



Norwegian Refugee Council (NRC)

Invitation to Bid Services

ITB reference #: NRC-EDU-Participatory Action Research-ITB-2025-001

SECTION 1
Cover Letter

Oslo, 23.07.2025

Our reference: NRC-EDU-Participatory Action Research-ITB-2025-001

SUBJECT: INVITATION TO TENDER FOR a Participatory Action Research: Grassroots Youth Education and Livelihoods Funding Mechanism

Dear Mr/Ms

Please find enclosed the following documents, which constitute the tender dossier for the above-mentioned Invitation to Tender.

Any request for clarification must be received by NRC in writing at least 10 working days before the deadline for submission of tenders. NRC will reply to bidders' questions at least 2 working days before the deadline for submission of tenders.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender at the address specified in the Instructions to Bidders **before 01.09.2025 & 17:30 CET Time**, as stated in the procurement notice.

Yours sincerely,
NRC Procurement Department
On behalf of the Bid Analysis Committee

This ITB document contains the following:

- ✓ Section 1: This cover Letter
- ✓ Section 2: Bid Data sheet
- ✓ Section 3: NRC Invitation to bid general terms & condition
- ✓ Section 4: Technical description of the Bid and Technical Proposal
- ✓ Section 5: Bidding form
- ✓ Section 6: Service Provision Schedule
- ✓ Section 7: Company Profile and Previous Experience
- ✓ Section 8: Financial Proposal
- ✓ Section 9: Ethical Standards Declaration

SECTION 2 Bid Data Sheet

1. Background Data

Contract Name: Participatory Action Research: Grassroots Youth Education and Livelihoods Funding Mechanism	Contract Number: Ref: NRC/EDU/Participatory Action Research/2025
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This bid is issued by Norwegian Refugee Council (Head Office).

2. Scope of Service

NRC seeks expressions of interest from Research partner, preferably an academic institution:

Country	Location	Service Description
Ethiopia, El Salvador & Honduras, Niger, Palestine, and Myanmar.	The research will be managed by NRC Head Office, in collaboration with the specific Country Offices involved	Participatory action Research to be carried out within the framework of a 4-years (2024 – 2027) grant “ <i>Pathways for Better Education and Livelihoods Programme</i> ” supporting “Displacement-affected young people to continue their education and/or increase their income for improved wellbeing”.

Please refer to the service specifications in section 4

3. Schedule & Deadline for Submission

The deadline for submission of bids is **17:30 CET** time on the **01.09.2025**. Late bids will not be accepted.

	DATE	TIME*
Invitation to Bid release	24.07	
Deadline for request for any clarifications from NRC	19.08	17:30
Last date on which clarifications are issued by NRC	26.08	18:00
Deadline for submission of bids (receiving date, not sending date)	01.09	17:30
Tender opening session by NRC	02.09	09:30
Clarification meetings/interviews with shortlisted tenderers	TBD	
Notification of award to the successful tenderer	07.10	
Signature of the contract	10.10	

* All times are in the local time of CET.

Please note all dates are provisional dates and NRC reserves the right to modify this schedule.

4. Manner of Submission:

Please submit your bids in accordance with the requirements detailed below:

Option 1: Complete sealed bid documents shall be hand delivered at **NRC Office** at Pb 148 Sentrum, 0130 Oslo, Norway, not later than 15:00 PM local time, on the due date indicated above,

Option 2: Completed bid documents can be sent to a **designated e-mail address:** nrc.bidSubmissionResearchTender@nrc.no. Tenders will be open thereafter in the presence of the Bid Analysis Committee.

The following subject line should be used:

Tender Response - NRC-EDU-Participatory Action Research-ITB-2025-001 (Company Name)

Format allowed:

- sealed envelope delivered by hand
- Attachments in PDF, Word documents, Excel spreadsheets, or JPEGs.

Please note that the designated e-mail address will not be monitored until after the tender deadline to ensure a transparent process. For any urgent inquiries related to this tender, please write to the following e-mail address before 19.08.2025: nrc.questionsResearchTender@nrc.no

The list of bid documents to be submitted are clearly explained in this document and summarized in Section 2- Paragraph 6. Bidder's checklist

Bidders should separate technical and financial proposal:

Technical proposal (section 4) should include: outline of proposed research and evaluation approaches and methods, comments on the TOR, proposed time frame and work plan (bids over 15 pages will be automatically excluded). It should also include a brief presentation about the research team capacities, with particular emphasis on previous experience in this kind of work. The research team CVs and local research partner profiles are added as an annex to the technical proposal and do not count towards the 15 pages limit

Financial proposal (section 8) should include: detailed budget breakdown by type of cost (direct research costs, admin/overhead, fieldwork costs).

5. Assessment Criteria

Award of the contract(s) will be based on the following:

Step 1: Administrative compliance check

Bidders must provide evidence of the following for their bid to be considered compliant:

1. Sections 2-9 completed, signed and stamped
2. Bidder has included a copy of their valid business licence

Step 2: Technical Evaluation

A Technical Evaluation of all bids received will be conducted for bidders that pass Step 1 – Administrative Compliance Check. Criteria that will be used to evaluate and score the bids are outlined in Section 3.

Step 3: Financial Evaluation

Price in comparison to NRC established expectation and in comparison to other bidders of comparable technical quality

6. Bidder's Checklist

Description	To be filled by bidder		To be filled by NRC bid committee		
	Included?		Present & complete?		Comments
Step/ document to be submitted <u>with</u> tender	Yes	No	Yes	No	
Section 2- Paragraph 6. Bidder's checklist - <u>Compulsory</u>					
Section 3 – General Terms & Conditions – signed & stamped - <u>Compulsory</u>					
Section 4 – ToR Acceptance and Service provision description (technical proposal)– completed, signed & stamped – <u>Compulsory</u>					
Section 5 – Bidding Form – completed, signed & stamped – <u>Compulsory</u>					
Section 6 – Service Provision Schedule - signed & stamped – <u>Compulsory</u>					
Section 7 – Company profile & experience – CVs of team members completed, signed & stamped – <u>Compulsory</u>					
Section 8 –Financial proposal – completed, signed & stamped – <u>Compulsory</u>					
Section 9 – Ethical Standards Declaration – signed & stamped – <u>Compulsory</u>					
Supporting documents					
Copy of company registration – <u>Compulsory</u>					
Copy of tax registration – <u>Compulsory</u>					
References and proof of experience - <u>Compulsory</u>					
Copies of Company Director(s) ID – <u>Compulsory</u>					

To be filled in by NRC bid committee only	Eligible	Ineligible
Outcome of administrative eligibility check.		

SECTION 3

NRC Invitation to Bid - General Terms & Conditions

1 Scope of Bid

- 1.1 The bid is based on the scope of the assignment as determined in the Bid Data Sheet (Section 2). The instruction to bidders should be read in conjunction with the Bid Data Sheet.
- 1.2 The successful Bidder will be expected to complete the assignment by the Intended Completion Date specified in the contract to be signed

2 Corrupt Practices

2.1 **Norwegian Refugee Council** requires Employees, Bidders and Contractors, to observe standards of ethics during procurement and the execution of contracts. In pursuit of this, Norwegian refugee Council defines, for the purposes of this provision, the terms set forth below as follows:

- a) "Corrupt practice" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- b) "Fraudulent practice" includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Norwegian Refugee Council, and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the Norwegian Refugee Council of the benefits of free and open competition;
- c) In any case where fraud or corruption is identified, NRC will:
 - reject any bids where the Bidder has engaged in corrupt or fraudulent practices in competing for the Contract;
 - remove bidding contractors who engage in fraudulent or corrupt practices, from our prequalified list
 - liaise with District Officials to report if fraudulent or corrupt practices are identified
 - terminate works

2.2 Any communications between a Bidder and the Norwegian Refugee Council related to matters of alleged fraud or corruption must be made in writing and addressed to the **Global Programme Director, Morgane Aveline** (morgane.aveline@nrc.no)

3 Data Protection and Security

3.1 NRC expects contractors who process personal data to comply with the General Data Protection Regulation (EU GDPR) and any relevant national legislation. Suppliers processing personal data on an NRC contract will be required to sign a data processing / sharing agreement as a part of the contract. Refusal to sign such an agreement constitutes refusal of the contract terms and forfeiture of the contract on the part of the supplier.

