



**MERCY CORPS**

Request for Proposal (RFP) **ESA Region Support Consultancy**

Date **December 23<sup>rd</sup>, 2024**



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# Mercy Corps Overview

Mercy Corps is a global team of humanitarians working together on the front lines of today's biggest crises to create a future of possibility, where everyone can prosper.

**Our mission: to alleviate suffering, poverty, and oppression by helping people build secure, productive, and just communities.**

In more than 40+ countries around the world, over 6,000+ team members work side by side with people living through poverty, disaster, violent conflict, and the acute impacts of climate change. We're committed to creating global change through local impact — 95% of our team members are from the countries where they work.

We bring a comprehensive approach to every challenge, addressing problems from multiple angles. And we go beyond emergency aid, partnering with local governments, forward-thinking corporations, social entrepreneurs, and people living in fragile communities to develop bold solutions that make lasting change possible.

## Project Background and Context

The East and Southern Africa Region includes countries that rank among the highest in their vulnerability to climate change, but lowest in their readiness to cope with and adapt to its effects. The effects of climate change, ranging from increasingly frequent and severe droughts to extreme flooding, to erratic rainfall patterns, are undermining traditional livelihoods, decimating incomes, exacerbating food insecurity and malnutrition, and overall leading to protracted crises. Communities least responsible for the global climate crisis are facing its effects every day.

Small holder farmers, pastoralists, as well as small and medium enterprises in the informal economy are among the most affected, as their livelihoods are inextricably linked to weather patterns. These same populations have been historically marginalized from social services and economic opportunities. The inability for governance systems to respond to peoples' needs in light of climate shocks is resulting in heightened grievances against the state and inter-group conflicts over increasingly scarce resources and livelihood options. Climate change is thus contributing to both ecological, social and political fragility that creates a negative feedback loop, further undermining people's ability to cope and adapt.

Recognizing the scale of the challenges, and in line with its overall vision to foster inclusive, resilient communities that can better cope, adapt, and thrive in the face of climate and conflict, Mercy Corps has embedded the climate-smart commitment in its global strategy, Pathway 2 Possibility. In line with the climate commitment and its regional strategy, the ESA region has committed to the following objectives:

- Increase climate IQ, particularly context-specific climate proficiency and technical knowledge that resonates with donors, policy-makers and implementers
- Broaden the depth and scale of climate action through a two-pronged approach, one, increasing the impact and scale of climate programming within existing programs and two, drawing on new climate-specific resources that complement and/or strengthen our impact
- Measure our results and impact with respect to our climate change adaptation and climate-sensitive humanitarian programming, packaging and disseminating our evidence for donors and policy-makers
- Position Mercy Corps in ESA as a leading climate finance, programming and policy partner, including establishing relationships with climate donors and policy-makers

## Desired Services & Scope of Work

The purpose of this consultancy is to support the ESA Region in advancing its climate commitment through the following objectives:

- Elaborate the ESA regions' existing program models and actions through a climate resilience and adaptation lens, and identify areas for growth and experimentation
- Conduct a donor landscape analysis, mapping current and potential strengths against donor interests and requirements
- Propose partnerships to strengthen and complement the ESA region's position in climate resilience and adaptation
- Support the ESA region and priority countries to package and position their work in front of climate donors, including for climate financing mechanisms

### Consulting Firm Activities with Timelines:

The Consulting Firm will:

