



## INTERNATIONAL RESCUE COMMITTEE (IRC)

### BID NOTICE

#### IRC Somalia – Mogadishu Office

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict. With the funding of different donors, IRC has been working in Somalia since 2007, providing essential services to conflict and disaster affected communities in Galmudug, Banadir, Puntland and Southwest states/regions of Somalia.

The intent of this Request for Proposal (RFP) is to secure competitive bids and proposals to select an endline evaluation consultancy firms, for the IRC Somalia Program in Mogadishu office to provide the following services:

ITEMS OF REFERENCE	SERVICE DESCRIPTION
<b>2SOM/SOMOG/GXB75/001/2024</b>	<b>CONSULTANCY SERVICE FOR CONDUCTING ENDLINE EVALUATION FOR THE SOMALI WOMEN AND YOUTH PEACE PROMOTION PROJECT (SWYPP).</b>

Interested and suitably qualified consultancy firms can access and download the tender documents from advert website [www.somaliangoconsortium.org](http://www.somaliangoconsortium.org) or <https://www.somalijobs.com> or <https://www.rescue.org/procurement-policies-and-bid-opportunities>. Duly filled and completed Technical and Financial Bid documents shall be submitted in one email to [somalia.tender@rescue.org](mailto:somalia.tender@rescue.org).

Deadline for submission of bids is **29<sup>th</sup> September 2024 by 4.30pm East African Time**. Late submission of bids will not be accepted.

For any clarification of any part of the Tender Document shall be sought from: The tender committee, IRC, at the email address [SO-procurement@rescue.org](mailto:SO-procurement@rescue.org).

***IRC is not bound to accept the lowest priced bid or any bid that is submitted.  
Any form of canvassing will lead to automatic disqualification.***



**International Rescue Committee  
(SOMALIA COUNTRY PROGRAMME)**

**Request for Proposal (RFP)**

**CONSULTANCY SERVICE FOR CONDUCTING ENDLINE EVALUATION FOR THE SOMALI  
WOMEN AND YOUTH PEACE PROMOTION PROJECT (SWYPP).**

**(Reference No. 2SOM/SOMOG/GXB75/001/2024)**

<b>Planned Timetable</b>	
<b>Issue Request for Proposal</b>	<b>15<sup>th</sup> September 2024</b>
<b>Questions from Suppliers due date</b>	<b>18<sup>th</sup> September 2024</b>
<b>Answers to Suppliers questions due date</b>	<b>21<sup>st</sup> September 2024</b>
<b>Bid submission due date and Suppliers return signed Intent to Bid forms due date</b>	<b>29<sup>th</sup> September 2024– 4:30pm East Africa Time</b>
<b>Bid Opening and Evaluation date</b>	<b>30<sup>th</sup> Sept – 1<sup>st</sup> October 2024</b>
<b>Suppliers visit if applicable</b>	<b>3<sup>rd</sup> October 2024</b>
<b>Award of Business</b>	<b>TBD</b>
<b>Contract start</b>	<b>TBD</b>



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## A. INTRODUCTION

### 1. *The International Rescue committee*

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

### 2. *The Purpose of this Request for Proposal (RFP)*

It is the intent of this RFP to secure competitive proposals to select Supplier(s) for the International Rescue committee - Somalia Program to provide **Consultancy services for conducting an endline evaluation for the Somali Women and Youth Peace promotion Project (SWYPP), The endline evaluation will be conducted in Banadir (Karaan and Hawlwadag Districts) and Lower Shabelle in Southwest State (Barawe and Baidoa) regions of Somalia**. All qualified and interested Suppliers are invited to submit their proposals.

The winning bidder(s) will enter into a fixed price **Service Agreement** up to the completion of the requested services. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in **(Somalia, Banadir and Southwest States)**. Bidders shall be regular taxpayers and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year **(2024/2025)**. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

### 3. *Cost of Bidding*

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## B. THE BIDDING DOCUMENTS:

### 4. *The Bidding Documents*

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in bid rejection.

*The Bidding documents shall include the following documents:*

- *The Request for Proposal – RFP (this document).*
- *Terms of Reference – Annex 1*
- *Comprehensive work Plan – Annex 3*
- *Intent to Bid – Annex 4*
- *Vendor information form – Annex 5*
- *Financial Proposal/Price Schedule – Annex 2*

## 5. Clarification of Bidding Documents

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at [SO-Procurement@rescue.org](mailto:SO-Procurement@rescue.org). The request for clarification must reach the purchaser not later than (18<sup>th</sup> September 2024). The Purchaser shall respond by e-mail providing clarification on the bid documents no later than (21<sup>st</sup> September 2024). Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

## C. PREPARATION OF BIDS:

### 6. Language of Bid

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in (English Language). Any printed literature furnished by the Bidder and written in another language shall be accompanied by a (English) translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the (English Language) version shall prevail.

