

REQUEST FOR PROPOSAL

1. CONTEXT AND RATIONALE

1.1 About SOS Children's Villages (short introduction)

SOS Children's Villages is a global federation of 136 national SOS Children's Villages associations, working in more than 2000 programme locations worldwide. We work together with a single vision: every child belongs to a family and grows up with love, respect and security. SOS Children's Villages in Somaliland is part of SOS Children's Villages International, the umbrella organization to which all SOS Children's Villages including SOS in Somaliland Association is affiliated. SOS Children's Village in Somaliland is a Non-Governmental Organization (NGO) that is not for profit, non-sectarian and non-partisan and which has been in existence since 1999.

SOS Children's Villages in Somaliland share vision with SOS Children's Villages and beliefs that every child belongs to a family and grows with love, respect and security. To realize this, SOS Children's Villages in Somaliland builds families for children in need, help them shape their own futures and share in the development of their communities. SOS Children's Village in Somaliland is committed to the welfare of children who lost parental care or are at risk of losing parental care. As such we seek to ensure that children and young people grow up in a loving family environment, and to strengthen families and communities as a preventive measure in the fight against child abandonment and social neglect and upholds child protection policy as part of their commitment to the protection of children and youth from abuse.

1.2 Description of project locations.

Somaliland is one of the poorest countries in the world with a GDP per capita of USD 642 in 2019. The country is vulnerable to extreme weather conditions and regularly suffers from droughts, cyclones, and floods which exacerbate the already high number of people in need of lifesaving support. As a poor country where a significant number of socially and economically weak and excluded populations exist; women, children and young people constitute the largest part of the disadvantaged communities who suffer most when harsh situations arise. Specifically, children and young people face psychosocial distress, engaged in child labor abuse, violence, and risk of being separated from their families. According to a Rapid Needs Assessment (RNA) commissioned by SOS CV in Somaliland in 2022, there are over 50,000 internally displaced people in the Maroodi-Jeeh region, over 70,000 in the Togdher region, and around 25,000 and 20,000 in Sanag and Sool regions, respectively. Approximately 132,232, 13,699, 181,070, and 25,261 IDPs live in Burao, Ainabo, Hargeisa, and Eil-Afwein, respectively, as reported (RNA, 2022). Due to three consecutive failed rainy seasons, people in the country were experiencing water shortages and acute food insecurity which contributed to the undernutrition of vulnerable communities. Hunger, lack of livelihood opportunities, and food insecurity are prevalent issues that affect individuals, families, and communities in the IDP settlements in Burao. These challenges are often rooted in poverty, limited access to resources, inadequate infrastructure, and environmental factors, leading to a cycle of deprivation and vulnerability that if not intervened will have a lasting impact on the children, and old members of these families.

To address the needs and vulnerabilities of families and communities in Burao District, SOS Children's Villages in Somaliland proposed a family and community empowerment project aimed at improving the living conditions of vulnerable families through inclusive and sustainable socio-economic initiatives in the Burao district. The proposed intervention directly targets 202 households with 1,200 children and young people, while indirectly benefiting 7,750 individuals living in the Durdur and Caaqil Yare IDP settlements in the Burao district. The project is expected to achieve the following desired outcomes. **Outcome 1:** Caregivers provide adequate care for their children and young people. **Outcome 2:** Young people are competent and employed, **Outcomes 3:** Community structures are capacitated to support families in need and **Outcome 4:** Duty bearers are committed to facilitating quality care and protection services for children and young people. Regarding partners, the project will work with two key implementing partners named Hormoud and Hogal CBOs based in the targeted communities, SOYDAVO (local NGO), Burao Technical Institute, University of Burao, candlelight LIGO and YOVENCO LIGO, local authority and regional offices for line ministries (Ministry of Employment, Social Affairs and Family and Ministry of Education. The duration of the project will be three years, from 2025 to 2027.

1.3 Rationale and overall objective of the baseline study.

The overall objective of the baseline study is to serve as a benchmark for the family strengthening programme in Burao (Durdur and Caaqil yare IDPs) and provide quantitative and qualitative data on the project's indicators for the targeted communities prior to the intervention, making it possible to track project achievements. The outcome of the baseline will also be used to critically assess and, if necessary, update indicators to ensure the measurement of actual change in response to the outcomes/objectives of the project. The same might be the case for the results framework in assessing if new values should be included/excluded.

