# Invitation to Tender

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| **Tender Name:**  **CONSULTANCY: UNPACKING THE NEXUS BETWEEN VIOLENT CONFLICT AND PERSISTENT ACUTE MALNUTRITION IS SAMBURU AND TURKANA COUNTIES IN KENYA** | | **Tender No: MCK/NBO/014/2021** |
| Location: **NAIROBI, KENYA** | Correspondence Language(s): ENGLISH | |
| Brief Summary Description of Project:  Despite significant investments to address acute malnutrition in Kenya’s ASALs over many years, acute malnutrition rates frequently remain at, or above emergency levels and often fail to improve, even when households’ access to food and quality healthcare increases. USAID Nawiri is a five-year development and food security activity (DFSA) funded by USAID Bureau of Humanitarian Assistance (BHA) that began on October 1, 2019. **The project goal is to sustainably reduce levels of persistent acute malnutrition (PAM) in Samburu and Turkana.**  This will be achieved through addressing the root causes of food insecurity and malnutrition while seeking sustainable solutions that go beyond humanitarian assistance.  Through collective experience and a commitment to learning in the first two years, the project has significantly deepened its understanding of the local context and honed its ability to anticipate and act on challenges and opportunities that maximize progress towards its goal. Mercy Corps, in partnership with Save the Children, Research Triangle Institute (RTI), The BOMA Project, African Population and Health Research Center (APHRC), Center for Humanitarian Change (CHC) and Caritas Lodwar is looking to transition local, context-specific, and sustainable solutions into action.  Mercy Corps Kenya is seeking for a consultant to unpack the nexus between Violent Conflict and Persistent Acute Malnutrition in Samburu and TurkanaCounties in Kenya | | |

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| **Tender Package Available from:**  **November 16, 2021** | **Tender Package Pickup Location: Mercy Corps,**  Online: Mercy Corps Website: [**https://www.mercycorps.org/tenders**](https://www.mercycorps.org/tenders) |
| **Deadline for Offer Submission:**  **November 24, 2021, at 1700 Hrs.** | **Submit Offers to: Mercy Corps,**  [**tenders@mercycorps.org**](mailto:tenders@mercycorps.org)  **Clearly state Tender number** “MCK-NBO-014-2021” on the subject line of the email. |

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

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| **Questions and Answers (Q&A)** | |
| If any, Submit Questions in writing to: [ke-pr@mercycorps.org](mailto:ke-pr@mercycorps.org) | |
| Last Day for Questions:  **November 19, 2021, at 1700 Hours EAT** | Questions will be answered by:  **November 22, 2021, at 1700 Hours EAT** |
| Questions will be answered through: [**tenders@mercycorps.org**](mailto:tenders@mercycorps.org) | |

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

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# General Conditions for Tender

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

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

**Mercy Corps strictly prohibits**:

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

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

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

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

* *The sharing or obtaining of confidential information*

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

* *Collusion between/among offerors*

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

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

[**integrityhotline@mercycorps.org**](mailto:integrityhotline@mercycorps.org)

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

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

**2.2 Tender Basis:**

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

**2.3 Supplier Eligibility**

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

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

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

**2.4 Response Documents**

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

**2.5 Acceptance of Successful Response**

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

**2.6 Certification Regarding Terrorism**

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

# Criteria & Submittals

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| **3.1 Contract Terms**  Mercy Corps intends to issue a **Fixed Price** contract to one or several company(ies) or organization(s). The successful offeror(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract. The anticipated contract is incorporated in Section 6 herein. By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in Section 6. |
| **3.2 Specific Eligibility Criteria**  Eligibility criteria must be met, and the corresponding supporting documents listed below under “Tender Submittals” **must** be submitted with offers. Offerors who do not submit these documents may be **disqualified** from any further technical or financial evaluation.  Eligibility Criteria:   * The offeror must be legally registered * The offeror must be in good standing with its governing tax authority |
| **3.3 Tender Submittals**  Documents and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to severely and negatively impact the technical evaluation of an offer.  **Documents supporting the Eligibility Criteria:**  Provide a copy of the company’s Certificate of Incorporation/Business Registration Certificate  Provide copy of the company’s current Tax Compliance issued by Kenya Revenue Authority (KRA) valid up-to at least the date of tender opening  Valid copy of current Business Permit  Provide Supplier Information Form as provided in the Tender Document  Price Offer sheet as provided in the tender document  **Documents to conduct the Technical Evaluation and additional Due Diligence:**  Detailed technical proposal   * **Price Offer:**   The Price offer is used to determine which offer represents the best value and serves as a basis of negotiation before award of a contract. As a Fixed-Price contract, the price of the contract to be awarded will be an all-inclusive fixed price basis, either in the form of a total fixed price or a per-unit/deliverable fixed price. No profit, fees, taxes, or additional costs can be added after contract signing. Offeror must show unit prices, quantities, and total price, as displayed in the Offer Sheet in Section 4. All items must be clearly labeled and included in the total offered price.  Offerors must include VAT and customs duties in their offer. |
| **3.4 Currency**  Offers should be submitted in: KES  Payments will be made in: KES |

