

Tender Package — Request for Proposal (RFP)



1. Invitation to Tender

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| Tender Name: Climate Adaptation and Resilience – Baseline Study. | Tender No: MCK-NBO -CON-022-009 |
| Location: Garissa and Wajir Counties. | Correspondence Language(s): English |
| Brief Summary Description of Project: Climate Adaptation and Resilience program is a 2-year initiative implemented by Mercy Corps in Wajir and Garissa counties. It seeks to strengthen rangeland ecosystem health by enhancing the uptake and use of digital information services and tools among county governments and other key points in the rangeland management decision-making chain. With Cisco and Google support, the program will build on existing approaches and technology platforms/tools to develop specific program strategies focused on increasing the use, adoption, and dissemination of climate-smart rangeland management information using digital services and tools. The primary target participants and stakeholders are county governments and other key actors in the rangeland management decision-making chain (including government actors, businesses, and civil society organizations). Leveraging on existing tools and knowledge on the digital ecosystem, the program will design an information ecosystem that considers the voices and needs of those traditionally marginalized (women, youth, small-Climote Adaptation and Resilience agricultural and livestock producers) and those online as well as offline, to ensure information availability and flow. In the end, decisions and power can cross the digital divide. | |

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| Tender Package Available from: 25/10/2022 | Tender Package Pickup Location: https://www.mercycorps.org/tenders |
| Deadline for Offer Submission: 04/11/2022 1700hrs | Submit Offers to: ke-bids@mercycorps.org Clearly state Tender number “ MCK-NBO -CON-022-009 ” on the subject line of the email. ONLY SOFT COPIES OF TENDER APPLICATIONS WILL BE ACCEPTED! |

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

| Questions and Answers (Q&A) | |
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| If any, Submit Questions in writing to: ke-pr@mercycorps.org . Clearly state Tender number “ MCK-NBO -CON-022-009 ” on the subject line of the email. | |
| Last Day for Questions: 28/10/2022, 1700hrs | Questions will be answered by: 01/11/2022, 1700hrs |
| Questions will be answered through: All questions and answers will be posted in Mercy corps website | |

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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- this is an anticipated contract |

2. 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>

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.

3. Criteria & Submittals

3.1 Contract Terms

Mercy Corps intends to issue a **Fixed Price** contract to one or several company (ies) or organization(s) or individuals. 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

3.3 Tender Submittals

Documents 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:

- The offeror must submit the legal registration document/certificate of incorporation or registration (applicable for firms)
- Tax registration certificate (applicable to both firms and individuals)
- Tax compliance certificate (applicable to both firms and individuals)

Documents to conduct the Technical Evaluation and additional Due Diligence:

- Company Profile in case of firms interested in this consultancy, 2 pages max
- Cover letter for individual applicants
- References from previous work projects (including contact information). At Least five
- Key Personnel CVs, 3-page max per personnel

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. 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. 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 include VAT and all applicable taxes in their offer.

3.4 Currency

Offers should be submitted in: **KES**

Payments will be made in: **KES**

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 Method

Mercy 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:

