

Request for Proposals (RFPs)

Consultancy for Gender audit of SCIDaR's institutional processes and selected projects in Nigeria and Chad

SECTION I: RFP SCOPE AND REQUIREMENTS

Solina Centre for International Development and Research (“SCIDaR”), invites qualified bidders (hereinafter called “Bidder” or “Bidders” or “Consultants”) to submit offers, consisting of a technical and a financial offer, together with any supporting documents (hereinafter called the “Proposal” or “Proposals”) for the provision of the requirements defined in this RFP document. To prepare a responsive Proposal, Bidders must carefully review and understand the contents of this RFP and the following key dates:

RFP TIMELINES

Procurement Activity	Responsible Party	Due Date
RFP Issue Date	SCIDaR	16.May.24
Final date for submitting Questions	Bidder	30.May.24
SCIDaR Response to Questions	SCIDaR	04.Jun.24
Bid submission deadline (WAT)	Bidder	10.Jul.24 24:00 (WAT)
Estimated Contract Award Date	SCIDaR	24.Jul.24
Estimated Contract Start Date	SCIDaR	1.Aug.24

The proposed timeline set out above indicates the process SCIDaR intends to follow. If there are any changes to this time plan, SCIDaR will notify all Bidders of this in writing.

A. ABOUT SCIDAR

Solina Centre for International Development and Research (SCIDaR) is an indigenous African non-profit institution that works to accelerate positive health, social and economic reforms through high-quality program design and implementation, capacity building, implementation science research and knowledge generation, as well as agenda setting and stakeholder convening across human development sectors. Our work seeks to benefit primarily disadvantaged and under-served populations. We implement transformation programs in Nigeria and other Sub-Saharan African countries including but not limited to Chad, Niger, Madagascar, DRC, and Guinea Bissau, and are currently working towards ensuring that these programs are gender-intentional and ultimately transformative. Our project portfolios span ~50 projects across themes a. Health Security b. Primary Healthcare c. Public Health and Nutrition d. Health Systems Strengthening and e. Gender, Demand and Behavior change.

B. BACKGROUND

Sustaining Action for Gender Equality (SAGE) is a four-year investment facilitated by the Gates Foundation (BMGF) designed to facilitate the integration of gender expertise and strategies into SCIDaR's core work, with a focus on women and girls. This initiative stems from the Gender Integration Incubation & Acceleration Lab, launched by the Foundation in 2022 to invest in gender transformative projects that align with programmatic goals across various Program Strategy Teams (PSTs).

SCIDaR also recognizes that incorporating gender considerations into program delivery practices can alleviate gender-related barriers for both healthcare workers providing services and for the vulnerable populations - mostly women and children - to whom services are delivered. Thus, SCIDaR seeks to leverage the SAGE investment to accelerate progress toward gender equality by integrating gender into SCIDaR's approaches across our core institutional functions and ultimately, all our impact areas.

Specifically, SAGE seeks to achieve the following objectives:

- Strategically integrate a gender lens into SCIDaR's organizational and program goals, and strategies
- Establish enabling institutional systems that integrate a gender perspective into policies, programs and processes
- Rapidly enhance staff capacity to effectively source, design, implement, and measure gender-intentional and transformative programs
- Document and track gender equality outcomes for accountability and monitoring, and as a means of continuous learning

C. WORK CONTEXT

The ultimate goal of the gender audit is to identify opportunities for improving gender responsiveness within SCIDaR's institutional policies, processes and across our projects, ensuring that they align with National and Global health goals and address the specific needs of women and girls. Additionally, the audit will assess the feasibility of implementing intentional strategies within the local context, considering factors. The selection of specific documents and programs for the audit will be based on predetermined criteria established by the Consultant in collaboration with SCIDaR's senior management, Talent and SAGE teams.

D. OBJECTIVES

The primary objective of this engagement is to conduct a comprehensive baseline gender audit of SCIDaR's institutional processes and existing SCIDaR projects in Anglophone and Francophone West Africa with a focus on Nigeria and Chad. The audit will assess the current state of gender mainstreaming efforts and identify areas for improvement.

