Request for Proposal – RFP FOR A Social and Behavioral Change Specialist

Dear Sir or Madam,

CRS, under the SUN II (Scaling Up Nutrition II) is issuing a Request for Proposals (RFP) for a Social And Behavioral Change companies or organization to update the Nutrition Support Group Curriculum. The attached RFP contains all the necessary information for interested Bidders.

The SUN II (Scaling Up Nutrition II) program is a 4-year initiative supporting MCDP II led by UNICEF in partnership with the National Food and Nutrition Commission, line ministries, other UN agencies, and non-governmental organizations. This program is implementing a focused minimum package of nutrition interventions aimed at reaching priority target groups at the community and household levels in 17 of the 37 priority districts of Zambia. It adopts multiple approaches to delivering converged services to target households.

CRS realizes that Bidders may have additional questions after reading this RFP. Interested Bidders can submit their questions to gloria.banda@crs.org and procurement.zambia@crs.org (0977752684) according to the instructions in the RFP. If necessary, CRS will provide answers to all relevant questions by email to all companies or organizations that expressed interest.

This RFP does not obligate CRS to execute a contract nor does it commit CRS to pay any costs incurred in the preparation and submission of the proposals. Furthermore, CRS reserves the right to reject any and all offers, if such action is considered to be in the best interest of CRS.

Sincerely,

John Shumlansky
Country Representative
Request for Proposals
For the SUN II (Scaling Up Nutrition II)
Social and Behavioral Change Specialist
Contracting Entity: Catholic Relief Services (CRS)
| Catholic Relief Services
Plot No: 377 A/43/C/2 Ibex Hill Road, Lusaka | P.O. Box 38086, Lusaka Funded by: UNICEF
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Section I. General Information

1. Introduction

The First 1000 Most Critical Days Program (MCDP) is the Government of the Republic of Zambia’s official flagship program for coordinated nutrition actions for stunting reduction. It is currently in its a second phase which is being implemented from 2018-2022. Zambia has identified 37 priority districts for stunting reduction under the MCDP II, and these will receive comprehensive, integrated, harmonized, and large-scale multi-sectoral nutrition interventions using a common approach to deliver services.

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The SUN II program identified Nutrition Support Group (NSG) (an adaptation of the ‘Care Group Model’) as the key structure to ensure the convergence of priority interventions at the household level. The NSG model is a community-based structure, to reach SUN II households with key behavior change lessons related both to nutrition-specific and nutrition-sensitive practices. It is also intended to support referrals to broader multi-sectoral activities within communities to ensure that households receive a package of interventions for greater impact on stunting reduction.

The NSG uses a cascade approach, to effectively support a group of community-based volunteers ‘NSG-Volunteers’ (also known as ‘Lead Mothers’ in traditional Care Group Model), to create platforms for peer-to-peer behavior change negotiation. On average, an NSG is comprised of 10-12 community-based NSG volunteers. Each NSG-volunteer is responsible for regularly home visit and monitoring of 8-12 of her neighbors, sharing what she has learned and facilitating behavior change at the household level through the delivery of key nutrition and WASH messages.

The SUN II program expects both mothers, and other caregivers/influencers in these households to realize improvements in nutrition-specific and nutrition-sensitive practices through participation in NSGs, whilst also increasing coordinated participation in other skills and resource building activities such as village saving and loans groups etc. A recommended core minimum package of interventions covering four key sections, has been put in place as shown in the table below.
Minimum core package of priority interventions

<table>
<thead>
<tr>
<th>Sector</th>
<th>Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td>WASH</td>
<td>Promotion of access to safe water, hygiene, and sanitation</td>
</tr>
<tr>
<td>Social Protection</td>
<td>Promotion of women’s participation in village savings and lending groups</td>
</tr>
<tr>
<td>Health &amp; Nutrition</td>
<td>Promotion of good nutrition and care practices at household level</td>
</tr>
<tr>
<td>Food Diversification</td>
<td>Promotion of production and consumption of diverse, nutrient-dense foods</td>
</tr>
</tbody>
</table>

The key line ministries that are central to the implementation of the SUN II/MCDP2 program include Ministry of Health (MoH), Ministry of Fisheries and Livestock (MoFL), Ministry of Community Development and Social Services (MCDSS), Ministry of Water Development, Sanitation and Environmental Protection (MWDSEP) and Ministry of Agriculture (MoA).

2. Deadline for Submission

The deadline for receiving proposals is 7th January 2022 at 10:00. Bidders shall submit their proposals electronically by email only to:

gloria.banda@crs.org and Procurement.zambia@crs.org

Bidders are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of CRS. CRS cannot guarantee that late offers will be considered.

3. Submission of Offers

Separate technical and financial proposals must be submitted by email no later than the time and date specified in 1. The proposals must be submitted to the point of contact designated in 2.