### 7. Documents Comprising the Bid

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

#### **Eligibility documents that will be checked before technical evaluation (Preliminary Evaluation)**

- A Certificate of Business Registration Somalia Federal Government Ministry of Commerce and state level
- Certificate of Tax clearance/payment
- Bank statements of the company covering the last 12 months.
- Financial proposal/Price schedule, complete and stamped without alteration (**Annex 2**).
- Intent to bid form, completed, signed, and stamped (**Annex 4**).
- Vendor Information form completed and signed (**Annex 5**).

#### **Technical (Folder)**

- Bidder's Key Personnel with CVs
- Consultancy profile
- Evaluation questions and Methodology
- Three (3) References from current or past clients (at least in the last one year) and the same clients should appear on the Vendor Information Form **Annex 5**.
- Comprehensive workplan as per the Terms of Reference in **Annex 3**
- Past experience with proof of evidence, minimum three contracts and reports
- Team knowledge and experience and CVs of the proposed team of consultants over 3-5 years' experience. working with INGOs providing similar services. least three Certificates of Completion or recommendations as per the ToR (**Annex-1**)

#### **Financial (Folder)**

- Financial proposal/Price schedule (**Annex 2**)
- Other important documents bidder needs to be attached to support his/her bid.



#### **8. Bid Prices.**

The Bidder shall clearly indicate the unit price of the goods it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect up to when the contract is executed. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company's seal where feasible.

#### **9. Bid Currencies**

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **(United States Dollar USD)**

#### **10. Document Establishing Goods Eligibility and Conformity to Bidding Documents**

Pursuant to Clause 7, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods' and services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the goods' essential technical and performance characteristics.
- A clause-by-clause commentary on the Purchaser's Technical Specifications demonstrating the goods' and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

#### **11. Bid Security**

For the Purpose of this Tender Process, Bid Security or Bond is not applicable.

#### **12. Period of Validity of Bids**

Bids shall remain valid for 90 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

#### **13. Format and Signing**

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder's company seal.

Interlineations, erasures, annotations, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

*Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristics of the goods and services offered.*

## **D. SUBMISSION OF BIDS**

### **14. Submission and Marking of Bids:**

Bidder shall submit their bids to ([somalia.tender@rescue.org](mailto:somalia.tender@rescue.org)), by **(29<sup>th</sup> September 2024 – 4:30pm East Africa Time)**. Bids submitted after the deadline will not be accepted. The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.

#### **Format**

The Bidder's proposal must include a technical proposal, eligibility documents as specified in clause 7 and a financial proposal, both of which must be addressed and submitted in one email or more to ([somalia.tender@rescue.org](mailto:somalia.tender@rescue.org)).

**Please refer to the list of items in clause 7**

1. **Technical proposal** (inclusive of documents as articulated in clause 7 of this RFP i.e. Eligibility and Technical documents)
2. **Financial Proposal,**

A bid detailing the unit price only as included on Annex 2.

The bidder's proposal shall include technical proposal and financial proposal, in separate compressed folders clearly named **as above**.

**The two zipped folders/proposals shall be shared online in separate compressed folders (PDF format) and submitted to IRC address indicated – [Somalia.tender@rescue.org](mailto:Somalia.tender@rescue.org).**

#### **How to zip a folder.**

**Right-click the folder:** use your mouse and right-click on the folder you want to be compressed. **Select “Sent to” and “compressed (zipped) folder”:** A menu will pop up. Hover your cursor over “send to” and then select “compressed (Zipped) folder” from the sub menu. This will automatically create a new Zipped folder containing all the files from the original folder. The new Zipped folder will have the same name as the original folder with “. Zip” added to the end.

**15. Modification and Withdrawal of Bids**

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

**E. BID OPENING AND EVALUATION**

**16. Preliminary Examination**

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

**17. Evaluation and Comparison of Bids**

Bids determined to be substantially responsive as per section 7 above will be considered and evaluated by the IRC Procurement Committee, with the below scoring criteria.

EVALUATION CRITERIA	Description	Weight (%)
<b>Eligibility</b>	Refers to Bidder's ability to demonstrate that they have <ul style="list-style-type: none"> <li>• Valid business registration, tax certificate, and all registration as required by the laws of Somalia Federal Government and Banadir, Southwest states level.</li> <li>• Bank statements of the company covering the last 12 months.</li> <li>• Financial Proposal/Price Schedule, complete and stamped without alteration (<b>Annex 2</b>).</li> <li>• Intent to bid form, completed, signed, and stamped (<b>Annex 4</b>).</li> <li>• Vendor Information form completed and signed (<b>Annex 5</b>).</li> <li>•</li> </ul> Eligibility criteria will be scored YES / NO. Yes, will proceed to full technical and financial evaluation and NO will be excluded from the next step.	<b>Preliminary to pass to the next stage</b>
<b>Technical analysis and quality approach proposal presentation and Narrations</b>	Refers to bidders' understanding of the task and interpretation of the terms of reference ( <b>Annex 1</b> ) and approach tailored on the understanding of the goal is to integrate the nexus approach of humanitarian and community resilience programming which is designed to enhance people's absorptive, adaptive, and transformative capacities to manage, navigate and sustain change in complex systems in Somalia, further reference is made to the detailed TOR – <b>Annex 1</b> .	25%



