

REQUEST FOR QUOTATION

From:

NRC Addis Ababa Country Office
5th Floor
Adika Building (Besides Saro Maria Hotel)
Woreda 03
Bole Sub-city
Addis Ababa

<https://goo.gl/maps/8PuX44Dnmqq>

Date: 30 July 2019

Subject: Training workshop on INEE minimum standards and Conflict Sensitive Education Programming (Ethiopia)

NRC Ethiopia wishes to contract qualified consultants for the provision of Training workshop on INEE minimum standards and Conflict Sensitive Education Programming (Ethiopia) staff in Ethiopia.

Manner of Submission:

Please submit your quotation to et.tenders@nrc.no before the deadline listed below..

Deadline for submission of quotations is **20 September 2019** before 16:30 promptly. **Companies who do not submit their quotation by this deadline will not be considered.** Your quotation should clearly indicate the following:

- Net price after deduction of discounts.
- Validity of the offer (3 months preferred)
- Lead time in days for requesting the service.

Documents to be submitted with the bid:

1. This RFQ completed, signed, dated and stamped/ signed on every page
 - a. Requirements
 - i. Technical specifications
 - ii. Quantities
 - b. Financial offer
 - c. Conditions of quotation
 - d. Ethical standards
 - e. Bidding form and declaration
 - f. Terms of Reference
2. Business license registration certificate (Commercial registration)
3. Tax Identification Number (TIN) registration certificate (Tax registration)
4. Value Added Tax (VAT) registration certificate (if VAT is to be charged)

REQUIREMENTS

See attached Terms of Reference in Annex 1

FINANCIAL OFFER

Below is the suggested format of the quote – feel free to use your own format if necessary. Before that all relevant information is present

#	Activity/ Item	Details	Quantity	UoM	Unit price (USD) Excl. VAT	VAT rate	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
1								
2								
3								
4								
5								
6								
TOTAL								

Notes

Quote validity _____ months (3 months preferred)

Payment Terms _____ (Within 1 month preferred)

CONDITIONS OF QUOTATION

Payment will be made within 30 days of receipt of goods, by bank transfer/cheque only.

Suppliers must be able to provide NRC with formal invoices and pre-numbered receipts. If the supplier is exempt from this requirement for any reason they are required to submit the relevant exemption documentation formally recognised from the relevant authorities.

All suppliers doing business with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

Vendors doing business with NRC will be screened on anti-corruption due diligence before NRC confirms an order or contract.

NRC aims to purchase products and services that the minimum environmental impact. Environmental considerations form part of the NRC selection criteria, and NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

NRC reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.

Shortlisted suppliers will be required to allow NRC to inspect goods for suitability before contracting.

ETHICAL STANDARDS

NRC as a humanitarian organization expects the suppliers and contractors to have high ethical standards. Any organization supplying goods to NRC valued at over USD\$10 000 in one year must sign this declaration. This declaration will be kept on file for a period of 10 years and should be updated every year or more often as appropriate.

NRC staff may perform checks to verify that these standards are adhered to. Should NRC deem that the supplier fails to meet or is not taking appropriate steps to meet these standards, any and all contracts and agreements with NRC may be terminated.

Anyone doing business with Norwegian Refugee Council shall as a minimum;

- a. Comply with all laws and regulations in effect in the country or countries of business, AND;
- b. Meet the ethical standards as listed below, OR;
- c. Positively agree to the standards and be willing to implement changes in their organization.

1. ANTI-CORRUPTION AND COMPLIANCE WITH LAWS AND REGULATIONS:

- 1.1. The supplier confirms that it is not involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organization or other illegal activity.
- 1.2. Where any potential conflict of interest exists between the supplier or any of the suppliers' staff members with any NRC staff member, the supplier shall notify NRC in writing of the potential conflict. NRC shall then determine whether action is required. A conflict of interest can be due to a relationship with a staff member such as close family etc.

- 1.3. The supplier will immediately notify senior NRC management if exposed for alleged corruption by representatives of NRC.
- 1.4. The supplier shall be registered with the relevant government authority with regard to taxation.
- 1.5. The supplier shall pay taxes according to all applicable national laws and regulations.
- 1.6. The supplier warrants that it is not involved in the production or sale of any weapons including anti-personnel mines.