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| **3.5 Tender Evaluation (Trade-Off Selection Method)**  Based on the above submittals, a Mercy Corps Tender Committee will conduct a tender evaluation process. Mercy Corps reserves the right to accept or reject any or all proposals, and to accept the offer(s) deemed to be in the best interest of Mercy Corps. MC will not be responsible for or pay for any expenses or losses which may be incurred by any Offeror in the preparation of their tender.  Evaluations will be conducted as described in the following subsections: |
| **3.5.1 Scoring Evaluation**  ***Trade-Off Method***  Mercy Corps Tender Committee will conduct a technical evaluation which will grade technical criteria on a weighted basis (each criterion is given a percentage, all together equaling 100%). Offerors’ proposals should consist of all required technical submittals so a Mercy Corps committee can thoroughly evaluate the technical criteria listed herein and assign points based on the strength of a technical submission.  Award criteria shall be based on the proposal’s overall **“value for money”** (quality, cost, delivery time, etc.) while taking into consideration donor and internal requirements and regulations. Each individual criteria have been assigned a weighting prior to the release of this tender based on its importance to Mercy Corps in this process.  Offeror(s) with the best score will be accepted as the winning offeror(s), assuming the price is deemed fair and reasonable and subject to the additional due diligence in section 3.5.2.  When performing the Scoring Evaluation, the Mercy Corps tender committee will assign points for each criterion based on the following scale:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Evaluation Criteria** | **Scoring Rationale** | **Weight**  **(%)** | **Possible Points**  **(1 to 10)** | **Weighted Score** | | **(A)** | **(B)** | **(A\*B\*10)** | | **Experience:**  Combination of organizational or individual experience, profiles of key individuals on the project and provided demonstrations of work | As per Scope of Work | 35% |  |  | | **Technical Proposal**  Quality proposals will provide details of the approach, methodology and duration of activities | As per Scope of Work | 40% |  |  | | **Financial Proposal & Value for money**  **1-10 marks:**The best price in % to be assigned the maximum score and all subsequent offers to be assign relative to the best price offer.  Bidders should indicate the rationale in percentage of the consultant fees. The total costs of the assignment will be negotiated with the successful Consultant or Consultancy Firm. | | 25 % |  |  | | **TOTAL SCORE POSSIBLE** |  | **100%** |  |  |   **3.5.2 Financial Evaluation and Price/Cost Analysis**  The financial proposals for bidder scoring a total of 50% and above in technical evaluation will be examined for financial proposal |
| **3.5.3 Additional Due Diligence**  Upon completion of both the technical and financial evaluations, Mercy Corps may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that Mercy Corps engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):   * Supplier’s facility visits * Safety/security assessments * Analysis of audited financial statements * Determination of relations and affiliations between Offerors * Other appropriate documented method giving Mercy Corps increased confidence in the supplier’s ability to perform   Only offers that pass additional due diligence will be selected for contracting. |

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# Offer Form

**Offerors must submit their own independent offer including at least (but not limited to):**

* All documents requested in the “Eligibility Criteria” section of this Tender Package
* All documents requested in the “Tender Submittals” section of this Tender Package