The following are the baseline objectives.

1. Establish a baseline indicator values for all indicators in the Result Framework of the project and propose possible improvements where needed.
2. Provide demographic information on the study locations (e.g. population Information (Children, Youth and Adults), Education level (literacy, numeracy and life skills) Shelter (Type and Condition of the family houses), and level of knowledge and practice of climate smart agriculture.
3. Assess the situation of children at risk of losing parental care (segregated by age, gender, disability).
4. Analyze causes of child abandonment in study locations, as well as local and existing responses on child abandonment, family separation, youth and family empowerment.
5. Identify the percentage of school-aged children who are not enrolled in formal and informal schools in the target locations.
6. Identify barriers to women, men and young people's achieving self-reliance.
7. Identify role of young people's involvement and level of participation in their communities.
8. Detect existing challenges faced by young people, services available to them and appropriate interventions/solutions to address.
9. Identify the number/percentage challenges specifically faced by youth graduated from Secondary schools and Universities in the targeted communities.

10. Identify food security data including number, type, number and quality of meals per day in the selected families.
11. Identify the sources of families' food, average income/source and nutrition intake.
12. Identify community resilience and coping mechanisms in the study locations.
13. Assess the accessibility of water and sanitation facilities to families, water consumption per person per day and sanitation practices (defecation, waste management, Communicable diseases etc.) in the targeted communities,
14. Assess the level of knowledge of children, caregivers and Stakeholders on child rights, child protection and participation.
15. Propose the best income-generating activities (IGAs) that are in demand in the market and beneficial for families.
16. Assess the capacity (e.g. composition of the members, managerial, financial and functional capacities, and awareness of children's rights, protection, participation and gender sensitivity) of existing Community-Based Organizations in target communities. and Identify improvement areas.
17. Identify the number of caregivers and children with special needs (learning difficulty, physical disability or emotional and behavioral difficulties) from the target communities.
18. Assess protection concerns and identify security risks against women/girls and children in the targeted communities.

2. GENERAL INFORMATION ON REQUEST FOR PROPOSALS

The bidders are welcome to submit their proposal for a baseline study in Burao District of Somaliland. This bid is open to all national and international suppliers (independent consultants or companies) who are legally constituted in Somaliland and can provide the services requested. The bidder shall bear all costs of the bid; the costs of a proposal cannot be included as a direct cost of the assignment. The proposal and all supplementary documents must be submitted in English. Financial bid needs to be stated in USD.

2.1 Process of Submission of Bids

To facilitate the submission of proposals, the submission duly stamped and signed can be done electronically in PDF format and sent to procurement procurement@sos-somaliland.org electronic submissions preferred.

The titles of submitted documents should clearly state "Technical proposal for baseline study for Family and Community Empowerment project in Burao District by (the company/consultant title)" and technical and financial proposals for the baseline study of Family and Community Empowerment project in Burao District". Please make sure that the technical and financial proposals to be submitted in a separate PDF file. During the process of evaluation, technical bids will be opened and evaluated first. The financial part of those proposals, which are shortlisted after evaluation of the technical proposal, will be opened in a second step.

Documents to submit.

2.2 Bid submission / identification form.

- Previous experience format
- Price schedule form (to be sealed in a closed envelope or a separate PDF file)
- Technical proposal
- CVs of the research team members(s) including current geographical location(s)
- Three references (at least two of them must be familiar with your work)
- An example of a recent/relevant evaluation report (if available for public use)

2.3 Deadline for submission

The proposal must be received by the latest, on **31st March 2025** by the end of the day. Proposals received after the deadline will not be considered.

2.4 Modification and withdrawal of bids

Proposals may be withdrawn on written requests prior to the closing date of this invitation. Any corrections or changes must be received prior to the closing date. Changes must be clearly made in comparison with the original proposal. Failure to do so will be at the bidder's own risk and disadvantage.

2.5 Signing of the contract

SOS Children's Villages will inform the successful bidder electronically and will send the contract form within 3 weeks after closure of the bid submission deadline. The successful bidder shall sign and date the contract and return it to **SOS Children's villages in Somaliland** within seven calendar days of receipt of the contract. After the contract is signed by the two parties, the successful bidder shall deliver the services in accordance with the delivery schedule outlined in the bid.