E. SCOPE OF WORK

The consultant will conduct desk reviews and stakeholder consultations/interviews to understand existing systems and identify gaps and opportunities for mainstreaming gender across SCIDaR's institutional processes and projects. Overall, the consultant will be responsible for the following tasks:

Institutional gender audit

1. Development of a detailed audit plan outlining methodologies, tools, and timelines (advised by the gender core team)
2. Review of relevant documentation, including existing policies, core processes and other relevant documents
3. Conduct of interviews with staff and deploy relevant surveys to gather quantitative/qualitative data to establish the institutions' progress along its gender mainstreaming journey
4. Analysis of data to assess the degree of gender integration across the institution
5. Identification of gaps and challenges and provision of recommendations to improve gender integration within the organization
6. Preparation of a comprehensive gender audit report with key findings, analysis, and recommendations

Project data audit

1. Development of a detailed audit plan outlining methodologies, tools, and timelines (advised by the gender core team)
2. Review of relevant documentation, including project documents, databases and existing spreadsheets
3. Conduct of interviews with at least 5 project teams, beneficiaries, and external stakeholders (where indicated) if need be to collect additional information
4. Deployment of relevant surveys to gather quantitative/qualitative additional data to fill any data gaps during the desk reviews
5. Analysis of data to assess the degree of gender integration across selected project portfolios
6. Identification of gaps and challenges and provision of recommendations to improve gender integration in our projects
7. Preparation of a comprehensive gender audit report with key findings, analysis, and recommendations

F. REQUIRED EXPERTISE

The ideal consultants should possess the following qualifications and experience:

- Demonstrated expertise in gender mainstreaming and conducting gender audits especially related to public health programs

- Experience engaging with and/or advising program implementers on gender issues
- Familiarity with international best practices and standards in gender equality
- Excellent analytical and report-writing skills
- Strong communication and interpersonal skills

G. EXPECTATIONS FROM BIDDERS

The successful Bidder(s) will:

- Work closely with the Senior Management, Gender and project teams **ON-SITE** throughout the duration of the work. A lead contact will be designated for regular communication and monitoring of deliverables
- Meet with representatives from SCIDaR shortly after the contract is awarded, following which a work plan will be developed detailing the objectives, deliverables, and timelines
- Meet with SCIDaR regularly during the consultancy as well as at the request of SCIDaR
- Submit deliverables and reports according to the revised work plan's agreed-upon schedule

H. PROPOSAL TIMELINES

The consultancy must not exceed a maximum of 12 weeks from the day the contract is awarded. The comprehensive table of assignments is expected as follows:

Activities	Timelines
Award of contract	August 1, 2024
Deliverable 1: Inception report outlining the audit plan and methodologies	August 12, 2024
Deliverable 2: Draft gender audit report outlining the findings, analysis and recommendations and comprehensive analysis sheet	September 23, 2024
Deliverable 3: Completed audit report, incorporating SCIDaR's feedback	October 6, 2024
Final gender audit report	October 16, 2024

I. REVISIONS

Proposals may be revised by electronic mail provided such revision(s) are received before the deadline.

SECTION II

A. INSTRUCTIONS FOR RESPONDING

I. TECHNICAL PROPOSAL

Bidders must submit their technical proposals to procurement@solinagroup.com and cc. genderteam@solinagroup.com before the submission deadline with subject title "**Consultancy on Gender Audit for SCIDaR: SAGE**".

The technical proposal should include the contents below and not exceed 10 pages, excluding appendixes and CVs of consultant(s).

- **Cover page (1 page):** Summary with basic information such as names, addresses, and contact information for the institution
- **Approach including team structure** (if applicable) - **(6 pages):** Outline the proposed approach including activities (and outcomes), in line with the guidelines outlined above, and the specific methods to be used.
- **Work Plan (1 page):** Proposed work plan broken down by weeks, which should include detailed activities and timeline.
- **Capability Statement (2 pages max):** A brief capability statement as to why the consultant(s) or institution (if a consultancy company is applying) is well-positioned to conduct this activity. This capability statement should refer to the areas of expertise and qualifications of the candidate(s). The capability statement should mention relevant work conducted
- **Appendices:** This should include CVs of consultants, incorporation documents and other relevant information

II. FINANCIAL PROPOSAL

Bidders must submit their financial proposals using this [attachment](#) and send to procurement@solinagroup.com and cc. genderteam@solinagroup.com before the submission deadline. The financial proposal should be broken down by phases and clearly separating the fees of the consultancy and other administrative costs related to each objective.

Note: The budget for this consultancy will be negotiated based on the consultant's proposed fee and estimated expenses.

