



REQUEST FOR PROPOSAL

1. CONTEXT AND RATIONALE

1.1 About SOS Children's Villages (short introduction)

SOS Children's Villages is a global federation of 136 national SOS Children's Villages associations, working in more than 2000 programme locations worldwide. We work together with a single vision: every child belongs to a family and grows with love, respect and security.

Uniquely, we provide long-term, family-like care for children who have lost parental care (alternative care service), and we work with vulnerable families and communities to help strengthen them and prevent child abandonment (family strengthening service, FS). SOS alternative care is usually organised in the form of a cluster of SOS families, where each SOS parent cares for small group of children.

SOS Children's Villages in Somaliland is a part of SOS Children's Villages, the umbrella organization to which all SOS Children's Villages including SOS Children's Villages in Somaliland Association is affiliated. SOS Somaliland is a Non-Governmental Organization (NGO) that is not for profit, non-sectarian and non-partisan and which has been in existence since 1999.

SOS Children's Villages in Somaliland shares vision with SOS Children's Villages and beliefs that every child belongs to a family and grows with love, respect and security. To realize this, SOS Children's Villages in Somaliland builds families for children in need, help them shape their own futures and share in the development of their communities.

SOS Children's Villages is committed to the welfare of children who lost parental care or at risk of losing parental care – often ensuring that children grow up in a loving family environment, and to strengthening families and communities as a preventive measure in the fight against child abandonment and social neglect, and upholds child protection policy as part of their commitment to the protection of children and youth from abuse.

SOS Children's Villages was established in Somaliland in 1999 and it started first operations in Sahil region. Currently, SOS Children's Villages in Somaliland implements programs ranging from child care, child protection, youth empowerment and participation, education and emergency relief interventions. SOS Children's Villages in Somaliland is operational in three regions of Somaliland: Awdal, Marodijeh and Sahil, and it had a good relationship with many stakeholders, including government institutions, local authorities at national, regional and district levels, INGOs, LNGOs and local communities, as well as other CSOs who are in and out of the operational area.

1.2 Description of programme location

Somaliland is one of the poorest countries in the world where a significant number of socially and economically vulnerable and excluded populations exist. Among the most disadvantaged groups are the large numbers of OVCs, most of whom are affected economically, socially and psychologically. In August 2020, SOS Somaliland conducted stakeholder meetings in Berbera and Sheikh to discuss social problems affecting the vulnerable communities living in the two areas. Major problems listed include: high unemployment number among caregivers and young people, low school enrolment of children and poor quality of education, poor housing and WASH facilities, food insecurity, gender-based violence affecting women and girls, high rates of divorce, child labor, poor access to health services, recurrent diseases like Malaria, diarrhoea and Acute Respiratory Tract Infections, malnourishment of children, illegal migration (Youth), FGM, Early marriage of girls and boys, and widespread poverty. On top of this, participants also raised that Coronavirus severely impacted small businesses and numerous of them closed, and the desert Locust effected agricultural products in Sheikh town.



Request for Proposal and ToR for Baseline Study

To ensure relevant intervention, SOS Children's Villages in Somaliland started to implement a Family Strengthening program in Sahil region (Sheikh and Berbera towns) to support the vulnerable families in the area with economic empowerment, skills development of youth, Shelter, WASH and protection interventions so that they will be able to create sustainable livelihoods, stand against future draughts and disasters, improve hygiene and sanitation practices, reduce GBV/child rights violations and provide adequate nutrition to their children. The project also entails to create stronger family and home environment for the children in the selected families and those in emergency situations by imparting good parenting skills to caregivers and enhancing their knowledge on child rights and protection, while building the capacity of the stakeholders (CBOs, relevant government line ministries, NGOs) to create lasting impact and generate multiplier effect with the aim to reach many children who are not in the program to benefit indirectly from the increased capacity of the duty bearers as well as policy implementation.

The proposed intervention targets 200 families with approximately 1200 children living in Berbera and Sheikh who are at risk of losing the care of their parents to grow within a caring family environment and prosper in live. To realize this, the project aspires to enable targeted families and communities create safe living environment for the children and will focus on **1.** Improving the commitment and capacity of families to adequately care for their children, **2.** Strengthening the capacity of community structures so that they will sufficiently respond to the needs of vulnerable children **3.** Advocating for the rights and protection of OVC children and young people at national level and regional levels **4.** Providing young people with skills development programs and creating opportunities to learn skills to get jobs or start their own businesses.

The project duration – From January, 2021 to December, 2024

1.3 Rationale and overall objective of the baseline study

The overall objective of the baseline study is to serve as a benchmark for the family strengthening programme in Sahil Region (Berbera and Sheikh Towns) and provide information and statistical data on socio-economic indicators for the general population prior to the intervention. The baseline is also needed to critically assess and update indicators to ensure the measurement of actual change in response to the outcomes/objectives of the project.