4 Eligible Bidders

4.1 A Bidder shall meet the following criteria to be eligible to participate in NRC procurement of Services:

- a) the bidder, at the time of bid, is not:
 - i. insolvent;
 - ii. in receivership;

- iii. bankrupt; or
- iv. being wound up
- b) the bidder's business activities have not been suspended;
- c) the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
- d) The bidder has fulfilled his or her obligations to pay taxes and social security contributions. In a case where VAT is included in a bid, a copy of the VAT certificate must accompany the bid.
- e) A Bidder, and all parties constituting the Bidder, including sub-contractors, shall not have a conflict of interest. All Bidders found to have an undisclosed conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process if they have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Norwegian Refugee Council regarding this bidding process

4.2 A Bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the Norwegian Refugee Council.

4.3 NRC reserves the right to refuse a bid at any time if the bidder or any party constituting the Bidder, including one of its sub-contractors violates any of the ethical standards provided in section 9 of this Invitation to Bid.

5 Joint Ventures, Consortia and Associations

It is expected/encourage a collaboration and/or partnership with in- country research partners/teams/institutes

6 One Bid Per Bidder Per Work

Each Bidder shall submit only one Bid per contract. A Bidder who submits or participates in more than one bid per contract will cause all the bids with the Bidder's participation to be rejected.

7 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Norwegian Refugee Council shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8 Inspection

NRC is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of NRC, the Donor or any organisation or person mandated by it, to premises belonging to NRC or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract

9 Obtaining and Completing Bidding Documents

- 9.1 Bidders who did not obtain the Bidding Document directly from the Norwegian Refugee Council will be rejected during evaluation. Where a Bidding Document is obtained from the Norwegian Refugee Council on a Bidder's behalf, the Bidder's name must be registered with the Norwegian Refugee Council at the time of issue.
- 9.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the

Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.

10 Clarification of Bidding Document

A prospective Bidder requiring any clarification of the Bidding Document shall contact the Norwegian Refugee Council in writing. The Norwegian Refugee Council will respond in writing to any request for clarification before the deadline for clarification of bids. The Norwegian Refugee Council shall forward copies of its response to all Bidders who have acquired the Bidding Document, including a description of the inquiry but without identifying its source.

11 Amendment of Bidding Document

11.1 At any time prior and until 48 hours prior to the deadline for submission of bids, the Norwegian Refugee Council may amend or cancel the Bidding Document by informing the bidders in writing.

11.2 To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, the Norwegian Refugee Council can, at his discretion, extend the deadline for the submission of bids.

12 Language of Bid

12.1 The bid, as well as all correspondence and documents relating to the bid shall be written in English.

12.2 Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

12.3 Copies of official documents such as business registration, tax documents, bank guaranty can be provided in their issuance language.

13 Documents Comprising the Bid

13.1 The bid submitted by the Bidder shall comprise all the mandatory documents listed in Section 2 Paragraph 06. Bidders' checklist.

13.2 All forms must be completed without any alterations to the format, and no substitutes shall be accepted. All blank spaces shall be filled with the information requested.

14 Bid Price for Service Contract

14.1 Bid prices are for complete contracts. Contracts cannot be subdivided into pieces unless is divided into lots. Where a bid is submitted per contract / lot, all relevant services must be offered.

14.2 Items for which no rate or price is entered by the Bidder will be as not quoted.

14.3 Unless otherwise specified in Section 2 - the Bid Data Sheet, all duties, taxes and other levies payable by the contractor under the contract, shall be included in the total bid price submitted by the bidder.

14.4 For bidder subject to VAT, VAT should be mentioned in the offers

14.5 The prices submitted by any Bidder shall be checked for arithmetical errors and for what might be considered unreasonable rates during the evaluation. Where errors are identified one or more of the following steps may be taken:

- a) If any rates are considered to be unrealistic or unreasonable they may be altered by mutual agreement, provided that no alteration shall be made in the amount of the Bid.
- b) If any arithmetical errors are detected in an otherwise acceptable bid, and the Bidder, on being so notified, is prepared to confirm his bid and if the Bidder is subsequently awarded the contract, then the Bid shall be altered to reflect the difference.
- c) The Bidder is reminded that it is entirely his responsibility to ensure the accuracy of his bid. No alteration will be made to the bid after its submission on the grounds of any arithmetical errors subsequently discovered except as provided above.

15 Currencies of Bid and Payment

All prices shall be quoted by the Bidder in USD. Payments could be made in a difference currency upon agreement between the successful tenderer and NRC at the signing of the contract.

16 Bid Validity

- 16.1 Bids shall remain valid for a period of 60 calendar days after the date of the bid submission deadline as prescribed by Norwegian Refugee Council. A bid valid for a shorter period shall be rejected as non-compliant.
- 16.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Norwegian Refugee Council may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension. In case of extension, modification of the bid is not permitted.

17 Alternative Bids

Bidders shall submit offers that comply with the requirements of the bidding documents, including the basic technical design as indicated in the drawings and specifications. Alternative bids shall not be considered unless otherwise indicated in Section 2 – the Bid Data Sheet.

18 Format and Signing of Bid

The Bidder shall prepare one set of bid documents per contract that he wishes to bid for. The bidder should hold a copy of the documents with himself, for reference purposes.

19 Sealing and Marking of the Bid

- 19.1 The Bidder shall enclose their bid as per Section 2 Paragraph 4 . Manner of submission.
- 19.2 The envelope(s) shall:
 - (a) be addressed to the Logistics Office, Norwegian Refugee Council, in the location specified in Section 2 – the Bid Data Sheet
 - (b) bear the Contract number
 - (c) no other markings should be on the envelope
- 19.3 If all envelopes are not sealed and marked as required, the Norwegian Refugee Council might decide to reject the bid

20 Deadline for Submission of Bids

Bids must be received by the Norwegian Refugee Council at the address given and no later than the date and time indicated in Section 2 - the Bid Data Sheet.

21 Late Bids

The Norwegian Refugee Council shall not consider any bid that arrives after the deadline for submission as stipulated in Section 2 – the Bid Data Sheet. Any bid received by the Norwegian Refugee Council after the deadline for submission of bids shall be declared late and rejected.

22 Withdrawal and Replacement of Bids

22.1 A Bidder may withdraw or replace its bid after it has been submitted at any time before the deadline for submission of bids by sending a written notice, signed by an authorized representative. Any corresponding replacement of the bid must accompany the respective written notice. All notices must be:

- (a) submitted as with Clauses 20 and 21, and in addition, the envelopes shall be clearly marked “WITHDRAWAL” or “REPLACEMENT” and
- (b) received by the Norwegian Refugee Council prior to the deadline for submission of bids, in accordance with Section 2 – the Bid Data Sheet

22.2 After the opening of bids, modifications to bids must be documented and any discussions reported in writing. A bid may be withdrawn at any stage, with written notice.

