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| Norwegian Refugee Council (NRC) |
| Invitation to Bid Services |
| **ITB /CM/YAO/2025/003**  **THE FINAL EVALUATION OF THE PROJECT SCALING UP THE ACCELERATED EDUCATION PROGRAMME FOR OUT OF SCHOOL CHILDREN AFFECTED BY LAKE CHAD BASIN CRISIS IN THE FAR NORTH REGION OF CAMEROON.** |

**SECTION 1**

# Cover Letter

Yaounde, 02/04/2025

**Our reference: “ITB /CM/YAO/2025/003”**

##### SUBJECT: INVITATION TO TENDER FOR THE **FINAL EVALUATION OF THE PROJECT SCALING UP THE ACCELERATED EDUCATION PROGRAMME FOR OUT OF SCHOOL CHILDREN AFFECTED BY LAKE CHAD BASIN CRISIS IN THE FAR NORTH REGION OF CAMEROON**.

##### .

##### Dear Mr/Ms

Following your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender documents.

Any request for clarification must be received by NRC in writing at least 5 working days before the deadline for submission of tenders. NRC will reply to bidders' questions at least 2 working days before the deadline for submission of tenders.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender at the address specified in the Instructions to Bidders on or before **17/04/2025 at 17:00 PM**, as stated in the procurement notice.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,

NRC Procurement Department

On behalf of the Bid Analysis Committee >

This ITB document contains the following:

* Section 1: This cover Letter
* Section 2: Bid Data sheet
* Section 3: NRC Invitation to bid general terms & condition
* Section 4:Technical description of the Bid
* Section 5: Bidding form
* Section 6: Service Provision Schedule
* Section 7: Company Profile and Previous Experience
* Section 8: Service Description & Pricing Proposal
* Section 9: Ethical Standards Declaration

**SECTION 2**

**Bid Data Sheet**

1. **Background Data**

|  |  |
| --- | --- |
| Contract Name: **The final evaluation of the project Scaling up the accelerated education programme for out of school children affected by Lake Chad basin crisis in the Far North region of Cameroon.** | ITB Reference Number: **ITB /CM/YAO/2025/003** |

This bid is issued by Norwegian Refugee Council (NRC office in Yaounde Any correspondence can be addressed the following address office:

* Buea : Apostle church John Chi - Camp-Sic - Bokwango
* Bamenda : Up Station
* Batouri : Sambo same office with ACF
* Maroua : 1st district, Baoliwol district, next to the PNDP office
* Kousseri : Pagui opposite Elegance Pressing
* Yaoundé*:* Quartier Golf Avenue ROSA PARK BP 35596

Email for Clarifications: [cm.procurement@nrc.no](mailto:cm.procurement@nrc.no)

1. **Scope of Service**

The Contracts eligible for bidding are:

|  |  |  |  |
| --- | --- | --- | --- |
| **ITB N°.** | **Country** | **Location** | **Service Description** |
| **ITB /CM/YAO/2025/003** | **Cameroon** | **Far North Region** | **The final evaluation of the project Scaling up the accelerated education programme for out of school children affected by Lake Chad basin crisis in the Far North region of Cameroon.** |

Please refer to the service specifications in section 4

1. **Schedule & Deadline for Submission**

The deadline for submission of bids is **17:00 PM on the 17/04/2025**. Late bids will not be accepted.

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME\*** |
| Invitation to Bid release | 04/04/2025 | 08:00 AM |
| Information session meeting/ site visit (if any) | N/A |  |
| Deadline for request for any clarifications from NRC | 09/04/2025 | 17: 00 PM |
| Last date on which clarifications are issued by NRC | 11/04/2025 | 17:00 PM |
| Deadline for submission of bids (receiving date, not sending date) | 17/04/2025 | 17:00 PM |
| Tender opening session by NRC | TBD | N/A |
| Notification of award to the successful tenderer | TBD | N/A |
| Signature of the contract | TBD | N/A |

\* All times are in the local time of Cameroon

Please note all dates are provisional dates and NRC reserves the right to modify this schedule.

1. **Manner of Submission:**

Please submit your bids in accordance with the requirements detailed below:

Complete sealed bid documents shall be hand delivered at NRC Office address listed above not later than 17:00, on the due date indicated above.

Envelope should be titled as described in Section 3 Clause 19.

Tenders will be opened thereafter in the presence of the procurement committee.

Tenders can be submitted by email to [**cm.tender@nrc.no**](mailto:cm.tender@nrc.no)

**Envelope should contain 2 separate envelops, One for Administrative and technical offer and another envelope for the financial offer.**

**For suppliers submitting their offer by Email/Mail, please ensure to attach separate files for the Administrative and Technical Offer” and a second one for the “Financial Offer”. They should also be named accordingly.**

1. **Assessment Criteria**

Award of the contract(s) will be based on the following:

**Step 1: Administrative compliance check**

Bidders must provide evidence of the following for their bid to be considered compliant:

1. Sections 5-9 completed, signed and stamped
2. Bidder has included a copy of their valid business licence

**Step 2: Technical Evaluation**

A Technical Evaluation of all bids received will be conducted for bidders that pass Step 1 – Administrative Compliance Check. Criteria that will be used to evaluate and score the bids are outlined in Section 2, Clause 5 and 6.

Bids with a total technical score of **less than 38/75 will not be considered for the financial evaluation**

**Step 3: Financial Evaluation**

A Financial Evaluation of all bids received will be conducted for bidders that score a minimum of 38/70 in the technical evaluation. Price in comparison to NRC established expectation and in comparison, to other bidders of comparable technical quality

1. **EVALUATION AND COMPARISM OF TENDERS**

The committee will analyse and score the technical and financial offers.

Priority is given to the technical quality of the offers. Hence the following breakdown**:**

