**REQUEST FOR QUOTATION**

From: NRC MERO

Date: 11th of May 2022

No. of pages including this page: 3

**Subject: Senior Analysis Expert Consultancy**

**PR Reference number: YAH PRT 422**

**Requirements:**

The office of the Norwegian Refugee Council invites your company to apply for the **Senior Analysis Expert Consultancy**.

The Yemen Analysis Hub has plans to conduct in-depth research to explore the technical barriers to interoperability and data management, and independent analysis of the protocols needed and capacity requirements to help resolve some of the more political resistance. The research will examine the technical and political challenges facing both aid agencies and local actors (government and civil society) with a focus on the potential for data management systems will have medium and long-term benefits, especially for local organizations such as the SFD and SWF (and governments in the future). There will be a focus on both the potential for immediate gains from harmonization and longer-term systems strengthening approaches to data management., Specific deliverables and timeframe for delivery have been outlined in ToRs **‘’Annex 2 TOR’’**.

**Valid offer should include the following documents:**

1. Annex 1- RFQ – signed.
2. Annex 2- TOR –signed.
3. Annex 3- SUPPLIER’S ETHICAL STANDARDS DECLARATION – signed.
4. A letter of interest describing how the consultant/company will address each deliverable on TOR.
5. At least 2 reports or work products from other projects undertaken by the consultant/company within the past 5 years, with particular emphasis on projects of similar scope and effort.

**MANNER OF SUBMISSION:**

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

Complete offer shall be submitted by sending e-mail to mero.logistics@nrc.no not later than 29.May.2022 Jordan- Amman local time. Tenders will be reviewed thereafter by the NRC procurement committee without presence of tenderers or their representatives.

Your offer shall be prepared and received as following:

* The RFQ number **NRC.MERO.2022.13/ Senior Analysis Expert Consultancy** shall be inserted in the Subject Heading of the email.
* Bid documents required shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats may result in the bid being disqualified.
* Profile/CV highlighting the consultant and/ or consulting team’s qualifications and relevant experience.
* Detailed price quote for the services.
* The required currency for all pricing information is USD.
* **As per Jordanian Income Tax Law, NRC in Jordan will withhold tax which is 10% for international consultants and 5% for national consultants, from the consultant’s fees and pay it directly to the Jordanian tax department. Proof of payment will be provided to the consultant upon request.**
* All bids are to be submitted in English language only.
* Consultants should be registered in their country of origin. When required or requested, consultants should be able to provide proof of registration to NRC. However, if this is not possible, the consultant (sole trader) confirm by signing the Consultant declaration (Mandatory) that he/she complied with self-employment regulation in his/her country of origin (declaration will be provided with the contract).”
* Closing date for bids: All complete bids are to be received by NRC at mero.logistics@nrc.no by **29-May 2022, at 16:00** Jordan local time (GMT+2).

Any request for clarification must be received by NRC in writing to mero.logistics@nrc.no at least 3 working days before the deadline for submission of the RFQ.

**Evaluation process and award criteria**

Award of the contract(s) will be based on the following evaluation process and criteria:

**1. Step 1: Administrative compliance check**

Bidders must submit the requested documents to be considered compliant and to be accepted for the next round of technical evaluation. If the documents do not meet NRC requirements, the bid will be rejected.

**2. Step 2: Technical Evaluation 70%**

A Technical Evaluation of all bids received will be conducted to eligible bidders. The main criteria that will be used to evaluate and score the bids received are as follows:

1. **Technical skills including subject matter expert as required by TOR 40%**
* CV demonstrate experience on developing social protection related analysis in the Yemen context 20%
* CV/Proposal demonstrate expert have experience on analyzing both qualitative and quantitative data in previous work 20%
1. **Proven Ability and Experience with other Consultancies 30%**
* Research methodology and summary of key findings are clearly articulated in the previous submitted sample work (2 reports) 10%
* Good enough analysis is well constructed in the submitted sample work (2 reports) 10%
* At least two sample work similar to Yemen context submitted along with the proposal 10&
1. **Step 3: Financial Evaluation 30%**

Price in comparison to other bidders of comparable technical quality.

**Payment schedule:**

Standard NRC payment terms assume payment within 15 days after completion, By bank transfer/cheque.

Do you agree with NRC payment terms: Yes ( ) No ( )

If not, Please explain your preferred option.

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| --- | --- |
| Milestone/Deliverables | % |
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**Conditions of quotation:**

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 labor, 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 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.

**Supplier Information**

Company Name…………………………………………Stamp…………………………...

Address…………………………………………………………………………………...............

Contact person……………………………………………………………………………………

Contact Telephone number……………………………………………………………………..

Email/Fax………………………………………………………………………………………….