23 Confidentiality

23.1 Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best evaluated Bidder is communicated to all Bidders.

23.2 Any effort by a Bidder to influence the Norwegian Refugee Council in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

23.3 From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Norwegian Refugee Council on any matter related to the bidding process, it should do so in writing.

24 Clarification of Bids

Norwegian Refugee Council may, at its discretion, ask any Bidder for a clarification of its Bid. The Norwegian Refugee Council’s request for clarification and the response shall be in writing. Any clarification submitted by a Bidder that is not in response to a request by the Norwegian Refugee Council shall not be considered. All requests for clarifications shall be copied to all bidders for information purposes. No change in the price or substance of the bid shall be permitted, except to confirm the correction of errors.

25 Bids Validation

25.1 The Norwegian Refugee Council’s determination of a Bid’s validity is to be based on the contents of the bid itself, which cannot be corrected if determined to be invalid

25.2 A valid bid is one that complies with all the terms, conditions, and specifications of the Bidding Document, without deviation or omission, which affects, or could affect;

- a) the scope, quality, or performance of the services specified in the Contract; or
- b) limits in any substantial way, the Norwegian Refugee Council’s rights or the Bidder’s obligations under the Contract

26 Evaluation of Bid

- 26.1 The Norwegian Refugee Council shall examine the legal documentation and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the following criteria;
- a) Completion and inclusion of requested information and supporting documents (Administrative compliance)
 - b) Overall timeframe for the service (Technical evaluation)
 - c) Schedules (Key Personnel and Activity schedule) (Technical evaluation)
 - d) Ability to facilitate in-country research in at least 2 of the 3 pre-selected countries (capacity of the in-country research teams- Technical evaluation)
 - e) Demonstrated excellence in research, specifically in participatory action research and relevant evaluations (Technical evaluation)
 - f) Adherence to Ethic, environmental, anti-corruption NRC policies (Technical evaluation)
 - g) Earlier experiences and documentation proven in the tender documents, related to the service required under this contract (Technical evaluation)
 - h) Quality of methodology and data collection activities and their feasibility and relevance to answering the research questions within research timeframe and demonstrated capacity and expertise (Technical evaluation)
 - i) Cost feasibility; cost relevance and completeness, value for money (Financial evaluation)
- 26.2 Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation applicable in some jurisdictions and donor regulations require NRC to screen contractors against various lists including but not limited to the United Nations Security Council Sanctions List and World Bank debarment lists to ensure due diligence. Submission of the bid constitutes acceptance of these screening practices on the part of the bidder.
- 26.3 The Norwegian Refugee Council reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted

27 Award Procedure

- 27.1 The Norwegian Refugee Council shall award the Contract in writing, with an award letter, to the Bidder whose offer has been determined to be the best, before the end of the bid validity period
- 27.2 Any bidder who has not been awarded a contract, will be notified in writing
- 27.3 Until a formal contract is prepared and executed, the Award Letter shall constitute a binding agreement between the bidder and NRC.
- 27.4 The Award Letter will state the sum that the Norwegian Refugee Council will pay the Contractor in consideration of the Works as prescribed in the Contract, and in accordance with the Bid.
- 27.5 The Bidder is thereafter required to submit a Letter of Acceptance, confirming their wish to proceed with a contract.

28 Signing of Contract

- 28.1 Upon receipt of the Letter of Acceptance, the Norwegian Refugee Council shall call the successful Bidder to sign the Contract.
- 28.2 Within an agreed timeframe, the successful Bidder shall sign, date, and return the Contract to the Norwegian Refugee Council.

SECTION 4

SERVICE PROVISION: Technical Description of the Bid

No.	Detailed Description of Service	Unit	Period of Delivery
1	Participatory action research on NRC's Grassroots Youth Education and Livelihoods Funding Mechanism in order to strengthen its contribution to the overall project objective of supporting 'displacement-affected young people to continue their education and/or increase their income for improved wellbeing	1	October 2025- February 2027

See below the detailed Terms of Reference:

Participatory Action Research- Terms of Reference

Background information

The Pathways for Better Education and Livelihoods programme is a 4-years (2024 – 2027) grant supporting "Displacement-affected young people to continue their education and/or increase their income for improved wellbeing". The programme will directly support 14,375 displacement-affected young people in Ethiopia, El Salvador & Honduras, Niger, Palestine, and Myanmar. At the centre of the theory of change are three outcomes that cut across the five programmes and contribute to better nexus programming: (1) Strengthening education systems, (2) strengthening youth participation and community engagement, and (3) strengthening livelihood opportunities.

In each context, NRC have identified what education, market and community systems are in place, and how to work with and for displacement affected young people to strengthen and improve the coordination between those services and systems. This programme combines both the needs and aspirations of young people while taking into account the realities of the labour market. We aim to enable and generate learning on the variety of journeys that individual young people take to access education, livelihood and/or community engagement opportunities to meet their specific interests and personal goals which contribute to their overall wellbeing. To do that, NRC is working alongside existing local actors (including Ministries of Education, local non-governmental organisations (LNGOs), community-based organisations (CBOs), the private sector, multi-stakeholder platforms and youth, women and refugee-led organisations, prioritising and supporting access to interventions which will make the most impact for displacement affected young people.

At the core of the programme, where possible, NRC strengthens youth participation and community systems to ensure their ownership and leadership of the programme. Community members work with young people to mobilise, engage and support their peers to access the services they want and develop their own education, livelihood or community engagement journey to improve the wellbeing of the young people and community as a

whole. For this purpose, NRC is piloting an innovative **Grassroots Youth Education & Livelihoods Funding Mechanism (Grassroots Funding Mechanism)**, allocating 12 million NOK to support funding and mentoring to community-based actors and young people to achieve the overarching objectives outlined above. Specific grassroots-level actors include:

Community Based Organisations, *including youth-led organisations, Parent Teacher Associations (PTAs), Vocational Training Centre Management Committees.* Funding and mentoring support to youth-led organisations are bringing innovative ideas to life and strengthening young leaders to drive educational change in their communities. Support is also available to Parents and Teachers Associations (PTAs) and Vocational Training Centre Management Committees to support school/centre improvement plans. Additionally, funding is also available to women groups, groups of people with disabilities etc., to ensure equitable community representation and participation. This encourages community involvement in shaping local schools' educational experience and infrastructure. In addition, PTAs and grassroots organisations will be better equipped to actively contribute to improving local education and livelihood systems and addressing the unique needs of their communities.

Youth entrepreneurs, *including individual youth businesses & businesses supporting youth trainees and graduates.* Recognising the potential of youth-led entrepreneurship, the funding and mentoring can be allocated to provide businesses start-up and scale-up support to youth trained with NRC support, as individuals or groups. The intention is that they can grow, hire more youth, and access / become eligible for additional capital from the private sector / government initiatives. Existing businesses are also engaged to provide apprenticeship, internship or on-the-job training opportunities to youth trainees and/or graduates.

Outreach Organisations, *including Local and National NGOs, employment and business associations/networks, universities, local authorities.* Funding and mentoring is extended to local organisations in all countries, engaged in awareness campaigns, advocacy, and education and livelihood-related activities at the grassroots or national level. This strengthens community engagement and participation in educational development and enables NRC to establish partnerships with a broader array of local actors, to strengthen the eco-system of actors responding to crises and promote local ownership and decision-making in education projects. Together this enhances project sustainability and relevance. Local authorities are coordinated with but not provided with funding directly.

