

Shock Responsive Cash Transfer Pilot - Learning Partner

Letter of Invitation to Tender

Mogadishu, Somalia – 26th Feb 2020

Tender ref.: Concern_SCC_SRCT_2020

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER

Please find enclosed the following documents, which constitute the tender dossier:

- Instructions to Tenderers
- Concern's Terms and Conditions – Annex 1
- Tenderer's Relevant Experience – Annex 2
- Tenderers Declaration – Annex 3
- Concern Safeguarding Policies – Annex 4
 - P4 - Programme Participant Protection Policy
 - Child Safeguarding Policy
 - Anti-Trafficking policy
 - Terminology
- Shock Responsive Safety Net Pilot Explanatory Note - Annex 5
- Shock Responsive Early Actions Protocols – Annex 6
- Programme Analyst Terms of Reference – Annex 7
- Concern's Standard Terms and Conditions – Annex 8

We look forward to receiving your tender on or before **11th March 2020** by email to procurement.mogadishu@concern.net. Bid received after the deadline will not be considered.

Your tender bid must include the following documentation so please use the list below as a 'Checklist' before submitting your tender to Concern.

1. Company data
 - Company profile
 - Certificate of registration, or similar
 - PIN, or tax compliance certificate
 - CVs of key employees who will be involved in the project
 - Details and examples of previous similar work completed by completing the 'Tenderers Relevant Experience Form'

2. Administrative information

- Payment terms
- Assessment of company's ability to complete the work in terms of financial sustainability

3. Technical Specification

This is the main section where bidders will be judged on their understanding of the services requested, and how they intend to meet them.

In particular technical assessment will include:

- Ways of working – include detailed work plan
 - Clarity of proposed approach
 - Quality and relevance of previous work
- Note: added advantage for previous experience in Somalia or on safety net

4. Financial Offer

- Broken down by research cycle step, and by nature (e.g. staff, travel, etc)
- Full project costs should be included

Offers must be submitted by email to procurement.mogadishu@concern.net, with the title subject **Proposal for "Shock Responsive Safety Net Pilot - Learning Partner"**

Yours sincerely,

B. Instructions to Tenderers

1. Summary of the Somali Cash Consortium

Through the Somali Cash Consortium, INGOs, supported by EU humanitarian aid and other institutional donors, provide life-saving multi-purpose cash to vulnerable Somali communities, exclusively through mobile-money transfers.

The Cash Consortium focusses on famine prevention and providing a life-saving humanitarian response.

Since the Cash Consortium began work in Jan 2018, it has provided assistance to over 600,000 Somalis. It is building better and more robust cash transfer systems, by working with all stakeholders to streamline each stage of the cash-transfer process; from community registrations to payment aggregation, reporting, forecasting and coordination.

The Cash Consortium is led by Concern Worldwide, its members include ACTED, Danish Refugee Council, Norwegian Refugee Council, Save the Children, COOPI and IMPACT Initiatives and is significantly funded by the Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO).



Funded by
European Union
Civil Protection and
Humanitarian Aid

2. Summary of the Technical Assistance Facility (TAF)

Technical Assistance Facility (TAF) is a facility established by the Donor Working Group comprising of both development and humanitarian donor agencies to provide technical expertise to donors in the design of the shock responsive social safety nets. Under the funding of ECHO, TAF and in partnership with Cash Consortium, World Food Programme (WFP), Save the Children (SCI) and Building Resilient Communities in Somalia (BRCiS) is piloting the shock response component by linking it with other existing Safety Net (SN) programmes detailed in Annex 6. The overall objective of the pilots is to develop a Standard Operating Procedure on Protocols (SOPPs) for expanding and contracting the Social Safety Net/ Social Transfers (SSN/ST) programmes and ultimately the Social Protection system.

Summary of project

The Cash Consortium in collaboration with the Donor Working Group Technical Assistance Facility (TAF) and in partnership with Government authorities, Save the Children (SCI), the World Food Programme (WFP) and the Building Resilient Communities in Somalia (BRCiS) consortium is tasked to undertake a shock responsive cash transfer safety net pilot.

The full explanatory document, detailing the pilots is included as Annex 5 and the Early Action Protocol Annex 6 which forms as a blueprint for the design of the pilots.

Services required

The Cash Consortium is looking for a learning partner to help the Consortium and stakeholders derive and disseminate learnings from the pilots.

