme areas	3.5
6	Candidate's analytical, communication and report writing skills	4
<b>Sub-total Candidate and/or Organisation</b>		<b>50</b>
1	To what degree does the proposal show understanding of the task?	15
2	Have the Terms of Reference have been addressed in sufficient detail?	15
3	Is the conceptual framework adopted appropriate for the task?	10
4	Is the sequence of activities and the planning logical, realistic and promising efficient implementation to the Contract?	10
<b>Sub-total Methodology</b>		<b>50</b>
<b>Total Technical Score</b>		<b>100</b>

### Financial evaluation

Each proposal shall be given a financial score. The lowest Financial Proposal (*Fm*) will be given a financial score (*Sf*) of 100 points. The formula for determining the financial scores shall be the following:

$Sf = 100 \times Fm/F$ , in which

*Sf* is the financial score

*Fm* is the lowest price and

*F* is the price of the proposal under evaluation

#### A.14. Award Criteria

The Contracting Authority will award the contract to the Tenderer whose tender has been determined to be substantially responsive to the Tender Dossier and technically compliant, and who has obtained the highest overall score, provided further that the Tenderer has demonstrated the capability and resources to carry out the contract effectively.

#### A.15. Signature and entry into force of the Contract

Prior to the expiration of the tender validity period, the Contracting Authority will inform the successful Tenderer in writing that its tender has been accepted and inform the non-successful tenderers in writing about the result of the evaluation process.

#### A.16. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the tender process at any stage.

**A.17. Data Protection and Privacy**

The Contracting Authority may collect and process personnel data such as names, addresses, telephone numbers, email addresses, banking details and CVs. Such data will be used for the sole purpose of managing the procurement process and any subsequent Contract issued as a result of the procurement process, including transmission to bodies charged with monitoring and or inspecting procurement processes, in accordance with applicable EU, international and national law on data protection. Data may be stored for as long as a legitimate reason remains for its storage and up to a period of seven years.

Submission of any bid, proposal, quotation or offer and acceptance of any subsequent Purchase Order or Contract signifies the bidders consent to such data collection and its processing

The General Terms and Conditions provide reference to the specific rights, and regulations related to the data that is stored.

## ANNEX 1: TERMS OF REFERENCE

### **Dissemination of resolutions, declarations, and best practices – National Consultancy**

**Location:** The consultant will work in Mansa, Luapula.

**Application Deadline:** 27 June 2023

**Type of Contract:** Individual Consultant/ team of consultants

**Language Required:** Fluency in English is a Must

**Duration:** (30 Days) in July – August 2023

**Introduction:** *Natwampane* is a Zambian Government programme, led by the Gender Division (under the Office of the President), with funding from the European Union. The programme was launched in December 2019 and works in all 12 districts of Luapula Province, where Norwegian Church Aid (NCA) is the lead agency. The overall objective of the programme is to reduce Sexual and Gender Based Violence (SGBV) with two specific objectives.

- III. To prevent SGBV by challenging and changing beliefs, attitudes, and practices; and
- IV. To increase SGBV survivors' access and use of comprehensive support services.

The objectives are being achieved through engagement of various stakeholders such as traditional and faith leaders to influence norm change, in and out of school adolescents and young people to influence behavioural change, twelve One Stop Centres (OSC) are providing comprehensive post SGBV care services to survivors of SGBV and promote access to justice.

**Purpose of consultancy:** As part of its responsibility, NCA supports the dissemination of resolutions, declarations, and best practices regarding SGBV collected during different Indabas/ platforms and from various traditional leaders.

In order to fulfil this role, NCA is seeking the services of a consultant(s) to undertake the collection and packaging of the resolutions/ declarations and best practices and produce a material to be printed and disseminated in the program implementation sites.

**Scope of work:** Under the supervision of the communications advisor and senior prevention and advocacy officer, the consultant(s) will:

- Collect SGBV related resolutions, declarations, and best practices from various leaders' reflective Indabas/ meetings that have taken place in all the 12 districts of Luapula province from the inception of the project to date Collect and analyse best practices from different chiefdoms in Luapula province.
- Collect and package at least 12 best practices from different chiefdoms in all the 12 districts of Luapula province.
- Package the best practices collected into a *Natwampane* Magazine or booklet
- Submit three advocacy papers for the three programmatic areas; (Prevention against SGBV, Response to SGBV as well as Government Structures and their ability to respond and prevent SGBV) on the identified gaps with regards to SGBV and SGBV project implementations.