This study is expected to meet the following specific objectives: -

1. Establish a baseline indicator values for all indicators in the LFA of the project and propose possible improvements where needed.
2. Test project 'theory of change' and propose possible improvements
3. Assess the living conditions of the families in the target locations and recommend the appropriate support based on their need.
4. Provide demographic information of the study locations (e.g. population Information (Children, Youth and Adults), Education level (literacy, numeracy and life skills) Shelter (Type and Condition of the family houses).
5. Identify Percentage of vulnerable and marginalized families and children in the target locations.
6. Assess the situation of children in the target community, risk factors and vulnerabilities that can put them at risk of losing parental care.
7. Analyse causes of child abandonment in study locations, as well as local and existing responses on child abandonment, family separation, youth and family empowerment.
8. Assess existing child and youth support services in the targeted areas focusing on services provided to separate and unaccompanied children, Disabled, GBV victims, and school dropouts. The assessment should also provide recommendations on how to improve these services.
9. Identify barriers to women, men and young people's achieving self-reliance.
10. Detect existing challenges faced by young people, services available to them and appropriate interventions/solutions to address.



Request for Proposal and ToR for Baseline Study

11. Identify challenges specifically faced by youth graduated from Secondary schools and Universities in the targeted communities.
12. Identify role of young people's involvement and level of participation in their communities.
13. Identify food security data including number, type and quality of meals per day in the target location and identify the sources of families' food, income and nutrition intake.
14. Identify community resilience and coping mechanisms in the study locations.
15. Assess accessibility of water and sanitation facilities to families, water consumption per person per day and sanitation practices (defecation, waste management, Communicable diseases and etc.) in the targeted communities.
16. Assess protection concerns and identify security risks against women/girls and children in the targeted communities.
17. Identify the percentage of school-aged children who are not enrolled schools formal and informal in the target locations.
18. Assess the level of knowledge of children, caregivers and Stakeholders on child rights, child protection and participation.
19. Conduct market assessment and propose the best Income Generating Activities (IGA) which will give the families a sustainable income to meet the basic needs of their children. The assessment should provide solid information on the businesses which are in high demand, support needed and Challenges/barriers faced to start small businesses in the intervention communities.
20. Map out TVET Centres in target locations and type of services they provide.
21. Assess the capacity (e.g. composition of the members, managerial, financial and functional capacities, and awareness of children's rights, protection, participation and gender sensitivity) of existing Community-Based Organizations in target communities and Identify improvement areas.
22. Identify child focused organizations in Berbera and Sheik that are involved in the advocacy of children's rights and protection and propose possible areas of partnership.

2. GENERAL INFORMATION ON REQUEST FOR PROPOSALS

The bidders are welcome to submit their proposal for the Baseline Study of the Family Strengthening Programme (FSP) in Sahil Region (Berbera & Sheikh). This bid is open to all national and international suppliers (independent consultants or companies) who are legally constituted and can provide the requested services. The bidder shall bear all costs of the bid; costs of a proposal cannot be included as a direct cost of the assignment. The proposal and all supplementary documents have to be submitted in English. Financial bid needs to be stated in USD.

2.1 Process of Submission of Bids

To facilitate the submission of proposals, the submission duly stamped and signed can be done electronically in PDF format and sent to hr@sos-somaliland.org Electronic submissions preferred.

The titles of submitted documents should clearly state "**Technical proposal for the Baseline Study of Sahil Family Strengthening programme - by the company/consultant title**" and "**Financial Proposal for the Baseline Study of Sahil Family Strengthening programme by the company/consultant title**". Please make sure that the technical and financial proposals to be submitted in a separate PDF files. During the process of evaluation, technical bids will be opened and evaluated first. The financial part of those proposals, which are shortlisted after evaluation of the technical proposal, will be opened in a second step.

Documents to submit

2.2 Bid submission / identification form

- Previous experience format
- Price schedule form (to be sealed in a closed envelope or a separate PDF file)



Request for Proposal and ToR for Baseline Study

- Technical proposal
- CVs of the research team member(s) including current geographical location(s)
- Three references (at least two of them must be familiar with your work)
- An example of a recent/relevant evaluation report (if available for public use)

2.3 Deadline for submission

The proposal has to be received by latest on **19/03/2021**, by the end of the day. Proposals received after the deadline will not be considered.

2.4 Modification and withdrawal of bids

Proposals may be withdrawn on written request prior to the closing date of this invitation. Any corrections or changes must be received prior to the closing date. Changes must be clearly stated in comparison with the original proposal. Failure to do so will be at bidder's own risk and disadvantage.