In the current humanitarian education landscape, there is a noticeable absence of initiatives like our proposed *Grassroots Youth Education & Livelihoods Funding Mechanism*, presenting a unique opportunity for NRC to pioneer and lead the way in driving meaningful educational and livelihood change at the grassroots level, whilst strengthening pathways for civil society actors' engagement in national platforms.

Purpose and Research Questions

Overarching purpose
The main purpose of this research is to improve the relevance, design and effectiveness of the Grassroots Youth Education and Livelihoods Funding Mechanism in order to strengthen its contribution to the

overall project objective of supporting ‘displacement-affected young people to continue their education and/or increase their income for improved wellbeing’.

The related secondary objectives are:

Sub-objective 1. To support selected local actors to learn by doing. By engaging in action research activities, the local actors will be supported by researchers - in addition to the support provided by NRC - to test the solution they develop and assess its results. This will include support with problem formulation or revision, development and update of design, testing of assumptions, learning and reflection on implementation, and definition and measurement of success.

Sub-objective 2. Building on the findings and learning generated from the above objective, the researchers will facilitate 1) the strengthening of NRC’s understanding of how grassroots projects for, with and by displacement affected youth work, 2) the exploration through participatory approach of ways for improving the *Grassroots Funding Mechanism* and 3) the synthesis of outcomes. The researchers will additionally develop recommendations that are in line with NRC’s policies and procedures.

Research questions

Overall Research

1. How can NRC adapt its strategic and operational approach to ensure that the *Grassroots Funding Mechanism* is relevant, participatory and effective in its support to local actors?
2. To what extent is the *Grassroots Funding Mechanism* and the supported local actors’ initiatives contributing to the overall programme objective of supporting ‘displacement-affected young people to continue their education and/or increase their income for improved wellbeing’?

Action Research

In addition to answering the main question of each Local actors’ initiative, the action research will address the following questions:

3. How has the wellbeing of displacement affected young people and the wider community been positively or negatively impacted through their engagement with the local actors supported by the programme?
 - 3.1. To what extent are the local actors facilitating a participatory approach throughout the project cycle and/or enabling youth-centered actions?
 - 3.2. What are local actors learning from each phase of the action research?
 - 3.3. What do the local actors need to do differently to improve all phases of their project, including monitoring and learning?
4. What learning can be replicated in other contexts and what can be the disruptive elements that affect the scalability of the proposed initiatives?

Formative evaluation

Effectiveness

Is the NRC local actor approach enabling high levels of local actors’ ownership?

<p>Does the <i>Grassroots Funding Mechanism</i> allow for high level of accountability to, and inclusivity of, the displaced youth and local communities?</p> <p>Does the <i>Grassroots Funding Mechanism</i> facilitate an accountable and transparent grant making approach?</p> <p>Relevance:</p> <p>Does the <i>Grassroots Funding Mechanism</i> meet the needs of the local actors and align with their priorities?</p> <p>How flexible and adaptive is the <i>Grassroots Funding Mechanism</i>?</p> <p>Impact:</p> <p>How has the <i>Grassroots Funding Mechanism</i> positively or negatively contributed to local actors programmatic and operational goals in line with NRC Local Actors Policy, and local laws and practices?</p> <p>How can NRC adapt its mechanism to better respond to needs and priorities of local actors?</p> <p>Are there observable shifts within communities due to their interaction with local actors?</p>
How will the research be used?
<p>The research will be used in the following ways:</p> <p>NRC's Education teams will adjust the way they work with and through local actors under the NORAD funded <i>Pathways to Better Education and Livelihoods Programme</i> based on the research learning and recommendations.</p> <p>Based on research learnings and recommendations, local actors will adapt the support they provide to displacement affected children, youth and communities in the selected countries through the <i>Pathways for Better Education & Livelihoods programme</i>.</p> <p>NRC will integrate the learning and recommendations from the research in the revision processes around approaches and tools on how we work as an organisation with and through local actors.</p> <p>NRC, research partners and local actors from the <i>Pathways to Better Education & Livelihoods programme</i>, will leverage research findings and recommendations to advocate with NRC senior management, national, local authorities and coordination platforms in programme countries, and international donors to inform their strategies, approaches and plans to support local actors and displacement affected people.</p>

Scope and Methodology

Scope

NRC will work with the research partner to identify **two out of the three country offices** below to conduct the research with. Each of these countries has a diverse pool of Local actors' initiatives out of which the following are eligible for the research:

Ethiopia:

- *Youth displacement status:* Refugee and host-community youth.
- *Project location:* Bambasi, Tsore, and Sherkole refugee camps, Assosa zone, Benishangul Gumuz Region (BG), Ethiopia
- *Type of grassroots level actors:* Refugee and host-community youth associations and women associations, TVET graduate self-help groups, Youth Training Centre Management Committees, private sector actors providing apprenticeships, private sector language centres, Local NGO, Assosa Poly TVET college, Kebele Administration.
- *Funding mechanism budget:* NOK 3.2 million
- *Type of support:* Funding, capacity strengthening, technical guidance development.
- *Timeline and status:* Existing support for all grassroot level actors. Self-help groups of graduates engaged from previous and current phase of the project. New funding modalities being piloted with youth associations and youth training centre management committees throughout 2025.

Niger:

- *Youth displacement status:* Refugee, IDP and host-community youth.
- *Project location:* Maradi and Tahoua regions in south-central Niger.
- *Type of grassroots level actors:* Government TVET centres and primary schools, NGO TVET and learning providers, refugee and host-community youth associations and women associations, youth groups, private sector artisan business owners,
- *Funding mechanism budget:* NOK 3.9 million
- *Type of support:* Funding, capacity strengthening, technical guidance development.
- *Timeline and status:* Partnerships with local primary education providers in place, partnerships with other grassroots local actors currently being established.

North & Central America (NCA):

- *Youth displacement status:* IDPs, displaced youth from the region, youth at risk of involvement with armed groups and host-community youth.
- *Project Location:* Honduras – Cortes and Francisco Morazan; El Salvador – La Paz.
- *Type of grassroots level actors:* youth outreach centres, vocational training centres, community youth centres, private sector actors providing apprenticeships, youth groups.
- *Funding mechanism budget:* NOK 2.7 million
- *Type of support:* Funding, capacity strengthening, technical guidance development.
- *Timeline and status:* Partnerships established with various centres and adapting to a shift in government funding and policy. Private sector apprenticeship provider partnerships established in 2024. Youth groups initiatives in development.

Final selection of the Local actors' initiatives that will take part in the action research component will be agreed upon during the inception phase.

Methodology

The preferred methodology for answering sub-objective 1 is action research as explained in the 2002 book from Majola J.H. Oosthuizen:

Action research has a two-fold focus, action in practice and knowledge generation through rigorous research. These combined characteristics make it useful for exploratory research to bring about improvement of practice, or to propose new solutions to practical problems. Action research is usually carried out in discrete cycles, where later cycles are used to challenge, support and refine insights and results from previous cycles. When the approach is used appropriately, this cyclic feature of action research can be used not only to propose theory, but also to test theory.

Action research is critically reflective. The need for reflection exists in times when current action does not produce the desired results, and change is needed. This is why action research is often concerned with change in practice. The need for critical reflection is the reason why action research is cyclic. It calls for a process that has reflection as a fundamental part of each cycle.

This cyclic approach of knowledge generation and testing allows the process to remain flexible. There is no reason why a cycle should use the same methods as previous cycles; the action of every new cycle is simply based on the best possible action that could be proposed after reflecting on the previous cycles. In this sense, action research as research methodology is different from other research methods, where it is expected that the method is designed in detail, in advance, and used throughout the research project. This does not mean that deliberate and detailed planning are excluded from action research. In fact, the action research cycle is often proposed to contain multiple elements, such as shown in Figure 9.2 where planning is part of the cycle.