2. CONDITIONS RELATED TO EMPLOYEES:

- 2.1. No workers in our company will be forced, bonded or involuntary prison workers.
- 2.2. Workers shall not be required to lodge “deposits” or identity papers with their employer and shall be free to leave their employer after reasonable notice.
- 2.3. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.4. Persons under the age of 18 shall not be engaged in work which is hazardous to their health or safety, including night work.
- 2.5. Employers of persons under the age of 18 must ensure that the working hours and nature of the work does not interfere with the child’s opportunity to complete his/ her education.
- 2.6. There shall be no discrimination at the work place based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- 2.7. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
- 2.8. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.
- 2.9. Steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 2.10. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs.
- 2.11. Working hours shall comply with national laws and benchmark industry standards, whichever affords greater protection. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).
- 2.12. Workers shall be provided with at least one day off for every 7-day period.
- 2.13. All workers are entitled to a contract of employment that shall be written in a language they understand.
- 2.14. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new workers.
- 2.15. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 2.16. Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.
- 2.17. No Deductions from wages shall be made as a disciplinary measure.

3. ENVIRONMENTAL CONDITIONS:

- 3.1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
- 3.2. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.
- 3.3. National and international environmental legislation and regulations shall be respected.
- 3.4. Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.

BIDDING FORM & DECLARATION

To: Norwegian Refugee Council

Sir / Madam,

We offer to execute the Services in accordance with all requirements of the current Request for Quotation, Conditions of Contract and any other Binding requirements accompanying this Bid. We, the undersigned, verify that we are in compliance with all applicable laws and regulations, and meet the ethical standards as listed above or positively agree to these ethical standards and are willing to implement necessary changes in the organization.

This Bid signed by our authentic representative and your written award of it shall constitute the formation of a binding contract between us.

We understand that you are not bound to accept the lowest or any bid received.

Name of Signatory:	Date of Signing:
Title of Signatory:	Name of Bidder:
Signature & stamp:	Email of Bidder:
	Tel N°:
	Address:

Bank name (to be used for this contract)	
Account number	

1. ELIGIBILITY REQUIREMENTS

To be considered eligible – it is compulsory to submit the following document with your bid;

- 1.1. Business license registration certificate (Commercial registration)
- 1.2. Tax Identification Number (TIN) registration certificate (Tax registration)
- 1.3. Value Added Tax (VAT) registration certificate (if VAT is to be charged)

ANNEX 1 - TERMS OF REFERENCE

TITLE:	Training workshop on INEE minimum standards and Conflict Sensitive Education Programming (Ethiopia)
DUTY STATION:	Addis Ababa, Ethiopia
REPORTING TO:	Education Specialist

1. BACKGROUND

NRC commenced operations in Ethiopia in 2011 and has since been a leading humanitarian organization in providing lifesaving assistance, durable solutions, and building resilience amongst vulnerable displacement affected populations (refugees, IDPs and host communities). NRC's Country Office is based in Addis Ababa and operates through seven area offices in Gambella, Dollo Ado, Shire, Assosa, Jijiga, Bule Hora and Addis Ababa. NRC works to improve the protection and living conditions of displaced and displacement-affected populations through Education; Shelter; WASH, Information Counselling and Legal Assistance (ICLA), Livelihood and Food Security and Child Protection.

Education provisions in all area offices are sensitive phenomenon due to conflicts that have resulted in displacements of people and destruction of school infrastructures. In case of any emergencies, NRC is required to provide children and youth with protective education that prepares them for the transition into longer-term learning pathways. The initiative entails participating in education cluster coordination meetings, conducting education assessments, planning for education response, mobilising human and financial resources, providing supplies and logistics, constructing temporary learning spaces, providing psychosocial support to teachers and pupils, assembling and training teachers, and rehabilitating and reconstructing schools.

The displacements, as a result of unpredictable conflicts in the area offices, create a massive need for emergency and resettlement activities in education. Education staff should know the minimum level of responses in their area and understand how to implement educational activities in a conflict-sensitive way, thus the training.

2. OBJECTIVES

The overall objective of the consultancy is to train Ethiopia country office education staff on Conflict Sensitive Education (2 days) and INEE minimum standards (2 days). The consultant will be responsible for delivering the following specific objectives.