<b>Team knowledge and experience</b>	Refers to bidder's ability to demonstrate relevant experience, qualifications, skills, and technical knowledge of the services required for at least 3-5 years, experience working with IRC and other INGOs providing similar services. Provide at least three Certificates of Completion or recommendations or links to previous work from past INGO, Government or UN clients for provision of project evaluation services. Provide IRC Certificate of Completion if available. CVs of the proposed team of consultants are no more than three pages for each CV. Team composition considering gender, equality, diversity, and inclusion. Further reference see the detail in the ToR for the technical team leader of the consultancy firm. <b>(Annex-1)</b>	30%
<b>Delivery lead-time</b>	Refers to Bidder providing the most advantageous delivery schedule. Refers to ability to deliver services within the shortest lead time (Maximum one week lead time to mobilize to start the work)	5%
<b>Financial Proposal</b>	*All items price estimates quoted and free from arithmetic errors *Stamped all pages of the price sheet <b>Financial evaluation:</b> * Lowest Bidder Price is the Benchmark. * Lowest Bidder is awarded a maximum score of 4 * Other Bidders: Lowest Price /Bid Price to be evaluated X4	35%
<b>Payment terms</b>	Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of completion of the services and receipt of invoice.	5%
		<b>100%</b>

### 18. **Contacting the Purchaser**

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded, or the selected qualified supplier is announced.

### 19. **Notification of Award**

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and selected for the Service Agreement for the specific services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

## **F.CONTRACTING**

### 20. **Contract award and notification**

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Service Agreement and perform its obligations satisfactorily.

## **21. Warranty**

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products) and meet the Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages and shall in no case be less than that which is provided for by (Somalia) Law if any.

## **22. Inspection**

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them, and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

## **23. Price Schedules and Location**

Vendors interested in the provision of Goods and service to the IRC Somalia, Mogadishu Office should NOTE that this category apply to the above office.

List of Services for Agreement as per below Category is attached.

## **24. Service or consultant agreements**

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award, and a ceiling is established.

## **25. Disclaimer**

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

## **G. ETHICAL OPERATING STANDARDS**

### **1. Compliance to the IRC Way**

The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's combating Trafficking in Persons Policy, which can be found at: <https://rescue.app.box.com/s/h6dv915b72o1mapxg3vczbqxjtboyel>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does "not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances." IRC's procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC's operations.



IRC requests that a supplier

- (i) informs IRC upon becoming aware that the integrity of IRC's business has been compromised during the RFP process, and
- (ii) Reports such events through IRC's confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

## 2. Bidder Non-Collusion Statement

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender.
- b) Separate companies owned by the same person submit separate bids for the same tender.
- c) Employees of a bidding company submit separate bids through companies they own for the same tender.
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender.

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

### ANNEXES:

- Annex 1:** Terms of Reference
- Annex 2:** Financial proposal/Price Schedule.
- Annex 3:** Comprehensive workplan as per the Terms of Reference in **Annex 1**
- Annex 4:** Intent to bid.
- Annex 5:** Vendor Information form

## Annex 1 – TERMS OF REFERENCE



### TERMS OF REFERENCE

Consultancy service for conducting endline evaluation for the Somali Women and Youth Peace Promotion Project (SWYPP)  
Somalia 25-08-2024

#### ENDELINE EVALUATION

##### 1. Project Summary

Project Title	<b>Somalia Women and Youth Peacebuilding Project for Your Rights, Inclusive Governance, Harmony, Trust, and Social Cohesion in Southwest State and Banadir (below referred to as SWYPP FOR YOUR RIGHTS)</b>
Project Type	Peace building and Governance
Project Duration	1.6 months
Type of study	Project end line evaluation
Study location	Banadir (Karaan and Hawlwadag Districts) and Lower Shabelle in Southwest State (Barawe and Baidoa).
Estimated number of beneficiaries	A total of 3,150 direct beneficiaries and 15,750 indirect beneficiaries
Donor	United Nation peacebuilding fund (UNPBF)
Duration of the assignment	25 days
Expected start of assignment	1 <sup>st</sup> October, 2024

#### 1. BACKGROUND INFORMATION

The IRC has more than 15 years of experience working in Somalia with the main office in Mogadishu and satellite offices in Garowe, Galkayo, Dhusamareb, and Baidoa. Our geographic presence has strengthened the IRC’s coordination abilities at the local and national level, including with the Federal Government of Somalia (FGS), the ministry of health (MOH), the Ministry of Planning and International Economic Development (MoPIED), the Ministry of Women and Human Rights Development (MoWHRD), and the Banadir Regional Administration (BRA). The IRC implements integrated governance, health, nutrition, WASH, protection, and economic development and recovery programs.

