# Invitation to Tender

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| **Tender Name: Consultancy Service for Conducting Baseline, End line and Final Evaluation Survey – BHAKARI Project** | **Tender No: MCN/MAR/2020/18/NEPAL** |
| Location: **Nepal** | Correspondence Language(s): English |
| Brief Summary Description of Project: **Conducting Baseline, End line and Final Evaluation Survey – BHAKARI Project/ USAID Funded** |

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| **Tender Package Available from:****11 Sept 2020**  | **Tender Package Pickup Location:** **https://www.mercycorps.org/tender** |
| **Deadline for Offer Submission:** **21 Sept 2020, 5 PM- NPT** | **Submit Offers to:****tenders@mercycorps.org** |

*Mercy Corps reserves the right to accept or reject any late offers*

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| **Questions and Answers (Q&A)** |
| If any, Submit Questions in writing to: np-procurement@mercycorps.org |
| Last Day for Questions:13 Sept 2020 | Questions will be answered by:15 sept, 2020 |
| Questions will be answered through: All prospective bidders will access consolidated questions and answers on the website alongside the tender package by 15 Sept 2020 at 12.00 PM NPT |

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| **Documentation Checklist** |
| These documents are contained within this tender package:  | * Invitation to Tender
* General Conditions for Tender
* Criteria and Submittals
* Price Offer Sheet
* Supplier Information Form
* Scope of Work
* Sample Contract
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# General Conditions for Tender

Mercy Corps invites proposals for the goods, services and/or works described and summarized in these documents, and in accordance with procedures, conditions and contract terms presented herein. Mercy Corps reserves the right to vary the quantity of work/materials specified in the Tender Package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

**2.1 Mercy Corps’ Anti-Bribery and Anti-Corruption Statement**

**Mercy Corps strictly prohibits**:

* *Any form of bribe or kickback in relation to its activities*

This prohibition includes any *request* from any Mercy Corps employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded.  It also applies to any *offer* from any company or individual to provide anything of value to any Mercy Corps employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.

* *Conflicts of interests in the awarding or management of contracts*

If a company is owned by, whether directly or indirectly, in whole or in part, any Mercy Corps employee or any person who is related to a Mercy Corps employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.

* *The sharing or obtaining of confidential information*

Mercy Corps prohibits its employees from sharing, and any offerors from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps’ price estimates, competing offerors or competing offers, etc.  Any information provided to one offeror must be provided to all other offerors.

* *Collusion between/among offerors*

Mercy Corps requires fair and open competition for this solicitation.  No two (or more) companies submitting proposals can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.

Violations of these prohibitions, along with all evidence of such violations, should be reported to:

[**http://mercycorps.org/integrityhotline**](http://mercycorps.org/integrityhotline)

Mercy Corps will investigate allegations fully and will take appropriate action.  Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with Mercy Corps. Employees participating in such conduct will have his/her employment terminated.

Violations will also be reported to Mercy Corps’ donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract that is funded in part by the donor, whether the contract is with Mercy Corps or any other entity.

**2.2 Tender Basis:**

* All offers shall be made in accordance with these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission in an exception sheet.
* No respondent should add, omit or change any item, term or condition herein.
* If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.
* Each offeror may make one response only.
* Each offer shall be valid for the period of 180 days from its date of submission.
* All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
* Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.
* Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Mercy Corps in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases Mercy Corps may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by Mercy Corps or its designated representative.
* This Tender does not obligate Mercy Corps to execute a contract nor does it commit Mercy Corps to pay any costs incurred in the preparation and submission of proposals. Furthermore, Mercy Corps reserves the right to reject any and all proposals, if such action is considered to be in the best interest of Mercy Corps.

**2.3 Supplier Eligibility**

Suppliers may not apply, and will be rejected as ineligible, if they:

* Are not registered companies
* Are bankrupt or in the process of going bankrupt
* Have been convicted of illegal/corrupt activities, and/or unprofessional conduct
* Have been guilty of grave professional misconduct
* Have not fulfilled obligations related to payment of social security and taxes
* Are guilty of serious misinterpretation in supplying information
* Are in violation of the policies outlined in Mercy Corps Anti Bribery or Anti Corruption Statement
* Supplier (or supplier’s principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by: the United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

Additional eligibility criteria, if applicable, are stated in section 3.2 of this tender package.

**2.4 Response Documents**

Offerors can either utilize the response documents contained in this tender package to submit their offer or they can submit an offer in their own format as long as it contains all the required documents and information specified by this tender.