2.6 Rights of SOS Children's Villages:

- Contact any or all references supplied by the bidder(s)
- Request additional supporting or supplementary data (from the bidder(s))
- Arrange interviews with the bidder(s).
- Reject any or all proposals submitted.
- Accept any proposals in whole or in part.
- Negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s)
- Contract any number of candidates as required to achieve the overall evaluation objectives.

2.7 Evaluation of proposals

After the opening, each proposal will be assessed first on its technical quality and compliance and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be considered for approval. The technical proposal is evaluated based on its responsiveness to the Term of Reference (TOR). Bidders may additionally be requested to provide additional information (virtual presentation or phone interview) to SOS Children's Villages on the proposed services.

TERMS OF REFERENCE

1. Tasks and Questions

The baseline study is an analysis of the situation prior to a programme, against which progress can be assessed and comparisons made. The baseline study tests listed indicators in the results framework (or logical framework) regarding their validity, reliability, and data availability. In some cases, the baseline study report might suggest changing/refining indicators or adapting the source of verification within the results framework, because it is not feasible to find reliable data for the originally proposed indicator. In addition to those minor changes, the baseline study should establish the starting indicator value so targets can be set, and the source of verification can be tested to ensure it is reliable and data can be accessed or collected. A strong and accurate baseline is the starting point from which change can be measured during monitoring and evaluations.

Key Tasks:

1. Test indicators and their proposed sources of verification on availability and reliability.
2. If necessary: suggest modification on either sources of verification or indicator definition/operationalization (only in case of severe challenges in collecting reliable data)
3. Establish baseline indicator values for all indicators defined in the results framework.
4. Provide a short report with recommendations and a narrative summary of the baseline findings.

2. Methodology

The most appropriate assessment methodology process is proposed by the consultant but should include project documents and existing reports such as needs assessment as well as interviews with key stakeholders such as representatives of the target group, community leaders and representatives of the local municipality, ministries, IDP camps, accessing country statistics etc. The technical proposal is expected to include a section on methodology.

3. Expected deliverables.

- Documentation of activities (e.g. interviews) carried out.
- Baseline study design and methodology in inception report.
- Baseline study (including draft to be reviewed by SOS staff as well as a final version based on feedback) report containing (see outline in the annex):
 - Executive summary
 - Methodology
 - Recommendations on indicators and sources of verification
 - Outcome of baseline study (table with baseline values)
 - Narrative summary and recommendations

4. Timetable

Activities	Dates	Time-frame	Location
Prepare inception report			

Conduct data collection (interviews etc.) and Test indicators and sources of verification			
Conduct data collection (interviews etc.) Analyse data and prepare first draft report			
Analyse data and prepare draft report with attached indicator value table.			
Prepare final report and presentation.			

5. Qualification of the researcher / research team.

The researcher / team of researchers must have:

1. Proven competency (record of previous similar experiences) in project/programme evaluations, including formative programme evaluations / baseline studies.
2. A good understanding of development work in Somaliland.
3. A good understanding of child rights and issues affecting vulnerable children, young people and their families.
4. Proven experience in working with conceptual frameworks and data collection methods (including age-appropriate data collection methods)
5. Strong analytical and conceptual skills.
6. Excellent written communication skills

6. Logistical arrangements

The full coverage of costs of accommodation and transport of the study must be included in the price proposal. SOS Children's villages in Somaliland will assist providing contacts of families and stakeholders for the project.

7. Duration of the contract and terms of payment

Payment will be made only upon SOS Children's Villages acceptance of the work performed in accordance with the above-described deliverables. Payment modality will be as follows:

- 40% upon signing of the contract.
 - 60% on completion of final report and acceptance of SOS Children's Villages in Somaliland.
- Duration of contract: the contract is effective from the moment it was signed until the acceptance of work by SOS Children's Villages in Somaliland

8. Notice of Delay

Shall the successful bidder encounter delay in the performance of the contract which may be excusable under unavoidable circumstances; the contractor shall notify SOS Children's Villages in writing about the causes of any such delays within one (1) week from the beginning of the delay.

After receipt of the Contractor's notice of delay, SOS Children's Villages shall analyse the facts and extent of delay and extend time for performance when in its judgment the facts justify such an extension.

9. Copyright and other propriety rights

SOS Children's Villages shall be entitled to all intellectual property and other proprietary rights including, but not limited to, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed

for SOS Children's Villages under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for SOS Children's Villages.