The IRC and its partners – Somali Youth Vision (SYV), Daryeel Bulsho Guud (DBG), and The Elman Peace and Human Rights Center (EPHRC) – with funding from the United Nations Peacebuilding Fund (UNPBF), are implementing a project aimed at supporting peacebuilding and community development. The project commenced on May 10, 2023, and is scheduled to be conclude on November 9, 2024. The project is contributing to district-level mechanisms for conflict management, particularly in relation to conflicts over natural resources and land disputes, in Southwest State and Banadir region.

The conclusions of the UNPBF endline evaluation are essential for comparing the baseline and endline values of the project.

The evaluation focuses on assessing governance, peacebuilding, social cohesion, resilience, financial access (both formal and informal), and local efforts to strengthen social integration and peaceful

coexistence. The endline evaluation will assess the knowledge gained, changes in social norms, and behavioral patterns that have addressed barriers, ultimately enabling the community efforts towards stabilization. and sustainable conflict management in communities affected by prolonged conflict. Additionally, the evaluation will examine both positive and negative changes in attitudes toward structural and cultural violence in the area.

## **Context and Challenges**

Local peacebuilding efforts targeting youth in Somalia have been minimal, despite 70% of the population being under the age of 35. Although young people (aged 16-29) play a vital role in conflict prevention and peacebuilding efforts, they are often marginalized and have limited opportunities to participate meaningfully in local civic spaces and political decision-making processes. They are hindered by patriarchal structures, negative stereotypes, and traditional cultural norms that perpetuate gender and intergenerational inequality. As a result, young men and women are often excluded from local governance and peace structures, leaving them with little influence over the management of violent conflicts despite their potential contributions to peace. Their exclusion exacerbates mistrust in institutions and perpetuates conflicts that could be better managed with their inclusion and participation.

## **Overall Objectives**

The goals of the Somalia Women and Youth Peacebuilding Project for Your Rights, Inclusive Governance, Harmony, Trust, and Social Cohesion in Southwest State and Banadir (below referred to as SWYPP FOR YOUR RIGHTS) are to:

- i. Strengthen the capacity of existing local peace and governance structures to become more inclusive and supportive of young people's participation in conflict management within communities.
- ii. Promote broader community-driven, youth-led civic engagement and peace initiatives, with an emphasis on the contested management of scarce land and limited access to livelihood opportunities affecting young people.

As a result, SWYPP FOR YOUR RIGHTS has created opportunities for women and young people to engage in civic spaces, claim their place in peacebuilding processes, and enhance local peace structures to foster a culture of peace and social cohesion within IDP and host communities in Banadir (Karaan and Hawlwadag Districts) and Lower Shabelle in Southwest State (Barawe and Baidoa Bay). In partnership with three youth- and women-led Somali CSOs – Somali Youth Vision (SYV), Daryeel Bulsho Guud (DBG), and The Elman Peace and Human Rights Center (EPHRC) – SWYPP FOR YOUR RIGHTS has reached a total of 3,150 direct beneficiaries and 15,750 indirect beneficiaries throughout the project cycle.

## **2. The purpose of the Evaluation**

The evaluation aims to comprehensively assess the extent to which the project has achieved the intended and/or unintended outcomes, provided in-depth analysis and understood why certain intended or unintended outcomes have or have not occurred, analyze the challenges encountered, and document lessons for improving future projects implementation.

## **3. The Specific Objective(s) of the Evaluation**

The assignment has the following specific objectives.

1. Using the DAC criteria; Assess the project progress towards achieving relevance, effectiveness, efficiency, impact, and sustainability with special emphasis on the evaluation's Key questions.
2. To assess the extent to which the project has achieved its objectives.
3. Document lessons learned, best practices, challenges encountered and put forth practical recommendations for future program improvement as the results of the evaluation will influence implementation of the projects in the second phase.

4. Harvest outcomes and impacts realized because of the project.

#### 4. The Evaluation Questions

##### 1. **Relevance:**

- To what extent were the project's strategies and interventions relevant to the needs of young people, minorities, and local communities in enhancing participation in peace and governance structures?
- To what extent did the training provided by the project increase the knowledge and skills of young men, women, and minority participants in peacebuilding, governance, and conflict management related to land issues?.
- How well did the project address the specific challenges faced by young women, men, and minority groups in accessing and influencing local peace and governance structures?

##### 2. **Effectiveness:**

- To what extent did the project achieve its objectives of increasing young people's and minorities' participation and influence in local peace and governance structures?
- How effectively did the project build the capacities of young people in accountable leadership and conflict management, and how were these skills applied in practice?
- What concrete outcomes have been observed from community-led peace initiatives, and to what extent did these initiatives resolve conflicts non-violently?
- To what extent do members of expanded local peace and governance committees believe that youth participation has enhanced the committee's effectiveness in conflict resolution, particularly concerning land issues?