All information listed in the “Documents Comprising the Proposal” section below

***Documents Comprising the Proposal***

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

* **Cover Letter** explaining interest to be a contracted vendor or supplier, and the details of the Proposal. The content of the cover letter shall include the following information:
* A Price Offer detailing the unit price only, using the **Price Offer Sheet** template provided in section 7.
* Completed and signed Mercy Corps **Supplier Information Form** (template provided in section 7)
* Other important documents offeror feels need to be attached to support their proposal

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

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

**5. Scope of Work/Technical Specifications**

**USAID Nawiri**

**Unpacking the nexus between Violent Conflict and Persistent Acute Malnutrition in Samburu and Turkana**

**1/ Background**

Levels of global acute malnutrition (GAM) in Turkana and Samburu counties in Kenya have remained at or above the UN World Health Organization (WHO) emergency threshold of 15% for nearly a decade. GAM levels are not only persistently high but also highly variable – a symptom of weak resilience and no obvious recovery from recurrent and increasingly frequent and compounded shocks and stresses and general insecurity. To respond to these challenges, Mercy Corps is implementing the Nawiri program, a 60-month Cooperative Agreement with the United States Agency for International Development (USAID). USAID Nawiri is implemented by a consortium of five partners – Save the Children, Research Triangle Institute (RTI), Boma Project, African Population and Health Research Center (APHRC), and Caritas Lodwar, led by Mercy Corps. USAID Nawiri aims to transform systems to build the capacities of individuals, households, and communities to absorb, anticipate, and adapt to risk in ways that promote nutrition outcomes at scale in Turkana and Samburu counties.

For years, violent conflict in Samburu and Turkana has continued to affect local economies, disrupted productive activities, and limited access to safe foods and basic services. These violent conflicts are the product of a complex interplay of drivers, including ineffective governance and insecurity; non-inclusive political processes and policies; and competition over scarce resources exacerbated by climate change.

To strengthen its programming, USAID Nawiri seeks to unpack the nexus between violent conflict and persistent acute malnutrition in Turkana and Samburu counties through a participatory and inclusive study, grounded in principles of CLA. This approach to the study builds on Mercy Corps’ resilience approach to better understand the dynamic interplay between nutrition outcomes and the drivers and effects of conflict with other socio-ecological shocks and stresses. This action-oriented study will help inform effective solutions for programming and policy advocacy that will support sustainable reductions of persistent acute malnutrition at scale.

In this regard, Mercy Corps is looking for a consultant (individual or firm) to lead the design and execution of the above learning process, in close collaboration with USAID Nawiri staff, government partners, and other local stakeholders. In addition to technical qualifications, the successful consultant(s) should be a systems thinker with demonstrated experience in the design and management of research for practical action and social change in complex environments.

**2/ Purpose and Scope of the study**

The purpose of this study is to: (1) develop a nuanced and actionable understanding of the relationship between violent conflict/insecurity and nutrition outcomes in local contexts in Samburu and Turkana; (2) identify opportunities and leverage points where complementary investments show promise for generating mutually reinforcing outcomes for peace and nutrition in Turkana and Samburu; and (3) generate up to date knowledge that can inform USAID Nawiri interventions, future USAID, and other donor-funded programming.

**Proposed Study Questions**

It is planned that formulation of the central/sub research questions will be done in partnership with the successful applicant in the initial phase of the study. The indicative central question may be:

**To what extent, and under what conditions, is conflict impacting levels and quality of nutrition?**

Sub-questions may include areas around:

1. **Conflict Causes and Drivers**: What drivers and motivations for violent conflict in Turkana and Samburu, according to those who participate in it as well as those who are affected by it?
2. **Ongoing Interventions:** Conflict mitigation mechanisms and ecosystems in place in both counties, how are they functioning, who is part of them, what success/failure do they face?
3. **Coping Mechanism:** strategies people are using in coping or recovery in the different phases of conflict cycles.
4. **Caring practices:** Impact of conflict on girls and women in terms of their workload, changes in their role in the household, and changes in their status as care providers to the children and family at large.
5. **Nutrition Processes:** Processes in place that protect household nutrition from the effects of conflict. Are there any points of convergence with conflict mitigation mechanisms?
6. **Enabling environment:** Government policies and programs (both national and local), communication mediums, e.t.c
7. **Lessons and best practices:** practices and mechanisms communities use to mitigate the impact of the ongoing conflict on nutrition, etc.