2.1. INEE Training on Conflict Sensitive Education learning objectives

At the end of this 2-day training, participants will:

- Know the meaning of Conflict Sensitive Education, understand why it is important, when it is applicable, and be familiar with the Inter-Agency Network for Education in Emergencies Conflict Sensitive Education Pack (INEE CSE Pack).
- Understand why a conflict analysis is critical to Conflict Sensitive Education; know its key elements, how to apply it, and how to use the findings.
- Understand why the interaction of the education program with the conflict context is essential and know how to analyse it to inform program design.
- Understand the interaction between conflict and each INEE Minimum Standards Domain. Know conflict sensitive strategies for the INEE Domains: Access and Learning Environment, Teaching and Learning, Teachers and other Education Personnel, and Education Policy.
- Understand how monitoring and evaluation can contribute to conflict and know strategies to avoid this.

2.2. INEE Minimum Standards learning objectives

At the end of this 2-day training, participants will:

- Be familiar with the INEE Minimum Standards – the process and product.
- Have an awareness of all the standards.
- Understand that the standards are interdependent and mutually reinforcing.
- Have in-depth knowledge of the particular standards and indicators that are most relevant to their current work.
- Be able to apply the INEE Minimum Standards to their work.
- Commit to the use of the INEE Minimum Standards.
- Advocate for the implementation of the INEE Minimum Standards.

3. KEY DELIVERABLES

- The consultant will share all the Conflict Sensitive Education and INEE Minimum Standard training packages comprising all the materials, tools, case studies, etc. used in the study.
- A final training report accompanied by a series of action points recommendations.

All outputs submitted will be provided in draft for approval of NRC with comments addressed before a final version is submitted.

4. Time frame

No.	Activity	Approximate working days (consultant)
1.	Preparation time (home-based): modify the existing material, merge the INEE MS and CSE courses into one workshop, customize the learning material (slides, flip charts, etc.), adapting the exercises and developing new ones, customizing case studies, etc.	3 days
2.	Work shop facilitation.	4 days
3.	Post-workshop consolidation (home-based): systematizing the workshop's inputs, writing a short report, consolidation and sharing the training material, etc.	1 day
4.	Total number of days	8 days

5. MODALITIES OF CONSULTANCY

NRC anticipates bringing on board a consultant between September – October 2019 (maximum eight working days). The consultant will conduct initial training preparation at home before travelling to Ethiopia for a maximum of 4 days' mission.

All travel and accommodation to and from Addis Ababa will be organised and covered by NRC. NRC will additionally cover the costs of one return trip to Addis Ababa from the consultant's home country, national visas (if applicable), per diem and insurance.

Reports should be submitted in Microsoft Word format, in UK English. The report should be written according to NRC's Style Guide. This will be supplied to the consultant. All text should be unformatted. Graphs or other graphical devices should be editable (i.e. not pictures). All references must be cited according to the convention, and detailed in a bibliography, using the Harvard system as set out in the [UNESCO Style Manual](#). All verbatim quotations must appear in quotation marks, and must not be of excessive length.

5. PAYMENT SCHEDULE

The following payment schedule will be applied to the consultancy:

- 20% of total service contract upon submission of training preparation report (home-based): modify the existing material, merge the INEE MS and CSE courses into one workshop, customize the learning material (slides, flip charts, etc.), adapting the exercises and developing new ones, customizing case studies, etc.
- 70% upon completion of the final approved training report to NRC.

6. SKILLS AND COMPETENCIES

- Advanced university degree or equivalent in Humanitarian/Development Studies, Social Sciences, statistics or other fields related to the provision of humanitarian assistance in education;
- At least 7-10 years of relevant experience and proven expertise in the humanitarian sector with at least five years of implementing/managing education in conflict-prone areas prone areas;
- Experience in conducting similar training;
- Excellent communication, stakeholder engagement and drafting skills;
- Fluency in English is required.

7. ADDITIONAL INFORMATION

The consultant will be responsible for completing online UN basic and advanced security in the field and will sign NRC's Code of Conduct and follow NRC's security procedures in Addis Ababa. The consultant will also follow NRC's Child Safeguarding Policy.

To apply for this consultancy, please submit your CV and cover letter with copies of two recent reports of similar work. Please include in the cover letter requested total remuneration.