



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 Mudug, Banadir, Nugal Galgadud and Bay regions.

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

ITEM REFERENCE	SERVICE DESCRIPTION
2SOM/SOMOG/DFC15/001/2025	Women’s Integrated Sexual Health (WISH 2) Client Exit Interview (CEI’s) Fieldwork Consultancy – Somalia (Banadir, Lower Shabelle, Bay, Galgadud, and Mudug) – as per the TOR.

Interested and suitably qualified consultancy firms can access and download the tender documents from advert website <https://www.somalijobs.com> Duly filled and completed Technical and Financial Bid documents shall be submitted in as per *Clause 14 Submission and Marking of Bids* to somalia.tender@rescue.org.

Deadline for submission of bids is **5th June 2025 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.

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)

**Women's Integrated Sexual Health (WISH 2) Client Exit Interview (CEI's) Fieldwork Consultancy –
Somalia (Banadir, Lower Shabelle, Bay, Galgadud, and Mudug) – as per the TOR.**

(Reference No. 2SOM/SOMOG/DFC15/001/2025)

Planned Timetable	
Issue Request for Proposal	22nd May, 2025
Questions from Suppliers due date	27th May 2025
Answers to Suppliers questions due date	29th May 2025
Bid submission due date and Suppliers return signed Intent to Bid forms due date	5th June 2025 – 4:30pm East Africa Time
Bid Opening and Evaluation date	8th June 2025
Suppliers visit if applicable	10th June 2025
Award of Business	TBD
Contract start	TBD

Table of Content

	Pages
I. INTRODUCTION	4
1. <i>The International Rescue committee.....</i>	<i>4</i>
2. <i>The Purpose of this Request for Proposal (RFP)</i>	<i>4</i>
3. <i>Cost of Bidding</i>	<i>4</i>
II. THE BIDDING DOCUMENTS:	4
4. <i>The Bidding Documents.....</i>	<i>4</i>
5. <i>Clarification of Bidding Documents</i>	<i>5</i>
III. PREPARATION OF BIDS:	5
6. <i>Language of Bid.....</i>	<i>5</i>
7. <i>Documents Comprising the Bid</i>	<i>5</i>
9. <i>Bid Currencies</i>	<i>6</i>
10. <i>Document Establishing Goods Eligibility and Conformity to Bidding Documents....</i>	<i>6</i>
11. <i>Bid Security.....</i>	<i>6</i>
12. <i>Period of Validity of Bids.....</i>	<i>6</i>
13. <i>Format and Signing</i>	<i>6</i>
IV. SUBMISSION OF BIDS	7
14. <i>Submission and Marking of Bids:</i>	<i>7</i>
15. <i>Modification and Withdrawal of Bids</i>	<i>7</i>
V. BID OPENING AND EVALUATION	8
16. <i>Preliminary Examination</i>	<i>8</i>
17. <i>Evaluation and Comparison of Bids.....</i>	<i>8</i>
18. <i>Contacting the Purchaser</i>	<i>9</i>
19. <i>Notification of Award.....</i>	<i>9</i>
VI. CONTRACTING	9
20. <i>Contract award and notification</i>	<i>9</i>
21. <i>Warranty</i>	<i>9</i>
22. <i>Inspection.....</i>	<i>9</i>
23. <i>Price Schedules and Location</i>	<i>10</i>
24. <i>Service or consultant agreements</i>	<i>10</i>
25. <i>Disclaimer.....</i>	<i>10</i>
26. <i>Ethical Operating Standards</i>	<i>Error! Bookmark not defined.</i>

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 **Women’s Integrated Sexual Health (WISH 2) Client Exit Interviews (CEIS) Survey x) Fieldwork Consultancy of independent data collection across the regions selected in Somalia. The data collection is expected to commence in October 2025 and concluded by February 2026 in the regions of Banadir, Bay, Galgadud and Mudug.** 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 services requested. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in **(Somalia)**. 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).*
- *Comprehensive work Plan as per Terms of Reference – **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. The request for clarification must reach the purchaser not later than **(27th May 2025)**. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than **(29th May 2025)**. 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
- Tax Compliance Certificate (TCC) Federal Government of Somalia.
- Bank statements of the company covering the last 12 months.
- Financial proposal, 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 and experience as per the TOR **(annex 1)**
- Consultancy profile
- Detailed approach and methodology for executing the assignment **(TOR annex 1)**
- A timeline that aligns with the proposed CEI rounds **(TOR annex 1)**
- Description of tools, techniques, and technologies to be used. **(TOR annex 1)**
- 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 for at least three contracts and reports

Financial (Folder)

- Financial proposal, complete and stamped without alteration **(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 services 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 beginning on the date when the contract is executed up to the completion of the services. 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:

Bidders shall submit their bids to (somalia.tender@rescue.org), by **(5th June 2025 – 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).