**2/Scope**

USAID Nawiri is implemented in Turkana and Samburu counties. The scope of this study within the two counties will be defined and clarified together with the consultant (s) and the county Government members of Nawiri’s conflict Technical Working Group (TWG), and informed by initial review of literature, analysis and mapping of available data on conflict. Indicative areas of study may include:

1. Samburu County: Samburu East, Samburu North, and Samburu West sub-counties
2. Turkana County: Kibish, Turkana North, Turkana Central, Loima, Turkana South, Turkana West and Turkana East sub-counties.

This is a participatory and inclusive study, participants will include relevant government agencies; peace structures and local leaders; Religious networks; Business associations; Civil society coalitions; health workers; Women’s associations, as well as an agreed cross-selection of potential participants within the two counties.

**4/Methodology**

The methodology and approach will be discussed in detail with the successful candidate in the initial phase of the study. This will include how this study will interface with the already ongoing trend analysis. It is proposed that the study take a phased approach as below:

**Phase I:** *Review of literature and defining methodology*

1. Conduct an extensive literature review to gather as much information/data as possible on how conflict might be impacting malnutrition in Turkana and Samburu, ongoing efforts to mitigate the situation and any emerging trends. This would include grey literature that is usually not available online or in libraries.
2. In-depth review of initial literature review and propose a methodology, approach, and field research tools with the technical teams of USAID Nawiri and Mercy Corps’ Technical Support Unit.

**Phase II:** *Field Research focusing on Case Studies*

In consultation with USAID Nawiri field teams, conduct a series of process-tracing case studies to understand the impact of conflict on undernutrition in a diverse set of conflict episodes in both counties. Identify and select recent cases of conflict episodes that differ in terms of location, intensity, type (e.g, political/election violence-related, cattle rustling, banditry e.t.c). Ensure to map the range of conflict episodes in the two counties to inform case selection. Use a combination of key informant interviews (KII), focus group discussions (FGDs), in-depth interviews and participant observation to inform the local perception of conflict and most appropriate cases to consider for further study.

**Phase III**: *Field research focusing on the survey of select households*

With information from **Phase I and II**, survey members of select communities/households that have recently been affected by, and/or participated in, violent conflict to examine the relationship between conflict and undernutrition among selected individuals/households. In both phases, seek representation from men, women, male youth, and female youth respondents to understand the way that gender dynamics intersect with conflict and undernutrition.

**Phase IV**: *Validation of key findings and recommendations*

Initial analysis of findings from the review of literature and field research, presentation of report for validation to key stakeholders drawn from relevant government agencies, peace structures, local leaders, religious networks, business associations, civil society coalitions, health workers, women’s associations. This will be followed by final report writing that incorporates the feedback and comments from the validation workshop.

**5/ Procedures: schedule and logistics**

The proposed schedule and logistics will be discussed with the successful applicant. In general, all the phases of the study are expected to take 5-6 months including preparation, data collection and analysis and reporting. The Consultant(s) should be able to undertake some of the tasks concurrently to fit within the planned time frame, without compromising the quality expected. The assignment is expected to commence on December 1, 2021, with the final research report expected by May 31, 2022. The estimated number of days to be committed to this task will be discussed with the successful applicant (s) based on their technical proposal.

**Phase I (December 2021): In -Depth literature review, including, where available, violent events data analysis and case study selection**

*Deliverable:* Research brief that: (a) clarifies the central research question(s), methodology and approach; (b) clarifies the illustrative lines of inquiry (sub-questions) and tools for field research; (c) provides a summary descriptive pattern in of conflict in Turkana and Samburu; (d) gels with the Trend Analysis. The research brief will be submitted by end of January 2021

**Phase II (February- March 2022): Case study research**

*Deliverable*: Research brief on preliminary (limited) case study findings by end of March 2022

**Phase III (March-April 2022): Survey research**

*Deliverable*: Memo on topline survey results by the beginning of February, full research report on case studies and survey research by May 2022

Integrate conflict mitigation approaches into NAWIRI: Risk factors that drive and perpetuate the crisis

**Phase IV?** (April – May 2022) Validation of key findings and recommendations with key stakeholders. Incorporating final feedback and comments and writing finalizing report. Final report to be submitted by 1st May 2022.