##### 3. **Efficiency:**

- How efficiently were project resources utilized to train young people and minorities in peacebuilding, governance, and conflict management skills?
- Were there any challenges in implementing the project activities, and how were these managed to maintain the overall efficiency of the project?

##### 4. **Impact:**

- What has been the impact of the increased participation of young people and minorities in peace and governance structures on the overall peace and conflict resolution within the community?
- To what extent did the involvement of young people in peace initiatives contribute to a strengthened culture of peace within the community?

##### 5. **Sustainability:**

- To what extent are the skills and capacities developed among young people and minorities likely to be sustained and applied beyond the project's end?
- How sustainable are the expanded or revitalized local peace and governance structures in maintaining inclusive and effective conflict resolution practices?

#### 5. Institutional and Technical Priorities (optional)

As an evidence and knowledge management – in Somalia country- the United Nation peacebuilding fund (UNPBF) is a new institutional donor to IRC both globally and regionally, we expect the evaluation will be a valuable learning opportunity for other country programs involved in similar peace building interventions.

## 6. Available Data and Documents

At the project's start, the IRC MEAL team, with support from a consultant, conducted a baseline survey to establish initial conditions and provide a reference point for measuring progress and impact. The survey captured key indicators such as the participation of young people, women, and minority groups in peace and governance structures, along with their perceptions of inclusivity and effectiveness.

As on-going monitoring, the MEAL team actively collected project performance, consistently tracking indicators to measure progress against targets.

As part of the outcome Indicator Analysis, significant data have been collected through monthly monitoring, training evaluations, and perception surveys. Internal evaluations assess the effectiveness of interventions such as

- Pre and Post-Tests: Conducted to measure the impact of training sessions on peacebuilding and conflict resolution for young girls, youth, and women's groups, assessing knowledge and skills gained.
- Perception Surveys: Regularly conducted to capture community views on the effectiveness of interventions, particularly regarding peacebuilding initiatives and the inclusion of marginalized groups.

## 7. The Scope of the Evaluation

The scope of the endline evaluation is aimed to assess the project's impact on key components and target groups, utilizing both primary and secondary data sources. The evaluation will provide insights into the project's effectiveness, identify lessons learned, and highlight areas for improvement.

The evaluation period: from September 2024 to November 5, 2024. The evaluation will assess components related to peacebuilding, conflict resolution, and community engagement, specifically examining how these activities influenced the target communities and stakeholders.

The evaluation will be conducted in Karaan, Hawalwadag, Barawe and Baidoa, including IDP camps, and host communities within the project sites.

The evaluation will aim to harmonize findings and complement relevant activities of similar interventions by conflict and peace building partners in Somalia, enhancing the overall understanding of peace and governance efforts in the two regions.

Target Groups: The evaluation will focus on a scope of stakeholders, including:

- Community Leaders: Assessing the role and perceptions of community leaders within the target communities.
- Minority communities, specifically young people from the Eyle, Tumul, and Somali Bantu clans.
- Young People (Females and Males): Evaluating the impact of interventions on youth engagement in peace and governance structures.
- Youth Leaders and Women's Groups: Understanding the experiences of youth and women leaders involved in project activities.
- Religious Leaders: Exploring their participation and influence on peacebuilding efforts.
- IDP Camp Leaders and Host Community Leaders: Examining the perspectives and experiences of leaders in IDP camps and host communities.
- Local CSOs: Assessing the involvement of local civil society organizations within the project sites.
- Existing Peace Committees: Evaluating the contributions and effectiveness of peace committees in target locations.

Data Sources: The evaluation will use both primary and secondary data sources, including project performance data from IRC and partner staff, surveys such as perception surveys and pre- and post-tests, as well as feedback from community leaders, youth, youth leaders, religious leaders, women's groups, IDP camp leaders, and local CSOs.



Evaluation Limitations: Aspects that lack sufficient data due to contextual constraints, such as access challenges, incomplete survey data collection, or unavailability of key informants. These limitations will be clearly acknowledged to maintain the evaluation's focus, integrity and ensure the reliability of findings.

## 8. The Approach and Methodology

The consultancy firm is expected to design and propose a best fit methodology for conducting the endline evaluation using a mixed-methods approach that combines both qualitative and quantitative techniques. The proposed approach should include, but is not limited to, the following data collection methods such as desk review of project documents and reports to inform tool development, Training of Enumerators, conducting quantitative surveys from beneficiaries and stakeholders, Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), observation and local consideration including security, accessibility, and cultural dynamics in Banadir and Southwest State and validation of findings for feedback before finalizing the report.

