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**Invitation to Tender (ITT) for Consultancy Service to Conduct Assessments and Feasibility Studies that will inform the design and implementation of the “Development Livelihoods for Desert Locust affected Smallholders” project’s foreseen activities**

**National tender process**

**Competitive Bidding No: CBA-Q-5035**

|  |
| --- |
| **Self Help Africa is completely against fraud, bribery and corruption**  **Self Help Africa does not ask for money for bids. If approached for money or other favours, or if you have any suspicions of attempted fraud, bribery or corruption please report immediately to email** [confidentialreporting@selfhelpafrica.org](mailto:confidentialreporting@selfhelpafrica.org)  **Please provide as much detail as possible with any reports** |

# About SELF-HELP Africa

Self Help Africa is an international NGO dedicated to the vision of an economically thriving and resilient rural Africa. Headquartered in Ireland, in 2021, Self Help Africa merged with United Purpose. This doubled our size and created an international NGO that is implementing projects to end extreme hunger and poverty across 10 countries, mainly in sub-Saharan Africa. SHA creates scalable and sustainable solutions to eradicating long-term poverty through knowledge transfer, investment, and market linkages. Collectively a part of the wider Gorta Group, which also includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance, the organisation will work with close to six million people this year. We believe in market-based solutions to the alleviation of long-term poverty and our primary clients are smallholder farmers in Africa. We work with all participants in the agricultural value chain and believe that you can only achieve long-term sustainable growth by creating profitable businesses (whatever the size) and farmer organisations that can operate at scale.

SHA in collaboration with WFP and government partners initiated the “Development Livelihoods for Desert Locust affected Smallholders project - DL” to be implemented in the five woredas (Habru, Worebabo, Bati, Raya Kobo, and Seqota) affected by Desert Locust invasion. The DL project focuses on conducting assessment and feasibility studies as well as implementation of livelihood asset creations and income diversifications inception activities during the first six months of the project period (January to June 2025). Accordingly, SHA planned to conduct a comprehensive and robust assessment and feasibility studies in the five woredas to ensure the successful implementation of current initiatives and capture valuable insights to inform upcoming projects design and enhance long-term impact. The initial six-month implementation period will help minimize disruptions and ensure a seamless transition, in alignment with the WFP Country Strategic Planning framework.

These assessments and feasibility studies are expected to produce comprehensive documents that inform decision makers on existing gaps and gain valuable insight which help them take evidence-based initiate. In addition, these assessments and feasibility studies will serve as a bases for upcoming project activity design and assist inception period implementations to address any existing or foreseeable gaps. SHA through these assessments and feasibility studies is aim at understanding the current situation as well as needs and gaps, gaining tangible input in the areas of crop production, livestock husbandry, rangeland rehabilitation, irrigation, water harvesting infrastructure, market and value chain for main agropastoral products and value chains (fodder, seeds and other agricultural inputs, cereals, livestock, gum, incense, etc.), Economic Potentiality Assessments for investment opportunities as well as micro, small, and medium-sized enterprises (MSMEs), conduct environmental and social risk screening (ESRS) as well as prepare environmental and social management plans (ESMPs), conduct protection risk assessment and propose protection measure in a project context, and recommend evidence based activities for the upcoming phase of the “Development Livelihoods for Deseret Locust affected Smallholders project - DL” project.

Hence, the assessments and Feasibility studies include conducting field level assessment and engaging the community in the five woredas to identify the existing challenges in livelihood, agriculture, natural resources management, nutrition and gender interaction which help to understand the root causes of socio-economic problems the communities are faced with and identify strategies of interventions and potential project activities and actions. The assessments and Feasibility studies also includes assessing the existing markets and value chains in the five woredas to identify and propose potential income generation activities and market linkage so that the project enhances the resilience of the livelihoods of project beneficiaries, assessing the existing climate information systems and gaps and propose institutional capacity strengthening activities that enable the provision of timely climate information for the project beneficiaries and partners that enhance preparedness and anticipatory action, assessing farmers organizations (unions, savings and loans associations) in terms of their technical capacities, capital, fixed assets, financial literacy and services and propose potential capacity strengthening activities, assess the labor market to identify alternative livelihood options and propose capacity building activities for beneficiaries, amongst others. Generally, these Assessments and Feasibility Studies are expected to provide SHA with a comprehensive understanding of the community's needs and priorities, helping to avoid duplication of efforts. They will also enable SHA to accurately identify the needs and determine the best solutions for the proposed project.