2.5 Signing of the contract

SOS Children's Villages in Somaliland will inform the successful bidder electronically and will send the contract form within 3 weeks after closure of the bid submission deadline. The successful bidder shall sign and date the contract, and return it to SOS Children's Villages in Somaliland within seven calendar days of receipt of the contract. After the contract is signed by two parties, the successful bidder shall deliver the services in accordance with the delivery schedule outlined in the bid.

2.6 Rights of SOS Children's Villages:

- contact any or all references supplied by the bidder(s);
- request additional supporting or supplementary data (from the bidder(s));
- arrange interviews with the bidder(s);
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
- contract any number of candidates as required to achieve the overall evaluation objectives

2.7 Evaluation of proposals

After the opening, each proposal will be assessed first on its technical quality and compliance and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be considered for approval. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Bidders may additionally be requested to provide additional information (virtual presentation or phone interview) to SOS Children's Villages in Somaliland on the proposed services.



TERMS OF REFERENCE

1. Tasks and Questions

The baseline study is an analysis of the situation prior to a project, against which progress can be assessed and comparisons made. The baseline study tests indicators listed in the Logical Framework regarding their validity, reliability, and data availability. In some cases, the baseline study report might suggest changing/refining indicators or adapting the source of verification within the Logical Framework, because it is not feasible to find reliable data for the originally proposed indicator. In addition to those minor changes, the baseline study should establish the starting indicator value so targets can be set and the source of verification can be tested to ensure it is reliable and data can be accessed or collected. A strong and accurate baseline is the starting point from which change can be measured during monitoring and evaluations.

Key Tasks:

1. Test indicators and their proposed sources of verification on availability and reliability
2. If necessary: suggest modification on either sources of verification or indicator definition / operationalisation (only in case of severe challenges in collecting reliable data)
3. Establish baseline indicator values for all indicators defined in the Logical Framework.
4. Provide a report with recommendations and a narrative summary of the baseline findings.

2. Methodology

The data collection process is to be proposed by the consultant and should include e.g.: accessing existing data collection systems and existing reports such as the needs assessment; interviews with key stakeholders like representatives of the target group, community leaders and representatives of the Local Authority, accessing country statistics etc. The technical proposal is expected to include a section on methodology.

3. Expected deliverables

- Documentation of activities (e.g. interviews) carried out
- Baseline study design and methodology in inception report
- First Draft of the final report in English.
- Presentation of preliminary results to SOS Children’s Villages in Somaliland Management (Face-to-Face).
- final report of the baseline study containing (see outline in the annex):
 - o Executive summary
 - o Methodology
 - o Recommendations on indicators and sources of verification
 - o Outcome of baseline study (table with baseline values)
 - o Narrative summary and recommendations

4. Timetable

Activities	Time frame	Location
Prepare Inception report & Share with SOS Children’s Villages	7 Days	Hargeisa
Conduct data collection (interviews etc.) and Test indicators and sources of verification	12 Days	Target locations defined in the TOR
Analyse data and prepare draft report	7 days	-
Prepare final report and presentation	15	Hargeisa



Request for Proposal and ToR for Baseline Study

5. Qualification of the researcher / research team

The researcher / team of researchers must have:

- a) proven competency (record of previous experiences) in project/programme evaluations, including formative programme evaluations and baseline studies
- b) a good understanding of development work in Somaliland
- c) a good understanding of child rights and issues affecting vulnerable children and their families
- d) proven experience in working with conceptual frameworks and data collection methods (including age appropriate data collection methods)
- e) strong analytical and conceptual skills
- f) excellent written communication skills

6. Logistical arrangements

The **full coverage of costs** of accommodation and transport of the study must be included into the price (Financial) proposal.

SOS Staff will provide the contacts of the local communities of the study areas.

7. Duration of the contract and terms of payment

Payment will be made only upon SOS Children's Villages acceptance of the work performed in accordance with the above described deliverables. The consultant will be paid by SOS Children's Villages in Somaliland as follows:

40% upon signing of the contract.

60% on completion of final report and acceptance of SOS Children's Villages Somaliland.

Duration of contract: the contract is effective from the moment it was signed until the acceptance of work by the SOS Children's Villages Somaliland.

8. Notice of Delay

Shall the successful bidder encounter delay in the performance of the contract which may be excusable under unavoidable circumstances; the contractor shall notify SOS Children's Villages in Somaliland in writing about the causes of any such delays within one (1) week from the beginning of the delay.

After receipt of the Contractor's notice of delay, SOS Children's Villages in Somaliland shall analyse the facts and extent of delay, and extend time for performance when in its judgment the facts justify such an extension.