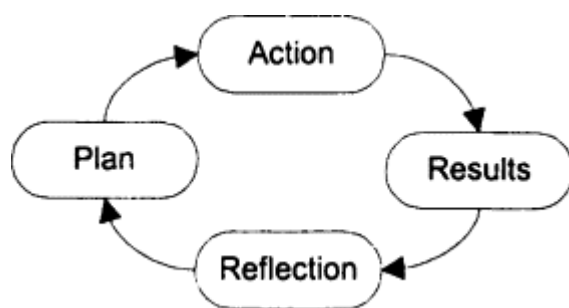


Figure 9.2. A typical action research cycle¹.

The researchers are expected to tailor the methodology and the type of cycles to the context and project of each local actor and to ensure a highly participatory approach that gives the right participants the ability to contribute and even lead relevant steps of the research including identifying a problem, reconnaissance or fact finding, planning action, taking action, evaluating action, and monitoring action.

The local actors have varied levels of expertise as practitioners working on addressing local issues and the processes and tools they have in place to monitor and understand results are highly dependent on their resources. NRC would like to select a diverse pool of local actors in order to leverage the most learning possible.

¹ Majola J.H. Oosthuizen, in [Research Methods for Students, Academics and Professionals \(Second Edition\)](#), 2002. Excerpts from chapter 9.

Also, their projects might be new or a refined iteration of previous work which means that they might need to test a new version of their theory or to develop and test a new one. NRC is offering flexible funding, capacity strengthening and development of joint technical guidance which should facilitate a second cycle to test a revised action if time and resources allow. Priority should be given to strong and documented learning from a first cycle and an improved and quality measurement of outcomes.

NRC is aware of limitations in the replicability of findings and learning to other contexts and is relying on the researchers to detail these limitations for each local actors action research and to identify ways to incorporate the learning into NRC's *Grassroots Funding Mechanism*.

NRC expects that a formative evaluation will be running concurrently with the action research in order to answer the first and main research question: How can NRC adapt its approach to ensure that the *Grassroots Funding Mechanism* is relevant, participatory and effective in its support to local actors? The findings from the action research will directly feed into and complement this work.

The research team are also expected to propose an evaluation methodology in their technical proposal with the possibility to refine and finalise in the inception phase. It is anticipated that the methodology will include:

- Desk review of all pertinent documents including but not limited to progress reports, learning resources, relevant NRC guidance and tools, and local actor partnership agreements.
- Interviews with key stakeholders (local partners, community members, displacement affected youth, NRC staff, private sector actors, local authorities)
- A survey could be considered.
- Other qualitative methods and tools could be considered.
- Interviews with project participants.

The action research will be conducted mainly in person for the key phases mentioned in the timeline and deliverables in section 4.2, with some stages able to be completed remotely.

This requires collaboration with existing in-country research teams in each country selected.

Management of the research

The research team

RESEARCH MANAGEMENT STRUCTURE

NRC Research Leads

Research Manager: The person responsible for ensuring that this research takes place is NRC Global Education Specialist, managing the overall Pathways for Better Education & Livelihoods Grant. The research manager will ensure that the steering committee is established, that roles and responsibilities are clear, that the agreed timeline is followed and convene steering committee meetings. She/he will be the Research team's main focal point

Research Coordinator: The person responsible for internally coordinating the research and the inputs from the Local Actor Advisory group is the NRC Global Youth Education & Training Specialist. S/He will be responsible to ensure in-country involvement and awareness, ensure partners and NRC's targets group will play a role in the research process.

Research Technical Lead: The person responsible for providing technical support, ensuring research processes and methods meets NRC research guidelines, review the various deliverables is the Global MEL Specialist, in consultation with NRC Global Manager for Evaluation and Research.

The research management will involve a steering committee, which makes the decisions about the research, as well as a Local Advisory group and reference group, which will provide advice and feedback on the research.

The **Research Steering Committee (SC)** will oversee administration and overall coordination, including monitoring progress and make decisions about the research.

Specific tasks:

- Review and approve the Terms of Reference of the research.
- Select the Research partner.
- Review and comment on the inception report and approve the proposed methodology and strategy.
- Review and comment on the draft research report/recommendations/products.
- Establish and approve a dissemination and utilization strategy.

SC Members:

- NRC Global Lead for Education (Steering Committee Chair)
- NRC Global Education Specialist-NORAD (Research Manager)
- NRC Global Lead for Evidence and Learning (MEAL)
- Global Refugee Youth Network (GRYN) (tbc x1) (Youth Partner)
- NRC Global Lead for Collaboration with Local Actors
- Head of Programmes (NCA, Niger, Ethiopia) (Country Leadership)

4.1.3 The Local Actor Advisory Group will provide recommendations and insights based on their local understanding of the context, expertise in working with displaced youth and in some cases lived experience of displacement.

Specific tasks:

- Participate in approximately 6-10 online meetings throughout the research process.
- Provide input into the draft research design and tools.
- Read the draft of the inception report and research report and provide feedback.
- Provide advice on how to best use the report to advance improved support for youth local actors in the humanitarian sector.

The Local Actor Advisory Group members include:

- The Research Partner, as the co-lead on the research approach.
- NRC Research Coordinator, as the co-lead providing coordination support.
- The Global Refugee Youth Network (GRYN), providing youth participation technical support and support to the youth local actor representatives.
- 2 x Local Actor Representatives (youth)
- 2 x Local Actor Representative (non-youth)

4.1.4 In-Country Research Teams:

The in-country research team, with be responsible for conducting the research with the support of the Academic partner and with include:

- The Research Partners, local research team/partner.
- NRC CO Education Specialist
- NRC CO MEL Teams
- Local Actor partners, including at least 50% displacement affected youth.

4.1.5 Reference Group:

The reference group will provide recommendation and insight on the research as relevant to their areas of expertise.

Specific tasks:

- Review the Terms of Reference of the research.
- Review the inception report and final report and provide feedback.
- Participate in one or more calls about the findings and recommendations.
- Provide feedback on findings and recommendations.
- Provide advice on how to best use the report to advance NRC's and the Local actors' advocacy and organisational goals.

<p>Reference Group members:</p> <ul style="list-style-type: none"> • 1 x Global Lead Cash & Market Systems • 1 x Global Cash & Market System Adviser (LFS angle) • 1 x Global Education Adviser • 1 x Country Partnerships Manager • 1 x Global Cash and Market Systems
<p>Timeline and deliverables</p> <p>The research is expected to take place between October-2025 and February-2027 for a total duration of 16 to 17 months, covering the following phases.</p> <p><u>Inception phase (2.5 months)</u></p> <ul style="list-style-type: none"> • Week 1: Desk review and briefings with NRC teams for action research and evaluation. • Week 2: <ul style="list-style-type: none"> ○ Action research briefings and consultations with GRYN, relevant reference group members and NRC; finalize selection criteria for local actor projects and identification of projects from NRC's mapping. ○ Consultations for evaluation, if separate. • Week 3: All parties agree on final selected projects for the action research. • Week 3-4: <ul style="list-style-type: none"> ○ Briefings with local actors about their projects; consultations with NRC, local actor advisory group and local actors on methodology for the action research. ○ Desk review for evaluation and consultations if needed. ○ Agree on dissemination plan with NRC, local actors, local actors advisory group. ○ Agree on role and responsibilities division between consultants, NRC and local actors for the fieldwork. • Week 4-7: draft and submit inception report for the action research and evaluation. • Week 7-8: NRC steering committee review of the inception report. • Week 9: submit a revised inception report (First deliverable) • Week 10: <ul style="list-style-type: none"> ○ Preparation of logistics for fieldwork. ○ Institutional Review Board approvals, if needed (approximately 3-4 weeks). <p><u>Fieldwork (10 months)</u></p> <ul style="list-style-type: none"> • Week 11-15: Setup and roll out of action research activities, this includes in person meetings with local actors in the first weeks to identify leads, finalize methodology, provide trainings and agree on tools and processes for the action research. Incentives and/or cost covering for local actors might be needed. • Week 16: Briefing meeting with NRC on progress, challenges and adjustments needed. • Week 17-53:

<ul style="list-style-type: none"> ○ Researchers closely oversee the action research steps and provide all technical support that local actors need, with frequent meetings to check on status and needs. Field visits included. ○ Regular briefings with NRC on progress, challenges and adjustments needed. ○ Data collection for the evaluation. ● Week 54-55: Closing of projects: <ul style="list-style-type: none"> ○ Final debriefs with local actors. <p>Validation session with NRC, local actor advisory group and case studies / briefing notes / success histories (Second Deliverable).</p> <p>Reporting and dissemination (4 months)</p> <ul style="list-style-type: none"> ● Week 56-61: Draft report ● Week 62-64: Steering committee review ● Week 65-66: Final report drafting. ● Week 67-68: Final steering committee review. ● Week 69-73: Final report and dissemination (Third Deliverable).
<p>Budget</p> <p>A budget of US\$200,000 is available to the Research Partner to complete both components of the assignment outlined above. This budget will include covering all direct, including the incentives and costs to be incurred by the local actors participating in the action research.</p> <p>Additional funding will be managed by NRC to support the participation of the following teams involved in the research project: The Global Refugee Youth Network, NRC staff at the global, regional and country level.</p> <p>The ability to mobilize additional research funding to ensure the needed resources are allocated at local level will be an added value</p>

Research Partner

<p>NRC seeks expressions of interest from Research partner, preferably an academic institution, with the following skills/qualifications:</p> <ul style="list-style-type: none"> ● Senior researchers/evaluators with a minimum of ten years of experience running complex, participatory, multi-country action research projects. ● Expertise in Civil Society Strengthening / Localisation impact analysis ● Extensive experience and proven expertise in qualitative and quantitative research and evaluative methods (including global or multi country evaluations) ● Experience with education and youth programming in Humanitarian and Development organizations ● Experience in Africa and Latin America regions. ● Experience in refugee/displacement affected settings

- High-level knowledge of humanitarian ethics, policy and systems.
- Ability to facilitate in-country research teams, ideally academic institutes, to collaborate with NRC and local actor partners.
- Ability to leverage the collaboration on the above research to mobilisation additional research funding.
- Flexibility and availability for a potential long-term partnership
- English speaking. Spanish and French language skills are also preferable.

Acceptance of Terms of Reference (ToR):

[Your Name/Company Name]

[Your Address]

[Date]

[Organization Name]

[Organization Address]

By signing this section, we formally confirm our acceptance of the Terms of Reference (ToR) for the **Participatory action research on NRC's Grassroots Youth Education and Livelihoods Funding Mechanism** as outlined here above. We have carefully reviewed the ToR and confirm that we understand and agree to all its terms and conditions. We are committed to providing our services in accordance with the requirements and timelines specified in the ToR.

The Technical and financial proposal submitted here as annex, provides additional info/comments/suggestions on the ToR.

Our technical proposal, detailing our approach, methodology, team, and budget.

We are confident in our ability to deliver a successful project and look forward to a productive collaboration.

[Your Name/Company Name]	
Your Signature	

Please insert your technical proposal in a separate annex, duly stamped and sign

SECTION 5 Bidding Form

Please provide information against each requirement.

Additional rows can be inserted for all questions as necessary. If there is insufficient space to complete your answer in the space provided, please include on a separate attachment with a reference to the question.

1. Bidder's General Business Details

a) General information

Company name:	
Any other trading names of company:	
Registered name of company (if different):	
Nature of primary business/trade:	
Primary contact name:	
Job title:	
Phone:	
Email:	
Registered Address:	
Business licence number:	
Country of registration	
Registration date:	
Expiry date:	
Legal status of company (eg. partnership, private limited company, etc.)	

b) Owners/Managers

Please fill in the below table with the full names, title/position, the year of birth, and the country of birth of the company's owner(s) and manager(s)*:

Full Name	Title / Position	Birth Year	Birth Country

** Please note this information is necessary in order to conduct the vetting procedure referred to in clause 25 of the Invitation to Bid-General Terms and Conditions. Owners and managers include but are not limited to Chief Executive Officer, Chief Operating Officer, Chair of the Board, Executive Director, Director, Manager.*

c) Employees / Research team members

Please fill out the table in Section 7

d) Company bank account details:

Beneficiary name:
Beneficiary account no.:
Beneficiary Bank:
Bank branch:
SWIFT:
IBAN:
Bank address:

2. References

Please provide details of at least 3 client references whom NRC may contact, preferably from NGOs and UN agencies, for similar related works:

Client/company name	Contact person	Phone	Email	Contract details (works, location, size, value, etc)
1.				
2.				
3.				

3. Equipment

Please provide details of any relevant machinery/equipment/vehicles owned by the company that would potentially be used for this contract: (do not mention rented items):

4. Bid Validity

Please confirm the validity of your bid below (in calendar days):

--

5. Confirmation of Bidder's Compliance

We, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We, the Bidder confirm the documents attached to this offer are those validated by us in the Section 2 Paragraph 6 . Bidder's checklist.

We understand that NRC is not bound to accept the lowest, or indeed any bid, received.

We agree that NRC may verify the information provided in this form itself or through a third party as it may deem necessary.

We confirm that NRC may in its consideration of our offer, and subsequently, rely on the statements made

herein.

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

SECTION 6

Service Provision Schedule

Service Schedule:

Attach the Service schedule here:

Schedule to include:

- 1- Detailed list of service components to be completed in reference to Service Description & Pricing Proposal (Section 8)
- 2- Duration of each of the activities and completion date.

Table for breakdown of service provision (examples below)

The research is expected to take place between October 2025 and February 2027 for a total duration of 16 to 17 months, covering the following phases.
<u>Inception phase (2.5 months)</u>
<ul style="list-style-type: none"> • Week 1: Desk review and briefings with NRC teams for action research and evaluation. • Week 2: <ul style="list-style-type: none"> ○ Action research briefings and consultations with GRYN, relevant reference group members and NRC; finalize selection criteria for local actor projects and identification of projects from NRC's mapping. ○ Consultations for evaluation, if separate. • Week 3: All parties agree on final selected projects for the action research. • Week 3-4: <ul style="list-style-type: none"> ○ Briefings with local actors about their projects; consultations with NRC, local actor advisory group and local actors on methodology for the action research. ○ Desk review for evaluation and consultations if needed. ○ Agree on dissemination plan with NRC, local actors, local actors advisory group. ○ Agree on role and responsibilities division between consultants, NRC and local actors for the fieldwork. • Week 4-7: draft and submit inception report for the action research and evaluation. • Week 7-8: NRC steering committee review of the inception report. • Week 9: submit a revised inception report (First deliverable) • Week 10: <ul style="list-style-type: none"> ○ Preparation of logistics for fieldwork. ○ Institutional Review Board approvals, if needed (approximately 3-4 weeks).
<u>Fieldwork (10 months)</u>
<ul style="list-style-type: none"> • Week 11-15: Setup and roll out of action research activities, this includes in person meetings with local actors in the first weeks to identify leads, finalize methodology, provide trainings and agree on tools and processes for the action research. Incentives and/or cost covering for local actors might be needed.