* **Technical Offer 75/100**
* **Financial Offer 25/100**

**Total technical Offer + Financial Offer = 100 points**

1. **Bidder’s Checklist To Be Adjusted As Per Conditions Of Tender**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **To be filled by bidder** | | **To be filled by NRC bid committee** | | |
|  | **Included?** | | **Present & complete?** | | **Comments** |
| **Step/ document to be submitted with tender** | **Yes** | **No** | **Yes** | **No** |  |
| Complete tender package delivered before the deadline specified in Section 2 - Bid Data Sheet – **Compulsory at time of submission of offer** |  |  |  |  |  |
| Section 2- Paragraph 6. Bidder's checklist – signed &/or stamped - **Compulsory at time of submission of offer OR at time of contract signature** |  |  |  |  |  |
| Section 3 – General Terms & Conditions – signed &/or stamped - **Compulsory at time of submission of offer OR at time of contract signature** |  |  |  |  |  |
| Section 4 –Service Provision – completed, signed &/or stamped – **Compulsory at time of submission of offer OR at time of contract signature** |  |  |  |  |  |
| Section 5 – Bidding Form – completed, signed &/or stamped – **Compulsory at time of submission of offer OR at time of contract signature** |  |  |  |  |  |
| Section 6 – Service Provision Schedule  – **Compulsory at time of submission of offer** |  |  |  |  |  |
| Section 7 – Company/individual consultant profile & experience – completed, signed &/or stamped – **Compulsory at time of submission of offer** |  |  |  |  |  |
| Section 8 – Service provision description and pricing proposal – completed, signed &/or stamped – **Compulsory at time of submission of offer** |  |  |  |  |  |
| Section 9 – Ethical Standards Declaration – signed &/or stamped – **Compulsory at time of submission of offer OR at time of contract signature** |  |  |  |  |  |
| **Supporting documents** |  |  |  |  |  |
| Copy of company registration – **Compulsory at time of submission of offer** |  |  |  |  |  |
| Copy of Attestation of taxpayer's registration – **Compulsory at time of submission of offer** |  |  |  |  |  |
| Copy of Attestation of non-indebtedness from taxation dated not more than 3 months before submission date **Compulsory at time of submission of offer OR at time of contract signature** |  |  |  |  |  |
| Copy of non-bankruptcy certificate from the high court dated **not more than 3 months before submission date** **Compulsory at time of submission of offer OR at time of contract signature** |  |  |  |  |  |
| Copy of Attestation of Localisation Plan – **Compulsory at time of submission of offer OR at time of contract signature** |  |  |  |  |  |
| Copy of Attestation of bank account **Compulsory at time of submission of offer OR at time of contract signature** |  |  |  |  |  |
| Copies of Company Directors ID (At least 02 persons) Compulsory **at time of submission of offer OR at time of contract signature** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **To be filled in by NRC bid committee only** | **Eligible** | **Ineligible** |
| **Outcome of administrative eligibility check.** |  |  |

|  |  |
| --- | --- |
| **Name of Signatory:** | **Tel N°:** |
| **Title of Signatory:** | **Name of Company:** |
| **Signature & stamp:** | **Date of Signing:** |
| **Address:** |

**SECTION 3**

**NRC Invitation to Bid - General Terms & Conditions**

1. **Scope of Bid**
   1. The bid is based on the scope of the assignment as determined in the Bid Data Sheet (Section 2). The instruction to bidders should be read in conjunction with the Bid Data Sheet.
   2. The successful Bidder will be expected to complete the assignment by the Intended Completion Date specified in the contract to be signed
2. **Corrupt Practices**
   1. **Norwegian Refugee Council** requires Employees, Bidders and Contractors, to observe standards of ethics during procurement and the execution of contracts. In pursuit of this, Norwegian refugee Council defines, for the purposes of this provision, the terms set forth below as follows:
   2. “Corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
   3. “Fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Norwegian Refugee Council, and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the Norwegian Refugee Council of the benefits of free and open competition;
   4. In any case where fraud or corruption is identified, NRC will:

* reject any bids where the Bidder has engaged in corrupt or fraudulent practices in competing for the Contract;
* remove bidding contractors who engage in fraudulent or corrupt practices, from our prequalified list
* liaise with District Officials to report if fraudulent or corrupt practices are identified
* terminate works
  1. Any communications between a Bidder and the Norwegian Refugee Council related to matters of alleged fraud or corruption must be made in writing and addressed to the **Country Director in Cameroon at** [**elena.viario@nrc.no**](mailto:elena.viario@nrc.no)**; or** [**whistleblowing@nrc.no**](mailto:whistleblowing@nrc.no)

1. **Data Protection and Security**
   1. NRC expects contractors who process personal data to comply with the General Data Protection Regulation (EU GDPR) and any relevant national legislation. Suppliers processing personal data on an NRC contract will be required to sign a data processing / sharing agreement as a part of the contract. Refusal to sign such an agreement constitutes refusal of the contract terms and forfeiture of the contract on the part of the supplier.
2. **Eligible Bidders**
   1. A Bidder shall meet the following criteria to be eligible to participate in NRC procurement of Services:
3. the bidder, at the time of bid, is not:
   * 1. insolvent;
     2. in receivership;
     3. bankrupt; or
     4. being wound up
4. the bidder’s business activities have not been suspended;
5. the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
6. The bidder has fulfilled his or her obligations to pay taxes and social security contributions. In a case where VAT is included in a bid, a copy of the VAT certificate must accompany the bid.
7. A Bidder, and all parties constituting the Bidder, including sub-contractors, shall not have a conflict of interest. All Bidders found to have an undisclosed conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process if they have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Norwegian Refugee Council regarding this bidding proce
   1. A Bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the Norwegian Refugee Council.
   2. NRC reserves the right to refuse a bid at any time if the bidder or any party constituting the Bidder, including one of its sub-contractors violates any of the ethical standards provided in section 9 of this Invitation to Bid.
8. **Joint Ventures, Consortia and Associations**

Bids submitted by a joint venture, consortium or association of two or more firms as partners will only be accepted in exceptional circumstances.

1. **One Bid Per Bidder Per Work**

Each Bidder shall submit only one Bid per contract. A Bidder who submits or participates in more than one bid per contract will cause all the bids with the Bidder’s participation to be rejected.

1. **Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Norwegian Refugee Council shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1. **Inspection**

NRC is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of NRC, the Donor or any organisation or person mandated by it, to premises belonging to NRC or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract

1. **Obtaining and Completing Bidding Documents** 
   1. Bidders who did not obtain the Bidding Document directly from the Norwegian Refugee Council will be rejected during evaluation. Where a Bidding Document is obtained from the Norwegian Refugee Council on a Bidder’s behalf, the Bidder’s name must be registered with the Norwegian Refugee Council at the time of issue.
   2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.
2. **Clarification of Bidding Document**

A prospective Bidder requiring any clarification of the Bidding Document shall contact the Norwegian Refugee Council in writing. The Norwegian Refugee Council will respond in writing to any request for clarification before the deadline for clarification of bids. The Norwegian Refugee Council shall forward copies of its response to all Bidders who have acquired the Bidding Document, including a description of the inquiry but without identifying its source.

1. **Amendment of Bidding Document** 
   1. At any time, prior and until 48 hours prior to the deadline for submission of bids, the Norwegian Refugee Council may amend or cancel the Bidding Document by informing the bidders in writing.
   2. To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, the Norwegian Refugee Council can, at his discretion, extend the deadline for the submission of bids.
2. **Language of Bid**
   1. The bid, as well as all correspondence and documents relating to the bid shall be written in English.
   2. Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.
   3. Copies of official documents such as business registration, tax documents, bank guaranty can be provided in their issuance language.
3. **Documents Comprising the Bid**
   1. The bid submitted by the Bidder shall comprise all the mandatory documents listed in Section 2 Paragraph 06. Bidders’ checklist.
   2. All forms must be completed without any alterations to the format, and no substitutes shall be accepted. All blank spaces shall be filled with the information requested.
4. **Bid Price for Service Contract**
   1. Bid prices are for complete contracts. Contracts cannot be subdivided into pieces unless is divided into lots. Where a bid is submitted per contract / lot, all relevant services must be offered.
   2. Items for which no rate or price is entered by the Bidder will be as not quoted.
   3. Unless otherwise specified in Section 2 - the Bid Data Sheet, all duties, taxes and other levies payable by the contractor under the contract, shall be included in the total bid price submitted by the bidder.
   4. For bidder subject to VAT, VAT should be mentioned in the offers. It should be noted that NRC withholds income tax on invoices.
   5. The prices submitted by any Bidder shall be checked for arithmetical errors and for what might be considered unreasonable rates during the evaluation. Where errors are identified one or more of the following steps may be taken:
5. If any rates are considered to be unrealistic or unreasonable they may be altered by mutual agreement, provided that no alteration shall be made in the amount of the Bid.
6. If any arithmetical errors are detected in an otherwise acceptable bid, and the Bidder, on being so notified, is prepared to confirm his bid and if the Bidder is subsequently awarded the contract, then the Bid shall be altered to reflect the difference.
7. The Bidder is reminded that it is entirely his responsibility to ensure the accuracy of his bid. No alteration will be made to the bid after its submission on the grounds of any arithmetical errors subsequently discovered except as provided above.
8. **Currencies of Bid and Payment**

All prices shall be quoted by the Bidder in XAF, unless otherwise stated. Similarly, all payments will be made in XAF.