**Deliverables: -**

SN	Deliverables	Estimated Duration to complete	Target Due date	% Of total Professional Fees
1.	Submission of inception report detailing consultant's understanding of assignment.	5 days	July 9, 2023	20%
2.	Submission and presentation of at least three advocacy papers on the identified gaps with regards to SGBV.	5 days	July 24, 2023	50%
3.	Submission and presentation of the first draft report including the 12 best practices collected to NCA for review and feedback	10 days	July 24, 2023	
4.	Submission and Presentation of second and final report incorporating key input and feedback on the draft report to NCA with a summary presentation in power point of key issues identified.	10 days	August 5, 2023	30%
		30days		

**Required expertise, qualifications, and competencies, including language requirements:**

- Advanced Degree in social science, gender, health, or related fields.
- Minimum 7 years' experience in the field of gender-based violence, communications, and advocacy.
- Excellent written and spoken English, and Bemba language an advantage.
- Experience in GBV assessment and analysis.
- Experience in gathering and packaging qualitative data.
- Knowledge of the Luapula province culture and norms is advantage.
- Excellent analytical and writing skills.
- Proactive attitude to identify and propose practical steps and recommendations.
- Excellent inter-personal skills, communication skills, teamwork, analytic thinking, planning, and organizing, time management, creativity and innovation and client orientation.

**7. SUBMISSION AND EVALUATION OF PROPOSALS**

Please submit to [Procurement.Zambia@nca.no](mailto:Procurement.Zambia@nca.no) the following documents:

1. Proposal submission form;
2. A brief technical proposal (5-10 pages), including an outline of the methodological approach and activities proposed considered to be necessary to achieve the contract objectives and a tentative timeline with key milestones.
3. CV (if more than one, please submit CVs for all team members and detail the different roles and responsibilities)

**ANNEX 3: TENDER SUBMISSION FORM**

The financial proposal for the required services is as follows:

**Global price**

	<b>Currency</b>	<b>Amount</b>
Global price (fees and expenses)	ZMW	257,300.00
VAT or other tax on services	ZMW	13,500.00
<b>Total price incl. taxes</b>	<b>ZMW</b>	<b>270,800.00</b>

**Other relevant information:**

<b>TENDERER INFORMATION</b>	
Company (legal name)	N/A (Individual Consultant)
Street name and no.	No. 2 Fir Road Woodlands
City	Lusaka
Postal code	10101
Country	Zambia
Phone no.	+260 972976564
Email	petermucheleka@gmail.com
Website	
Director (name)	Peter Mucheleka

<b>GENERAL COMPANY INFORMATION</b>	
Year of establishment	N/A (Individual Consultant)
Number of full time employees	
Licensing authority	
Licence number (VAT no./TAX id)	1003476250
Countries with registered office:	Zambia
International quality assurance certification held by your company	N/A
Local and national quality assurance certification held by your company	N/A
International trade / professional organisations of which your company is a member	N/A
Local trade / professional organisations of which your company is a member	N/A
Does your company have CSR related policies in place – e.g. Health, Safety, HR, Energy or Climate policy or is a member of Global Compact? Please state which policies.	N/A
Does your company live up to e.g. ISO 26000/50001/14000 standards or is SA8000 certified? Please state which.	N/A
Does your company have a Code of Conduct?	N/A

REFERENCES				
Name and country of customer	Type of contract	Value	Contact name	Phone/fax and email
Planned Parenthood Association of Zambia (PPAZ)	Fixed- price contract	ZMW 103,410.00	Lester Phiri	Email: lesterphiri@ppaz.org.zm Phone: 0968612399
Plan International Zambia	Unit Pricing Contract	ZMW 134,400.00	Festus Zulu	Email: zfestus@gmail.com Phone: 0977635172
United Nations International Childrens Emergency Fund (UNICEF)	Fixed- price contract	ZMW 264,000.00	Nancy Bauman	Email: nbauman@unicef.org Phone: 0972929726
United Nations Population Fund (UNFPA)	Fixed- price service contract	ZMW 260,612.00	Precious Zandonda	Email: zandonda@unfpa.org Phone: 0969418326

Please include details of the experience and past performance on contracts of a similar nature within the past five years and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Tenderers assignments and periods of engagement. Additional documents can be attached to the above form.

Please attach CV's of each key expert involved in the provision of the required service and provide information of their availability during the performance of the service.

The tender proposal is valid for a period of **30 days** after the closing date in accordance with the article A.9. Validity.

After having read your Tender Dossier no. **EU-SGBV/RFP/N/06/006/2023** for **Dissemination of resolutions, declarations, and best practices**, dated **07.06.2023**, and after having examined the Tender Dossier, I/we hereby offer to execute and complete the services in conformity with all conditions in the Tender Dossier for the sum indicated in our financial proposal.

On behalf of the company I/we hereby:

- Accept, without restrictions, all the provisions in the Tender Dossier including the General Terms and Conditions for Service Contracts and the Draft Service Contract including all annexes.

- Provided that a contract is issued by the Contracting Authority I/we hereby commit to perform all services described in the Terms of Reference, Annex 1 within the time frame described in our Organisation and Methodology Form.
- Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service.
- Certify and attest compliance with the Code of Conduct for Contractors in Annex 4.

The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

- In the event the Contract is awarded to us, we request that payments under the contract be made to the following account:

Any subsequent Contract related to this Proposal will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

Signature and stamp:



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Signed by:

**The Tenderer**

Name of the company: Peter Mucheleka  
Address: No. 2 Fir Road Woodlands Lusaka Zambia  
  
Telephone no.: 0972976564  
Email: petermucheleka@gmail.com  
Name of contact person: **Peter Mucheleka**