**6a/ Support from Mercy Corps**

Mercy Corps has identified a team member to oversee all related tasks.

Mercy Corps will be responsible for the following:

* Overall accountability and coordination of this study process
* Share all necessary documents with the consultant(s) to finalize the research methodology and data collection tools
* Provide input for study methodology, data collection tools and report
* Review and approve all reports (inception report before data collection) (Please section on Deliverables for what is contained in the conception report)
* Inform study audience for their involvement in the study (community members, local authorities, county government representatives, etc.) and help in setting up the study schedule and logistics
* Provide a working space for the Study Technical Lead while in Nairobi
* Help with recruitment of enumerators (if needed)
* Provide support to the Study Technical Lead for the field visits processes such as orientation and training of enumerators.
* Closely follow up the data collection process, ensuring quality control, daily debriefing, and meeting the timelines.

**6b/ Consultant(s) Key Tasks and Outputs**

The research will consist of three key phases namely

1. **Phase I: In-Depth literature review, including, where available violent events data analysis and case study selection,**

*Deliverable:* Research brief on descriptive patterns of conflict in Turkana and Samburu

1. **Phase II Case study research**

*Deliverable*: Research brief on preliminary (limited) case study findings by end of April 2022

1. **Phase III Survey research**

*Deliverable*: Memo on topline survey results by the beginning of February, full research report on case studies and survey research by May 2022

Phase IV – Validation of findings

*Deliverable:* Validated report with recommendations.

**a) Inception phase:**

* The successful consultant(s)/team will set up a kickoff meeting together with the USAID Nawiri program team to understand the program and will thoroughly review background documents shared by Mercy Corps (TOC, Program Proposal, Results Framework, Monitoring, Learning and Evaluation Plan, etc.
* Before preparing the inception report, the consultancy team will engage with relevant program team members to come to a consensus on the research methodology, field visit plan, sampling strategy, and so on.
* The Study Technical Lead will submit an electronic copy of the draft inception report to Mercy Corps as stated in the agreement.
* Mercy Corps expects the Study Technical Lead to review progress markers, indicators and do the required changes with the consent of the USAID Nawiri team.
* The draft inception report will include a detailed methodology, research framework along with tools to be used to gather data/information, quality assurance, mechanism of data /information collection, sampling, pilot testing, roles and responsibility of team members, key milestones, and detailed work plan.
* Mercy Corps may ask the Study Technical Lead to make an oral presentation of the draft inception report.
* Before piloting and testing the study tools, the Study Technical Lead will train enumerators and facilitators for data /information collection during the Inception Phase.
* After this pilot test, the Study Technical Lead will submit the final inception report for Mercy Corps review, comments, and approval.

**b) Data collection phase:**

* The Study Technical Lead will be provided with all the necessary contact details Mercy Corps may have to coordinate the data collection phase. The USAID Nawiri field program team will assist with the arrangement of field discussions where required as per the field visit plan, including a reference letter for the Study Technical Lead team members involved in the study.

**c) Validation workshop**

The Study Technical Lead will organize a validation workshop to present to the community and other key stakeholders the major findings of the study, get feedback from the community on the accuracy of the information gathered and identify and prioritize the major problem areas and possible interventions. Validation of research results is a vital component of the implementation of the findings of this study and an important mechanism to ensure that the local leaders and the community members are informed of the results of the study, besides helping verify the accuracy of the findings. The venue will be decided during the Inception Phase.

**d) Study report:**

**Presentation**: the revised preliminary results of the study to be shared for review with the USAID Nawiri implementing partners after the inclusion of feedback from the validation workshop by the Study Technical Lead.

**Draft study report**: This report will be submitted after incorporating feedback received during the presentation of the preliminary results. Mercy Corps will provide feedback on the report within Seven Days of receiving the draft report.

* **Final study report:** The final report will be prepared after a few iterations of the report if the quality standards are not met within the first round. The final report format will be agreed upon during the Inception Phase and will be included in the inception report.
* The final report will include the completed analytical framework of the research study. The soft copy of the completed database should be handed over to Mercy Corps along with the final report.