**2.5 Acceptance of Successful Response**

Documentation submitted by offerors will be verified by Mercy Corps. The winning offeror will be required to sign a contract for the stated, agreed upon amount.

**2.6 Certification Regarding Terrorism**

It is Mercy Corps’ policy to comply with humanitarian principles and the laws and regulations of the United States, the European Union, the United Nations, the United Kingdom, host nations, and other applicable donors concerning transactions with or support to individuals or entities that have engaged in fraud, waste, abuse, human trafficking, corruption, or terrorist activity. These laws and regulations prohibit Mercy Corps from transacting with or providing support to any individuals or entities that are the subject of government sanctions, donor rules, or laws prohibiting transactions or support to such parties.

# Criteria & Submittals

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| **3.1 Contract Terms** Mercy Corps intends to issue aFixedPrice contract to one or several company(ies) or organization(s). The successful offeror(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract. The anticipated contract is incorporated in Section 6 herein. By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in Section 6. |
| **3.2 Specific Eligibility Criteria** Eligibility criteria must be met and the corresponding supporting documents listed below under “Tender Submittals” **must** be submitted with offers. Offerors who do not submit these documents may be **disqualified** from any further technical or financial evaluation.Eligibility Criteria:* The offeror must be legally registered
* The offeror must be in good standing with its governing tax authority
* Being an eligible business under applicable laws and regulations
* Being in good standing with any taxation or legal authority
* VAT/TAX documentations
* Having a satisfactory record of performance and business ethics based on information available to Mercy Corps
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| 3.3 Tender SubmittalsDocuments and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to severely and negatively impact the technical evaluation of an offer. Documents supporting the Eligibility Criteria:* Legal Business Registration
* Latest Tax Registration Certificate
* Company Profile detailing experience working with International/NGOs conducting surveys and evaluations using digital data collection technologies through secured and sophisticated software (not more than 3 pages)
* Proof of similar works (such as conducting baseline, annual, mid term, endline and final evaluations) conducted in the past in areas related to Food Security, Nutrition, Resilience WASH, Disaster Risk Reduction, Social Behavior Change Communication programming, Gender and Social Inclusion etc)
* Three references and a sample of final product (final product could be any document demonstrating the quality of work such as final report)
* List of works conducted with USAID, preferably with Food for Peace or OFDA (list only major ones)
* Statement of interest, proposed methodology based on SoW, and work plan for delivering services
* CVs of Key personnel proposed for the activity
* Detailed budget with a clear breakdown of costs (separate for baseline and final evaluation).

Documents to conduct the Technical Evaluation and additional Due Diligence: [To be completed according to the specific items to be tendered]* Company Profile, 2 page max [Required]
* References from previous work projects (including contact information) [Required]
* Example: Key Personnel CVs, 3-page max per personnel
* Example: Detailed Product Specifications/ISO Certificates, X page max

Price Offer:The Price offer is used to determine which offer represents the best value and serves as a basis of negotiation before award of a contract. [Choose and modify according to the type of contract selected in section 3.1:] As a Fixed-Price contract, the price of the contract to be awarded will be an all-inclusive fixed price basis, either in the form of a total fixed price or a per-unit/deliverable fixed price. As a Cost Reimbursement plus Fixed Fee contract, the price of contract to be awarded will be on the basis of estimated costs at cost and specified fee paid; the contract to be awarded will have a ceiling amount not to be exceed without prior written approval. As a Time and Materials contract, the price of contract to be awarded will be on the basis of estimated direct labor hours/days at specified fixed hourly/daily rates and materials at cost; the contract to be awarded will have a ceiling amount not to be exceeded without prior written approval. No profit, fees, taxes, or additional costs can be added after contract signing. Offerors must show unit prices, quantities, and total price, as displayed in the Offer Sheet in Section 4. All items must be clearly labeled and included in the total offered price.Offerors must/must not include VAT and customs duties in their offer (choose correct statement, dependent on donor & Mercy Corps tax status in the country). |
| **3.4 Currency** Offers should be submitted in: NPR Payments will be made in: NPR  |