1. **Bid Validity**
   1. Bids shall remain valid for the service delivery period prescribed by the Norwegian Refugee Council. A bid valid for a shorter period shall be rejected as non-compliant.
   2. In exceptional circumstances, prior to the expiration of the bid validity period, the Norwegian Refugee Council may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension. In case of extension, modification of the bid is not permitted.
2. **Alternative Bids**

Bidders shall submit offers that comply with the requirements of the bidding documents, including the Methodology of study as indicated in the Terms of reference. Alternative bids shall not be considered unless otherwise indicated in Section 2 – the Bid Data Sheet.

1. **Format and Signing of Bid**

The Bidder shall prepare one set of bid documents per contract that he wishes to bid for. The bidder should hold a copy of the documents with himself, for reference purposes.

1. **Sealing and Marking of the Bid**
   1. The Bidder shall enclose their bid as per Section 2 Paragraph 4 . Manner of submission.
   2. The envelope(s) shall:
   3. be addressed to the Logistics Office, Norwegian Refugee Council, in the location specified in Section 2 – the Bid Data Sheet
   4. bear the Contract number
   5. no other markings should be on the envelope
   6. If all envelopes are not sealed and marked as required, the Norwegian Refugee Council might decide to reject the bid
2. **Deadline for Submission of Bids**

Bids must be received by the Norwegian Refugee Council at the address given and no later than the date and time indicated in Section 2 - the Bid Data Sheet.

1. **Late Bids**

The Norwegian Refugee Council shall not consider any bid that arrives after the deadline for submission as stipulated in Section 2 – the Bid Data Sheet. Any bid received by the Norwegian Refugee Council after the deadline for submission of bids shall be declared late and rejected.

1. **Withdrawal and Replacement of Bids**
   1. A Bidder may withdraw or replace its bid after it has been submitted at any time before the deadline for submission of bids by sending a written notice, signed by an authorized representative. Any corresponding replacement of the bid must accompany the respective written notice. All notices must be:
2. submitted as with Clauses 20 and 21, and in addition, the envelopes shall be clearly marked “WITHDRAWAL” or “REPLACEMENT” and
3. received by the Norwegian Refugee Council prior to the deadline for submission of bids, in accordance with Section 2 – the Bid Data Sheet
   1. After the opening of bids, modifications to bids must be documented and any discussions reported in writing. A bid may be withdrawn at any stage, with written notice.
4. **Confidentiality**
   1. Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best evaluated Bidder is communicated to all Bidders.
   2. Any effort by a Bidder to influence the Norwegian Refugee Council in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.
   3. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Norwegian Refugee Council on any matter related to the bidding process, it should do so in writing.
5. **Clarification of Bids**

Norwegian Refugee Council may, at its discretion, ask any Bidder for a clarification of its Bid. The Norwegian Refugee Council’s request for clarification and the response shall be in writing. Any clarification submitted by a Bidder that is not in response to a request by the Norwegian Refugee Council shall not be considered. All requests for clarifications shall be copied to all bidders for information purposes. No change in the price or substance of the bid shall be permitted, except to confirm the correction of errors.

1. **Bids Validation**
   1. The Norwegian Refugee Council’s determination of a Bid’s validity is to be based on the contents of the bid itself, which cannot be corrected if determined to be invalid
   2. A valid bid is one that complies with all the terms, conditions, and specifications of the Bidding Document, without deviation or omission, which affects, or could affect;
2. the scope, quality, or performance of the services specified in the Contract; or
3. limits in any substantial way, the Norwegian Refugee Council’s rights or the Bidder’s obligations under the Contract
4. **Evaluation of Bid** 
   1. The Norwegian Refugee Council shall examine the legal documentation and other information submitted by Bidders to verify eligibility and then will review and score bids according to the criteria outlined in section 2 clause 5 and 6 above.

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| **Description** | **Points** |
| **Step 1: Administrative verification - Essential criteria** | Retained / not Retained |
| Copy of company registration – **Compulsory at time of submission of offer**  Copy of Attestation of Taxpayers registration – **Compulsory at time of submission of offer**  Copy of Attestation of non-indebtedness from taxation dated not more than 3 months submission date - **Compulsory at time of submission of offer**  Copy of Certificate of non-bankruptcy from the high court dated not more than 3 months before submission date - **Compulsory at time of submission of offer**  Copy of Attestation of localisation plan - **Compulsory at time of submission**  Copy of vendor’s ID card (At least 02 Manager (s)/Director (s) of company)– **Compulsory at time of submission of offer** |  |
| **Step 2: Technical Evaluation – Preferred Criteria** | 75 |
| **Quality of the proposal/bid**  Demonstrated understanding of the scope of the specifications, through a clear proposed methodology for conducting the study | 25 |
| **Capacity**  Demonstrated reliability in providing quality services, illustrated by relevant previous experience and the quality of sample texts | 25 |
| **Relevance**  academic qualifications, relevant study experience, relevant experience in Cameroon specifically in the Far North Region | 20 |
| **Language**  Assessment of the consultant’s level of Written and spoken fluency in English and French | 5 |
| **Step 3: Financial Evaluation – Preferred Criteria**  Price in relation to the tariff estimated by NRC | 25 |
| **TOTAL** | 100 |

* 1. Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation applicable in some jurisdictions and donor regulations require NRC to screen contractors against various lists including but not limited to the United Nations Security Council Sanctions List and World Bank debarment lists to ensure due diligence. Submission of the bid constitutes acceptance of these screening practices on the part of the bidder.
  2. The Norwegian Refugee Council reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted

1. **Award Procedure**
   1. The Norwegian Refugee Council shall award the Contract in writing, with an award letter, to the Bidder whose offer has been determined to be the best, before the end of the bid validity period
   2. Any bidder who has not been awarded a contract, will be notified in writing
   3. Until a formal contract is prepared and executed, the Award Letter shall constitute a binding agreement between the bidder and NRC.
   4. The Award Letter will state the sum that the Norwegian Refugee Council will pay the Contractor in consideration of the Works as prescribed in the Contract, and in accordance with the Bid.
   5. The Bidder is thereafter required to submit a Letter of Acceptance, confirming their wish to proceed with a contract.
2. **Signing of Contract**
   1. Upon receipt of the Letter of Acceptance, the Norwegian Refugee Council shall call the successful Bidder to sign the Contract.
   2. Within an agreed timeframe, the successful Bidder shall sign, date, and return the Contract to the Norwegian Refugee Council.

