

# Request for proposal and ToR for Multicluster Needs Assessment in Somaliland

## REQUEST FOR PROPOSAL FOR MULTI-CLUSTER NEEDS ASSESSMENT IN SOMALILAND

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## 1 Context and rationale

### 1.1 About SOS Children's Villages

SOS Children's Villages is the umbrella organisation for the global federation of 136 national SOS Children's Villages associations, working in more than 2500 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 shares vision with SOS CV International and beliefs that every child belongs to a family and grows with love, respect and security. To realize this, SOS SX builds families for children in need, help them shape their own futures and share in the development of their communities.

SOS Children's Villages was established in Somaliland in 1999, and it started first operations in Sahil region. Currently, SOS Children's Villages Somaliland implements programs in all regions of Somaliland ranging from childcare, child protection, youth empowerment and participation, education and humanitarian interventions. SOS Children's Villages in Somaliland is operational in all regions of Somaliland: (Maroodi-jeeh, Togdheer, Sahil, Sanaag, Awdal and Sool), 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, a self-declared autonomous region in the Horn of Africa, continues to face significant development challenges. As of 2023, approximately 54.4% of the population lives below the poverty line, with poverty rates reaching 78.4% among nomadic communities and 65.5% in rural areas<sup>1</sup>. The region's youth, comprising about 70% of the population<sup>2</sup>, experience high unemployment rates, estimated at around 65%, leading to increased vulnerability and negative coping mechanisms.

Somaliland has endured consecutive droughts over the past five years, culminating in the most severe drought in four decades between 2020 and 2023, which affected 7.8 million people across Somalia<sup>3</sup>. These climatic shocks have devastated livelihoods, particularly among pastoralist and agro-pastoralist communities, leading to widespread displacement to urban areas.

Children under five years old are among the most affected by these crises. As of 2024, an estimated 1.6 million children aged 6–59 months in Somalia are expected to suffer from acute malnutrition, necessitating urgent treatment. The compounded effects of malnutrition, lack of clean water, and inadequate sanitation have led to increased susceptibility to diseases among children<sup>4</sup>.

In Somaliland, there are a significant number of socially and economically vulnerable and excluded populations. Among the most disadvantaged groups are the large numbers of OVCs, most of whom are affected economically, socially and psychologically. Generally, children in Somaliland face many challenges including lack of parental care, poverty, lack of clean water, recurrent diseases, and lack of

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<sup>1</sup> 'Country Focus report 2024' African Development Bank

<sup>2</sup> 'Getting Somaliland's youth back to work through skills training' Oxfam

<sup>3</sup> 'Somalia's Climate calamity: a nation a drift' NRC 2024

<sup>4</sup> 'Somalia: Health Cluster Bulletin Sep 2024' WHO

protection including their basic rights to quality education, health, nutrition, participation and proper shelter.

Given these multifaceted challenges, a comprehensive multi-cluster needs assessment across all regions of Somaliland is imperative to inform targeted humanitarian and development interventions.

### 1.3 Rationale and overall objective of the needs assessment

This multi-cluster needs assessment provides an objective analysis of the target group's needs and present stakeholders in each NA program/interventions. For both new and ongoing programme interventions a needs assessment should be carried once per programme cycle (i.e. every 3-5 years, in line with the SOS Results Based Management Approach) in order to guide SOS staff on whether the organisation is the best placed stakeholder to respond in a certain community, and to provide up-to-date information on context and most crucial needs of the target group. The recommendations provided in the needs assessment report are essential to develop tailored services and interventions and thus are the basis to develop a programme concept.

#### 1.3.1 Objectives of the Multi-cluster Needs Assessment

As the needs assessment will cover all the six regions of the country (Borama, Dila, Zaylac, Lughya, Hargeisa, Gabiley, Dara-salaam, Salaxley, Baligubadle, Sabawanaag, Berbera, Madheera, Sheikh, Burao, Oodweyne, Caynabo, Ceerigaabo, Ceel-afweyn and Gar-adag) and will focus on different clusters including Care, Education, Food Security and Livelihoods (FSL), WASH, Health, Nutrition, and Protection, it will also incorporate a strong Gender and Diversity Inclusion (GDI) lens to ensure that the specific needs and vulnerabilities of girls, boys, children with disabilities, and other marginalized groups are adequately identified and addressed. Following are the main objectives of the assessment:

- Provide information on the socioeconomic status (poverty rates, demographic data like population, # of children and youth population, livelihood sources, protection concerns, literacy levels, health issues) of the target population in target locations.
- Create a deep understanding of the magnitude and root causes of natural hazards in all study regions.
- To assess the availability, accessibility, and quality of alternative care arrangements for children—specifically Kafala, kinship care, foster care, and institutional care—to inform child protection programming and policy.
- Assess the current situation (economic, social, cultural and political) of OVCs and young people and identify their priority needs, focusing on their protection and Care.
- Analyse the current situation of families/children who are at risk of losing parental care and their priority needs.
- To assess the availability, accessibility, and quality of essential services for OVCs and their caregivers across all regions of Somaliland
- To assess the extent to which existing services and programs are inclusive and responsive to gender and diversity needs, with a focus on identifying gaps in access, participation, and outcomes for girls, boys, children with disabilities, and other marginalized OVC groups.
- To determine the prevalence and severity of acute and chronic malnutrition among children under 18, particularly OVCs, and identify gaps in nutrition services and interventions.

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- Assess the protection risks faced by children, youth, women, and other vulnerable community members, as well as the availability and accessibility of existing protection services.
- To evaluate access to inclusive and quality education for OVCs, including availability of learning materials, qualified teachers, and protective learning environments.
- To assess the protection risks OVCs and face including violence, neglect, child labour, early marriage, abuse, separation from caregivers.
- To identify the current food security status and coping strategies among OVC households and determine the extent of livelihood disruptions due to climate shocks or displacement.
- To analyse the availability and functionality of safe water sources, sanitation facilities, and hygiene practices in both urban and rural communities, especially among vulnerable child-headed or guardian-less households.
- To map the availability and capacity of service providers (segregated by location and service provided) across the six sectors (health, nutrition, education, FSL, WASH, and protection) and their ability to respond to the specific needs of OVCs.
- To provide actionable recommendations for multi-sectoral programming and coordination, aimed at strengthening household resilience and coordinated social support.

## 2 General information on request for proposals

The bidders are welcome to submit their proposal for a needs assessment in the location of Maroodi-Jeeh, Awdal, Sahil, Togdher, Sanaag and Sool regions. 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 US Dollars.

### 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 [procurement@sos-somaliland.org](mailto:procurement@sos-somaliland.org) electronic submissions preferred.

The titles of submitted documents should clearly state "Technical proposal for multi-cluster needs assessment in all regions of Somaliland, by the company/consultant title" and "Financial Proposal for multi-cluster needs assessment in all regions of Somaliland, by the company/consultant title". Please make sure that the technical and financial proposals are handed in separately (financial proposal to be sealed in a closed envelope or a separate PDF file in case of electronic submission). 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.

### 2.2 Documents to submit

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

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- An example of a recent/relevant evaluation report.
- Company registration (valid license).

## 2.3 Deadline for submission

The proposal has to be received by latest on **3 June 2025**, 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 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.

**Please note that the multi-cluster needs assessment will follow a modular approach with optional contracting of module B and C (see terms of reference).**

## 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 on the proposed services.

The criteria for selection are:

*Method:* The proposed method for evaluating the programme is suitable

*Timetable/work plan:* The timetable/work plan is realistic and meet the needs of the programme

*Cost:* The cost of the proposal is reasonable and feasible, given the other aspects of the proposal

*Experience:* The training and experience of the consultants in evaluations and recommendations from organisations for which the consultant(s) has previously worked

### 3 Terms of reference

The multi-cluster needs assessment follows a modular approach and is conducted in different stages. The initial contract will include only module A (target group analysis). Based on findings of module A, a subsequent contract can be agreed on to proceed with module B (analysis of community assets and needs). Based on findings of module B, module C (stakeholder analysis) can be contracted. The proposed timetable below reflects this modular approach. Stage 1 (prepare), which includes submission and approval of inception report, will only start after the contracting is completed.

Each of the below listed modules includes some key questions, and closes with a critical reflection question, that helps to determine whether to continue the multi-cluster needs assessment. (Preliminary) results are therefore required after each module, to plan the further process.

#### 3.1 Prepare multi-cluster needs assessment

Undertake all required preparations for the field evaluation: propose detailed methodology, conduct desk research, identify key informants, plan data collection process, organisation & logistics, and prepare field visit schedule. **Submit and secure approval for the refined evaluation design and methodology in an inception report: document (i) proposed methodological set-up, (ii) locally adapted and proposed data collection tools.** Preparation of checklists, participant lists and other management/organisational information for data collection.

#### 3.2 Data collection and analysis, module by module

As mentioned above, the multi-cluster needs assessment follows a modular approach. For each step, following actions need to be carried out:

- Collection of data as per the agreed methodology and tools.
- Analysis of the data, including critical reflection question (see above) and decisions to continue or not (for modules B and C).