The following five interrelated outcomes and two output indicators will be the focus of the endline evaluation, in comparison with the baseline survey conducted at the start of the project:

### Outcome indicators for endline measurement.

1. Outcome Indicator 1.1: Percentage of young women and men and minorities who state they feel included and have a voice in expanded or revitalized local peace and governance structures.
2. Outcome Indicator 1.2: percentage of young women and men participating in local peace and governance structures who can provide concrete examples of how their new skills in accountable leadership and conflict management were successfully applied.
3. Outcome indicator 2.1: Percentage of community members that feel joint action community-led peace initiatives have contributed to resolving community conflicts non-violently.
4. Outcome Indicator 2.2: Percentage of young people targeted who end up participating in peace initiatives.
5. Outcome indicator 2.3: Percentage of community members that feel the inclusion and participation of young people and minorities in community action mapping, planning and implementation strengthened a culture of peace within communities.
6. % of surveyed community members who report confidence in alternative dispute resolution mechanisms.

### Output indicators for end line measurement.

- Output Indicator 1.1.3: Percentage of expanded local peace and governance committee members stating that youth participation helps to increase the effectiveness of committee to solve conflicts (particularly those related to land issues).
- Output Indicator 1.2.2: Percentage of trained young men and women, including minorities, who increase their knowledge and skills in peacebuilding, local governance, and conflict management related to land issues.
- Output Indicator 2.3: Young women and men have access to livelihood opportunities to support their ability to exercise positive agency within their communities.

## Sampling

The consultancy firm will implement a sampling procedure that is representative of the project's target population, ensuring that the endline evaluation can be effectively compared to the baseline. A statistically acceptable sample size for each project participant category must be determined, and the firm is expected to develop and adhere to an approved sampling methodology. The sampling approach should be clearly



defined and ensure that results are representative and generalizable across all project participant categories.

### Triangulation of Evaluation Survey

Triangulation of data will be a key component of the evaluation, drawing on project performance data collected from various stakeholders, including project staff, implementing partners, and beneficiaries. The study will utilize multiple data sources, including primary and secondary data, as well as a thorough documentation review, to validate findings and ensure comprehensive insights into project performance.

### Data Quality

Maintaining high data quality is critical throughout the evaluation process. The consultancy firm must ensure that data collection techniques are reliable and that every effort is made to minimize errors at each stage. The following suggested measures should be employed to uphold data quality:

- **Before Data Collection:** Pilot testing of data collection tools is required to verify their usability and understanding. Both face-to-face and remote approaches should be tested to ensure tools are robust and adaptable.
- **During Field Data Collection:** Surveys should use electronic questionnaires with on-the-spot data entry to reduce errors. Enumerators must be closely monitored during interviews to ensure accuracy in data capture. Completed responses should be reviewed daily to identify and correct any mistakes or inconsistencies promptly.
- **Ongoing Coordination:** The project technical team and M&E coordinator will regularly meet with the consultant team leaders to review the progress of data collection, confirm the relevance of the collected information, and address any data quality issues. Special attention will be given to resolving discrepancies, including understanding the reasons behind conflicting information provided by stakeholders, and addressing any gender-sensitive concerns or inequalities.
- **Evidence-Based Results:** The survey results must be based on trustworthy and reliable data, providing valuable and actionable insights.

## 9. Guiding Principles and Values

- **Objectivity:** maintain neutrality and avoiding personal or institutional biases in the analysis and reporting of data.
- **Transparency:** Building trust among stakeholders and ensure that the evaluation can be replicated and verified.
- **Accountability:** Responsible for the effective use of resources, the accuracy of findings, and the recommendation provided.
- **Inclusivity:** ensuring that all relevant groups, needs and their perspectives are considered.
- **Ethical Conduct:** Respecting the rights and dignity of participants, maintaining confidentiality, and ensuring that the evaluation is conducted with integrity.

## 10. Professional Qualifications

The firm's technical lead person/ consultant must have at least a master's degree or PhD in social sciences, Peace and conflict studies, economics or law (preferred) or related qualifications, with extensive expertise and experience in evaluating Peace building and development programs.

The firm's technical lead person should have at least 10 years of experience working with international organizations and donors on monitoring, and evaluations or peace building programs, with experience in the context of Somalia. A summary describing the proposed staff for the assignment, including up to three team members should be included in the application.

## 11. Deliverables and Schedule

The following deliverables are expected from the external consultant:

- Conduct comprehensive desk reviews and analysis of all the project documents and literature to inform methodology and develop the data collection tools.
- Prepare project inception report with clear methodology, sampling and assessment approaches
- Develop and validate assessment tools, field plans and field guides. Debriefing session after data collection where limitations, key trends and initial findings are presented.
- Conduct high quality interviews and discussions with assessment participants/key stakeholders.
- Analyzing, interpreting, synthesizing and triangulating data from desk reviews, observations, interviews and quantitative surveys conducted.
- Drafting a comprehensive preliminary report with findings, discussions, conclusions and contextual recommendations to inform policy and programmatic interventions.
- 2-page summary presenting key findings and recommendations that is presented to IRC and partners in a .
- A Final Report in English (25 pages max in length, excluding appendices) that consists of (unless otherwise agreed upon):
  - Table of contents
  - Abbreviations
  - Executive summary of the methodology, limitations, key findings and recommendations
  - Background information (project specifics)
  - Methodology: Objectives, data collection and analysis and limitations of the study
  - Research findings, analysis, with associated data presented (should be structured around the main objectives/evaluation criteria and should cover all indicators)
  - Include a case study (specifically related to community peace building process), conclusions and recommendations.
  - Appendices, which include detailed research instruments, list of interviewees, terms of references and,
  - facilitate a validation workshop, incorporate feedback from the stakeholders and refine the report (Organize the workshop, facilitate, and document feedback).