The Bidder must submit the proposal electronically with up to 20 GB limit per email compatible with (MS Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment). Bidders must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

4. Requirements

To be determined responsive, an offer must include all of documents and sections included in Section 8 below.

4.1. General Requirements
Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

**The Bidder must verify that it does not appear on:**

1) The website of the System for Award Management (SAM) formally known as the Excluded Party List System (EPLS): [https://www.sam.gov](https://www.sam.gov);


**4.2. Required Proposal Documents**

**Cover Letter**

The Bidder’s cover letter shall include the following information:

i. Name of the company or organization
ii. Type of company or organization
iii. Address
iv. Telephone
v. E-mail
vi. Full names of members of the Board of Directors and Legal Representative (as appropriate)

vii. Tax Registration or equivalent document.
viii. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the Bidder is registered.
ix. Copy of trade license, or equivalent document.

**4.3. Technical Proposal**

The technical proposal shall comprise the following parts:

**Part 1**: Technical Approach, Methodology and Detailed Work Plan.

**Part 2**: Management and Key Personnel. CVs for key personnel may be included to the technical proposal and will not count against the page limit.

**Part 3**: Corporate Capabilities, Experience, and Past Performance. Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Bidders must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan. Additionally, Bidders must include past performance references of similar work.
(under contracts or contracts) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the Bidder’s performance, name and address of the company for which the work was performance, and email and phone number of the point of contact.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

4.4. Financial Proposal

The financial proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a contract. The financial proposal will include all costs associated with implementation of the technical proposal including the travel-related costs.

The price of the contract to be awarded will be FIRM FIXED PRICED, no profit, fees, taxes, or additional costs can be added after award. Bidders must provide a budget with major line items such as daily fees. All financial information must be expressed in USD.

The financial proposal shall also include a budget narrative that explains the basis for the estimate of each line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each financial element or line item. CRS reserves the right to request additional financial information if the evaluation committee has concerns of the reasonableness, realism, or completeness of a Bidder’s proposed cost.

If it is a Bidder’s regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Bidders must explain the rates and the rates’ base of application in the budget narrative. CRS reserves the right to request additional information to substantiate a Bidder’s indirect rates.

Under no circumstances may financial information be included in the technical proposal. No financial information or any prices, whether for deliverables or line items, may be included in the technical proposal. Financial information must only be shown in the financial proposal.

5. Source of Funding

Any contract resulting from this RFP will be financed by UNICEF funding and will be subject to UNICEF regulations.

5.1. Chronological List of Proposal Events

The following calendar summarizes important dates in the solicitation process. Bidders must strictly follow these deadlines.
RFP published 21st December 2021

Deadline for written questions 7th January 2022

Proposal due date 7th January 2022 at 10:00 CAT

Contract award (estimated) 9th January 2022

The dates above may be modified at the sole discretion of CRS. Any changes will be published in an amendment to this RFP.

5.2. Validity Period

Bidders’ proposals must remain valid for 60 calendar days after the proposal deadline.

6. Evaluation and Basis for Award

A Contract will be executed with the Bidder whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to CRS.

This RFP will use the technical scope to determine best value. That means that each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below.

In evaluating proposals, CRS will use the following evaluation criteria:

2. Management and Key Personnel. CVs for key personnel may be included to the technical proposal and will not count against the page limit.
3. Corporate Capabilities, Experience, and Past Performance. Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries.
4. Corporate Capabilities, Experience, and Past Performance Financial Proposal
5. CVs of all team members (if institution or team), 2 or more samples of a final assessment reports, and
6. Reference contact information of at least 2 individuals or institutions that have conducted research with the individual or institution in the past.
7. Financial Proposal
8. Company Legal documents

7. Negotiations

Best offer proposals are requested. It is anticipated that a contract will be awarded solely on the basis of the original offers received. However, CRS reserves the right to request
clarifications prior to award. Furthermore, CRS reserves the right to conduct a competitive range and to limit the number of Bidders in the competitive range to permit an efficient evaluation environment among the most highly rated proposals. Highest-rated Bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of CRS, Bidders may be requested to conduct oral presentations. If deemed an opportunity, CRS reserves the right to make separate awards per component or to make no award at all.

8. Protest

By submitting a response to this request for proposals, Bidders understand that UNICEF is NOT a party to this solicitation. Bidders agree that any protest to this request for proposals must be presented in writing with a full explanation of the Bidders concerns to CRS's for consideration. UNICEF will not consider protests made to that CRS under that UNICEF -financed projects. At its sole discretion, CRS will make a final decision on the protest.

Section II. Background, Scope of Work, Deliverables, and Deliverables Schedule

1. Background

Refer to the attached Terms of Reference

2. Scope of Work, Duration and Deliverables

Refer to the attached Terms of Reference

3. Deliverables Schedule

Refer to the attached Terms of Reference

Section III. Annexes


Annex 2 - CRS Policy on Safeguarding