

ANNEX 1.

TERMS OF REFERENCE FOR INSTITUTIONAL CONTRACTOR

Part 1	
Title of Assignment	Mapping of Civil Society Organizations (CSOs) in Lesotho
Section	CSD supported by SBC
Location	All 64 Community Councils in Lesotho
Duration	45 days

1. Background

As part of GAVI 5.0 Immunization strategy, there is an intentional focus on new approaches and partner diversification to deliver on GAVI 5.0 equity goal, including national partners such as Civil Society Organizations (CSOs), non-governmental organizations (NGO), advocacy organizations, professional and community associations, faith-based organizations (FBO), community-based organizations (CBO) and academia – which can support the Governments across a wide spectrum of immunization activities. Hence GAVI considers CSOs to encompass the full range of formal and informal, non-governmental and not-for-profit organizations that represent the interests, expertise, and values of communities. GAVI also encourages that technical assistance, as part of the Targeted Country Assistance (TCA) window of support, is provided by a range of institutions, leveraging the comparative advantage partners bring to the table to advance both country and GAVI Alliance goals for immunization equity. To identify relevant local partners with the capacity to engage in immunization activities, a mapping of available CSOs should be done to support the process.

As part of TCA 2022-2025 planning process, countries should map existing CSOs to assess their relevance for immunization program engagement. UNICEF has extensive experience in working with CSOs in various fields, hence leveraging its extensive experience in working with CSOs in various fields, UNICEF is leading in the CSO mapping exercise on behalf of the Ministry of Health and partners.

UNICEF is there for looking for an institution to map existing CSOs countrywide to determine, among others, their capacities on immunization components, including reaching the most vulnerable, areas of potential support, geographical locations, their structure and ongoing programs being implemented by them that could be integrated with immunization work.

2. Objective

The objective of this consultancy is to map existing CSOs working, or with potential to work, in child health and immunization field in Lesotho. The exercise will use inputs from various sources, including the review of current databases, literatures, key informant interviews in collaboration with UNICEF where relevant.

The CSOs mapping will determine, among others, the geographical location of each entity, the number of such entities working in health, their capacities in immunization areas, including reaching the most vulnerable, areas of potential support, their structure and ongoing programs being implemented by them. The information collected from the mapping will inform the development of the CSOs database for health especially the immunization programme.

3. Scope of Work

The scope of work for the CSOs mapping exercise will involve the following activities but not limited to:

- a. Design appropriate methodology and tools to guide data collection. The methodology will be presented, discussed, and agreed upon with UNICEF in consultation with GAVI and MoH.
- b. Prepare a matrix with detailed information on CSOs in all 64 Community Councils working in health particularly immunization with their contact details, area of expertise, geographical operational areas, governance, management and resource structures, and other relevant information.
- c. Prepare a Geographical map with coordinates to show location of each CSOs in each Community Council.
- d. Prepare survey tools for consultations/interviews with CSOs to capture detailed information.
- e. Conduct an analysis of the data collected and use it to prepare the final database and report.

3.1 Key Tasks & Methodology for the Analysis

- i. Conduct a mapping of CSOs, in all 64 Community Councils with on-going and past activities on health with UNICEF and other partners particularly child health and immunization (both adults and children). This will involve collecting data on the organizational profiles of these entities including their geographical location (coordinates).
- ii. Develop a matrix table of the CSOs that should contain all the profiled data collected through the mapping.

- iii. Document all information on the CSOs in the following areas: Contact details, geographical operational areas, governance, management and resource structures and other relevant information pertaining to the CSOs in Lesotho.
- iv. Identify and assess the risks including capabilities to manage financial grants, including annual accounting and financial reports and returns, for the identified CSOs.
- v. Develop a detailed report with key findings of primary & secondary data analysis including listing of CSOs as per geographic and thematic area.
- vi. Prepare a Final Report of the CSOs mapping exercise which should comprise of but not limited to the following:
 - Executive Summary of the assignment.
 - Methodology and Tools used.
 - A matrix table of the organizations including GIS mapping with coordinates along with the profile data of each CSOs and contact details (including programmatic and operational areas, legal status (registration), contact persons, CSOs email addresses, physical addresses, street address, website etc.).
 - Chapter on risks and on capacities to manage financial grants
 - Key Issues and Recommendations for partnership with UNICEF, Government and other stakeholders.

4. Methodology

The methodology for this assignment will be proposed by the institution as part of their initial submission. This will be further refined following the selection and subsequent hire of the institution. UNICEF will review the proposed approaches to agree on the methodology to be presented in the inception report. Broadly, the institution will be required to develop a matrix for data collection - information like organization name, geographical location with geo-coordinates, contact details, thematic areas of work, and other relevant information to be captured in a matrix that will be finalized in consultation with UNICEF, GAVI and MoH.

The institution will also conduct a desk review of relevant documentation and existing CSOs data bases on umbrella networks that will inform the background and highly participatory approaches to deliver the assignment. This may include organizational website, programmatic reports, and annual reports. The institution will be required to conduct consultations with UNICEF staff for list of CSOs as per identified thematic areas. Personal and remote consultation/interviews will be required to conduct with CSOs to acquire detailed information (remaining information that could not be captured during desk review).