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| **3.5 Tender Evaluation (Trade-Off Selection Method)**Based on the above submittals, a Mercy Corps Tender Committee will conduct a tender evaluation process. Mercy Corps reserves the right to accept or reject any or all proposals, and to accept the offer(s) deemed to be in the best interest of Mercy Corps. MC will not be responsible for or pay for any expenses or losses which may be incurred by any Offeror in the preparation of their tender.Evaluations will be conducted as described in the following subsections: |
| 3.5.1 Scoring Evaluation Trade-Off MethodMercy Corps Tender Committee will conduct a technical evaluation which will grade technical criteria on a weighted basis (each criteria is given a percentage, all together equaling 100%). Offeror's proposals should consist of all required technical submittals so a Mercy Corps committee can thoroughly evaluate the technical criteria listed herein and assign points based on the strength of a technical submission.Award criteria shall be based on the proposal’s overall “value for money” (quality, cost, delivery time, etc.) while taking into consideration donor and internal requirements and regulations. Each individual criteria has been assigned a weighting prior to the release of this tender based on its importance to Mercy Corps in this process. Offeror(s) with the best score will be accepted as the winning offeror(s), assuming the price is deemed fair and reasonable and subject to the additional due diligence in section 3.5.2.When performing the Scoring Evaluation, the Mercy Corps tender committee will assign points for each criteria based on the following scale:

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| Point | Rationale |
| 0 | Not acceptable; has not met any part of the specified criteria |
| 1-4 | Has met only some minimum requirements and may not be acceptable |
| 5 | Acceptable |
| 6-9 | Acceptable; has met all requirements and exceeds some |
| 10 | Acceptable; has exceeded all requirements |

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| Evaluation Criteria | Weight(%) | Possible Points (1 to 10) | Weighted Score |
| (A) | (B) | (A\*B) |
| Product/Service/Work Technical Specifications : Minimum five years of experience conducting surveys in remote areas, mobilizing teams and collecting data using digital data collection tools & software’s like ODK, Kobo or CommCare etc  | 10% | 10 | 1 |
| Total budget with detail breakdown (cost for baseline survey and final evaluation including end line) - 30% | 30% | 10 | 3 |
| Past experience conducting surveys and evaluations for USAID projects (preferably FFP and OFDA) in the area related to food security, Nutrition, agriculture, resilience, DRR, GESI etc. | 15% | 10 | 1.5 |
| Quality of past work and References. A sample of final product should be submitted | 05% | 10 | 0.5 |
| Proven experience in evaluations including both qualitative and quantitative data collection, real time data cleaning, coding, analysis using statistical software like SPSS, STATA, NVIVO and ATLAS Ti etc and report writing. | 10% | 10 | 1 |
| Understanding of SoW, proposed work plan and timeline [Timeline and activities including training, pre-testing, data collection, data cleaning, coding and report writing] should be given and they should be equal to or better than the products where samples are supplied)  | 20% | 10 | 2 |
| Team composition including highly experienced Team Lead, Field supervisors, Enumerators etc . CVs of key personnel and org chart of team dedicated for proposed activity | 10% | 10 | 1 |
| **TOTAL POSSIBLE SCORE:** | **100%** |  | **10** |

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| **3.5.2 Additional Due Diligence**Upon completion of both the technical and financial evaluations Mercy Corps may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that Mercy Corps engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):* Reference Checks
* Determination of relations and affiliations between offerors
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# Offer Form

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| **Offerors must submit their own independent offer including at least (but not limited to):*** All documents requested in the “Eligibility Criteria” section of this Tender Package
* All documents requested in the “Tender Submittals” section of this Tender Package
* All information listed in the “Documents Comprising the Proposal” section below

**All offers must be duly signed (including position and full name of the signer) and stamped, with the date of completion.** |

***Documents Comprising the Proposal***

The following information must be included in the offer of any potential offeror:

* **Cover Letter** explaining interest to be a contracted vendor or supplier, and the details of the Proposal. The content of the cover letter shall include the following information:
* A detailed proposal in response to our Scope of Work
* Time plan
* Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 180 working days)
* A Price Offer detailing the unit price only, using the **Price Offer Sheet** template provided in attachment)
* Completed and signed Mercy Corps **Supplier Information Form** (template provided in attachment)
* Other important documents offeror feels need to be attached to support their proposal

The original proposal shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. Financial offer pages of the proposal shall be initialed by the person or persons signing the proposal and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the proposal.