|  |  |
| --- | --- |
| **Name of Signatory:** | **Tel N°:** |
| **Title of Signatory:** | **Name of Company:** |
| **Signature & stamp:** | **Date of Signing:** |
| **Address:** |

**SECTION 4**

**SERVICE PROVISION: Technical Description of the Bid**

1 Background information

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| 1.1 Background on the context |
| Nine out of ten regions of Cameroon continue to be impacted, to various extents, by three complex humanitarian crises: the Lake Chad basin conflict, the North-West and South-West crisis, and the impact of the influx of Central African Republic (CAR) refugees in the East region. Specifically, the security situation in the Far North Region has been severely affected by a cycle of violence that continues to endanger civilians. Since 2014, the region has faced escalating attacks by non-state armed groups, persistent intercommunal conflicts, and deep-rooted structural weaknesses. These factors have resulted in widespread displacement, with thousands fleeing their homes to seek refuge in safer areas or in neighbouring countries. Over the years, the region has had to host a significant number of internally displaced persons (IDPs), as well as refugees fleeing violence from neighbouring countries like Nigeria and Chad. Many of these individuals often lack access to basic services such as food, water, healthcare, and education.  The protracted crisis has severely disrupted education in the region as many schools have been closed due to insecurity, and those that remain open face challenges, including lack of trained teachers, educational materials, and safe learning environments. The loss of education opportunities poses significant long-term consequences for children and communities in the region. According to the HNO for 2024, 23% of villages either lack local schools or school access in neighbouring communities is inadequate. In the Logone et Chari, Mayo-Sava, and Mayo-Tsanaga divisions, armed clashes led to the destruction or closure of 119 schools, leaving about 34,000 children out of school. According to the Education Sector, the student per teacher ratio in these crisis-affected divisions is 224 students per teacher. Also, 41% of pupils enrolled in primary education lack birth certificates and are therefore not allowed to sit for primary school exams to access secondary school. Moreover, the high incidence of poverty, aggravated by insecurity and displacement, affects the availability of teaching and learning materials for the most vulnerable pupils. Costs, the long distance to the school, the lack of learning material, and the need for children to work and contribute to household income are indicated among the main reasons for school dropout.  NRC and Plan International (hereinafter "the Consortium"), with funding from ECHO, started with a pilot phase of Accelerated Education Programme (AEP) from December 2021 to July 2023. AEP is an alternative learning opportunity provided for children (aged from 9 to 15) who have been out of school for a long period, due to crisis and displacement. AEP classes are designed to enable children to catch up and acquire the skills needed to transition into formal education or the or the next level of non-formal education after 9 months, based on their capacities.  Building on the achievements and lessons learnt from the pilot phase of AEP, the Consortium, in collaboration with MINEDUB and with new funding from ECHO, extended the programme to other communities in May 2022, with the objective to improve the well-being of out-of-school children and adolescents affected by conflict and displacement in Mayo-Sava and Logone et Chari divisions.  Set to conclude in 2025, the initiative has led to the establishment of four AEP centres, where internal displaced adolescents and other out-of-school vulnerable children participate to teaching learning activities and strengthen their skills before their reinsertion into formal schools. Enrolled children have progressively taken bridge and national exams, facilitating their transition into the formal education system. To date, 2,215 children (1,085 girls and 1,130 boys) have been admitted to the programme, with 1,574 successfully transitioning into primary and secondary schools, and public vocational training centres.  Additionally, in 2023, the Consortium launched an exit strategy to ensure sustainability by empowering parents' associations to take over the management of two of the centres. This transition is being supported by local councils (Communes) and the Ministry of Basic Education.  This external evaluation is planned to assess the relevance, effectiveness, efficiency, coherence, impact, and sustainability of the project and draw lessons learnt for future implementations. |
| 1.2 Consortiums activities and presence |
| In 2017, NRC began operating in Cameroon in response to the lake Chad basin crisis and has since expanded its operation throughout the country in response to the three ongoing crises. Since 2017, through its main area office in Maroua and its field office in Kousseri, NRC Cameroon has provided humanitarian assistance to more than 792,707 vulnerable people affected by displacement in the Far North region, including those in insecure and hard-to-reach areas in the sectors of WASH, shelter and settlement, Information counselling and legal assistance (ICLA), Livelihood and food security and Education.  Plan has been present in the Far North Region since 2009, with its main field office based in Maroua and three sub-offices in the Mayo-Tsanaga (Mokolo), Mayo-Sava (Mora) and Logone et Chari (Kousseri) divisions. |
| 1.3 Consortiums ’s intervention specific to the evaluation |
| Since 2021, the Consortium, through financial support of ECHO, implemented a joint Education in Emergency program aiming at improving the well-being of out of school children and adolescents affected by conflict and displacement in Far North Region of Cameroon. The project to be assessed specifically aimed at promoting access to Safe quality education for children affected by conflict and displacement in targeted communities of the far north region. The program targeted internally displaced persons (IDPs), returnees and host communities in the areas most affected by the crisis in Logone et Chari and Mayo-Sava.  As of December 2024, both organizations have supported 41,124 children and adults in the Far North regions with inclusive educational assistance ranging from formal, to non-formal and community sensitizations on the accelerated education program and its use. These children have equally benefited from the construction of waterpoints and latrines as well as hygiene promotion activities. Some children have also benefited from the establishment of birth certificates which facilitated their registration for public exams. The project has actively aimed at promoting access to Safe quality education for children affected by conflict and displacement, with the key activities being:  Training of teachers.  Construction and equipment of learning spaces.  Awareness and sensitisation campaigns on education.  Enrolment of boys and girls in non-formal education (AEP and catch-up classes) to allow their transition into formal education,  Establishment of birth certificates for pupils sitting for national exams.  Provision of psychosocial support (Better Learning Program, BLP) to children.  Strengthening of school governance and community structures (Parents’ and Teachers’ Associations, PTAs) and recreational after-school clubs.  Development of Income Generating Activities (IGA) for the sustainability of the AEP centres in Igawa Meme and in Makary. |

2 Purpose of the evaluation and intended use

|  |
| --- |
| 2.1 Overarching purpose |
| The aim of this evaluation is to generate evidence on relevance, effectiveness, efficiency, coherence, impact, and sustainability of strategies and processes used during project implementation. It will document innovative aspects of the project, lessons learned, and mains challenges related to strategies used and make recommendations for change and improvement in the programming, planning and implementation of future projects. |
| 2.2 How will the evaluation be used? |
| The main conclusions and recommendations will be used to improve the country strategy and the quality of the Education programme interventions in general. They will also be used to adapt and improve the implementation of activities in order to achieve better results for the target populations affected by the crises. On the other hand, evaluation will provide an opportunity for reflection on the strategy and assumption guiding the project and will provide recommendations for adjustments in future project designs. |
| 2.3 Who will it be used by? |
| The first users of this evaluation will be the Consortium. The evaluation may also be used by ECHO and other humanitarian actors as part of the humanitarian crisis response in Far north regions. The evaluation report will be published on the NRC and Plan website, and the lessons learned, and recommendations will be shared with humanitarian community to inform humanitarian knowledge and contribute to the humanitarian response knowledge base |

