



Galmudug State of Somalia
Ministry of Internal Security

Request For Proposal (RFP)

Conduct a rapid Community mapping assessment in the districts of Baxdo, Wisil and Harardhere

RFP Ref No: RFP/MOIS-GMS/JSB/006

Section I. Invitation letter

Dear Sir/Madam,

The Ministry of Internal Security of Galmudug State of Somalia is pleased to invite prospective bidders to submit a proposal for the provision of services in accordance with the General Conditions of Contract and the Schedule of Requirements as set out in this Request for Proposal (RFP)

The RFP consists of the following:

- Section I. RFP Invitation Letter
- Section II. RFP Particulars
- Section III. Instructions to Bidders
- Annex1 Term of Reference
- Annex2 Technical & Financial Proposal

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and process as set out in this RFP and submit it to MOIS-GMS by the deadline for proposal submission set out in the Section I: RFP Particulars

We look forward to receiving your proposal.

Approved by:



Abdullahi Mohamud Barre
Director General



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Section II. RFP Particulars

Scope of Proposal	This RFP refers to the provision rapid Community mapping assessment in the districts of Baxdo, Wisil and Harardhere as further described in the ToR (Annex1).
Bidder Eligibility	International suppliers are excluded from submitting a bid.
Clarifications	Requests for clarification from bidders will not be accepted by any later than 20.07.2024 Responses to requests for clarification will be communicated: [via email, dg@mois.gm.so
Proposal validity period	Proposals shall remain valid for acceptance for 90 days from the Deadline for Proposal Submission.
Proposal Currencies)	Proposals shall be quoted in USD.
Duties and Taxes	All proposals shall be submitted net of any direct taxes.
Language of proposals	All proposals, information, documents, and correspondence exchanged in relation to this RFP process shall be in English and Somali
Deadline for Proposal Submission	All proposals must be submitted by 24 Jul 2024
Proposal submission	Proposals must be submitted as follows: Hand delivery at MOIS-GMS Office in Dhusamareb and dg@mois.gm.so



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Evaluation method and criteria	<p>MOIS-GMS will award the Framework Agreement to one proposer whose proposal achieves the highest combined weighted score (technical weighted score + financial weighted score)</p> <p>Technical & Financial Evaluation</p> <ol style="list-style-type: none"> 1. Relevant Experience (30%): This criterion assesses the agency's experience in conducting community mapping assessments, stakeholder relations, rule of law and security activities, community engagements, and development of community plans. 2. Comprehensive Methodology and Technical Proposal (20%): This evaluates the agency's proposed methodology and technical approach, ensuring alignment with the Terms of Reference (ToR). 3. Business Profile and State Registration/Regional Registration (20%): This criterion checks for the agency's comprehensive business profile and relevant state/regional registration. 4. Financial Proposal (30%): This assesses the cost-effectiveness and budgetary aspects of the proposal.
Partial proposals	Partial proposals shall not be allowed.
Alternative proposals	Alternative proposals are accepted.
Documents comprising the Proposal	<p>Bidders shall include the following documents in their proposal:</p> <ul style="list-style-type: none"> • Technical and financial proposal • Company profile • Valid registration (Certificate of Incorporation) • Evidence of previous similar experience provided for clients (Contracts/POs)
Type of Contract to be awarded	Framework Agreement
Signing of Contract	30 July 2024



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Section III. Instructions to Bidders

1. SCOPE OF PROPOSAL

Bidders are invited to submit a proposal for the goods and/or services specified in Section IV: Schedule of Requirements, in accordance with this RFP.

2. BIDDER ELIGIBILITY

Bidders may be a private, public, or government-owned legal entity or any association with legal capacity to enter into a binding Contract with MOIS-GMS.

A Bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in **RFP Particulars**. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

A Bidder shall not have a conflict of interest. A bidder shall be considered to have a conflict of interest if:

- A Bidder has a close business or family relationship with a MOIS-GMS personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by MOIS-GMS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Bidders must disclose any actual or potential conflict of interest in the Financial Proposal Form (Annex3), and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to MOIS-GMS. Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further to MOIS-GMS policy on vendor sanctions.

3. CLARIFICATION OF THE RFP

Bidders may request clarification in relation to the RFP by submitting a written request to the contact stated in the **RFP Particulars**, until the time stated in **RFP Particulars**. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.

4. REMUNERATION FOR AND COSTS OF PROPOSALS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their proposal.

5. PROPOSAL CURRENC(IES)



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The proposal shall be made in the currency stated in **RFP Particulars**. If applicable, for comparison and evaluation purposes,

MOIS-GMS reserves the right not to reject any proposal submitted in a currency other than the mandatory bidding currency. MOIS-GMS may accept proposals submitted in another currency than stated above if the Bidder confirms during clarification of proposals in writing that it will accept a Contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of RFP deadline as stated in RFP Particulars shall apply. Regardless of the currency of proposals received, the Contract will always be issued, and subsequent payments will be made in the mandatory bidding currency above.

Rates in proposals shall be fixed. Proposals with adjustable rates shall be disqualified.