B. PROPOSAL PACKAGE DETAILS

- Proposals must be submitted on the official letterhead of the consultant and must be signed by an authorized person
- It is the bidder's responsibility to understand the requirements and instructions specified by SCIDaR. If clarification is necessary, Bidders are advised to contact SCIDaR through email by May 30, 2024

- While SCIDaR has used considerable efforts to ensure an accurate representation in this RFP, the information contained in this RFP is supplied solely as a guideline. Nothing in this RFP is intended to relieve Bidders from forming their own opinions and conclusions with respect to the matters addressed in this RFP
- By responding to this RFP, the Bidders confirm their understanding of the RFP conditions; failing to comply may result in the disqualification of their submission.

C. RIGHT OF REJECTION

- SCIDaR reserves the right to reject any or all submissions or to cancel or withdraw this RFP for any reason and at its sole discretion without incurring any cost or liability for costs or damages incurred by any Bidders, including, without limitation, any expenses incurred in the preparation of the submission.
- The Bidder acknowledges and agrees that SCIDaR will not indemnify the Bidders for any costs, expenses, payments, or damages directly or indirectly linked to the preparation of the submission.

D. REFERENCES

SCIDaR reserves the right, before awarding of the contract, to require the Bidder to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical, and other qualifications and abilities of the Bidder.

1. TERMS AND CONDITIONS OF THIS SOLICITATION

a. NOTICE OF NON-BINDING SOLICITATION

SCIDaR reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal. SCIDaR additionally reserves the right to negotiate the substance of the successful Bidder's proposal, as well as the option of accepting partial components of a proposal if appropriate.

b. CONFIDENTIALITY

All information provided as part of this solicitation is considered confidential. In the event that any information is inappropriately released, SCIDaR will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held strictly confidential.

c. RIGHT TO FINAL NEGOTIATIONS ON THE PROPOSAL

- SCIDaR reserves the right to negotiate the final costs and the final scope of work of the proposal
- SCIDaR reserves the right to limit or include third parties at SCIDaR's sole and full discretion in such negotiations. The payment will be structured based on the delivery of the milestones (to be agreed upon).

Note: All payments will be subject to the applicable taxes as mandated by the governing laws of the Federal Republic of Nigeria.

d. EVALUATION CRITERIA

Proposals will be reviewed by a special review committee based on the following criteria:

S/N	Description	Evaluation Weight (%)
1	Scope of work Understanding of the objectives of this consultancy, realistic timeline of outputs and detailed work plan including activities and responsibilities	15%
2	Approach/Methodology Narrative description of the approach to the tasks, showing a clear understanding and methodology; familiarity with country and context expressed through the design of methodology	40%
3	Team & Company qualifications Experience in similar assignments - company & team	20%
4	Financial proposal Clear breakdown of cost supporting the methodology and team organization	15%
5	Track record Proven track record of ability to conduct gender audits	10%

e. MANDATORY REQUIREMENTS

In addition to the evaluation criteria outlined above, the Bidder's proposal should also respond to the following mandatory requirements:

- **Fees:** The fees shall be quoted as a fixed sum inclusive of all applicable taxes and/or institutional overhead. The fees must be quoted in USD (US Dollars). Note: Contract will be awarded in NGN (Nigerian Naira) for individuals or companies operating as a Nigerian entity
- **Experience:** Current curriculum vitae/resumes for key team members
- **Capacity of the Consultant to provide the required services:** Team members with relevant experience must be available for each identified position. The proposal should map function(s) to the team member(s)

- **References:** A list of references that can be contacted to discuss the team members' relevant related experience or for the firm. SCIDaR reserves the right to contact the individuals and contractor(s) to verify the information provided in the Proposal.

f. REVIEW PROCESS

The review process will involve a review panel with participants selected by SCIDaR.

g. LIMITATIONS REGARDING THIRD PARTIES

SCIDaR does not represent, warrant, or act as an agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit SCIDaR in any way without SCIDaR's express written consent.

h. FINAL ACCEPTANCE

The acceptance of a Proposal does not imply agreement of its terms and conditions. SCIDaR reserves the right to negotiate the final terms and conditions, including the costs and the scope of work, when negotiating the final contract to be agreed upon between SCIDaR and the Bidders.

i. VALIDITY PERIOD

The offer of services will remain valid for a period of 30 days after the proposal closing date. In the event of award, the successful Bidders will be expected to enter a service contract with SCIDaR subject to certain terms and conditions.