3 Scope and lines of inquiry

|  |
| --- |
| 3.1 Scope: |
| **Geographic scope:**  The evaluation will focus on the Far North Region of Cameroon, particularly in Logone et Chari division (Makary and logone Birni) and Mayo-Sava division (Kolofata and Mora).   |  |  |  | | --- | --- | --- | | **Divisions** | **Subdivisions** | **Communities** | | Mayo Sava | Kolofata | Tolkomari, Kolofata, Kerawa | | Mora | Igawa-Mémé, Mora | | Logone et Chari | Makary | Makary centre | | Logone Birni | Logone Birni centre, Zimado, Honkol, Ouloumsa, Bourgouma, Kabe |   **Time scope:**  This evaluation will take stock of the Education Programme interventions funded by ECHO from May 2022 to June 2025 in Logone et Chari and Mayo Sava divisions for the Far north Region.  **Methodological scope**  The scope of the primary data collection will cover the period from May 2022 to June 2025. Secondary data analysis covering the same period would be carried out to highlight the evolution of the programme and map key achievements. Programme resources, previous evaluations, and theory of change in relation to the programme will be considered. Finally, the scope of the desk review will include all the project documents which will be provided by the Consortium and any other relevant documents or publications which could be helpful to better understand the context and the impact of the project. |
| 3.2 Lines of inquiry |
| ***Assessment questions:***   1. **Efficiency** 2. How efficiently were resources (time, human, financial, material) utilized in relation to the results achieved in the project? What opportunities exist for optimizing resource utilization in future projects? 3. How efficient was the Consortium in the delivery of the project in relation to the implementation period and against the budget? Are there aspects where the Consortium could have performed more efficiently? 4. **Effectiveness** 5. How effective were the strategies and processes implemented in contributing to the project outcomes? The strategies shall include targeting, and counter verification. 6. Are there underlying factors beyond the project's control that influenced its performance? 7. To what extent did the Consortium achieve the project’s objective and expected results in improving quality and access to: 8. Formal Education: Psychosocial support, and remedial classes? 9. Non-Formal Education: AEP centres and catch-up classes? 10. **Relevance** 11. To what extent was the approach relevant in addressing the needs of vulnerable pupils and ensuring a holistic response? 12. **Impact** 13. To what extend has the project created conditions enabling changes for men and women, boys and girls and community actors? 14. What are the long-term effects of the project on the target population and the Region at large? 15. What are the unintended effects of the project? 16. **Sustainability** 17. Are there any tangible aspects of the interventions implemented that offer potential for the sustainability of the results achieved? 18. How has the project contributed to sustainable solutions for displaced individuals and communities, ensuring long-term benefits beyond the project duration? 19. Is the exit strategy sustainable to ensure continuity of the centres beyond the project duration? 20. **Coherence** 21. To what extent was the response coordinated with the broader humanitarian response in the project area and how did this coordination enhance project outcomes? 22. **Cross cutting issues:** 23. How were gender and protection (Safety, dignity and do no harm, Meaningful access, Accountability, Participation) mainstreamed throughout the project? 24. How effectively did the project identify and address the specific needs of minority groups and persons living with disabilities? |

4 Methodology

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| --- |
| To answer the evaluation questions, the consortium will employ the services of an external consultant. The consultant will be required to submit a study design and methodology based on participatory, qualitative and mixed quantitative methods to complement the monitoring data already available. The evaluation methodology should follow a non-experimental design in order to produce credible results and evidence of project performance.  The evaluation will use a combination of quantitative and qualitative methods and the consultant, taking into account the suggestions of the steering committee, will determine the final methodology. The consultant will develop the detailed methodology based on these terms of reference and will detail the proposed approach in an inception report, which will be submitted to the Steering Committee for review and validation. As a minimum, the methodology should include the elements below, although potential consultants are strongly encouraged to go beyond these elements.   * A desk review of key documents, including analysis of existing qualitative and quantitative data for the entire project duration * Structured or semi-structured interviews with key informants (including local authorities, other humanitarian actors, Education authorities, head teacher, Pupils representatives and consortium staff). * Participatory methods, such as focus groups to gather the views and perceptions of specific groups, such as children, parents and caregivers’ teachers and nonteaching professionals. * Surveys of project participants, including children admitted in AEP and those who transitioned into formal education, to identify their expectations, experiences, level of participation and the use and appropriation of the goods and services made available to them.   Triangulation should be carried out in the document review and analysis phases. In addition, a field mission is expected to confirm preliminary findings with key programme stakeholders.  The consultant, together with the steering committee, will prepare all relevant tools based on the agreed methodology. The consultant may propose changes to the methodology, but these must be discussed and approved by the committee. All relevant data must be disaggregated by gender, displacement status, and the different perceptions of different groups must be taken into account throughout the evaluation process.  Data will be gender-disaggregated and the use of appropriate statistics (median, mean, etc.) is expected for the analysis to highlight trends and correlations. Content analysis is encouraged for qualitative data.  The consultant is expected to work to the highest appraisal standards and codes of conduct. High ethical standards, transparency and objectivity should be observed at all times.  The evaluation must respect the rights of interviewees by guaranteeing confidentiality and security. Respondents must not be exposed to risk or inconvenience. Data collection tools will therefore be pre-tested and evaluation activities will provide a safe and creative space where respondents feel that their thoughts and ideas are valuable and respected. All relevant staff, consultants and interviewers must be made aware of and comply with the NRC and PLAN Safeguarding Policy, anti-corruption policy and Code of Conduct. The data collection plan must indicate how the consortium and the consultant(s) will classify the data and store it securely. Enumerators (male and female) will be trained in ethical data collection techniques. |

5 Evaluation follow up and learning

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| --- |
| * The results of the evaluation will be used in the strategic review process at country level. * Based on the recommendations, the programme will draw up and implement a response plan once the report has been validated by the steering committee. The response plan will be monitored by the Head of Programme. * A dissemination plan will be developed to ensure that important lessons are shared with internal and external stakeholders and that actions are taken to improve both NRC and PLANs programme. |

6 Management of the evaluation

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| --- |
| A Steering Committee (SC) for the evaluation has been set up by the consortium is composed of the following members:   * Chair of the Steering Committee: Head of Programme NRC * Evaluation Manager: Monitoring, Evaluation and Learning (MEL) Manager NRC * Members of the steering committee: Education PDM NRC and PLAN, Education Coordinator PLAN, MEAL specialist and Coordinator PLAN   The Steering Committee will oversee overall administration and coordination, including progress monitoring.  The main functions of the steering committee will be as follows:   * Establish the terms of reference for the evaluation. * Selecting the consultant. * Review and comment on the inception report and approve the proposed evaluation strategy. * Review and approve assessment tools. * Approve the final report. * Establish a strategy for dissemination and use, including the drafting of a management response.   Throughout the process, the consultant will work closely with the steering committee, and in particular with the evaluation Manager. The committee will coordinate the evaluation process, will review and approve each evaluation result and establish a strategy for dissemination and use.  A scoping meeting between the consultant(s) and the committee will enable the understanding of these terms of reference to be aligned and the methodology proposed by the consultant(s) to be validated.  The consultant(s) will be responsible for logistics, communication and secretarial services (printing of documentation, etc.). The consultant(s) will also be responsible for the administration of all methodological tools such as questionnaires, focus groups, etc. The consortium will facilitate access to the intervention sites and will facilitate the process by providing reference documents and contacts of partners and resource persons. |