# Proposed Timelines

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Date** |
| 1 | ITT published | 8th /April/2025 |
| 2 | Closing date for clarifications | 25th /April /2025 at 2:00 PM East African Time |
| 3 | Closing date and time for receipt of Tenders | 28th /April /2025 at 10 :00 AM East African Time |
| 4 | Tender Opening Date and time | 28th /April /2025 at 10.30 AM East African Time |
| 5 | Tender Opening Location | SHA Ethiopia, Addis Ababa, Head Office |

# 

# Overview of requirements

## Deliverables

SHA invites prospective consultancy firms to submit tenders for Consultancy Service to Conduct Assessments and Feasibility Studies that will inform the design and implementation of the “Development Livelihoods for Deseret Locust affected Smallholders” project’s foreseen activities as per the Appendix 4.

SHA in consultation with the winning supplier has the right to extend the duration of the consultancy service period.

The consultant shall deliver the following reports and consultancy services:

1. **Comprehensive assessment and feasibility report with the following specific details:**

* Identify the existing challenges in livelihood, agriculture, natural resources management, nutrition and gender interaction which help to understand the root causes of socio-economic problems the communities are faced with and identify strategies of interventions and potential integrated project activities including but not limited to, livelihood and income generation, agriculture, natural resources management, nutrition and gender interaction, in particular for rangeland rehabilitation activities, irrigation, agriculture diversification, and water harvesting infrastructure. Show the effectiveness of the identified activities through cost-benefit analyses; based on the studies, experience and contextualization. Generate evidence that justify activities will have maximum impact and sustainability, prioritizing limited available resources.
* Identify and recommend market and value chain activities for main agropastoral products (fodder production, seeds multiplication and other agricultural inputs, cereals, livestock, gum, incense, etc.).
* Identify and propose potential income generation activities and market linkage so that the project enhances the resilience of the livelihoods of project beneficiaries.
* Identify alternative livelihood options for smallholder farmers and propose capacity building activities for government stakeholders, beneficiaries and partners.
* Propose institutional capacity strengthening activities that enable the provision of timely climate information for the project beneficiaries and partners that enhance preparedness and anticipatory action.
* Propose potential capacity strengthening activities for farmers organizations (unions, savings and loans associations) in terms of their technical capacities, capital, fixed assets, financial literacy and other services.
* Identify and recommend economically viable investment opportunities and the feasibilities of micro, small, and medium-sized enterprises (MSMEs).
* Identify potential environmental risks associated to project intervention and activities as well as develop social management plans (ESMPs) as per the guidance of SHA and WFP standards.
* Identify and provide inputs to improve the planned inception period activities or suggest additional activities for the project.
* Conduct regional level assessment and feasibility study validation workshop.

1. **Summarized report for key managements at SHA, World Food Program and donor agency:** a short, concise and brief summary of the assessment and feasibility study suitable for SHA, WFP and Donor. The consultant is required to analyze relevant data and insights, then compile a comprehensive summary report that provides actionable recommendations for the management team, incorporating inputs from the partner organization and donor to ensure alignment with strategic objectives and stakeholder expectations.

## The service being offered must be in line with Appendix 4 Technical Offer

# Terms of the Procurement

## Procurement Process

### This competition is being conducted under SHAs national tender process.

### The Contracting Authority for this procurement is SHA

### This procurement is funded by SHA and any contracts or agreements that may arise from it are bound by the regulations of this entity.

## Clarifications and Query Handling

### SHA has taken care to be as clear as possible in the language and terms it has used in compiling this ITT. Where any ambiguity or confusion arises from the meaning or interpretation of any word or term used in this document or any other document relating to this tender, the meaning and interpretation attributed to that word or term by SHA will be final. SHA will not accept responsibility for any misunderstanding of this document or any others relating to this tender.

### Requests for additional information or clarifications can be made up to the deadline noted in section 2 above, and no later. Any queries about this ITT should be addressed in writing to SHA via email on [tenders@selfhelpafrica.org](mailto:tenders@selfhelpafrica.org)and answers shall be collated and published online at <https://selfhelpafrica.org/ie/category/tenders> in a timely manner

## Conditions of Tender Submission

### Tenders must be completed in English.

### Tenderers must respond to all requirements set out in this ITT and complete their offer in the Response Format.

### Failure to submit tenders in the required format will, in almost all circumstances, result in the rejection of the tender. Failure to resubmit a correctly formatted tender within 3 (three) working days of such a request will result in disqualification.