Task	Deliverable	Timeline	# of days
<b>Activity:</b> Conduct a stocktaking/inventory of Mercy Corps' existing climate resilience and adaptation activities to identify areas for demonstrating impact, getting to scale, and supporting growth (16 days)			
Work with the regional team to identify a framework for mapping ESA regional climate actions	Draft framework	Jan 2025	1
Review of key documents, including organizational climate strategy, regional strategy, program evidence, and learning briefs and proposals	Document list/archive with links	Jan 2025	2
KIIs and FGDs with regional and country leadership and teams	Discussion guides Synthesized notes	Jan 2025	2
Targeted visits to select programs to ground truth approaches and opportunities for evidence generation	Field reports	Feb 2025	8
Presentation summary highlighting core approaches,	Draft presentation	Feb 2025	3

technical and evidence-based strengths and weaknesses	Final presentation, including long-list of approaches		
<b>Activity:</b> Conduct a donor landscape assessment for advancing climate resilience and adaptation programming and policy, evaluating a) existing not climate-specific funding streams and b) untapped climate finance focused on ESA from bilateral donors, foundations, and climate financing facilities (12 days)			
Discussions with key climate finance and other climate change donors (i.e. FCDO, EU)	List of interviews Discussion guide	Jan-Feb 2025	3
Review of key donor strategies and documents	List/log of strategies reviewed	Jan-Feb 2025	3
SWOT analysis of ESA strengths/weaknesses and opportunities vis-a-vis donor climate landscape, including climate finance mechanisms	Virtual discussion facilitated Draft report	Jan-Feb 2025	3
Summary presentation of donor landscape mapped to ESA regional framework and potential distinctive areas,	Slide deck	Feb 2025	3
<b>Activity:</b> Conduct a partner and competitor analysis, to understand Mercy Corps' potential distinctives and/or weaknesses vis-a-vis other partners, as well as complementary areas for partnership (8 days)			
Review of partner strategies, including competitors as well as complementary organizations (civil society, INGO, conservation orgs)	List of partners reviewed Link to documents reviewed	Feb 2025	2
Joint discussions with potential partners around their work in the CCA space	List of partners	March 2025	2
Summary evaluation of Mercy Corps' v partner and competitor	Slide deck	March 2025	2

strengths against the donor landscape			
Clear recommendations for partnership approach	Slides	March 2025	1
Clear recommendations for donor targeting and engagement	Slides	March 2025	1
<b>Activity:</b> Support the ESA region and priority countries in refining and articulating core value propositions in climate resilience and adaptation in short position papers and learning briefs including corresponding pitch decks for climate finance donors (36 days)			
Consolidate and build consensus around 4-5 climate priorities or themes in the region for packaging, prepositioning and learning	Meetings facilitated  Priorities with explanations	March 2025	1
Develop 4-5 distinct and brief project idea papers around low hanging fruit highlighting our work, learning and recommendations for action, with clear value add for donors	Draft papers  Final papers	April 2025	15
Develop up to five clear pitch decks for donors corresponding to position papers	Pitch decks – draft and final	April-May 2025	15
Identify learning questions/areas of evidence and learning with respect to key themes and success	List of potential learning questions and potential pipeline of learning products and case studies	On-going	1
Hold virtual learning sessions with leadership and key technical leads across the ESA region and country teams to support packaging of information and developing pitch decks	List of sessions, notes, summary of action points		4
<b>Activity:</b> articulate a climate strategy and workplan for the ESA region for FY 2026 (8 days)			
Consultations with regional team, global stakeholders and country offices (builds off above)	Summary of action points and takeaways	May-June 2025	1

Development of strategy and workplan	Draft and final strategies  Draft workplan	May-June 2025	5
Corresponding ESA climate commitment slide deck and presentation	Slide Deck  Session recording	June 2025	2

## Evaluation of Proposals

Proposals will be scored using the following technical criteria. Points for each question will range from 0- 35 the maximum technical score is 100 points. Proposals should address each evaluation criteria.