7 Deliverables and reporting deadlines

|  |
| --- |
| The consultant will carry out their tasks on the basis of an agreed work plan:  **Deliverable 1: Draft Evaluation Inception Report** - The draft Inception Report (using the templates provided by the consortium) should outline the methodology, and highlight proposed changes if any, or any other issues of importance to the continuation of the evaluation. The inception report should:   * Include a desk/literature review. * Describe the conceptual framework that will be used to undertake the assessment. * Present an evaluation matrix to detail the approach for data collection, the evaluation methodology (how the questions will be answered through data collection methods, data sources, sampling and selection criteria).   Include all data collection tools (in English or French)  Ethical considerations, including consent forms, safeguarding risk assessment and referral protocol  Provide a detailed work plan for the evaluation, indicating the phases of the evaluation and the main results expected, including the data quality assurance process.   * Present an analysis plan. * Draw up a list of the main stakeholders to be interviewed.   **Deliverable 2: Evaluation inception report** - The inception report will be finalised after consultation with the members of the steering committee (max. 1 week for review).  **Deliverable 3: Draft evaluation report (30 pages maximum) and a debriefing session with the steering committee**. The report should include summary of the main findings, conclusions and recommendations, as well as all raw data.  Collected raw data is to be transferred to the consortium, along with related intellectual property. The raw data sets will be transferred at the same time as the draft assessment report.  The draft evaluation report will be produced following the desk review, the field mission, and meetings with the steering committee. consultant  **Deliverable 4: A final evaluation report** (30 pages maximum, in English or in French) and a **PowerPoint presentation**. The report should be structured as follows:     * Cover page * A list of acronyms and abbreviations * A table of contents * A summary (in English) * Introduction and background * Scope and objectives of the evaluation * Methodology * Limits * Results * Conclusions * Lessons learned and recommendations   Report appendices include:   * Terms of reference * Evaluation matrix * List of documents consulted   Assessment tools  Ethical considerations, including consent forms, safeguarding risk assessment and referral protocol   * Data base (for internal report only, the data base must be removed from the external report) * List of people and organisations/institutions consulted (For project participants, nicknames/generic wording will be used for protection purposes).   Once the final report is approved by the steering committee, the consultant will facilitate a workshop (organised by the consortium) to present the main findings of the evaluation (PowerPoint presentation)  NRC will draft a management response plan once the evaluation has been finalised. It will specify the key actions to be undertaken, the key partners to be involved in carrying out these actions and the timeline for implementation. |

8 Timeframe

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The evaluation will start on the 28th of April 2025 and should last 45 working days. The following phases must be respected.   |  |  |  | | --- | --- | --- | | Phase | Main tasks | Deadline | | Phase 1 | * Scoping meeting with the steering committee. * Review of all relevant documents (desk review). * Preparation and submission of the inception report including an assessment matrix, work plan, data collection tools, analysis plan and methodology. | 6th May 2025 | | Phase 2 | * Field mission. * Training of enumerators. * Focus group discussions, interviews and meetings (or any other relevant field activity) with consortium staff, stakeholders and project participants. | 10th June 2025 | | Phase 3 | * Drafting of the interim report. * Submission of the first version of the report to the consortium. * Present initial results to the Consortium. | 24th June 2025 | | Phase 4 | * Consolidation of the interim report. * Submission of the final report for validation by the steering committee. * Presentation of the evaluation’s findings and recommendations to the Consortium and partners. | 1st July 2025 | |

9 Evaluation consultant team

|  |
| --- |
| The consortium is seeking expressions of interest from individuals and companies for this mission.  Consultants must have:  Advanced university degree or equivalent in humanitarian/development studies, social sciences, statistics or other fields.  Experience in planning, implementing, monitoring and especially evaluating programmes in humanitarian contexts.  Good knowledge of data collection methods and the ability to analyse, summarise, present and write clear reports.  Good knowledge of outcome evaluation approaches, in particular participatory mixed methods.  Good knowledge of community development mechanisms, gender and equity.  Good communication, writing and summarising skills in English, and French. Knowledge in Fulfulde will be an added advantage  Good experience in quantitative and qualitative research.  Strong understanding of Education in emergencies specifically Accelerated learning education humanitarian programming.  Adequate knowledge of local cultures and languages as well as of the social, economic and political context of Cameroon, and more specifically the Far north regions. The composition of the team must be balanced to ensure comprehensive coverage of the various aspects of the evaluation defined in these terms of reference, including cross-cutting issues and women and youth representation. |

10 Application process and requirements

|  |
| --- |
| The application must include the following information:   1. A technical proposal, including the proposed evaluation design, evaluation methodology, comments on the terms of reference, timetable and proposed work plan (max 5 pages) 2. A financial proposal (max. 3 pages) separates from the technical proposal, including all taxes and covering the costs of travel to the site, food, accommodation, etc. (please indicate the currency. National consultancies can only be paid in XAF francs). 3. Resumes of consultants 4. Three references for the firm and/or each of the proposed consultants 5. At least two extracts from past work (minimum 4 pages per extract) 6. A cover letter containing the following information: a description of how the candidate's skills, qualifications and experience meet the requirements of the assignment, a list of previous assessments relevant to the context and purpose of this assignment, and a statement confirming the candidate's availability to carry out the assignment.   **Submit complete bids in English** |

**SECTION 5**

**Bidding Form**

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary. If there is insufficient space to complete your answer in the space provided, please include on a separate attachment with a reference to the question.

1. **Bidder’s General Business Details**
2. **General information**

|  |  |
| --- | --- |
| **Company name:** |  |
| **Any other trading names of company:** |  |
| **Registered name of company (if different):** |  |
| **Nature of primary business/trade:** |  |
| **Primary contact name:** |  |
| **Job title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Registered Address:** |  |
| **Business licence number:** |  |
| **Country of registration** |  |
| **Registration date:** |  |
| **Expiry date:** |  |
| **Legal status of company (eg. partnership, private limited company, etc.)** |  |

1. **Owners/Managers**

Please fill in the below table with the full names, title/position, the year of birth, and the country of birth of the company’s owner(s) and manager(s)\*:

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Title / Position** | **Birth Year** | **Birth Country** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*\* Please note this information is necessary in order to conduct the vetting procedure referred to in clause 25 of the Invitation to Bid-General Terms and Conditions. Owners and managers include but are not limited to Chief Executive Officer, Chief Operating Officer, Chair of the Board, Executive Director, Director, Manager.*

1. **Employees**

Please list the employees who would be involved with NRC in the event of contract award:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee name** | **Job title** | **Role on NRC project** | **Phone** | **Email** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| … |  |  |  |  |