### Tenderers must disclose all relevant information to ensure that all tenders are fairly and legally evaluated. Additionally, tenderers must provide details of any implications they know or believe their response will have on the successful operation of the contract or on the normal day-to-day operations with SHA. Any attempt to withhold any information that the tenderer knows to be relevant or to mislead SHA and/or its evaluation team in any way will result in the disqualification of the tender.

### Tenders must detail all costs identified in this ITT. Additionally, tenders must detail any other costs whatsoever that could be incurred by SHA in the usage of services and/or the availing of options that may not be explicitly identified/requested in this ITT. Tenderers’ attention is drawn to the fact that, in the event of a Contract/ Framework Agreement being awarded to them, the attempted imposition of undeclared costs will be considered a condition for default.

### Any conflicts of interest (including any family relations to SHA staff) involving a tenderer must be fully disclosed to SHA particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.

### SHA will not be liable in respect of any costs incurred by respondents in the preparation and submission of tenders or any associated work effort.

### SHA will conduct this tender, including the evaluation of responses and final awards in accordance with the detail set out at in the Evaluation process. Tenders will be opened by at least three designated officers of SHA.

### SHA is not bound to accept the lowest, or any tender submitted.

### SHA reserves the right to split the award of this contract between different bidders in any combination it deems appropriate, at its sole discretion.

### The Supplier shall seek written approval from SHA before entering any sub-contracts for the purpose of fulfilling this contract. Full details of the proposed subcontracting company and the nature of their services shall be included in the written request for approval. Written requests for approval must be submitted to SHA.

### SHA reserves the right to refuse any subcontractor that is proposed by the Supplier.

### SHA reserves the right to negotiate with the Supplier who has submitted the lowest Bid that fully meets the technical requirements, for the purpose of seeking revisions of such Bid to enhance its technical aspects and/or to reduce the price.

### Information supplied by respondents will be treated as contractually binding. However, SHA reserves the right to seek clarification or verification of any such information.

### SHA reserves the right to terminate this competition at any stage.

### Unsuccessful tenderers will be notified.

### SHA’s standard payment terms are by bank transfer within 30 days after satisfactory implementation and receipt of documents in order. Satisfactory implementation is decided solely by SHA.

### This document is not construed in any way as an offer to contract.

### SHA and all contracted suppliers must act in all its procurement and other activities in full compliance with donor requirements. Any contract(s) that arise from this ITT may be financed by multiple donors and those donors and/or their agents have rights of access to SHA and/or any of its suppliers or contractors for audit purposes. These donors may also have additional regulations that it is not practical to list here. Submission of an offer under this ITT assumes Service Provider acceptance of these conditions.

### **Terrorism and Sanctions:** SHA does not engage in transactions with any terrorist group or individual or entity involved with or associated with terrorism or individuals or entities that have active exclusion orders and/or sanctions against them. SHA shall therefore not knowingly purchase supplies or services from companies that are associated in any way with terrorism and/or are the subject of any relevant international exclusion orders and/or sanctions. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company are associated with any known terrorist group or is/are the subject of any relevant international exclusion order and/or sanctions. A contract clause confirming this may be included in an eventual purchase order based on this request.

## Quality Control

3rd party companies may be contracted by SHA to carry out random quality checking of the consultancy service by the contracted party. The cost of the quality control inspections will be covered by SHA.

## Submission of Tenders

Tenders must be delivered in one of the following two ways:

1. Electronically with your financial and technical offers in separate emails to [tenders@selfhelpafrica.org](mailto:tenders@selfhelpafrica.org) and in the subject field state:
   1. ***CBA Q-5035***
   2. ***Name of your firm with the title of the attachment***
   3. ***Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.***

If electronic bid submission is not possible please submit in a sealed envelope marked for the consultancy service under National Competitive Bidding (ICB) REF: PR 1375***,*** with the words ‘*not be opened before the deadline* ***28th* of April 2025 at 10.30 AM East African Time** *by the tender committee’* with your financial and technical offers inside in two separate envelopes marked as Financial Offer and Technical Offer and drop into the Tender Box at the Self Help Ethiopia Addis Ababa office which is located at:

**Yeka Sub City, Kebele 08, House No 912 (Next to Afropolitan Hotel near 22 rounds about), Addis Ababa Ethiopia. Or**

Envelopes may be sent through courier services or delivered by hand; and will be accepted during normal working hours for the country of submission. Please note that the SHA office will not be open during weekends or public holidays.