6. PAYMENT TERMS

MOIS-GMS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by MOIS-GMS. Payment discounts will not be considered in the financial evaluation.



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Annex1

Term of Reference (ToR)

Attached below.



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Annex2

(The technical and financial proposal must be submitted only using the Supplier's Official Letterhead/Stationery)

Technical and Financial Proposal

Name of Assignment	Conduct a rapid Community mapping assessment in the districts of Baxdo, Wisil and Harardhere
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Organization and Experience

[Description of the background of your organisation relevant to this task, including your organisation's knowledge, skills and experience with similar tasks. Please include concrete examples of past work related to this assignment]

Comments and/or Suggestions on the Terms of Reference (If any)

[Please feel free to present and justify any modifications to the Terms of Reference your firm/organization would like to propose in order to perform the assignment more effectively. If there are such suggestions, they should be incorporated in your proposal]

Description of Approach and Methodology

[Please describe in detail your proposed approach and derived methodology for the Assignment]

Work Plan

[A work plan for the assignment. The timelines mentioned in the ToR may be confirmed in detail]

Team Composition and Task Assignments

[Please provide a brief description of each team member and a statement of how team members complement each other to meet the knowledge and skills needs of the assignment.]

Financial Proposal

[Please provide a detailed breakdown of the financial proposal]



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Terms of Reference (ToR) for Community Mapping assessment in the newly liberated areas of Galmudug state

1. Background:

The ministry of Security of Galmudug state winch recognizes that the ongoing military offensive against Al-Shabaab must be complemented with an additional people-centered approach to governance and service delivery, providing stabilization through local solutions in line with the FGS National Stabilization Strategy. In collaboration with UNDP on the new support project for the Somali Police support to ensure service delivery in fragile and newly recovered areas planning to conduct a rapid Community mapping assessment in the districts of Baxdo, Wisil and Harardhere , due to the lack of the permanent state security presence in many Newly Recovered Areas (NRA) in the Federal Member States. Formal policing services in these areas are sometimes provided by state Darwish police and limited numbers of Somalia Police Force (SPF) and state Police, Community-based security groups also provide informal policing and security, however, the makeup of these informal groups differ from one district to another.

2. Objectives:

- Identify key local influencers, such as traditional elders, religious leaders, women, youth, and persons with disabilities, minorities and minority clans Identify and assess women's representations in these committees.
- To identify potential and good promising opportunities for the inclusion of women in peace building and grass root level initiatives to support women's participation in peace process, decision makings, leadership, and other local initiatives.
- Understanding the current state of collaboration among these entities.
- Mapping out the community's perceptions of these roles.

- Identifying strengths, weaknesses, opportunities, and threats in the existing Policing and security framework.

3. Scope of Work: Detail the specific activities and tasks that the assessment will cover:

- **Literature Review:** Analyze existing literature on Policing and community efforts and the role of various stakeholders.
- **Stakeholder Identification:** Identify key stakeholders in the police, security forces, governance structures, and among local elders.
- **Data Collection:** Gather qualitative and quantitative data through surveys, interviews, focus group discussions, and field observations.
- **Data Analysis:** Analyze the collected data to draw insights and identify patterns.
- **Community Mapping:** Create visual and narrative maps that illustrate the roles and interactions of different stakeholders in peacebuilding.
- **Reporting:** Prepare a comprehensive report that summarizes findings and provides recommendations.

4. Methodology:

- **Surveys and Questionnaires:** Develop and distribute surveys to gather quantitative data from a broad sample of the community.
- **Interviews:** Conduct semi-structured interviews with key stakeholders to gain deeper qualitative insights.
- **Focus Group Discussions:** Organize discussions with various community groups to understand diverse perspectives.
- **Field Observations:** Visit relevant sites and observe interactions and practices related to peacebuilding.
- **Mapping Tools:** Use GIS or other mapping tools to create visual representations of the data.

5. Deliverables: according to the basic needs of this assessment the expected deliverables from the assessment are:-

- Inception report outlining the assessment plan.
- Survey and interview tools.
- Interim progress reports.
- Community maps showing roles and interactions.
- Final assessment report with findings and recommendations.
- Presentation of findings to stakeholders.

6. Timeline: the study will be carried within three months (20 working days). We further understand that the firm will have to mobilize a local field interviewer for target districts and senior consultants (one (1) experts to lead the process and produce the final report and experts who will support the data collection processes and report writings

7. Team Composition: the firms must describe the composition of the assessment team, including the roles and responsibilities of each team member. Ensure the team has expertise in community mapping, peacebuilding, and the specific context of the assessment.

8. Budget: the Firms must outline the budget for the assessment, including costs for personnel, data collection, travel, materials, and any other necessary expenses.

9. Reporting and Supervision: each qualified firm must specify the reporting structure for the assessment. Identify who the assessment team will report to and how progress will be monitored and evaluated.

10. Ethical Considerations: Highlight any ethical considerations and ensure the assessment complies with relevant ethical guidelines, particularly regarding informed consent, confidentiality, and the respectful treatment of participants.