The methodology is expected to be based on the SOS Results Based Management Approach, Tool 1. Multi-cluster needs assessment, (short overview on key questions provided below), that will be shared with consultants after the contract has been signed and can be adapted and further detailed. Any changes or adaptations need to be outlined the inception report.

The data collection process is to be proposed by the consultant and should include e.g.: interviews with stakeholders like representatives of the target group, community leaders and representatives of the municipality, NGOs (including SOS) and other key stakeholders; various sources for desk research such as available internal and external reports; analysis of statistics and key facts on the location and the country. The technical proposal is expected to include a short section on proposed methodology. After signing of contract, an inception report is expected (see deliverables above) in order to agree on the detailed methodology.

##### 3.2.1 Module A: Target group analysis

The purpose of this step is to collect primary and secondary data on the living arrangements, the relationship between children and their caregivers and risk factors of children in this community to estimate how many fall into our target group. The specific groups of children that live in vulnerable care situations vary from location-to-location, as well as over time. As such, it is essential to gain a clear picture on the estimated size of the target group and the levels of vulnerability in the community.

##### Key questions:

- How many children of the community fall into one of the following target group sub-types (step 1: collect data as per agreed methodology; step 2: analyse data):
  - Children are living without a caregiver. There is an absence of quality care. The children's well-being and development is at serious risk.
  - Children are living with a caregiver, but there are shortfalls in quality care. The children's well-being and development is at serious risk and/or there is a high risk of separation.



- Children are living with a caregiver, but there are shortfalls in quality care. The children's well-being and development is at put risk over time and/or there is an increasing risk of separation if left unattended.
- Children are living with an alternative caregiver, receiving consistent quality care, but there may be a more suitable care setting.
- What are their typical living arrangements, relationships to caregivers (if any) and critical risk factors they are dealing with? Proposed categories for analysis, both qualitative and quantitative information to be collected:
  - To what extent are basic needs met (education, health, psycho-social development)
  - What is the average capacity of parents to care for their children (including information on domestic violence, discrimination)?
  - Average income of families in target group?
  - Typical housing and living conditions
  - Typical social life, and entrepreneurial or employability skills of youth, how many youth not enrolled in employment, education or training?
  - Major needs of children / caregivers who need special support (e.g. in case of disabilities)?
- Critical reflection: are there sufficient children within the above listed target group categories, who face critical risk factors that justify further analysis? Preliminary target group analysis sheet to be submitted to support decision on whether or not to proceed with subsequent modules.

*Optional, depending on findings of module A:*

### 3.2.2 Module B: Analysis of community assets and needs (PESTLE analysis)

The responses to the situation of children within our target group change over time. The situation of a child who has lost or risks losing parental care greatly depends on three topics:

1. How families and communities react
2. Governmental efforts in prevention
3. National care systems

Therefore, it is crucial to learn more about the community context, in particular the community assets in relation to our target group. The community assets help to identify unaddressed needs, which are the differences between what the situation is for our target group and what it should be.

#### Key questions:

- What community structures are in place to address vulnerability of the target group? Analysis of community assets (PESTLE analysis, first column)
- Analysis of community assets and critical risk factors elaborated under module A to identify unaddressed needs (PESTLE analysis, second column) in the particular community
- Critical reflection: summary of assets and needs; Preliminary PESTLE analysis sheet to be submitted to support decision on whether to proceed with subsequent module.

*Optional, depending on findings of module B:*

### 3.2.3 Module C: Analysis of stakeholders

A stakeholder analysis examines the motivation and capacity of stakeholders present in the community. This contributes to an educated and evidence-based recommendation on who may be best-placed to respond to the identified needs. A best-placed stakeholder is someone who has the interest, power, and capacity to respond effectively and efficiently to the needs.

#### Key questions:

- Identify relevant stakeholders with their respective power, attitude and interest (stakeholder analysis sheet)
- Critically reflect whether SOS is the best placed stakeholder to address the identified needs

### 3.3 Share results:

Provide recommendations in Multi-cluster needs assessment report (draft report first, final report), based on data analysis, critical reflection questions and the most important conclusions. Provide a draft report first. The report includes the following:



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- Identification of the target group, community assets, and needs per region.
- Recommendations of who is best placed to respond to the needs per region.
- Recommendations for SOS Children's Villages

The following steps are expected:

- Preparation of a draft report in English
- Presentation of the findings to the programme staff / national office staff / international team (face-to-face).
- After having received feedback from the various stakeholders – finalise the report and submit it in English [and other language if needed].