### Schedule

- The recruitment is set to be finalized by September 30, 2024, including 14 days for posting and one week for screening and interviewing process.
- The inception report, which includes the methodology, finalized tools, desk review, and updated calendar, should be submitted by October 10, 2024.
- Data collection and field work including training of enumerators should be 10 days maximum.
- The data analysis and with the draft report due by October 25, 2024.
- The final report is due by November 2, 2024, just five days after the draft submission for review, revisions, and approvals.

## 12. Budget and Payment

The bidder shall propose a realistic and reasonable cost for this work. The cost should be in dollars and include all applicable local taxation.

A detailed budget breakdown should be provided, including daily rates for personnel and costs related to data collection (per total number of people sampled, sites for collection, field travels cost for trips to the project locations of Southwest State and Banadir, analysis, and production of deliverables).

Items described in the technical proposal but not priced shall be assumed to be included in the prices of other items or at the consultant's own cost.

**Please note:** The payments will be made on the final acceptance based on deliverables specified in the TOR and upon certification of satisfactory work as per work plan.

## 13. Structure of the Proposal and Submission Guidelines

### 1. Structure, Including the List and Order of Topics to be Covered

- **Cover Page:** Include the title of the proposal, organization name, date, and contact details.
- **Executive Summary:** A concise overview of the proposed approach, key methodologies, and expected outcomes.
- **Technical Approach:**
  - **Introduction:** Background and understanding of the project and its objectives.
  - **Methodology:** Detailed explanation of the proposed methods for data collection, analysis, and reporting.
  - **Work Plan and Timeline:** A detailed work plan outlining each stage of the evaluation, including key milestones and deadlines.
  - **Team Composition and Roles:** Brief bios of key team members, their roles, and relevant experience.
  - **Quality Assurance Measures:** Approaches to ensure data quality and accuracy in reporting.
- **Past Performance and Relevant Experience:** Evidence of previous work similar to the proposed evaluation, including examples of reports or publications.
- **Risk Management:** Identification of potential risks and mitigation strategies.
- **References:** Contact information for at least three references from similar past projects.

### 2. Format Requirements and Length

- **Format:** Submissions should be in PDF format.
- **Font and Spacing:** Use Arial, 12-point font, single-spaced with 1-inch margins.
- **Length:** The main body of the proposal should not exceed 20 pages, excluding annexes (e.g., CVs, references).
- **Annexes:** Include team members' CVs, organizational capacity statement, and sample reports as annexes.

### 3. Details Required in the Cost Proposal

- **Budget Summary:** A detailed budget breakdown showing costs for personnel, travel, materials, data collection, analysis, and report writing.
- **Budget Narrative:** Explanation of each budget line item, justifying the proposed costs.
- **Payment Schedule:** Proposed payment terms linked to key deliverables or milestones.
- **Cost Assumptions:** Outline any assumptions that underpin the cost estimates, such as currency exchange rates or travel restrictions.



**ANNEX 2: Financial Proposal/ Price Schedule**

**CONSULTANCY SERVICE FOR CONDUCTING ENDLINE EVALUATION FOR THE SOMALI WOMEN AND YOUTH PEACE PROMOTION PROJECT (SWYPP) Location: Banadir (Karaan and Hawlwadag Districts) and Lower Shabelle in Southwest State (Barawe and Baidoa) regions of Somalia.**

No.	Description	Quantity/Unit	Unit rate USD (inclusive of tax)	Total Amount USD (inclusive of tax)
1	Professional consultancy cost (LOE) (Technical team leader, Analyst, and data collectors)			
2	Other operation/travel costs (Hotel, Flights, Vehicles, Visa including stationeries and training of enumerators/data collectors)			
	<b>Total amount</b>			

All unit rates should have applicable taxes as IRC will not pay for any tax not included in the unit rate.

**Signed and stamped this price schedule.**

You are requested to:

- 1-Break your pricing for each of the services you will offer.
- 2-Attach the detailed list of individual items adding up to the total in the above table.
- 3-Provide information regarding any discounts.
- 4-Provide clear specifications of service.



**Annex 3: Work Plan (Activity Schedule)**

#	Activity Name	Duration in Weeks										
		1	2	3	4	5	6	7	8	..	..	..
1												
2												
3												
4												
5												
6												
7												
6												
7												
8												
9												
10												

The bidder may use extra pages to furnish additional information or may use other acceptable formats to illustrate the work schedule.