- Adherence to the RFP Requirements: Did the bidder conform to all requirements and product or service specifications in the RFQ or RFP? (0-10)
- Technical Criteria: Includes the bidder's understanding of the service or procurement required, bidders' management plan, supplier's qualifications and bidders' overall resources. Does the supplier have the right qualifications (registration, insurance, experience)? (0-35)
- Management Criteria: Includes the bidder's experience on similar projects, bidder's performance on similar projects, bidder's available facilities and resources for the project and the bidder's plan for management and control of the project. (0-30)
- Cost Criteria: Is the cost within any pre-determined price range, such as cost estimates from a market analysis? In most cases cost is evaluated using value for money unless otherwise directed by donor requirements. (0-25)

## Proposal Format & Requirements

In order to secure information in a form which will ensure that your proposal will be properly evaluated, you are asked to submit your proposal in the format listed below. Standard proposal formats are acceptable provided the following information is included:

1. Name, address, telephone number and email address for principal contact.
2. A brief outline of your organization and services offered, including:
  - Full legal name, jurisdiction of organization or incorporation and address of the company
  - Full legal name and country of citizenry of company's President and/or Chief Executive Officer, and all other officers and senior managers of the company
  - Year business was established
3. Name and professional qualifications of personnel who would provide the services.
4. Names, addresses, phone numbers and email addresses of at least two clients of similar industry and scope of operations as Mercy Corps that can be contacted as references.
5. Full technical and pricing details and specifications

### CONTACT FOR BID INQUIRIES

All inquiries concerning this solicitation shall be addressed to the following Designated Contacts:

- Mark Spencer | Global Procurement | [m Spencer@mercy corps.org](mailto:m Spencer@mercy corps.org)

Please email an electronic version of your response (via e-mail), including all supporting documentation, and direct questions about the RFP to each of the designated contacts.

All questions should be submitted in writing (via email) [gptenders@mercycorps.org](mailto:gptenders@mercycorps.org) citing the particular bid section and paragraph number. Bidders should note that all clarifications and exceptions are to be resolved prior to the submission of a bid.

Only questions received during the Question-and-Answer period (as outlined in the RFP Calendar) will be addressed. No telephone questions will be answered. Official answers to the questions will be posted on Mercy Corps website at [www.mercycorps.org/tenders](http://www.mercycorps.org/tenders)

### RFP CALENDAR/TIMELINE

- RFP published December 24<sup>th</sup>, 2024
- Questions and Answers period December 24<sup>th</sup>, 2024 to January 10<sup>th</sup>, 2025
- RFP responses due January 15<sup>th</sup>, 2025
- Vendor selected and notified TBD

## **Other Terms & Conditions**

### WITHDRAWAL OF RFP

Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFP submittal deadline can be made; however, they may not be re-submitted after the deadline.

### RFP COSTS

All costs incurred in the preparation and presentation of proposals to the RFP shall be completely absorbed by the responding party to the RFP. All documents submitted as part of the RFP will become property of the Mercy Corps. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

### AWARD BASIS

At the option of the Mercy Corps, finalists for the Agent designation may be selected for a final round of negotiations; however, applicants are encouraged to present their best offers with their initial submission. Mercy Corps reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award of contract in any manner in which Mercy Corps, acting in the sole and exclusive exercise of its discretion, deems to be in Mercy Corps best interest.

### CONTRACTUAL DEVELOPMENT

Once an applicant is approved as the exclusive Agent, the successful respondent will enter into a contract with the Mercy Corps. Contract discussion and negotiation will follow the award selection. Bidders must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFP or developed subsequently during the selection process.

### CONTRACT TERMS

Firms that are selected as the exclusive Agent are eligible to enter into a service contract. Mercy Corps may terminate the contract upon written notice to the Agent of not less than thirty (30) days.

### EQUAL OPPORTUNITY



Mercy Corps emphasizes that all respondents will receive full consideration without regard to race, color, religion, sex, national origin, sex, disability, age or sexual orientation. Minority and women-owned firms are especially encouraged to respond to this RFP.

### **LIMITATIONS**

Mercy Corps reserves the right to reject any and all Proposals and to waive any informality in the solicitation process. Total proposal length excluding cover letter, details of professionals who will provide services, and contact information of client references, should not exceed 12 pages.

## **Sample Contract**

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

Any deviations or justifications from this contract must be set out in the tender proposal with the proposed alternative language.