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.

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 in writing and submitted to IRC. 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 (%)
Eligibility	<p>Refers to Bidder's ability to demonstrate that they have:</p> <ul style="list-style-type: none"> i. A Certificate of Business Registration Somalia Federal Government Ministry of Commerce and state level ii. Tax Compliance Certificate (TCC) Federal Government of Somalia. iii. Bank statements of the company covering the last 12 months. iv. Financial proposal, complete and stamped without alteration (Annex 2). v. Intent to bid form, completed, signed, and stamped (Annex 4). vi. Vendor Information form completed and signed (Annex 5). <p>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.</p>	Preliminary to pass to the next stage
Technical analysis and quality approach Proposal presentation and Narrations	<p>Refers to bidders' understanding of the task and interpretation of the terms of reference (Annex 1). Approach and methodology aligned with the timeline.</p> <p>The CEI sampling framework is designed to ensure that client exit interview data is representative at the channel level: static clinics, mobile/outreach, and community-based distribution.</p> <p>The sampling: More than 40 sites per channel, randomly sample 40 sites with interviews of 214 clients per channel per country, further reference is made to the detailed TOR – Annex 1.</p>	40%
Team knowledge and experience	<p>Refers to bidder's ability to demonstrate relevant experience, qualification. 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 (TOR Annex-1)</p> <p>CVs of the proposed team of consultants CVs. Team composition Expertise in quantitative research and multi-country studies.</p> <p>Experience in sexual and reproductive health and rights (SRHR) research, particularly in Somalia or similar contexts considering gender, equality, diversity, and inclusion. Further reference see the details in the ToR for the technical team leader of the consultancy firm. (TOR Annex-1)</p>	15%

Delivery lead-time	Refers to Bidder providing the most advantageous delivery schedule. Refers to ability to deliver services within the shortest lead time (Max one week lead time to mobilize to start the work)	5%
Financial will be reviewed after the bidder has passed the eligibility and technical evaluation	<ul style="list-style-type: none"> *All items price estimates quoted and free from arithmetic errors *Stamped all pages of the price sheet (Annex 1). Financial evaluation: <ul style="list-style-type: none"> * 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%
Payment terms	Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 45 calendar days of completion of the services and receipt of invoice.	5%
		100%

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 with 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 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
Annex 3:	workplan (Activity Schedule)
Annex 4:	Intent to bid.
Annex 5:	Vendor Information form



TERMS OF REFERENCE FOR WOMEN'S INTEGRATED SEXUAL HEALTH (WISH 2) CLIENT EXIT INTERVIEWS (CEIS) SURVEYS

1. Background

The Women's Integrated Sexual Health (WISH 2) program, funded by the UK Foreign, Commonwealth and Development Office (FCDO), contributes to advancing the United Kingdom's global commitments on sexual and reproductive health and rights (SRHR) and Sustainable Development Goals (SDGs) targets 3.7 and 5.6. The program focuses on increasing access to SRHR services for adolescents, the poorest, and individuals living with disabilities—populations historically underserved by comprehensive SRHR services.

WISH achieves its objectives through a combination of supply and demand-side interventions that reduce maternal deaths, unsafe abortions, and unintended pregnancies. Implemented under two lots, WISH 2 East and Southern Africa (ESA) is led by the International Planned Parenthood Federation (IPPF) and supported by partners such as the International Rescue Committee (IRC), Johns Hopkins University (JHU), Options Consultancy, and IPAS. IPPF delivers services through its member associations (MAs) who provide a wide range of services beyond FP. In crisis-affected areas, including, Somalia and South Sudan, IPPF's partner, IRC, delivers FP services within refugee and internally displaced persons (IDP) camps and the surrounding host community. In Somalia, only IPPF's partner, **IRC**, operates.