# 5. Scope of Work/Technical Specifications

**5.1 Background**

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action – helping people triumph over adversity and build stronger communities from within. Now, and for the future. Mercy Corps has been operating in Nepal since 2005, implementing programs in food security, agriculture, market development, financial services, youth engagement, climate change adaptation and disaster risk reduction. We take a systems-based approach in our programming, with the aim of improving the lives and potential of vulnerable individuals and communities across Nepal.
Mercy Corps will be starting the USAID funded Food for Peace – Building Hope Along the Karnali River Basin (Bhakari) project in Nepal. This multiyear international emergency food assistance program is expected to start from October 2020 through September 2023 covering 6 districts; Jumla, Mugu, Kalikot, Surkhet, Dailekh and Achham. The overall goal of Bhakari is that emergency food needs of vulnerable and socially excluded households in Karnali River Basin are met while simultaneously building food security and resilience for the future. The Bhakari activity will establish mechanisms for short-term cash support—through both the activity’s and government systems—while linking longer-term resilience to agriculture, water, financial inclusion, Disaster Risk Reduction and community capacity strengthening. Concurrently, Bhakari layers an intentional focus to address the root causes of gender inequity and social exclusion. Bhakari will operate through three Purposes;

Purpose 1 “Increase household (HH) level food availability and access”: The first Purpose will reduce food insecurity for the most vulnerable and socially excluded, by increasing household food availability and access

Purpose 2 “Improve access to sustainable water sources for productive purpose”: The second purpose will improve access to sustainable water sources for productive purposes, with a focus on supporting to water projects, including multiple use water systems and irrigation schemes and

Purpose 3 “Reduce the impact of natural disasters”: Third purpose will strengthen the ability of community groups and HHs to cope with recurrent shocks and stressors that affect food security including floods, droughts and water scarcity.

**5.2 Scope of Work**

Mercy Corps Nepal will require a research/data collection firm to support in planning and executing baseline/final evaluation survey and other monitoring surveys and assessments throughout the life of Award. The Research firm will provide support to the Bhakari program, under the supervision of MEL Director and in close coordination with the Start-Up Team Lead, Technical Advisors, program and operations team in the Mercy Corps Nepal Country Office.

1. **Baseline survey**: USAID/Bureau for Humanitarian Assistance (formerly FFP & OFDA) requires the collection and analysis of quantitative survey data at baseline and as part of the final evaluation. The purpose of the baseline study is to collect baseline values for specific food security and resilience outcome indicators such as Reduced Coping Strategy Index (rCSI) and Household Dietary Diversity Score (HDDS) that will be compared to values collected during the final evaluation and to provide information to the program team about target population to strengthen the design and targeting of interventions. The baseline survey of Bhakari is planned in early October. The survey includes a probability sample at the participants’ level in the activity area (6 districts as mentioned above) and designed to produce values that will be compared to results from an endline survey so that change can be measures and tested for difference. Quantitative baseline/endline surveys must utilize the same data collection instruments, level of statistical precision, and statistical power. The evaluation should be designed to detect statistically significant changes in estimates from baseline to endline for key indicators. The baseline will follow Multi-Stage Probability Proportional to Size (PPS) Cluster Sampling with sample size of approx. 700 participants.

2. **Endline and Final Evaluation**: The final evaluation will be mixed method performance evaluation which includes a comparison of baseline and endline data, and a qualitative study. Final evaluation data will be used for reporting the extent to which the program met its goals and targets. Data will also be used to inform design and indicator targeting for successive programs both within the country and across the region. Where possible, the endline survey data collection should match the season of the baseline survey in order to enhance the comparability of the surveys. The endline will take place at the same time as the baseline data collection (around October 2023).

3. **Other surveys/assessments**: Based on Bhakari’s resilience and learning agenda, additional assessments/studies (both quantitative and qualitative) will be planned.

The research firm will be responsible for following activities.

* Support in finalization of study protocol.
* Developing survey tools (questionnaire) in both hard copies and mobile application, translate into Nepali and back translating to English
* Printing hard copies of questionnaire for back up
* Recruiting survey team including highly competent Team lead, Supervisors and Enumerators (data collectors) for training and field work
* Organizing training for Enumerators and Field Supervisors
* Reviewing training materials and field procedure manuals and translating in Nepali (if required)
* Managing the logistical and administrative aspects of the fieldwork
* Implementing data collection in field
* Supervision and monitoring of daily data collection, and upload to server
* Ensuring daily data quality assurance in the field, including Supervisors providing regular feedback to enumerators
* Data cleaning, analysing and preparing report as per project requirement

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| **S. No.**  | **Assignment** | **Anticipated dates** |  |
| **Year 1** | **Year 2** | **Year 3** |
|  | Implement baseline survey  | **X** |  |  |
|  | Implement endline and final evaluation survey |  |  | **X** |
|  | Other studies/assessments | **X** | **X** | **X** |

# 6. Sample Contract

This is the anticipated contract. However, if required, additional terms and conditions may be added by Mercy Corps in the final contract.

**[Attachment 3]**

# 7. Attachments to the Tender Package

**Attachment 1 -Supplier Information Form template**

**Attachment 2 -Price Offer Sheet template**

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