Proof of sending is not proof of reception. Late delivery will result in your bid being rejected. Envelopes found open at the tender opening will be rejected. All information provided must be perfectly legible. All documents attached to email must be in PDF or scan format. Offers submitted with technical or financial offers in soft copy (word, excel or similar) will be rejected.

## Tender Opening Meeting

Tenders will be opened as per section 2 above, the following location:

**SHA ETHIOPIA**

**[Yeka Sub City, Kebele 08, House No 912 (Next to Afropolitan Hotel near 22 round about), Addis Ababa Ethiopia, TEL. 011-6-62-06-59/0118182556, FAX 011-6-619724]**

One **authorised representative** of each tenderer may attend the opening of the bids. Companies wishing to attend are requested to notify their intention by sending an e-mail at least 48 hours in advance to the following e-mail address: [tenders@selfhelpafrica.org](mailto:tenders@selfhelpafrica.org) This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf. Suppliers are invited to attend the Tender Opening Meeting at their own cost.

# Evaluation Process

## Evaluation stages

Tenderers will be considered for participation in the Contract subject to the following qualification process:

|  |  |  |
| --- | --- | --- |
| **Phase #** | **Evaluation Process Stage** | **The basic requirements with which proposals must comply with** |
| *The first phase of evaluation of the responses will determine whether the tender has been submitted in line with the administrative instructions and meets the essential criteria. Only those tenders meeting the essential criteria will go forward to the second phase of the evaluation.* | | |
| 1 | **Administrative instructions** | 1. **Closing Date:**   Proposals must have met the deadline stated in section 2 of these Instructions to Tenderers, or such revised deadline as may be notified to Tenderers by SHA. Tenderers must note that SHA is prohibited from accepting any proposals after that deadline.   1. **Submission Method:**   Proposals must be delivered in the method specified in section 4.5 of this document. SHA will not accept responsibility for tenders delivered by any other method. Responses delivered in any other method may be rejected.   1. **Format and Structure of the Proposals:**   Proposals must conform to the Response Format laid out in section 6 of these Instructions to Tenderers or such revised format and structure as may be notified to Tenderers by SHA. **Failure to comply with the prescribed format and structure may result in your response being rejected at this stage.**   1. **Confirmation of validity of your proposal:**   The Tenderers must confirm that the period of validity of their proposal is not less than **90 Sixty days**. |
| **2** | **Essential Criteria** | **Renewed Business License in the sector**  **Years of consultancy service** |
| *The second stage of the evaluation will involve an assessment of the Tenderer’s personal and legal circumstances, economic and financial standing, to fulfil the obligations of the contract* | | |
| **3** | **Legal, Economic & Financial Criteria** | In-depth review of financial accounts and other documents submitted; tenderer is judged to have requisite financial stability.   1. Copies of AUDITED financial accounts for the last 2 years, including details of profit and loss and cash flow. 2. Bank statement of last six months. |
| *Each proposal that conforms to the Essential and Qualification Criteria will be evaluated according to the Award Criteria given below by SHA.* | | |
| **4** | **Award Criteria** | Tenders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.   1. Price 2. Technical offer:  * Completeness and quality of the technical proposal and specifications * Evaluation of the consultant professional expertise, capacity and profile * At least 2 references of successfully completed research surveys of similar nature preferably with International NGOs. * Delivery date of service |
|  | | |
| **5** | **Post selection** | References and other checks are found to be clear and quality is assessed. |

## Tender Evaluation

SHA will convene an evaluation team which may include members of the Finance, Logistics, Programmes, Donor Compliance.

During the evaluation period clarifications may be sought by e-mail from Tenderers. Clarifications may include testimonials from customers in support of particular aspects of a tender, whether such aspects are contained in the original submission or in subsequent responses to requests for clarification. Deadlines will be imposed for the receipt of such clarifications and failure to meet these deadlines may result in the disqualification of the Tender or loss of marks. Responses to requests for clarification shall not materially change any of the elements of the proposals submitted. Unsolicited communications from Tenderers will not be entertained during the evaluation period.