<ul style="list-style-type: none"> • Week 16: Briefing meeting with NRC on progress, challenges and adjustments needed.
<ul style="list-style-type: none"> • Week 17-53: <ul style="list-style-type: none"> ○ Researchers closely oversee the action research steps and provide all technical support that local actors need, with frequent meetings to check on status and needs. Field visits included. ○ Regular briefings with NRC on progress, challenges and adjustments needed. ○ Data collection for the evaluation. • Week 54-55: Closing of projects: <ul style="list-style-type: none"> ○ Final debriefs with local actors.
Validation session with NRC, local actor advisory group and case studies / briefing notes / success histories (Second Deliverable).
Reporting and dissemination (4 months)
<ul style="list-style-type: none"> • Week 56-61: Draft report • Week 62-64: Steering committee review • Week 65-66: Final report drafting. • Week 67-68: Final steering committee review. • Week 69-73: Final report and dissemination (Third Deliverable).

Manpower:

In addition, provide a list of the manpower involved in the activities on site with an estimate of the total man-hours completed by each of the skills. Format to follow the below simple format:

#	Proposed Personnel/Role in the research	Allocation of time/working days
1		
2		
3		
4		
...		

NOTE: The personnel list and service provision schedule shouldn't be limited to this Form. A comprehensive list has to be submitted adapting the Form as necessary.

SECTION 7

Company Profile and Previous Experience

The Bidder is requested to:

1. Submit the **Company Profile (including the local research partner/s profile)**
2. Complete the following **Previous Experience Table** listing the work or contracts undertaken in the past 5 years similar to the services required under this contract
3. Submit **evidences of previous experience** in form of Final Reports, Learning summaries, Articles, Completion Certificates, etc.
4. The **research team CVs**

#	Name of Project / Type of research/Methodology applied	Total value of the performed works (.....)	Duration of the works contract	Starting date and end date	Scope (countries covered)	Contracting Authority / Contact person / phone / email
1						
2						
3						
4						
5						

NOTE: The list shouldn't be limited to this Form in regards to the number of works reported. A comprehensive list of the last 5 years' experience has to be submitted adapting the Form to the necessary rows.

NRC may conduct reference checks for previous contracts completed

SECTION 8

Financial Proposal

The service provider should describe in detail his **financial proposal** and demonstrate how it complies with NRC requirements

Please insert your financial proposal in a separate annex, duly stamped and signed.

VAT Note:

For Service Provider outside of Norway:

NRC is VAT exempt, therefore contracts' fees and invoices must be calculated excluding VAT.

If you provide a service to another business, that is not located in the same country as your company is based, the VAT will not appear on your invoice. This does not mean the service is not subject to VAT, just that the VAT would be accounted for and paid directly by your business in your respective country.

For Service Providers based in Norway:

VAT in this case is booked as part of the costs allocated to projects. Suppliers would submit their costs including VAT in accordance with the standard current rates for VAT in Norway - General rate 25%.

NRC in Norway applies to get VAT compensated following Norwegian regulations.

The table below is an example of how the cost breakdowns can be presented but the service provider can use their own template.

Financial Proposal	Project period									
Input each line under relevant category. Default lines are examples only, remove or amend as appropriate								Total NRC budget contribution	Own contribution	Total budget
Description	Period from	Period to	Unit type	Number of units	Unit price	% allocated to project	USD	USD	USD	
1. STAFF COSTS / PERSONNEL										
Principal Investigator			Days			100.0%	-	-	-	
Researcher x 2							-	-	-	
Data anlysisist							-	-	-	
Researchers in Niger (local partner) x							-	-	-	
Researchers in Honduras (local partner) x ...							-	-	-	
Researchers in Ethiopia (name of local partner/research institute)...							-	-	-	
Subtotal, Staff costs							-	-	-	
2. TRAVEL & SUBSISTENCE										
Flights to/from and Niger/Honduras/Ethiopia			Number			100.0%	-	-	-	
Visas, airport transfer, local transport							-	-	-	
In-country accomodation							-	-	-	
Subtotal, Travel & Subsistence							-	-	-	
3. CAPITAL EXPENDITURE/Assets										
Tablets for research implementation			Number			100.0%	-	-	-	
.....							-	-	-	
							-	-	-	
Subtotal, Capital Expenditure							-	-	-	
4. PROJECT COSTS										
4.1 IN- COUNTRY PROJECT COSTS										
Training to youth researchs			Lumpsum			100.0%	-	-	-	
Consultation sessions							-	-	-	
							-	-	-	
4.2 PUBLICATION AND DISSEMINATION COSTS										
							-	-	-	
etc.							-	-	-	
Subtotal, Project Costs							-	-	-	
5. OPERATING AND RUNNING COSTS										
Internet, phone charges,			Month			100.0%	-	-	-	
							-	-	-	
							-	-	-	
Subtotal, Operating and Running costs							-	-	-	
Total Direct Costs							-	-	-	

Prepared by:	
Name:	
Position:	
Signature:	
Date:	
Stamp:	

SECTION 9

Ethical Standards Declaration for all Supply, Service and Works Contractors

We, the undersigned, ('we', 'our' or 'us') **CONSIDERING THAT:**

FIRST, we are bidding for, or entering into, a contract with the Norwegian Refugee Council (NRC) to supply goods, services or works to NRC ('the Contract').

SECOND, we understand that as a humanitarian organisation, NRC expects its suppliers and contractors to have high ethical standards.

THIRD, we understand that NRC therefore needs us to confirm that we adhere to the required ethical standards ('the ethical standards') by signing this declaration ('the Declaration').

THEREFORE, we **DO HEREBY DECLARE** as follows:

1. Declaration concerning compliance with applicable laws and these ethical standards

We declare that we shall:

- a. Meet the ethical standards in this declaration ('ethical standards')
- b. Ensure that any party representing us, including but not limited to:
 - board members
 - directors
 - employees
 - contractors or sub-contractors, and their employees
 - consultants and sub-consultants, and their employees;
 - other legal representatives

('our Representatives') are aware of and comply with these ethical standards.

In the event that we, or our Representatives, do not meet the ethical standards at present, we shall:

- a. Explain to NRC in what way we do not currently meet the ethical standards
- b. Agree a plan and timeline with NRC to implement changes that allow us to meet the ethical standards
- c. Provide regular updates to NRC on the implementation plan.

2. Declaration concerning status

We hereby declare that neither we, nor to the best of our knowledge our Representatives, are in any of the following situations:

- 2.1. Have made an offer, payment, consideration or benefit of any kind, which constitutes illegal or corrupt practice, directly or indirectly, as an inducement or reward in relation to the tendering, awarding or execution of the Contract.
- 2.2. Are involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organisation or other illegal activity
- 2.3. Are insolvent, in receivership, bankrupt, or being wound up
- 2.4. Have suspended activities
- 2.5. Are subject to legal proceedings related to 2.1
- 2.6. Have at any time been found guilty and sentenced by a court, whether in the country of employment or abroad, for a criminal offence in respect of children or vulnerable adults

2.7. Are engaged in:

- terrorism or the material support of terrorism
- the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof
- the sale or manufacture, either directly or indirectly, of weapons
- the production of alcohol, tobacco, or pornography.