A cornerstone of WISH 2 is embedding research into service delivery processes to ensure data-driven decision-making and adaptive programming. Client Exit Interviews (CEIs) are critical for collecting systematic feedback and performance data from service delivery points (SDPs) from a representative sample of clients. This information informs program performance, adaptive strategies, and payment-based results and will be conducted in regions where the WISH 2 program operates.

RHASS and IRC are interested in procuring the services of an interested survey/research company or firm to ensure an independent collection of CEI survey data across the regions in they both operate in Somalia. The data collection is expected to commence in **October 2025** and concluded by **February 2026** in the regions of **Banadir, Lower Shabelle, Bay, Galgaduud and Mudug.**

2. Client Exit Interview Overview

CEIs are cross-sectional surveys conducted at service delivery points (SDPs) to gather insights from program recipients, primarily family planning (FP) service users. This data informs payment against key performance indicators (KPIs), tracks progress, and shapes future program strategies. CEIs will consist of three annual rounds to establish trends and benchmarks, particularly for poverty measurement indicators, disability measurement, and client satisfaction.

A client exit interview (CEI) questionnaire has already been created and experience from WISH2ACTION indicates that interviews typically take 25 to 45 minutes per client, depending on language and skip patterns. The CEIs will also adhere to a standardized implementation protocol and sampling framework that has been developed for use in Somalia.

Data from CEIs will provide critical input for understanding the client population being reached, informing strategies, and adapting programming and learning; in addition, it is essential to source data for reporting on the following *preliminary* performance indicators:

- Estimate the percentage change in modern contraceptive prevalence rate (MCPR).
- Estimate of the proportion of women aged 15–49 making informed decisions on SRHR.
- Estimate the percentage of WISH 2 clients who demonstrated positive attitudes, practices, and community support for family planning.
- Estimate the proportion of WISH 2 clients referred through exposure to WISH 2-supported messaging/activities.
- Estimate the proportion of family planning client visits who are living in severe multidimensional poverty.
- Estimate of the proportion of family planning client visits by persons with disabilities.
- Percentage of WISH 2 clients who receive comprehensive counselling according to Method Information Index (MII) Plus criteria.
- Estimate the proportion of WISH 2 clients receiving additional services alongside family planning.

The CEI sampling framework is designed to ensure that client exit interview data is representative at the channel level: static clinics, mobile/outreach, and community-based distribution. The sampling approach is:

- 40 or fewer sites per channel, census approach to include all sites with interviews of 107 clients per channel per country
- More than 40 sites per channel, randomly sample 40 sites with interviews of 214 clients per channel per country

The table below provides an illustrative number of sites and interviews by channel that are likely to be conducted in each WISH 2 country; this is subject to change and is for indicative planning purposes only.

Table 1: Illustrative Number of Sites and Interviews by Channel for WISH 2 Countries

Country	Channel	Number of sites	Number of interviews required
Somali	Static	14	107

**Maximum number presented sites are for illustration purposes and will be confirmed before the start of fieldwork.*

3. Scope of Work

The research partner will oversee and implement all fieldwork aspects of the Client Exit Interviews (CEIs). This will involve close coordination with IRC and IPPF's WISH Hub Team, as well as engaging in direct communication with in-country partners who have ownership, management, or partnership agreements in place with the clinical sites (SDPs). The survey is set to begin in August 2025, with the research partner starting immediately upon the contract award. The work will be conducted in three main phases:

Phase 1: Planning and Preparation

- Familiarize participants with the WISH 2 research protocols and tools.
- Assist IRC in developing country-specific sampling frameworks, translating and customizing questionnaires, such as localizing indicators for poverty and social behaviour change communication.
- Collaborate with IRC to obtain ethical approval at national levels.
- Script tools using programs like Survey CTO or equivalent software.
- Develop a comprehensive data collection plan that includes recruitment and training of enumerators, field supervision, and data quality control measures.

Phase 2: Implementation

- Participate in the training workshop for trainers (Training of trainers).
- Work with the IRC in developing and submitting IRB applications
- Train in-country research teams, including IRC, fieldwork supervisor, fieldwork coordinators and enumerators with an emphasis on protocol adherence and data quality.
- Conduct data collection using Computer-Assisted Personal Interviews (CAPI) at static, mobile, and community-based service delivery points (SDPs).
- Ensure continuous, systematic quality checks during fieldwork, including GPS validation and adherence to skip patterns, with support from IRC.