1. **Company bank account details:**

|  |  |  |
| --- | --- | --- |
| Beneficiary name: |  |  |
| Beneficiary account no.: |  |  |
| Beneficiary Bank: |  |  |
| Bank branch: |  |  |
| SWIFT: |  |  |
| IBAN: |  |  |
| Bank address: |  |  |

1. **References**

Please provide details of at least 3 client references whom NRC may contact, preferably from NGOs and UN agencies, for similar related works:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client/company name** | **Contact person** | **Phone** | **Email** | **Contract details (works, location, size, value, etc)** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| … |  |  |  |  |

1. **Equipment**

Please provide details of any relevant machinery/equipment/vehicles owned by the company that would potentially be used for this contract: (do not mention rented items):

|  |  |
| --- | --- |
| **Type of machinery/ equipment/ vehicles** | **Quantity** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| … |  |

1. **Defects Liability/Guarantee Period**

Please provide details below of the defect liability and guarantee period you offer on the services included in this contract:

|  |
| --- |
|  |

1. **Bid Validity**

Please confirm that your bid validity is in accordance with section 3, clause 16.1

|  |
| --- |
|  |

1. **Confirmation of Bidder’s Compliance**

We, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We, the Bidder confirm the documents attached to this offer are those validated by us in the Section 2 Paragraph 6 . Bidder's checklist.

We understand that NRC is not bound to accept the lowest, or indeed any bid, received.

We agree that NRC may verify the information provided in this form itself or through a third party as it may deem necessary.

**We confirm that NRC may in its consideration of our offer, and subsequently, rely on the statements made herein**

|  |  |
| --- | --- |
| Name of Signatory: | Tel N°: |
| Title of Signatory: | Name of Company: |
| Signature & stamp: | Date of Signing: |
| Address: |

**SECTION 6**

**Service Provision Schedule**

**Service Schedule:**

Attach the Service schedule here:

Schedule to include:

* + - 1. Detailed list of service components to be completed in reference to Service Description & Pricing Proposal (Section 8)
      2. Duration of each of the activities and completion date.

Table for breakdown of service provision (examples below)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **…** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**NOTE:** The service provision schedule should not be limited to this Form. This form just serves as an example of how the service provision schedule can be structured.

A comprehensive list must be submitted adapting the Form as necessary.

|  |  |
| --- | --- |
| Name of Signatory: | Tel N°: |
| Title of Signatory: | Name of Company: |
| Signature & stamp: | Date of Signing: |
| Address: |

**Manpower:**

In addition, provide a list of the manpower involved in the activities on site with an estimate of the total man-hours completed by each of the skills. Format to follow the below simple format:

|  |  |  |
| --- | --- | --- |
| **#** | **Proposed Personnel/Manpower** | **# of workers allocated to this project** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| … |  |  |

**NOTE:** The manpower list and service provision schedule shouldn’t be limited to this Form.

A comprehensive list has to be submitted adapting the Form as necessary.

**SECTION 7**

**Company Profile and Previous Experience**

The Bidder is requested to:

1. Submit the **Company Profile**
2. Complete the following **Previous Experience** **Table** listing the work or contracts undertaken in the past 5 years similar to the services required under this contract
3. Submit **evidence of previous experience** in form of Contracts, Purchase orders, Completion Certificates, etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Name of Project / Type of work** | **Total value of the performed works (XAF)** | **Duration of the works contract** | **Starting date** | **Ending date** | **Contracting Authority / Contact person / phone / email** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **…** |  |  |  |  |  |  |

**NOTE**: The list shouldn’t be limited to this Form in regards to the number of works reported. A comprehensive list of the last 5 years’ experience has to be submitted adapting the Form to the necessary rows <please adjust accordingly>.

NRC may conduct reference checks for previous contracts completed.

|  |  |
| --- | --- |
| Name of Signatory: | Tel N°: |
| Title of Signatory: | Name of Company: |
| Signature & stamp: | Date of Signing: |
| Address: |

**SECTION 8**

**Pricing Proposal**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Service description for the Final evaluation of the project Scaling up the accelerated education programme for out of school children affected by Lake Chad basin crisis in the Far North region of Cameroon (May 2022 to June 2025).** | | | | | | | | |
| **No.** | **Description of Service** | **Unit** | | **QTY** | | **Rate ex-VAT** | | **Total** |
| **1** | **The Final evaluation of the project Scaling up the accelerated education programme for out of school children affected by Lake Chad basin crisis in the Far North region of Cameroon (May 2022 to June 2025).** |  | | 1 | |  | |  |
|  | **GRAND TOTAL** | |  | |  | |  |  |
|  | **VAT (19,25%) if applicable** | |  | |  | |  |  |
|  | **TTC** | |  | |  | |  |  |
|  | **IR** | |  | |  | |  |  |
|  | **NET AMMOUNT TO BE PAID (TTC - IR)** | |  | |  | |  |  |

**Table for breakdown description of service component**

|  |  |
| --- | --- |
| **Prepared by:** |  |
| **Name:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Stamp:** |  |

**SECTION 9**

Ethical Standards Declaration for all Supply, Service and Works Contractors

We, the undersigned, (‘**we**’, ‘**our**’ or ‘**us**’) **CONSIDERING THAT**:

**FIRST**, we are bidding for, or entering into, a contract with the Norwegian Refugee Council (**NRC**) to supply goods, services or works to NRC (‘**the Contract**’).

**SECOND**, we understand that as a humanitarian organisation, NRC expects its suppliers and contractors to have high ethical standards.

**THIRD**, we understand that NRC therefore needs us to confirm that we adhere to the required ethical standards (‘**the ethical standards**’) by signing this declaration (‘**the Declaration**’).

**THEREFORE**, we **DO HEREBY DECLARE** as follows:

1. **Declaration concerning compliance with applicable laws and these ethical standards**

We declare that we shall:

1. Meet the ethical standards in this declaration (‘ethical standards’)
2. Ensure that any party representing us, including but not limited to:

• board members

• directors

• employees

• contractors or sub-contractors, and their employees

• consultants and sub-consultants, and their employees;

• other legal representatives

(‘our Representatives’) are aware of and comply with these ethical standards.

In the event that we, or our Representatives, do not meet the ethical standards at present, we shall:

1. Explain to NRC in what way we do not currently meet the ethical standards.
2. Agree a plan and timeline with NRC to implement changes that allow us to meet the ethical standards.
3. Provide regular updates to NRC on the implementation plan.
4. **Declaration concerning status**

We hereby declare that neither we, nor to the best if our knowledge our Representatives, are in any of the following situations:

* 1. Have made an offer, payment, consideration or benefit of any kind, which constitutes illegal or corrupt practice, directly or indirectly, as an inducement or reward in relation to the tendering, awarding or execution of the Contract.
  2. Are involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organisation or other illegal activity
  3. Are insolvent, in receivership, bankrupt, or being wound up
  4. Have suspended activities
  5. Are subject to legal proceedings related to 2.1
  6. Have at any time been found guilty and sentenced by a court, whether in the country of employment or abroad, for a criminal offence in respect of children or vulnerable adults
  7. Are engaged in:

• terrorism or the material support of terrorism

• the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof

• the sale or manufacture, either directly or indirectly, of weapons

• the production of alcohol, tobacco, or pornography.