3. Declaration concerning Conflicts of Interest

We declare that neither we nor, to the best of our knowledge, our Representatives have an undisclosed conflict of interest with NRC, in accordance with [NRC's Conflict of Interest Policy \(the Policy\)](#).

Where any potential conflict of interest exists between our Representatives and NRC or any NRC staff member, we shall notify NRC in writing of the potential conflict using [Form F in the Policy](#). We understand that the Policy and the Form is available on [NRC's website](#) or that we can contact the NRC Procurement focal point, as mentioned in the tender documentation. NRC shall then determine whether action is required.

A conflict of interest can be due to a relationship with an NRC staff member such as family or friends.

We understand that if we fail to report a potential conflict of interest and are later found to have a conflict of interest, we may be removed from the NRC vendor database.

4. Declaration concerning compliance with national law

We declare that we and, to the best of our knowledge, our Representatives:

- 4.1. comply with all applicable laws and regulations in effect in the country or countries where the Contract will be carried out.
- 4.2. comply with all applicable export laws concerning the country or countries where the Contract will be carried out.
- 4.3. are registered with the relevant government authority with regard to taxation for the duration of the Contract.
- 4.4. pay taxes according to all applicable national laws and regulations for the duration of the Contract.

5. Declaration concerning compliance with labour standards

We declare that we and, to the best of our knowledge, our Representatives:

We declare that we and, to the best of our knowledge, our Representatives comply with applicable national labour law standards and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work. Specifically, we declare that we and, to the best of our knowledge, our Representatives comply with the following minimum labour standards:

5.1. Working Conditions

- a. All workers receive a contract of employment that is written in a language they understand.
- b. All workers are free to leave after giving reasonable notice.
- c. All workers have the right to join or form trade unions of their own choosing and to bargain collectively.
- d. No worker is required to lodge 'deposits' or identity papers or immigration documents in order to obtain employment.

5.2. Wages and benefits

- a. Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages are always sufficient to meet basic needs.
- b. No deductions from wages are made as a disciplinary measure.

5.3. Working time

- a. Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. Whenever possible working hours do not exceed 48 hours per week (8 hours per day).
- b. Workers are provided with at least one day off for every 7-day period.

5.4. Health and safety

- a. Steps are 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.
- b. Workers receive regular and documented health and safety training, and such training is repeated for new workers.
- c. Workers have access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage is provided.
- d. Accommodation, where provided, is clean, safe and adequately ventilated.

5.5. Discrimination and abuse

- a. No worker is forced, bonded or an involuntary prison worker.
- b. There is no discrimination at the workplace based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- c. Measures are in place 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.

d. Physical

abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, are prohibited.

5.6. Persons under 18

- a. No persons under the age of 18 shall be engaged in work which is hazardous to their health or safety, including night work.
- b. The working hours and nature of work of any worker who is under the age of 18 shall not interfere with their opportunity to complete his or her education.

6. Declaration concerning the environmental standards

We declare that we and, to the best of our knowledge, our Representatives comply with applicable national environmental law standards and with international environmental standards, to the greatest extent possible.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

6.1. We respect national and international environmental legislation and regulation.

6.2. We ensure that production and extraction of raw materials for production does not contribute to the destruction of the resources and income base for marginalised populations, such as in claiming large land areas or other natural resources on which these populations are dependent.

6.3. We take environmental measures into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. This includes reasonable steps to minimise negative environmental impacts (e.g. emissions, water usage, waste) and to use - where possible - sustainable resources. Local, regional and global environmental aspects shall be considered. The local environment at the production site will not be exploited or degraded by pollution and waste.

6.4. We carefully manage hazardous chemicals and other substances in accordance with documented safety procedures.

7. Declaration concerning protection from sexual exploitation and abuse

We and, to the best of our knowledge, our Representatives comply with international standards related to protection from sexual exploitation and abuse (PSEA) and sexual harassment.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

7.1. We take sexual misconduct seriously and ensure that any employee found to have carried out sexual misconduct will be subject to disciplinary action.

7.2. We will ensure, that none of our employees engage in any sexual activity with persons (adult or child) in relation with this contract regardless of the age of majority or consent locally.

- 7.3. We will ensure that none of our employees produce, procure, distribute or use sexually explicit material in any activities under the Contract or on any sites used under the Contract.
- 7.4. We will ensure that none of our employees will exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading, or exploitative behaviour. This prohibition extends to any use of sex trade workers. If any sexual misconduct is found to have taken place, such employees face disciplinary action.
- 7.5. We shall report any incident or complaint of sexual misconduct or child abuse related to the activities carried out under the Contract through NRC's PSEA and Safeguarding Unit at psea@nrc.no.
- 7.6. We shall report any known or reported sexual relationship between our employees and NRC staff to NRC.

8. Declaration concerning protection of children

We declare that neither we nor, to the best of our knowledge, our Representatives are engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child. We commit to upholding international and national laws and policies regarding child safeguarding. Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

- 8.1. We support and protect the complainant, survivors and witnesses of any raised incidents or complaints of sexual misconduct or child abuse.
- 8.2. We will ensure, that our employees will not abuse or exploit children or act in a manner that may place a child at risk of harm.
- 8.3. We will ensure that our employees are not left alone with children.
- 8.4. We will ensure our employees will not ask children for personal contact details without a valid reason to do so.
- 8.5. We listen, to the best of our ability, to children's views and opinions and treat boys and girls in a manner that is respectful of their rights and dignity during the performance of the Contract.
- 8.6. We shall report any suspicion of child safeguarding concerns through the Complaints and Feedback Mechanism, provided by the NRC contract focal point and at psea@nrc.no.

9. Declaration concerning anti-human trafficking

We declare that neither we nor, to the best of our knowledge, our Representatives are engaged in trafficking in persons as defined in the protocol to Prevent, Suppress and Punish Trafficking in Persons or the UN Convention against Transnational Organized Crime.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

- 9.1. We do not solicit persons for the purpose of employment, or offer employment by means of materially

false or fraudulent pretences, representations, or promises.

- 9.2. We do not charge employees recruitment fees.
- 9.3. We do not provide or arrange housing for employees that does not meet host country housing and safety standards.
- 9.4. We commit to report any suspected violations of this clause to NRC immediately.
- 9.5. We commit to make our Representatives aware of the trafficking related prohibitions outlined above and share the Global Human Trafficking Hotline Information with them (1-844-888-FREE, help@befree.org).

10. General

We understand that:

- 10.1. The Declaration will be kept on file for a period of 10 years.
- 10.2. The Declaration will be updated every year or more often as appropriate.
- 10.3. We must inform NRC immediately in the event that there is a change to the Declaration.
- 10.4. NRC may perform checks to verify that the ethical standards are adhered to and shall be granted reasonable access to our premises and to our documentation, computer systems etc, in order to be allowed to do so.
- 10.5. In the event that NRC deem that we fail to meet or are not taking appropriate steps to meet, the ethical standards, NRC may immediately terminate any and all contracts and agreements we have with them and at no cost to NRC.

11. Requirement to notify NRC

We shall immediately notify NRC through the Complaints and Feedback Mechanism, provided by the NRC contract focal point if:

- 11.1. Any allegations of alleged corruption, sexual exploitation or abuse, or child abuse are made against us or, to the best of our knowledge, our Representatives, during the Contract, whether relating to the Contract or not.
- 11.2. Any allegations are made, or any changes occur, in relation to any of the declarations made herein

Signed on our behalf as follows:

Signature	
Name	
Position	
Date	
Place	