## 3.4 Expected deliverables:

- Documentation of activities (e.g. interviews) carried out
- Refinement of Multi-cluster needs assessment design and methodology in an inception report
- First draft of the final report in English
- Presentation of preliminary results to SOS Children's Villages [insert member association] Country and International (face-to-face)
- Final report

## 3.5 Timetable

[please fill in / customize activities and dates]

Activities
Prepare multi-cluster needs assessment <b>Module A</b> and submit suggested data collection methods and interview partners to the contracting body (inception report)
Conduct desk research (general)
Conduct data collection (interviews ect.) for <b>module A</b>
Analyse data and prepare draft target group analysis ( <b>module A</b> )
<b>OPTIONAL: Contract on Module B</b>
Conduct data collection (interviews ect.) for <b>module B</b>
Analyse data and prepare draft community assets and needs analysis ( <b>module B</b> )
<b>OPTIONAL: Contract on Module C</b>
Conduct data collection (interviews ect.) for <b>module C</b>
Analyse data and prepare draft stakeholder analysis ( <b>module C</b> )
Prepare draft report
Incorporate feedback and prepare final report and presentation

## 3.6 Qualification of the researcher / research team

The researcher / team of researchers must have:

- proven competency (record of previous experiences) in project/programme evaluations, including formative programme evaluations / Multi-cluster needs assessments
- a good understanding of development work in Somaliland
- a good understanding of child rights and issues affecting vulnerable children and their families
- good facilitation, organisational and interpersonal skills
- proven experience in participatory processes and data collection methods (including age-appropriate data collection methods)
- strong analytical and conceptual skills
- excellent written communication skills

## 3.7 Logistical arrangements

When at the programme location, accommodation and transport to the field will be organised by the member association, including the **full coverage of costs** during the entire stay of the researcher(s) (not to be included into price proposal). National or location level staff (SOS) will be available to help

organizing the interviews including contacting SOS, announcement and local preparation of evaluation, linking to community duty bearers and national authorities if required.

### 3.8 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. Financial proposals should include proposed stage payments. Payment will be affected by bank transfer in the currency of billing and is due 30 days after receipt of invoice and acceptance of work.

Funding and Payment: The consultant will be paid by SOS Children's Villages as follows:

40% on the submission and approval of inception report

60% on completion of final report

Depending on which modules were contracted, the payment will include the fees for data collection and analysis of all modules. The final report includes all conducted modules.

Duration of contract: the contract is effective from the moment it was signed until the acceptance of work by the project team.

### 3.9 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 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 shall analyse the facts and extent of delay and extend time for performance when in its judgment the facts justify such an extension.

### 3.10 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.

### 3.11 Termination

SOS Children's Villages 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
- the deliverables do not comply with requirements of ToR and research guide.

## 4 Annex

### 4.1 SOS Children's Villages child protection policy and code of conduct

SOS Children's Villages International has a child protection policy and code of conduct that all consultants will be expected to comply with and will be required to sign a statement of commitment to the policy. This will happen upon signing of contract, together with an orientation of consultants on internal child safeguarding processes and data protection regulations.

Before the actual start of data collection, a police check is to be provided, in case any direct contact with programme participants and/or any sensitive data is planned.

In addition to the above mentioned, the following key areas for ethical consideration need to be taken into account: <http://childethics.com/ethical%20guidance/>

Graham, A., Powell, M., Taylor, N., Anderson, D. & Fitzgerald, R. (2013). Ethical Research Involving Children. Florence: UNICEF Office of Research - Innocenti.

The successful bidder is requested to obtain written consent from all participants of the evaluation process and/or their official guardians/representatives (when applicable).

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## 4.2 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 [insert name and email address].

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: \_\_\_\_\_ Email: \_\_\_\_\_

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

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## 4.3 Previous experience form

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)

## 4.4 Price schedule form

The financial proposal needs to include all taxes.

	Activity	Staff involved	Number of people	Number of days	Daily rate	Total price per row	Percentage of total price
			A	B	C	D=AxBxC	E=D/F
1	Development of data collection methodology (Inception report)						
2	Module A: data collection and analysis						
3	OPTIONAL: Module B: data collection and analysis						
4	OPTIONAL: Module C: data collection and analysis						
5	First draft of the final report						
6	Final report						
	Total Price (F)						100%

Accommodation and local transportation to be covered by SOS, not to be included into price proposal.  
This proposal should be authorized, signed and stamped

\_\_\_\_\_  
(Name of Organisation)

Name of representative

Address:

Telephone/Fax/Email:

## 4.5 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 Multi-cluster needs assessment
- 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 evaluations
- Relevance of:
  - Specialized knowledge
  - Proven expertise in carrying out formative evaluations
- CVs for key staff