Evaluation Criteria

| Criteria | Climate Adaptation and Resilience and rationale | | | | Maximum Weight (%) |
|--|--|--|--|---|--------------------|
| | 0 points | 1-3 points | 4-6 points | 7-10 points | |
| Demonstrated experience in conducting baseline surveys | No such experience demonstrated (<i>I.e., No testimonial, reports etc. of previous work is shared</i>) | Individual or firm demonstrates 1-3 years of experience of conducting baselines for programs | Individual or firm demonstrates 3 to 5 years of experience of conducting baselines for programs | Individual or firm demonstrates more than 5 years of experience of conducting baselines for programs | 20 |
| Demonstrated experience in working with large INGOS for baseline studies | No such experience demonstrated (<i>I.e., No testimonial, reports etc. of previous work is shared</i>) | Individual or firm demonstrates 1-3 years of experience of working with large INGOS | Individual or firm demonstrates 3 to 5 years of experience of working with large INGOS | Individual or firm demonstrates more than 5 years of experience working with large INGOS | 20 |
| Technical proposal meeting all of the objectives outlined in the SOW/TORs | No technical proposal provided | Technical proposal meets less than a 1/3 of the objectives in the TOR (<i>E.g., Addressing 3/10</i>) | Technical proposal addresses/meets at least half of the objectives stated in the TOR | Technical proposal addresses/meets (Almost) all of the objectives stated in the TOR | 30 |
| Financial proposal that is clear, detailed and within budget limits | No financial proposal provided, or financial proposal not detailed or itemized | Financial proposal provided, fully detailed/itemized. <i>Proposed amount more than the budget</i> | Financial proposal provided, fully detailed/itemized. <i>Proposed amount between is within the budget limit</i> | Financial proposal provided, fully detailed/itemized. <i>Proposed amount is competitive in comparison to the budget.</i> | 20 |

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| Qualified team of consultants proposed. | No CVs shared No technical team proposed | Bidder only <i>provides CVs</i> | Bidder <i>only provides CV of Lead consultant</i> (Does not include other team members) | Bidder provides <i>CVs for ALL relevant team members</i> AND including a clear work plan | 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
- Other appropriate documented method giving Mercy Corps increased confidence in the supplier's ability to perform

4. Offer Form

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 specification of the offered goods, services and/or works (Proposal)
 - ☐ Warranty (if necessary and appropriate)
 - ☐ Delivery time
 - ☐ 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 section 6
- ☐ Completed and signed Mercy Corps **Supplier Information Form** (template provided in section 6)
- ☐ 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

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 began working in Kenya in 2008 and has to date built a robust and diverse portfolio of programs aimed at sustainably improving the lives and livelihoods of Kenyans affected by poverty, resource scarcity and conflict. To do this, we deliver integrated programming to strengthen resilience, market, and governance systems, address the root causes of conflict, and equip vulnerable populations- in particular youth, women, adolescents, and marginalized social groups- with the skills, opportunities, and resources they need to be healthy, productive, and drive the development of their communities. Mercy Corps Kenya also collaborates with Mercy Corps teams and partners in neighboring countries to implement a number of multi-country and cross-border programs.

Mercy Corps seeks a consultant to conduct a baseline survey for its Climate Adaptation and Resilience program, a technology driven natural resource management and climate services initiative in Garissa and Wajir Counties in Kenya. The study will establish the baseline for the program's key indicators and provide guidance on how to measure program performance. The baseline study will also include a conflict assessment highlighting key drivers, dynamics, and actors of conflict (particularly around land and natural resource governance). In addition to monitoring and evaluation, data from the study will inform the planning and implementation process including design of tools, manuals, and activities.

Description of the Climate Adaptation and Resilience Program

Climate Adaptation and Resilience program is a 2-year initiative implemented by Mercy Corps in Wajir and Garissa counties. It seeks to strengthen rangeland ecosystem health by enhancing the uptake and use of digital information services and tools among county governments and other key points in the rangeland management decision-making chain. With Cisco and Google support, the program will build on existing approaches and technology platforms/tools to develop specific program strategies focused on increasing the use, adoption, and dissemination of climate-smart rangeland management information using digital services and tools. The primary target participants and stakeholders are county governments and other key actors in the rangeland management decision-making chain (including government actors, businesses, and civil society organizations). Leveraging on existing tools and knowledge on the digital ecosystem, the program will design an information ecosystem that considers the voices and needs of those traditionally marginalized (women, youth, small-climate adaptation and resilience agricultural and livestock producers) and those online as well as offline, to ensure information availability and flow. In the end, decisions and power can cross the digital divide.