9. Copyright and other propriety rights

SOS Children's Villages shall be entitled to all intellectual property and other proprietary rights including, but not limited to, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for SOS Children's Villages under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for SOS Children's Villages.

All materials: interviews, reports, recommendations, and all other data compiled by or received by the Contractor under the Contract shall be the property of SOS Children's Villages and shall be treated as confidential, and shall be delivered only to SOS Children's Villages authorized officials on completion of work under the Contract. The external consultant is obliged to hand over all raw data collected during the assessment to SOS Children's Villages Somaliland.



Request for Proposal and ToR for Baseline Study

10. Termination

SOS Children's Villages in Somaliland reserves the right to terminate without cause this Contract at any time upon forty-five (45) days prior written notice to the Contractor, in which case SOS Children's Villages shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

SOS Children's Villages reserves the right to terminate the contract without any financial obligations in case if the contractor is not meeting its obligations without any prior notice:

- agreed time schedule
- withdrawal or replacement of key personal without obtaining written consent from SOS Children's Villages in Somaliland
- The deliverables do not comply with requirements of ToR and research guide.



Request for Proposal and ToR for Baseline Study

ANNEX

1. Bid submission / identification form

This bid form must be completed, signed and returned to SOS Children’s Villages. Bids have to reflect the instructions described in the Request for Proposal and Terms of Reference.

Any requests for information regarding this Request for Proposal shall be send to monitoring.evaluation@sos-somaliland.org

The Undersigned, having read the complete Request for Proposals including all attachments, hereby offers to supply the services specified in the schedule at the price indicated in the Price Schedule Form, in accordance with the Terms of Reference included in this document.

Offering service for: [insert organization and name].

Company/Institution Name/Individual’s Name _____

2. Address, Country: _____

3. Telephone: _____ Fax _____ Website _____

4. Date of establishment (for companies): _____

5. Name of Legal Representative (if applicable): _____

6. Contact Person: _____ E-mail: _____

7. Type of Company: Ltd. Other _____

8. Number of Staff: _____

9. Subsidiaries in the region:

Indicate name of subsidiaries and address

- a) _____
- b) _____
- c) _____

Validity of Offer: valid until: _____

Date

Signature and stamp



Request for Proposal and ToR for Baseline Study

2. Previous experience form

N#	Description (services and products provided to the clients relevant to the current RFP)	Client	Contact person/phone, e-mail address	Date of assignment (from/to)



Request for Proposal and ToR for Baseline Study

3. Price schedule form

The financial proposal needs to include all taxes.

	Activity	Staff involved (indicate profile)	Number of persons	Num ber of days	Daily rate	Price (all incl.)	Percenta ge of total price
			A	B	C	D=AxBxC	E=D/F
1	Preparation of data collection						
2	Data collection						
4	First draft of the final report						
5	Final report						
	Total Price (F)						100%

This proposal should be authorized, signed and stamped

(Name of Organisation)

Name of representative

Address:

Telephone/Fax/E-mail:



Request for Proposal and ToR for Baseline Study

4. Technical proposal (guideline)

Name of Organisation/Firm/Independent Consultant	
Name of contact person for this proposal (for organisation/firm)	
Address:	
Phone/Fax:	
E-mail:	

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

1. Quality and Relevance of Technical Proposal

- Describe all actions related to defining data collection methodology and conducting the baseline study
- Realistic work plan with time lines in accordance with ToR
- Detailed quality assurance process for data collection and analysis

2. Qualification and expertise of or organisation/team of consultants/consultant submitting proposal

- Reputation of firm/organisation and staff and individual consultant/s (competence and reliability) in carrying out Baselines studies and evaluations
- Relevance of:
 - Specialized knowledge
 - Proven expertise in carrying out formative evaluations
- CVs for key staff



Request for Proposal and ToR for Baseline Study

5. STRUCTURE FOR BASELINE STUDY REPORT

The final baseline study report should be based on the proposed outline:

COVER PAGE (1 page)

[The cover page of the report must include the name of the SOS Member Association, programme location, country and date.]

EXECUTIVE SUMMARY (1 page, main findings)

1. INTRODUCTION AND METHODOLOGY (1 page)

1.1 Short description of programme location

1.2 Description of the objectives

1.3 Methodology: description of the overall assessment process, research team, and methodology

2. BASELINE STUDY RESULTS (2 pages)

2.1 Recommendations on indicators and sources of verification

2.2 Outcome of baseline study (table with baseline values)

3. NARRATIVE SUMMARY AND RECOMMENDATIONS (3-5 pages)

[Analyse the main findings and give recommendations on indicators, data collection tools, reliability and validity of information]