Bid validity: All offers submitted must be valid for 90 days

**Currency: All prices must be in Ethiopia Birr, where applicable**

**Delivery address Self Help Africa ETHIOPIA Yeka Sub City, Kebele 08, House No 912 (Next to Afropolitan Hotel near 22 round about), Addis Ababa Ethiopia** **DAP or CIP Incoterms**

***Contact name: Getachew Mulu, email: Getachew.mulu@selfhelpafrica.org***

***Mobile +251(0)*** ***911357188, Office +251116620659***

## Award Criteria

A comprehensive and clear breakdown of prices must be shown as part of the financial offer – any taxes, customs charges, component parts, packing fees etc. must be shown separately.

Prices offered will be evaluated on full cost basis (including all fees and taxes).

Fuel will be covered by the supplier and SHA will reimburse the payment per national rate for each 7Km based on approved Logs book

Marks for cost will be awarded on the inverse proportion principle (shown below):

**Scorevendor = 80 x (pricemin / pricevendor)**

Scores for the Financial Offer will be calculated by comprising maximum available marks (85) by inverse proportion: Offered by Tenderer price divided by the minimum price offered in this Tender.

|  |  |  |
| --- | --- | --- |
| **No** | **Qualitative award criteria** | **Weighting (maximum points)** |
| 1. | Technical offer: | 60 |
| 1a. | Completeness and quality of the technical proposal and specifications | 30 |
| 1b. | Evaluation of the consultant professional expertise, capacity and profile | 15 |
| 1c. | At least 2 references of successfully completed research surveys of similar nature preferably with International NGOs | 15 |
| 2. | Delivery date of service | 10 |
| 3. | Price | 30 |
|  | Total number of points | 100 |

**Variant Bids:** Variant bids are not acceptable and only one bid may be submitted by each bidder. Any alternative bids submitted will be rejected**.**  For the avoidance of doubt,it is permissible to submit an alternative element within the Bid Specification but only where such alternatives are called for in the specification and on the basis that the alternative does not materially change the requirement of the specification. Self Help Africa reserve the right to determine at its absolute discretion whether any such alternative does materially change the requirement of the Bid Specification**. If in** Self Help Africa **s’ opinion, any such instructions have not been adhered to then** Self Help Africa r**eserve the right at its absolute discretion to reject the bid.**

# Response Format

## Introduction

All proposals must conform to the response format laid out below. Where a tender does not conform to the required format the Tenderer may be requested to resubmit it in the correct format, on the understanding that the resubmission cannot contain any material change from the original. Failure to resubmit in the correct format within 3 (three) working days may result in disqualification.

By responding to this ITT, each Tenderer is required to accept the terms and conditions of this ITT and to acknowledge and confirm their acceptance by returning a signed copy with its response. Should a Tenderer not comply with these requirements, SHA may, at their sole discretion, reject the response.

If the Tenderer wishes to supplement their Response to any section of the ITT specifications with a reference to further supporting material, this reference must be clearly identified, including section and page number.

## Submission Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Item** | **How to submit** | | **Tick attached** |
| **Electronic submission** | **Physical submission** |  |
| 1 | This checklist | Ticked, scan and save as ‘Checklist’ | Tick and submit. |  |
| 2 | Appendix 1- Company Details: Contact Details (1), Professional Or corporate Memberships (1.1), Profiles (1.2), References (1.3). | Complete, sign & stamp, scan and save as ‘Company Details’ | Complete, sign, stamp and submit. |  |
| 3 | Appendix 2 – Declaration of Personal and Legal circumstances. | Complete, sign & stamp; scan and save as ‘Declaration of Personal and Legal circumstances’ | Complete, sign, stamp and submit. |  |
| 4 | Appendix 3 - Self Declaration of finance and Tax. | Complete, sign & stamp; scan and save as ‘Self declaration of finance & tax’ | Complete, sign, stamp and submit. |  |
| 5 | Appendix 4 - Technical Offer. | Complete, sign & stamp, scan and save as ‘Technical Offer’ and also submit in excel format | Complete, sign, stamp and submit. |  |
| 6 | Appendix 5 - Financial Offer | Complete, sign & stamp, scan and save as ‘Financial Offer’ | Complete, sign, stamp and submit. |  |
| 7 | Appendix 6 - SHA Terms and Conditions attached below | Sign, scan and save as ‘SHA Terms and Conditions’ | Sign, stamp and submit. |  |
| 8 | Appendix 7 - SHA GDRP Terms and Conditions https://selfhelpafrica.lightning.force.com/lightning/page/home | Sign, scan and save as ‘SHA GDRP Terms and Conditions’ | Sign, stamp and submit |  |
| 9 | Copies of the last 3 years financial years’ AUDITED financial accounts, including details of profit and loss and cash flow  1. These must be audited by an external independent party (either a company or an Independent Accountant) | Attach copies of audited accounts, and save as ‘Financial Accounts’ | Submit copies of audited accounts. |  |
| 10 | Valid business registration certificate. | scan and save as ‘Valid business registration certificate’ | Submit copy of Valid business registration certificate |  |
| 11 | Certificate of Authorized motor vehicle dealer or proof of an equivalent. | scan and save as ‘Certificate of Authorized motor vehicle dealer or proof of an equivalent’ | Submit copy of Certificate of Authorized motor vehicle dealer or proof of an equivalent |  |
| 12 | Tax Registration certificate and /or tax clearance certificate. | scan and save as ‘Tax Registration certificate’ | Submit copy of Tax Registration certificate |  |
| 13 | At least 2 references/copies of successfully completed delivery of service of a similar nature in the region | scan and save as | Submit copy of At least 2 references/copies of successfully completed supplies’ contracts of a similar nature |  |

