

## EXPRESSION OF INTEREST - CALL FOR PARTNERSHIP

### Background:

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation working to protect the rights of displaced and vulnerable people during crises. NRC aid meets immediate humanitarian needs, prevents further displacement and contributes to durable solutions. NRC is Norway's largest international humanitarian organisation and is widely recognised as a leading field-based displacement agency within the international humanitarian community. NRC is a rights-based organisation and is committed to the humanitarian principles of humanity, neutrality, independence and impartiality.

We currently implement programmes in Education, Protection from Violence, Information Counselling and Legal Assistance (ICLA – legal aid services), Livelihood and Food Security, Water, Sanitation and hygiene (WASH) promotion and Shelter and settlements. RC Uganda provides humanitarian assistance to refugees and host communities in the West Nile districts of Yumbe (Bidibidi settlement), Terego/Madiokolo (Rhino Camp & Imvepi), Adjumani (Ayilo, Nyumanzi, Maaji), Lamwo (Palabek), Kiryandango (Kiryandango Refugee Settlement), Arua (urban), of, Koboko (urban), Kampala and Greater Kampala Metropolitan Areas (e.g. Entebbe, Wakiso and Kisoga), in Southwestern districts of Isingiro (Nakivale/Oruchinga), Kisoro, Bundibugyo and Kikube (Kyanggwali).

NRC Uganda looks to strengthen its operations in Uganda through local partnership with Non-Government Organisations (NGOs), Community Based Organisations (CBOs), Refugee Led Organizations (RLOs), Private sector and Academia. We are thrilled to invite you to join us in shaping a more impactful response in Uganda.

NRC understands and adapts to the unique needs and culture of the communities we serve. We seek to empower local leaders, maximize the impact of resources, and build sustainable solutions for a brighter future.

We envisage:

- Empowerment of local communities to take charge of their own destinies by working alongside them and respecting their expertise and experiences.
- Capacity sharing through access to resources, training, and expertise to enhance our ability to respond to humanitarian crises effectively.
- Access to a pool of shared resources, knowledge, and funding opportunities to strengthen our collective impact.
- Collaborative opportunities through a network of like-minded organizations, local leaders, and volunteers who share a passion for making a difference.

For participation in the online Expression of Interest (Eoi) process, interested applicants are required to send their request through email on [ug.tender1@nrc.no](mailto:ug.tender1@nrc.no) and accordingly instructions will be shared via return email with the respective firm for online application.

Interested applicants are required to follow the instructions available online and accordingly upload required documents.

All applicants must meet the following minimum requirements:

- Registered with a valid license to operate in Uganda.
- Experience in delivery of supportive services to humanitarian programmes, the specific areas of partnership are in the following core competencies:
  - Education- formal and non-formal education & vocational training
  - Protection
  - Information Counselling and Legal Assistance (ICLA – Legal aid services),
  - Livelihood and Food Security (LFS),
  - Water, Sanitation and Hygiene (WASH) promotion
  - Shelter and Settlements,
  - Energy and Environment,
  - Mental Health and Psychosocial Support,

- Research, framework formulation and learning,
- Previous experience working in community facility referrals and linkages,
- Audited Books of accounts for the past 3 years for NGOs.

To find out more about NRC work in Uganda pls visit <https://www.nrc.no/countries/africa/uganda/> where you can find a description of our work, projects and achievements for the past years.

For the Information, Counselling and Legal Assistance (ICLA – Legal Aid) programme, in particular, we are looking for partners with legal expertise to support with the provision of legal awareness sessions, counselling and legal assistance in the areas of refugees’ rights including civil registration, employment and business registration and housing land and property.

**1. Schedule & Deadline for Submission**

The deadline for submission of bids is 23:59HRS, EAT on the 22nd November 2024. Late bids will not be accepted.

	DATE	TIME*
Invitation to Request Expression of Interest (EOI) release	08/11/2024	8:00HRS
Deadline for request for any clarifications from NRC	20/11/2024	17:00HRS
Last date on which clarifications are issued by NRC	21/11/2024	17:00HRS
Deadline for submission of Proposals (final receiving date, not sending date)	22/11/2024	23:59HRS
EOI opening session by NRC	25/11/2024	10:00HRS
Deadline for contacting the prospective partners & due diligence	16/12/2024	12:00HRS
Communication of final decision/Signature of the contract/MOU	20/12/2024	11:00 HRS

\*This is a tentative schedule which may be subject to change

**2. Manner of Submission:**

**a. Online platform**

To be able to participate in the pre-selection process, all applicants must register on the provided online platform.