All materials: interviews, reports, recommendations, and all other data compiled by or received by the Contractor under the Contract shall be the property of SOS Children's Villages and shall be treated as confidential and shall be delivered only to SOS Children's Villages authorized officials on completion of work under the Contract. The external consultant is obliged to hand over all raw data collected during the assessment to SOS Children's Villages.

10. Termination

SOS Children's Villages reserves the right to terminate without cause this Contract at any time upon forty-five (45) days prior written notice to the Contractor, in which case SOS Children's Villages shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

SOS Children's Villages reserves the right to terminate the contract without any financial obligations if the contractor is not meeting its obligations without any prior notice:

- Agreed time schedule
- withdrawal or replacement of key personnel without obtaining written consent from SOS Children's Villages
- The deliverables do not comply with the requirements of ToR and research guide.

ANNEX

1. Bid submission / identification form

This bid form must be completed, signed and returned to SOS Children's Villages. Bids must reflect the instructions described in the Request for Proposal and Terms of Reference.

Any requests for information regarding this Request for Proposal shall be sent to mawlid.omar@sos-somaliland.org.

The Undersigned, having read the complete Request for Proposals including all attachments, hereby offers to supply the services specified in the schedule at the price indicated in the Price Schedule Form, in accordance with the Terms of Reference included in this document.

Offering service for: [insert organization and name].

Company/Institution Name/Individual's Name _____

2. Address, Country: _____

3. Telephone: _____ Fax _____ Website _____

4. Date of establishment (for companies): _____

5. Name of Legal Representative (if applicable): _____

6. Contact Person: _____ E-mail: _____

7. Type of Company: Ltd. Other _____

8. Number of Staff: _____

9. Subsidiaries in the region:

Indicate name of subsidiaries and address

a) _____

b) _____

c) _____

Validity of Offer: valid until: _____

Date

Signature and stamp

2. Previous experience form

N#	Description (services and products provided to the clients relevant to the current RFP)	Client	Contact person/phone, e- mail address	Date of assignment (from/to)

3. Price schedule form

The financial proposal needs to include all taxes.

	Activity	Staff involved (indicate profile)	Number of persons	Num ber of days	Daily rate	Price (all incl.)	Percenta ge of total price
			A	B	C	D=AxBxC	E=D/F
1	Preparation of data collection						
2	Data collection						
4	First draft of the final report						
5	Final report						
	Total Price (F)						100%

Accommodation and local transportation will be included in the price proposal and will be covered by the SOS Children's villages in Somaliland.

This proposal should be authorized, signed and stamped.

(Name of Organisation)

Name of representative

Address:

Telephone/Fax/E-mail:

4. Technical proposal (guideline)

Name of Organisation/Firm/Independent Consultant	
Name of contact person for this proposal (for organisation/firm)	
Address:	
Phone/Fax:	
E-mail:	

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

1. Quality and Relevance of Technical Proposal

- Describe all actions related to defining data collection methodology and conducting the baseline study.
- Realistic work plan with timelines in accordance with ToR
- Detailed quality assurance process for data collection and analysis

2. Qualification and expertise of or organisation/team of consultants/consultant submitting proposal

- Reputation of firm/organisation and staff and individual consultant/s (competence and reliability) in carrying out evaluations
- Relevance of:
 - Specialized knowledge
 - Proven expertise in carrying out formative evaluations
- CVs for key staff

5. STRUCTURE FOR BASELINE STUDY REPORT

The final baseline study report should be based on the proposed outline:

COVER PAGE (1 page)

[The cover page of the report must include the name of the SOS Member Association, programme location, country and date.]

EXECUTIVE SUMMARY (1-page, main findings)

1. INTRODUCTION AND METHODOLOGY (1 page)

- 1.1 Short description of programme location
- 1.2 Description of the objectives
- 1.3 Methodology: description of the overall assessment process, research team, and methodology

2. BASELINE STUDY RESULTS (2 pages)

- 2.1 Recommendations on indicators and sources of verification
- 2.2 Outcome of baseline study (table with baseline values)

3. NARRATIVE SUMMARY AND RECOMMENDATIONS (3-5 pages)

[Analyse the main findings and give recommendations on indicators, data collection tools, reliability and validity of information]