1. **Declaration concerning Conflicts of Interest**

We declare that neither we nor, to the best of our knowledge, our Representatives have an undisclosed conflict of interest with NRC.

Where any potential conflict of interest exists between our Representatives and NRC or any NRC staff member, we shall notify NRC in writing of the potential conflict. NRC shall then determine whether action is required.

A conflict of interest can be due to a relationship with an NRC staff member such as family or friends.

We understand that if we fail to report a potential conflict of interest and are later found to have a conflict of interest, we may be removed from the NRC vendor database.

1. **Declaration concerning compliance with national law**

We declare that we and, to the best of our knowledge, our Representatives:

* 1. comply with all applicable laws and regulations in effect in the country or countries where the Contract will be carried out.
  2. comply with all applicable export laws concerning the country or countries where the Contract will be carried out.
  3. are registered with the relevant government authority with regard to taxation for the duration of the Contract.
  4. pay taxes according to all applicable national laws and regulations for the duration of the Contract.

1. **Declaration concerning compliance with labour standards**

We declare that we and, to the best of our knowledge, our Representatives:

We declare that we and, to the best of our knowledge, our Representatives comply with applicable national labour law standards and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work.

Specifically, we declare that we and, to the best of our knowledge, our Representatives comply with the following minimum labour standards:

* 1. Working Conditions

1. All workers receive a contract of employment that is written in a language they understand.
2. All workers are free to leave after giving reasonable notice.
3. All workers have the right to join or form trade unions of their own choosing and to bargain collectively.
4. No worker is required to lodge ‘deposits or identity papers or immigration documents in order to obtain employment.
   1. Wages and benefits
   2. Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages are always sufficient to meet basic needs.
   3. No deductions from wages are made as a disciplinary measure.
   4. Working time
   5. Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. Whenever possible working hours do not exceed 48 hours per week (8 hours per day).
   6. Workers are provided with at least one day off for every 7-day period.
   7. Health and safety
   8. Steps are taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
   9. Workers receive regular and documented health and safety training, and such training is repeated for new workers.
   10. Workers have access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage is provided.
   11. Accommodation, where provided, is clean, safe and adequately ventilated.
   12. Discrimination and abuse
   13. No worker is forced, bonded or an involuntary prison worker.
   14. There is no discrimination at the workplace based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
   15. Measures are in place to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
   16. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, are prohibited.
   17. Persons under 18
5. No persons under the age of 18 shall be engaged in work which is hazardous to their health or safety, including night work.
6. The working hours and nature of work of any worker who is under the age of 18 shall not interfere with their opportunity to complete his or her education.
7. **Declaration concerning the environmental standards**

We declare that we and, to the best of our knowledge, our Representatives comply with applicable national environmental law standards and with international environmental standards, to the greatest extent possible.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

* 1. We respect national and international environmental legislation and regulation.
  2. We ensure that production and extraction of raw materials for production does not contribute to the destruction of the resources and income base for marginalised populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
  3. We take environmental measures into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. This includes reasonable steps to minimise negative environmental impacts (e.g. emissions, water usage, waste) and to use - where possible - sustainable resources. Local, regional and global environmental aspects shall be considered. The local environment at the production site will not be exploited or degraded by pollution and waste.
  4. We carefully manage hazardous chemicals and other substances in accordance with documented safety procedures.

1. **Declaration concerning protection from sexual exploitation and abuse**

We and, to the best of our knowledge, our Representatives comply with international standards related to protection from sexual exploitation and abuse (PSEA) and sexual harassment.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

* 1. We take sexual misconduct seriously and ensure that any employee found to have carried out sexual misconduct will be subject to disciplinary action.
  2. We will ensure, that none of our employees engage in any sexual activity with persons (adult or child) in relation with this contract regardless of the age of majority or consent locally.
  3. We will ensure that none of our employees produce, procure, distribute or use sexually explicit material in any activities under the Contract or on any sites used under the Contract.
  4. We will ensure that none of our employees will exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading, or exploitative behaviour. This prohibition extends to any use of sex trade workers. If any sexual misconduct is found to have taken place, such employees face disciplinary action.
  5. We shall report any incident or complaint of sexual misconduct or child abuse related to the activities carried out under the Contract through NRC’s PSEA and Safeguarding Unit at psea@nrc.no.
  6. We shall report any known or reported sexual relationship between our employees and NRC staff to NRC.

1. **Declaration concerning protection of children**

We declare that neither we nor, to the best of our knowledge, our Representatives are engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child. We commit to upholding international and national laws and policies regarding child safeguarding.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

* 1. We support and protect the complainant, survivors and witnesses of any raised incidents or complaints of sexual misconduct or child abuse.
  2. We will ensure, that our employees will not abuse or exploit children or act in a manner that may place a child at risk of harm.
  3. We will ensure that our employees are not left alone with children.
  4. We will ensure our employees will not ask children for personal contact details without a valid reason to do so.
  5. We listen, to the best of our ability, to children’s views and opinions and treat boys and girls in a manner that is respectful of their rights and dignity during the performance of the Contract.
  6. We shall report any suspicion of child safeguarding concerns through the Complaints and Feedback Mechanism, provided by the NRC contract focal point and at [psea@nrc.no](mailto:psea@nrc.no).

1. **Declaration concerning anti-human trafficking**

We declare that neither we nor, to the best of our knowledge, our Representatives are engaged in trafficking in persons as defined in the protocol to Prevent, Suppress and Punish Trafficking in Persons or the UN Convention against Transnational Organized Crime.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

* 1. We do not solicit persons for the purpose of employment, or offer employment by means of materially false or fraudulent pretences, representations, or promises.
  2. We do not charge employees recruitment fees.
  3. We do not provide or arrange housing for employees that does not meet host country housing and safety standards.
  4. We commit to report any suspected violations of this clause to NRC immediately.
  5. We commit to make our Representatives aware of the trafficking related prohibitions outlined above and share the Global Human Trafficking Hotline Information with them (1-844-888-FREE, [help@befree.org](mailto:help@befree.org)).

1. **General**

We understand that:

* 1. The Declaration will be kept on file for a period of 10 years.
  2. The Declaration will be updated every year or more often as appropriate.
  3. We must inform NRC immediately in the event that there is a change to the Declaration.
  4. NRC may perform checks to verify that the ethical standards are adhered to and shall be granted reasonable access to our premises and to our documentation, computer systems etc, in order to be allowed to do so.
  5. In the event that NRC deem that we fail to meet or are not taking appropriate steps to meet, the ethical standards, NRC may immediately terminate any and all contracts and agreements we have with them and at no cost to NRC.

1. **Requirement to notify NRC**

We shall immediately notify NRC through the Complaints and Feedback Mechanism, provided by the NRC contract focal point if:

* 1. Any allegations of alleged corruption, sexual exploitation or abuse, or child abuse are made against us or, to the best our knowledge, our Representatives, during the Contract, whether relating to the Contract or not.
  2. Any allegations are made, or any changes occur, in relation to any of the declarations made herein

**Signed on our behalf as follows:**

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Position |  |
| Date |  |
| Place |  |