**b. Instructions of how to proceed** All applicants should adhere to the application instructions to fully complete the questionnaire and furnish copies of all required documents. Incomplete applications will not be considered”.

**c. Evaluation for Expression of Interest (Eoi)**

The objective of Expression of Interest (Eoi) evaluation is to assess the responses and select potential partners for the next stage of the partnership engagement process. NRC will only consider the offers from partners that fulfil the mandatory and specific requirements defined in the guidance.

**d. Enquiries**

Enquiries can be sent to email: [ug.logistics@nrc.no](mailto:ug.logistics@nrc.no)

**IMPORTANT:**

- Only organizations and Eoi submissions that fulfil the mandatory requirements will be considered for further review.
- All the documents that form part of the Eoi/proposal must be written in English, signed and stamped.
- Current contact details (Telephone numbers, Cell Numbers, Websites and email addresses).
- The pre-selection will be done based on online submission; NRC does not receive hard copies.
- Eoi/RFP opening will be restricted to NRC tender committee members only.

**3. Assessment Criteria**

The award of the MOU/Contract(s) to successful partners will be based on the following:

**Bidder’s Checklist**

**Step 1: Administrative /Eligibility compliance check**

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

Description	To be filled by applicant		To be filled by NRC bid committee		Comments
	Included?		Present & complete?		
Step/ document to be submitted with Request for Proposals (RFP)	Yes	No	Yes	No	
Section 1 – RFP signed & stamped – <b>Compulsory</b>					
Document Section – Ethical Standards Declaration – signed & stamped – <b>Compulsory</b>					
Document Section – Vetting Agreement – signed & stamped – <b>Compulsory</b>					
Document Section – General Terms & Conditions – signed & stamped – <b>Compulsory</b>					
<b>Supporting documents</b>					
Copy of Certificate of Registration/ Incorporation of Companies – <b>Compulsory</b>					
Copy of Article of Association (AoA) – <b>Compulsory</b>					
Copy of Tax Registration Certificate (TIN) – <b>Compulsory</b>					
Copy of NGO permit (NGO) – <b>Compulsory for NGOs only</b>					
Copy of Valid Business License / Trading Permit – <b>Compulsory for private sector</b>					
Copy of Certificate of registration Financial Intelligence Authority (FIA) - <b>Optional</b>					
Copy of Certificate of Registration Beneficial Ownership – <b>Compulsory for good will companies</b>					
Copies of Board members/ Directors' ID's - for Bridger/COTER check - <b>Compulsory</b>					
Copy of Tax Clearance Certificate (TCC)					
<b>To be filled in by NRC bid committee only</b>				<b>Eligible</b>	<b>Ineligible</b>

- Additional supporting documents may be requested depending on profile of the applicant.

## Step 2: Technical Evaluation

A Technical Evaluation of all submissions will be conducted for applicants who successfully pass the Administrative / Eligibility compliance check.

Criteria that will be used to evaluate and score the bids.

1. Copies of MOU's as proof of experience,
2. Copies of agreement with OPM /authorization to work in the settlements for those operating in settlements,
3. Core competencies applied for according to NRC's requirements.
4. Organogram/ company personnel structure,
5. Previous experience working in community facility referrals and linkages where applicable,

6. Audited Books of accounts for the past 3 years, for partners that have been in existence for more than 3 years.
7. Bank statement for the past 3 months,

### **Step 3: Due Diligence**

Physical verification will be undertaken to validate the accuracy of the regulatory compliance of potential partner organizations.

**Deadline** for the submission of online application is **Friday 22nd November 2024 (23:59hrs)**.

Enquiries can be sent through online tender management system by or before Wednesday 20<sup>th</sup> November 2024 (17:00hrs)

For any further information please contact: [ug.logistics@nrc.no](mailto:ug.logistics@nrc.no)

*Please note that Norwegian Refugee Council reserves the Right to Accept or reject any tender application and is not bound to give reasons for this decision thereof. **Firms that applied November 2023 need not to respond to this call.***

**Address: Norwegian Refugee Council, Plot No.7, Princess Anne Drive, Bugolobi, Kamapala.  
Tel: 041-4221356**

**Together, we can make a difference where it's needed most. Join us today!**