5. Activities, Deliverables, Indicators, Timeframe, and Schedule of Payment

5.1 Description of Activities

Payments will be made against for specified deliverables and submission of reports (where applicable) and invoice/s.

Activity 1: Methodology for CSOs mapping; including detailed matrix to be used for mapping and other tools (if any) for interview of focal points for CSOs

- **Deliverable:** Methodology and matrix submitted
- **Timeline:** 10 working days
- **Payment:** 30%

Activity 2: Undertaking and conducting mapping for CSOs, in the 64 community councils

- **Deliverable:** Populated matrix of the CSOs organizations along with their profile data available, with Geo-coordinates in all 65 community councils
- **Timeline:** 20 working days
- **Payment:** 40%

Activity 3: Data analysis- Share database and final matrix of CSOs with recommendation for collaboration on health especially immunization

- **Deliverable:** Geo-referenced data base with Maps and organization profiles
- **Timeline:** 10 working days
- **Payment:** 20%

Activity 4: Develop detailed mapping report with recommendations

- **Deliverable:** Final mapping report available
- **Timeline:** 5 working days
- **Payment:** 10%

5.2 Reporting Format: The contractor will be paid based on delivery of deliverables and submission of the report following the format below.

Name of Contractor:

Name of Program / Project:

Reporting Months with specific date:

➤ **First Report:**

- Planned Intervention results per activity no.....
- Achievement indicator:
- Means of verification:
- Comments on achievement / lessons learned / challenges:

Note. All reports and presentations should be submitted in **English**

6. ADMINISTRATIVE MATTERS

- a. The Institution / company will be governed by and subject to UNICEF's General Terms and Conditions
- b. The Institution / company will use their own office resources and materials in the execution of the assignment.
- c. Provide necessary documentation for approval by UNICEF before engaging subcontracts. Under ordinary circumstances, UNICEF shall not accept subcontracting of any part of the assignment. Where subcontracting is necessary, the institution / company must submit the Subcontract 'intent and authorization', including relevant documentation to UNICEF for approval.
- d. The Contract shall be 'all inclusive' of all administrative costs (accommodation, travel, allowances, insurance, fieldwork, etc.).
- e. The Institution's / company's Team Leader is expected to be available for the full duration of the assignment and in charge of all activities and operations.

7. ETHICAL CONSIDERATIONS: GENERAL PROVISIONS, INCLUDING RESPECT FOR GENDER, DISABILITY, AND HUMAN RIGHTS

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual

harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. Selected institution / individuals will be expected to adhere to these standards and principles. The institution's proposed team/s may therefore undergo rigorous reference and background checks that include but not limited to verification of academic credential(s), employment history, ethics, etc. The selected institution may be required to provide additional information on conduct and background check.

Individuals engaged under a consultancy contract are not classified as "staff members" under the Staff Rules & Regulations of the United Nations and UNICEF's Policies and Procedures, therefore will not be entitled to benefits and entitlements provided therein (such as medical insurance coverage, pension fund etc.). Their conditions of service will be governed by their contract/s and the General Terms and Conditions of Contracts for the Services of Institutional Consultants, Consultants, and Individual Contractors. Institutions, consultants, and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with national or other applicable laws.

7.1 NATURE OF PENALTY CLAUSE IN THE CONTRACT

Where the final reports and documents are not submitted according to the deliverables stated in the ToR, the payments will be withheld. UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines (fees reduced due to late submission: 20 days - 10%; 1 month -20%; 2 months -30%; more 2 months – payment withhold). All materials developed will remain the copyright of UNICEF and UNICEF will be free to adapt and modify them in the future.

8. RISKS AND MITIGATION

UNICEF reserves the right to terminate the contract and/or withhold all or a portion of payment if the rules and the regulations regarding confidentiality, ethics and procedures of UNICEF and the partners are not followed, the performance is unsatisfactory, or work/deliverables are incomplete, not delivered or fail to meet the deadlines. The team must respect the confidentiality of the information handled during the assignment. Documents and information provided must be used only for the tasks related to these terms of reference

Data/information gathered by the institution cannot be used for personal or professional goals by the institution or its employees without the prior request and approval by UNICEF. Ownership of the data belongs to UNICEF, MoH and GAVI including relevant country authorities. The raw and cleaned data should be available immediately after data is collected.

9. Desired Profile

- Demonstrated expertise and previous experience in designing methodologies and analyzing surveys.
- Familiarity with the CSOs landscape in Lesotho and Health programs in-country.
- Experience in conducting mapping exercises
- Demonstrated experience in creating directories and data bases including GIS maps
- Demonstrated ability to produce high quality results in a timely manner.
- Proven familiarity and experience working with the UN (ideally with UNICEF) is an asset.
- Knowledge of English and Sesotho for the team members is an asset.

10 . CALL FOR PROPOSALS

Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both **Technical and Financial Proposals**. The proposal obtaining the highest overall score after adding the scores for the Technical and Financial Proposals together, that offers the best value for money, will be recommended for award of the contract

11. TWO SYSTEM SUBMISSION OF PROPOSALS

Request for Proposal (RFP) requires submission of separate proposals. Submission is indicated below.