Purpose and Objectives of the Baseline Study:

The process of developing the Baseline Study is part of the Performance Monitoring Plan (PMP) which provides an early opportunity for program partners to collaborate and begin putting in place a results-based monitoring system for the program. The purpose of the Climate Adaptation and Resilience baseline study is to help key program stakeholders focus on achievement related to a limited set of expected outcomes; and to empower them to collaboratively measure and review these outcomes. Aligned with this purpose, the baseline study is designed to achieve four specific objectives:

- i) To support a better understanding of the implementation context for the Climate Adaptation and Resilience Program at the onset of the program
- ii) To help validate the assumptions in the project's Theory of Change (ToC) and targets of the indicators in the program's Indicator Performance Plan
- iii) To establish starting points or baselines for all indicators in the Indicator Performance Plan, suggesting revisions in their formulation if the need emerges; and,
- iv) To provide recommendations for the implementation of the results-based monitoring for the program.

The specific baseline values must be provided for all indicators in the Indicator Performance Plan as early as possible in the program's lifecycle. Baseline data is intended to inform the establishment of realistic and achievable targets, provide a point of reference against which progress on or towards the achievement of outcomes can be monitored and evaluated, and provide suggestions for the review of indicators if and where necessary. Baselines provided in the Indicator Performance Plan must be accompanied by narrative to explain how this starting point data was collected, analyzed, and validated. *In the Performance Monitoring Plan, this narrative includes an explanation of baseline data limitations at the onset of program implementation, and how these gaps will be dealt with as part of the program's first-year work plan.*

Mandate of the Consultancy

The Consultant will serve as the lead coordinator of this baseline study and be responsible for its design, the development and use of appropriate data collection tools, analysis of collected data, and the writing of a final report summarizing the findings and updating the data in the Indicator Performance Plan. The Consultant will design and facilitate a plan in close collaboration with the Climate Adaptation and Resilience program management teams based in Garissa and Wajir counties. Specifically, the mandate of the consultancy is to:

- **Design Inception report** - Work with designated Climate Adaptation and Resilience Program Manager and PaQ department during an inception phase to finalize a detailed methodology and work plan for this study
- **Lead and coordinate** - Recruit and orient competent and well-prepared research teams, and act as lead technical coordinator for the baseline study
- **Assure quality control** - Provide oversight and quality assurance during sampling (if needed), development of data collection tools, data collection and entry, analysis of the data collected, and report writing. This will be supervised by the Program Manager together with the MEL team.

Scope and Methodology of the Baseline

Methodology will be discussed and agreed with the program team consortium at the beginning of the consultancy. The consultant's first task will be to prepare an inception report detailing the approach and methodology, including questionnaires, list of interviewees and field data collection work plan. The consultant will use different data collecting methods such as desk review, direct observation, survey, in-depth interviews with key informants including government officials at the national, regional and county levels; representatives of various Non-Governmental Organizations engaged in development and governance interventions, private sector actors, and focus group discussions where possible with potential program beneficiaries in target locations within the counties under study to establish a baseline for the program's key indicators.

The methodology must include a key role for program stakeholders in the conduct of the research and the generation of the analysis. Gender inclusion and participation of minority groups will be emphasized.

Program Goal & Outcome Indicators

1. Extent to which climate information is (i) used to inform long-term adaptation planning and responses to climate change, and (ii) generated at all levels of society
2. No. of functional rangeland management systems and plans in place.
3. Perspectives of usability and appropriateness of rangeland management plans
4. Percentage of community members utilizing digital platform info/ data to make rangeland management decisions.
5. Perspective from both county and community-based decision makers on the function of the feedback mechanism

Consultant Activities

The baseline study will include four key phases: contracting, design of the inception report, data collection, and data analysis/report writing. After successfully completing the contracting process, the Consultant will immediately organize an initial round of consultations with key stakeholder representatives, as well as complete an initial document review to better understand the program and its needs. The Consultant will use this inception phase to ensure a consensus on the baseline study's design, outline the methodology for the study, and develop the data collection tools. Following this, the Consultant will begin data collection activities resulting in baseline data sets for each indicator in the Indicator Performance Plan. After data collection is completed, the report writing phase will consist of data analysis and consolidation, completing the updated Performance Indicator Plan, providing recommendations on targets whenever appropriate, and exchanging with Mercy Corps Monitoring and Evaluation team and Program Manager to refine the final report.