There are 4 learning aspects and sub-questions:

- Aspect 1: Learning on process and protocols
 - Q1) Were the SR pilots implemented as intended?
 - Q2) How did the SR pilots work with and contribute to existing disaster management procedures in Somalia?
 - Q3) What was the time taken to update and share information on anticipated shock?
 - Q4) What protocols were observed in applying the pilots with the existing registries & delivery mechanisms?
 - Q5) What protocols were observed in the communication & analysis of the EWEA data to inform on the response?
 - Q6) Did the pilots work with & contribute to existing DM strategies?
 - Q7) How were the processes & protocols used to inform on the DM strategies?
 - Q8) Was there a coordination with the durable solutions programs in IDP context?
 - Q9) What are the recommendations and lessons learned to improve processes and protocols.
 - Q10) How does the SR system compare with usual crisis modifiers? How and in what ways was the SR pilot more efficient than previous crisis modifiers?
- Aspect 2: Communication and Accountability
 - Q11) Did the key actors (government, donors, UN agencies, INGOs, etc.) understand the rationale of the SR pilots?
 - Q12) Were the messages tailored to different audiences?

- Q13) Did communities (both recipients & non-recipients) covered by the pilot understand the rationale for the increase in cash they received (shock response)?
- Q14) Is social accountability captured in the communication strategy?
- Q15) Is information on protection & gender mainstreaming captured in the pilots?
- Q16) What redress mechanisms were in place & what was the feedback to complaints?
- Aspect 3: Trigger analysis?
 - Q17) Were the chosen triggers appropriate for the context and scale of a national safety net?
 - Q18) Were the thresholds for the triggers set at the appropriate level? Do they require a review? Were they monitored appropriately?
 - Q19) How did the different sets of early warning early action triggers work?
- Aspect 4: Coordination mechanism?
 - Q20) How did the coordination mechanisms set up for the activation of the shock response work?
 - Q21) Who were the participants in the coordination mechanism and did it achieve its terms?
 - Q22) Was efficiently organised to trigger a response?
 - Q23) What are the recommendations to improve the coordination mechanism?

Data sources

The data sources are expected to be:

- Real- time observation of implementation & interviews
- Meeting minutes, interviews with key informants including donors
- Focus Groups with communities
- Interviews with key community leaders and government
- Secondary data, interviews with recipients & key informants
- Analysis of the data sets against the areas of operation

Outputs

The 3 key outputs are expected to be:

1. Publication of a learning report
2. Somali stakeholder meeting to share results

3. Meetings and presentations with implementing agencies and Donor Working Group

This section is expanded and explained in the Shock Responsive Early Actions Protocols document – Annex 6.

Envisaged learning process

WFP have recruited a Programme Analyst to work directly with the TAF, Cash Consortium and other stakeholders to contribute to this learning agenda. The Programme Analysts Terms of Reference has been included as Annex 7.

The Cash Consortium envisage the relationship with the learning partner will follow the proceeding steps:

- A. Initial consultation with implementing stakeholders (TAF, DWG, Cash Consortium, WFP, SCI and BRCiS) to finalise:
 - Learning questions
 - Outputs
- B. Implementation report produced by learning partner detailing ways of working, exact research methodologies, monitoring & evaluation tools, timelines and outputs
- C. Research by learning partner, in coordination with the TAF's Programme Analyst, field monitors of implementing agencies and TAF
- D. Workshop to agree draft outputs with key stakeholders
- E. Final report
- F. Meetings and presentation of final reports to key stakeholders.

3. Timetable for provision

The research is expected to begin in March 2020 and presentation of final outputs to be in December 2020.

4. Language of offers

All bids must be in English.

5. Period of validity of offers

All bids must be valid for a minimum of 90 days from the tender submission date.

6. Currency

All bids should be in USD.

7. Type of contract

The bidder will be given a consultancy contract.

8. Evaluation of tenders

Only bids which have met mandatory administrative and technical compliance will qualify for the financial evaluation stage of the process. The following criteria will be used to assess the bids:

- Compliance with submission of required documents
- Company profile and previous work
- Judged sustainability of company allowing the work to be completed
- Suitability and relevance of ways of working

9. Clarification meeting/site visit

Tenderers can submit clarification questions to Logistics Coordinator, Abdilatif Abdi Abdilatif.Abdi@concern.net, up to working days before the tender closing date. 3 days prior to the closing date, an anonymous summary of all questions asked and their answers will be circulated to those who have requested the tender dossier.

Concern reserves the right not to circulate questions and answers that would impact the fairness and impartiality of the tender process, or for any other legitimate reason.

10. Cancellation of the tender procedure

The Tender Evaluation Committee may choose to cancel the process for any reason. .

11. Appeals Process / Complaints Mechanism

Appeals or complaints will be treated seriously and anonymously. They should be sent to the Concern Somalia Systems Director, Mohamud Abbas mohamud.abbas@concern.net or to the global helpline, complaints@concern.net.

12. Data protection

Concern guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Concern guarantees confidentiality of the procurement process.

13. Donor

The Cash Consortium is significantly funded by the Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO). ECHO's visibility will be prominent on all outputs.