11.1. The Technical Proposal should include but not be limited to the following:

- a) **Request for Proposals for Services Form**
- b) **Administrative and financial documents** of bidding institutions listed in the “Technical Evaluation Criteria” document and this RFP document
- c) **Presentation of the Bidding Institution** or institutions if a consortium (maximum two institutions will be accepted as part of the consortium), including:
 - Name of the institution,
 - Date and country of registration/incorporation,
 - Summary of corporate structure and business areas,
 - Corporate directions and experience,
 - Number and type of employees,
 - In case of a consortium of institutions, the above listed elements shall be provided for each consortium members in addition to the signed consortium agreement; and

- In case of a consortium, one only must be identified as the organization lead in dealing with UNICEF.
- d) **Narrative Description of the Bidding Institution's Experience and Capacity** in the following areas:
 - Research analysis
 - Designing and delivering participatory and community-based surveys,
 - Previous assignments related to mapping.
- e) **Relevant References** of the proposer (past and on-going assignments) in the past five years. UNICEF may contact references persons for feedback on services provided by the proposers.
- f) **Samples or Links to Samples of Previous Relevant Work** listed as reference for the proposer, on which the proposed key personnel directly and actively contributed or authored.
- g) **Methodology.** It should minimize repeating what is stated in the ToR. There is no minimum or maximum length. If in doubt, ensure sufficient detail.
- h) **Work Plan**, which will include as a minimum requirement the following:
 - General work plan based on the one proposed in the ToR, with comments and proposed adjustments, if any; and
 - Detailed timetable by activity (it must be consistent with the general work plan and the Financial Proposal).
- i) **Team:**
 - Summary presentation of proposed team,
 - Description of support staff (number and profile of research and administrative assistants etc.),
 - Level of effort of proposed team members by activity (it must be consistent with the Financial Proposal), and
 - CV of each expert proposed to carry out the consultancy (incl. three references).

The Technical Proposal will be submitted in electronic (PDF) format. The presence of a conflict of interest of any kind will automatically disqualify prospective bidders from consideration.

11.2. The Financial Proposal should include but not be limited to the following:

Financial proposal will be submitted separately to dedicated email address as instructed below in section 14.

- a) **Resource Costs:** Daily rate multiplied by number of working days of the experts involved in the consultancy and any additional expenses such as travel costs (not to exceed UN local rates) and administrative expenses.

The Financial Proposal must be fully separated from the Technical Proposal

Costs will be formulated in Maloti

Payment: UNICEF will issue a contract in Maloti. Payments will take place in Maloti upon submission of the deliverables and acceptance & approval of these deliverables by UNICEF and its partners.

12. EVALUATION CRITERIA: - CATEGORY AND SCORE

11.1 Overall Response: Score = 10 Points

- ✓ Completeness of response = **10 points**

11.2 Company and Key Personnel: Score = 30 Points

- ✓ Background/experience /specialty in relation to the scope of work outlined under PART III above = **13 points**
- ✓ CVs of key personnel (and associated qualifications), noting those that are responsible for different duties = **7 points**
- ✓ References for 3 clients relating to work undertaken in the last 12 months = **5 points**
- ✓ Sample of previous works = **5 points**

11.3 Proposed Methods: Score = 30 Point

- ✓ Methodology, proposed work plan and approach of implementation of tasks = **15 Points**
- ✓ Implementation strategies, quality control mechanisms and monitoring and evaluation = **15 points**

11.4 TOTAL: Technical Score = 70 Points

11.5 TOTAL: Financial Score = 30 Points

11.6 Evaluation weighting

70 points - Technical Score

30 points - Financial Score

Total – 100 points

13. COMBINED FINAL EVALUATION MATRIX (Technical + Financial)

- Technical Proposals that scored a minimum of 49 points (70%) will be considered for further evaluation, therefore their corresponding Financial Proposals will be considered in the final combined evaluation matrix.
- Formula used:

Score of price proposal X = (Max score for price proposal (e.g. 30) * Price of lowest price proposal) / Price of proposal X

14. SUBMISSION OF PROPOSALS

Submission shall be by email only to below indicated email addresses.

TECHNICAL PROPOSALS must be submitted to mlwprocurement@unicef.org with subject heading **Technical Proposal: RFP 9185241 - Lesotho CSO Mapping**

FINANCIAL PROPOSAL must be submitted to mlwprocurement@unicef.org with subject heading **Financial Proposals: RFP 9185241 Lesotho CSO Mapping**

QUERIES: must be send to malawietendering@unicef.org and msemoli@unicef.org

15. CLOSING DATE

Closing date is end of day **Thursday 28 September 2023 at 11:59pm Lesotho time**

16. ONLINE PRE-BID MEETING

Please note that there will be an online pre-bid meeting on **Thursday 14 September 2023 at 3:00pm Lesotho.**

Please note that the zoom link for the meeting will be shared via UNGM website and UNLesotho website.