Consultant Deliverables:

- a) Inception report detailing approach, methodology, and specifics of data collection and analysis
- b) Finalized work plan for the assignment
- c) Draft report with research findings, analysis, and recommendations
- d) Present the findings to the program stakeholders for validation
- e) The Final Baseline Report which should consider how the activities of the program will interact with conditions on the ground and importantly how Mercy Corps will pivot its interventions with government agencies responsible for generating digital information that can be better utilized for effective rangeland management.

Timeframe / Schedule:

The baseline study should be completed within a maximum of 20 working days from the commencement of the task. The consultant should submit the detailed breakdown of the assessment timetable as part of the proposal.

The Consultant will report to:

The baseline study will be managed by the Climate Adaptation and Resilience Program Manager, with close collaboration between Mercy Corps Monitoring and Evaluation Team. A more exact consultative and decision-making management structure with clear roles and responsibilities will be determined during the inception phase of the study.

Required Experience & Skills:

- Lead researcher/firm must demonstrate a minimum of 10 years of experience in administering studies, collecting data, and producing quality baseline/end line study reports, preferably for international non-profit organizations or multilateral agencies.
- Demonstrated experience in designing baseline and end line studies including proven experience in sound sampling, mixed methods approach (quantitative and qualitative), tool development, enumerator training, etc.
- Excellent facilitation skills and ability to recruit and manage facilitators for qualitative components.
- Demonstrated experience in quantitative and qualitative data analysis.
- Knowledge and experience with Natural Resource Management & technology integration in Kenya.
- Knowledge and experience with GIS integrated programs, ideally in Kenya's rangelands.
- Knowledge and experience in gender equality issues of the sector is mandatory.
- Fluency in English is mandatory and Kiswahili or other relevant languages (Somali) an asset; and
- Ability to produce high quality work under tight timeframes.

Mercy Corps Responsibilities

- Cover and arrange the consultant's travel and accommodation to and in the field where possible and necessary
- Provide ongoing security advice and support as necessary to field research
- Facilitate engagement with key stakeholders
- Provide all necessary program documents

Application Process

Qualified and interested parties are asked to submit the following:

1. Detailed **technical proposal** (between 5-7 pages) clearly demonstrating a thorough understanding of this ToR and including the
 - i) Description of the Capacity and qualifications of the consulting firm, including previous relevant experience (maximum 1.5 pages)
 - ii) Description of the proposed approach and methodology, including data collection, sampling strategy, data analysis, integration of gender considerations and ethical standards, quality assurance (maximum 3.5 pages)
 - iii) A proposed schedule/work plan (i.e. a Gantt chart) (maximum 1 page)
 - iv) Team composition and level of effort of each proposed team member (maximum 1 page)
2. A **financial proposal** (in KES) with a detailed breakdown of costs for the study
 - i) Itemized consultancy fees/costs
 - ii) Itemized field data collection expenses
 - iii) Itemized administrative expenses
 - iv) Validity period of quotations
 - v) Expected payment plan and method
3. Curriculum Vitae(s) of all proposed staff outlining relevant experience
4. Names and contact information of three references who can be contacted regarding relevant experience
5. A copy of a previous reports of similar work undertaken.

6. Annexes

Annex 1: Sample Contract

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



Service Contract
Template (2) (1).docx

Annex 2: Supplier Information Form



Supplier
Information.docx

Annex 3: Price Offer Sheet



Price Offer sheet
Baseline.xlsx