\_\_\_\_\_

The bidder authorized signature and stamp.



**Annex 4: Intent to Bid Form.**



**International Rescue Committee, Inc.  
Intent to Bid**

**IRC Reference #: 2SOM/SOMOG/GXB75/001/2024**

Company Name \_\_\_\_\_

*(Please indicate #1 or #2 below)*

1.  It is the intent of this company to submit a response to the (Title of RFP) Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature (If faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

We realize that this is an intent to bid and in no way obliges this company to participate in this process.

2.  This Company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_



**Annex 5: Vendor information form**

**INTERNATIONAL RESCUE COMMITTEE**  
**Vendor Information Form**

*The information provided will be used to evaluate the Company before contracting with the IRC.  
Please complete all fields.*

**Fields marked (\*) are mandatory.**

**Vendor Information**

*Company\Organization Name *For individual consultants, provide legal first and last name		
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any		
*Previous names of the company		
*Address		
*Website		
*Phone/Fax Numbers	Phone:	Fax:
*Primary Contact	First Name:	Last Name:
	Phone Number:	Email Address:
*Email address of Accounts Receivable person or team		
*Email address to which Purchase orders should be sent		
*Number of Staff		
Number of Locations		
Avg. \$ Value of Stock on Hand		
*Name(s) of Company Owner(s) or Board of Directors or CEO		



*Parent companies, if any	
*Subsidiary or affiliate companies, if any	

Vendor's Initials

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**Financial Information**

*Bank Name and Address	<u>Please include the full bank address, must include the country.</u>		
*Name under which company is registered at bank	<u>Also called Account Title. Example: International Rescue Committee (IRC)</u>		
*Specify Standard Payment Terms (Net, 15, 30 days etc)			
*Payment Method (select all that applies)	Payment by:	<u>Check:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	<u>Wire Transfer:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>
Vendor preferred Currency			
*Bank account number	<u>This field is to be completed upon notification of awarding of order\contract.</u>		
*Routing Number (Branch code/ Sort code if applicable)	<u>This field is to be completed upon notification of awarding of order\contract.</u>		
IBAN number (if applicable)	<u>This field is mandatory if payment requires an international wire transfer.</u>		
BIC/Swift code (if applicable)	<u>This field is mandatory if payment requires an international wire transfer.</u>		

**Intermediary Banking Information** *(to be filled ONLY if vendor payment requires an international wire transiting through an intermediary bank. The vendor can obtain this information from their corresponding bank.)*

*Bank Name and Address	<u>Please include the full bank address, must include the country.</u>
*Bank Branch code	<u>This field is mandatory if international wire transfer transits through an intermediary bank.</u>
*Bank account number	<u>This field is mandatory if international wire transfer transits through an intermediary bank.</u>
BIC/Swift code (if applicable)	<u>This field is mandatory if international wire transfer transits through an intermediary bank.</u>

**Product/Service Information**





List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

Vendor's Initials

**Documentations as applicable:**

*Registration	Provided: <input type="checkbox"/>	Reasons:
	Not provided: <input type="checkbox"/>	
*Tax ID (US W9, tax exempt certificate. etc.) or country specific required tax forms	Provided:	
US Vendors only *Do you require a Form 1099?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

**References (optional)**

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

**Financial definitions:**

- BIC/SWIFT code: consists of 8-11 characters used to identify the vendors bank during an international transaction.
- IBAN number is used to identify the vendors bank account involved in the international transaction
- The intermediary/correspondent bank is a third-party bank used by the vendor's bank to facilitate international transfers. The vendor can obtain this information from their corresponding bank.

**Vendor Self-Certification of Eligibility**

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of



proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

Vendor's Initials \_\_\_\_\_

6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
  - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
  - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
  - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
  - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.
9. Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.
10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

### **IRC Conflict of Interest and Vendor Code of Conduct**

Vendor hereby agrees that Vendor and Vendor's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's Combating Trafficking in Persons Policy, which can be found here: <https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtboyel>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Vendor acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

**Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, coworkers, donors, funders, and the communities we affect.**



- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.

Vendor's Initials | \_\_\_\_\_

- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

**Service - At IRC, our primary responsibility is to the people we serve.**

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

**Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.**

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve.

**Conflict of Interest and Legal Compliance**



- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Vendor's business activities.
- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the vendor's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future IRC activities.
- Vendor hereby warrants that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Vendor hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

Vendor's Initials | \_\_\_\_\_

**Vendor hereby agrees to maintain high ethical and social standards:**

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC's beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

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Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: [GSCQA@rescue.org](mailto:GSCQA@rescue.org).

These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the vendor with such a conflict shall be prohibited from participating in the transaction.

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If you believe that any IRC employee, volunteer, or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethics point, [irc.ethicspoint.com](http://irc.ethicspoint.com) or call Ethics point toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement, the vendor acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.



Vendor Name:	
Signature:	
Title:	
Print Name:	
Date:	

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