Phase 3: Analysis and Reporting

- Collaborate with the WISH 2 Hub to clean, code, and manage data.
- Deliver a cleaned dataset to IPPF WISH 2 Hub within agreed timelines.

4. Methodology

- A two-stage sampling approach that ensures representativeness at the SDP level.
- Stage 1: Select SDPs based on client flow and SDP categorization.
- Stage 2: Select clients systematically at SDPs using calculated sampling intervals.

5. Data Collection

- Co-Train enumerators to conduct interviews using electronic data capture together with IPPF & IRC. SDP and field managers from IRC will support them in ensuring systematic client selection.

- To maintain high-quality data, a robust quality assurance process should be in place, which includes fieldwork supervision and daily checks by in-country teams to ensure compliance with established protocols. Data quality checks and field supervision will be done in collaboration with IRC.
- The IPPF WISH 2 Hub will conduct periodic reviews to identify and resolve any data quality issues.

6. Ethical Considerations

The study will adhere to ethical guidelines, securing global ethics approvals and all relevant national Institutional Review Boards (IRBs). Research processes will ensure informed consent, confidentiality, and minimal respondent risk.

7. Deliverables

- Adapted country-specific ethics protocols and approvals
- Country-specific adapted and translated data collection tools.
- Country-specific adapted and translated training pack, including a training manual
- Communication plan with IRC
- Fieldwork, monitoring, and data quality assurance plan
- Daily monitoring sheets
- Fieldwork Inception report
- Consent forms
- Training reports
- Fieldwork and quality assurance reports.
- Cleaned and coded datasets.

8. Consultancy Requirements

Technical Proposal

- Detailed approach and methodology for executing the assignment.
- A timeline that aligns with the proposed CEI rounds.
- Description of tools, techniques, and technologies to be used.

Financial Proposal

- A detailed budget breakdown, including fieldwork costs, payment milestones, personnel, operational and other expenses.
- Cost-efficiency measures and justification of proposed costs.

Firm Profile

- Overview of the firm, including areas of expertise and years of experience.
- Organizational structure and capacity to handle multi-country assignments (if applicable).

Team Composition

- Resumes/CVs of key personnel, highlighting their experience in similar projects.
- Specific roles and responsibilities of team members in the project and team structure (including team leader, fieldwork managers, data scientist, coder, etc).

Previous work experience

- List of similar projects conducted in the past, including client references.
- Summary of achievements and outcomes from previous work (Provide links if possible).

Quality Assurance (QA) Plan

- Strategies for ensuring data accuracy, consistency, and reliability.
- Mechanisms for addressing data quality issues.

Risk Management Plan

- Identification of potential risks and mitigation strategies.
- Contingency plans for unforeseen challenges.

9. Budget and Payment

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

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 deliveries specified in the TOR and upon certification of satisfactory work as per work plan.

10. Evaluation Criteria

The successful partner will demonstrate the following:

- Expertise in Qualitative and quantitative research and multi-country studies.
- Experience in sexual and reproductive health and rights (SRHR) research, particularly in Somalia or similar contexts.
- Proven capacity-building experience, especially with local organizations.
- A competitive and feasible pricing structure.

Preference will be given to organizations with a strong track record of delivering large-scale research projects and fostering local partnerships.

WISH 2 CEIs Fieldwork Consultancy-Somalia. The data collection is expected to commence in October 2025 and concluded by February 2026 in the regions of Banadir, **Bay**, **Galgaduud** and **Mudug**.

ANNEX 2: Financial Proposal

No.	Description	Qty/Unit	Unit rate (inclusive of tax)	Total Amount (inclusive of tax)
1	Professional consultancy cost (WISH 2 CEIs Fieldwork) (Technical team leader, Data Analyst, and data collectors)			
2	Other operation/travel costs (Hotel, Flights, Vehicles, Visa including stationery and training of enumerators/data collectors)			
	Total amount			

All unit rates should have applicable taxes as IRC will not pay 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 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/DFC15/001/2025

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 _____

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

Vendor's Initials

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</u> Yes <input type="checkbox"/> <u>Transfer:</u> 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 the 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 expenses, 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.

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.

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.

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 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 in 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:	