**Deliverables:**

1. Draft soft copy of the inception report including survey tools and analytical framework.
2. Both soft and hard copy of the final inception report including final translated survey/study tools, sampling, methodology and analytical framework.
3. The electronic copy of the draft report. Reporting format will be agreed upon during the Inception Phase
4. Preliminary Presentation of findings for validation
5. A facilitated validation workshop with Turkana and Samburu stakeholders
6. Draft soft copy of the final report including datasets and analysis plans
7. Both soft copy and hard copy of the final study report including datasets, codebooks, scripts, and analysis matrix.

**7/ Limitations, challenges, and risk mitigation**

Conducting this study will be challenging, but Mercy Corps will work closely with the successful applicant to overcome any emerging challenges. To mitigate risks and perceptions, USAID Nawiri will leverage its network of individuals that helped conduct previous USAID Nawiri studies, county Peace committees, relevant County Government Departments and agencies, and relationships with targeted communities to explain the purpose of the study and ensure buy-in from local leaders and community members. We will also explore options for conducting remote surveys via mobile phone to minimize in-person contact for the surveys where needed. While the qualitative component of the study may require in-person research, we will ensure that all necessary measures are taken to mitigate COVID-19 risk and adhere to social distancing guidelines.

Another risk relates to insecurity due to conflict and violence. To mitigate these risks, we will include security and access restrictions into our criteria for selecting communities that will participate in the study. Our protocols also include adopting a flexible research plan to accommodate spikes in violence and threats of violence, and close coordination with community contacts to ensure the safety of the research team and subjects. The nature of the research (especially questions around conflicts) may also raise the risk of biased results; to address this, we will triangulate interview and survey results and employ proven methods for eliciting truthful responses to sensitive questions through survey experiments. Finally, to ensure data quality, transparency, and ethics, we will use Mercy Corps’ standard procedures for ensuring quality control, remote management, and the confidentiality and privacy of respondents.

**8/Budget**

1. The budget for this study will **cover professional fees** **ONLY** (travel and accommodation costs, workshops, mobilization expenses, hiring of enumerators and other logistical costs will be catered for by Mercy Corps)

2. It is important to note that should there be any problem in the delivery of outputs pertaining to quality and schedule, the Study Technical Lead is expected to make the necessary corrective actions without affecting the overall study delivery. This will have no additional cost to Mercy Corps.

**9/ Qualification and experience**

Study Technical Lead team partner should comply with the following requirements:

* Strong and documented experience in conducting participatory quantitative and qualitative studies related to governance, peacebuilding, and/or community-driven development projects.
* Demonstrated experience in leading at least three similar studies/assessments
* At least 5 years of experience researching on conflict, governance, or health-related programs
* Demonstrated experience in leading field research teams.
* Demonstrated experience in training local staff in quantitative and qualitative data collection tools including data entry and storage tools.
* Demonstrated experience in designing survey methodology, data collection tools, processing, and analysis of data.
* Ability to interact with the host government, partners and/or others.
* Strong organizational, analytical and reporting skills, presentation skills, attention to detail, ability to meet deadlines, and proficiency in Microsoft Office and qualitative and quantitative data analysis software/tools.
* Previous experience in a fragile environment with tight security context will be preferred.
* Excellent verbal and written communication in English is required.

**10/Application Process and Requirements**

Qualified and interested parties are asked to submit the following.

* Letter of interest in submission of a proposal
* A detailed technical proposal demonstrating a thorough understanding of this ToR and including but not limited to the following: (1) Consultant/Company Profile (2) Description of the Methodology (3) Demonstrated previous experience in similar assignments and qualifications outlined in this ToR (4) Proposed data management plan (collection, processing, and analysis). (5) Proposed timeframe detailing activities and a work plan. (6) Team composition and level of effort of each proposed team member (include CVs of each team member).
* A financial proposal with a detailed breakdown of costs (including all applicable taxes) for the study quoted in United States dollars.

11/**Assessment Criteria**

All proposals will be assessed on the following criteria:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Detail** | **Points** |
| Experience of Applicant | Combination of organizational or individual experience, profiles of key individuals on the project and provided demonstrations of work | 35 |
| Technical proposal | Quality proposals will provide detail of the approach, methodology and duration of activities | 40 |
| Value for Money | Cost of work compared to the quality and anticipated product being provided | 25 |

# 6. Sample Contract

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

# 7. Attachments to the Tender Package

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