5. Financial offer sheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Description** | **Unit price per Day** | **Quantity** | **Total price** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
|  | VAT 15% |  |  |  |
|  | Total Amount |  |  |  |

# Appendix 1 - Company details

# Contact Details

This section must include the following information regarding the Individual or Company and any partners or sub-contractors:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the prime Tenderer |  | | |
| Registered address of the prime Tenderer |  | | |
| Company Name |  | | |
| Address |  | | |
| Previous Name(s) if applicable |  | | |
| Registered Address if different from above |  | | |
| Registration Number |  | | |
| Telephone |  | | |
| E-mail address |  | | |
| Website address |  | | |
| Year Established |  | | |
| Legal Form. Tick the relevant box | o Company  o Partnership | | o Joint Venture  o Other (specify): |
| VAT/TVA/Tax Registration Number |  | | |
| Directors names and titles and any other key personnel |  | | |
| Please state name of any other persons/organisations (except tenderer) who will benefit from this contract (SHA compliance matter) |  | | |
| Parent company |  | | |
| Ownership |  | | |
| Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional table as per **Contact Details** | oYes oNo | | |
|  | **Primary Contact** | **Secondary Contact** | |
| Name |  |  | |
| Current Position in the Organisation: |  |  | |
| No. of years working with the Organisation: |  |  | |
| Email address |  |  | |
| Telephone |  |  | |
| Mobile |  |  | |
| Other Relevant Skills: |  |  | |
| Institution (Date from – to) |  |  | |
| Degrees or Diplomas |  |  | |

## Professional or Corporate Memberships

These are with external professional bodies that your company is registered with (please note this is not the company/ business registration details). Please attach copies of any relevant certificates or memberships and use more lines if necessary:

|  |  |  |  |
| --- | --- | --- | --- |
| No | Name of the body | Year of registration | Membership Number |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

## Profile

Tenderers should note that the information requested below will be required under the Essential Criteria. In total the answers to these questions should take no more than 2 pages

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Description** | **Response** | |
| 1 | An outline of the scope of business activities, and in particular details of relevant experience regarding contracts of this nature |  | |
| 2 | Provide details of four contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates) |  | |
| 3 | The number of years the Tenderer has been in business in its present form |  | |
| 4 | A statement of overall turnover and turnover in respect to the goods and services offered under the proposed agreement for the last three years as per the following table: | | |
| **Year** | **Overall Turnover ETB** | **Offered similar Goods Turnover ETB** |
| **2024** |  |  |
| **2023** |  |  |
| **2022** |  |  |
| 5 | Where the Supplier proposes to use subcontractors or resellers/ distributors in the execution of the agreement this section should include details of the quality assurance mechanisms used by the Supplier to monitor the activities of its subcontractors or resellers/ distributors. Suppliers should note that commitment to quality, as evidenced by the existence of such quality control procedures, will be used as a Qualification Criteria |  | |
| 6 | Any other relevant information |  | |

## 

## References

At least 2 (two) relevant references who may be contacted on a confidential basis to verify satisfactory execution of contracts must be supplied. These references may not be SHA personnel or related to a SHA contract. Respondents should supply this information for each of the references in the following format:

|  |  |  |
| --- | --- | --- |
| 1 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| 2 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| 3 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| 4 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |

## 

# Declaration of Personal and Legal circumstances

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE TENDERERS’ ORGANISATION. Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation | | | Yes | No |
| 1 | The Tenderer is bankrupt or is being wound up or its affairs are being administered by the court or has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations | |  |  |
| 2 | The Tenderer is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations | |  |  |
| 3 | The Tenderer, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business | |  |  |
| 4 | The Tenderer has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other State in which the tenderer is located | |  |  |
| 5 | The Tenderer, a Director or Partner has been found guilty of fraud | |  |  |
| 6 | The Tenderer, a Director or Partner has been found guilty of money laundering | |  |  |
| 7 | The Tenderer, a Director or Partner has been found guilty of corruption | |  |  |
| 8 | The Tenderer, a Director or Partner has been convicted of being a member of a criminal organisation | |  |  |
| 9 | The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency | |  |  |
| 10 | The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application | |  |  |
| 11 | The Tenderer has colluded between themselves and other bidders (a bidding ring), and/or the Tenderer has had improper contact or discussions with any member of SHA staff and/or members of their family | |  |  |
| 12 | The Tenderer is fully compliant with the minimum terms and conditions of the Employment Law and with all other relevant employment legislation, as well as all relevant Health & Safety Regulations in the countries of registration and operations | |  |  |
| 13 | The Tenderer has procedures in place to ensure that subcontractors, if any are used for this contract, apply the same standards. | |  |  |
| 14 | Consistent with numerous United Nations Security Council resolutions including S/RES/1269 (1999), S/RES/1368 (2001) and S/RES/1373 (2001), SHA is firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of SHA to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, **the Tenderer undertakes to use all reasonable efforts to ensure that it does not provide support to individuals or entities associated with terrorism.** | |  |  |
| I certify that the information provided above is accurate and complete to the best of my knowledge and belief.  I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders. | | | | |
| Date | |  | | |
| Name | |  | | |
| Position | |  | | |
| Telephone number | |  | | |
| Signature and full name | |  | | |

# self-declaration of finance and tax

|  |  |  |
| --- | --- | --- |
| **Turnover history** | | |
| **Turnover figures entered into the table must be the total sales value before any deductions**  ‘Turnover of related products’ is for companies that provide items or services in multiple sectors. Please enter information on turnover of items or services that are similar in nature to the items or services requested under this tender. | | |
| **Trading year** | **Total turnover** | **Turnover of related products** |
| **2024** |  |  |
| **2023** |  |  |
| **2022** |  |  |
| Include a short narrative below to explain any trends year to year | | |
|  | | |
| **2. SHA operates within the law of the country of operation and within international legal requirements. SHA expects all companies to fulfil their legal obligations, including meeting their tax liabilities and duties in accordance with the relevant tax legislation. Please comment below if you feel there are any matters you need to bring to SHA’s attention.** | | |
| *Please continue on a separate sheet if necessary.* | | |

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders.

Signed: (Director) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix 4 – CONSULTANCY SERVICE specifications

A detailed Terms of Reference is prepared which incorporate the detail work specification and requirements. The consultant is required to review the document as it is parts and parcel of the ITT document. In case of any inconsistency, the ToR will supersede the ITT document.

The consultant shall undertake the consultancy services based on the following objectives and tasks to produce the deliverables listed above.

Specific objectives.

* Identify the existing challenges in livelihood, agriculture, natural resources management, nutrition and gender interaction which help to understand the root causes of socio-economic problems the communities are faced with and identify strategies of interventions and potential project activities and actions.
* Assessing the existing markets and value chains in the five woredas to identify and propose potential income generation activities and market linkage so that the project enhances the resilience of the livelihoods of project beneficiaries.
* Assessing the existing climate information systems and gaps and propose institutional capacity strengthening activities that enable the provision of timely climate information for the project beneficiaries and partners that enhance preparedness and anticipatory action.
* Assessing farmers organizations (unions, savings and loans associations) in terms of their technical capacities, capital, fixed assets, financial literacy and services and propose potential capacity strengthening activities.
* Assessing the labor market to identify alternative livelihood options and propose capacity building activities for beneficiaries, amongst others.

Tasks:

* Critically review the Development Livelihoods for Desert Locust affected Smallholders project proposal, the objective of the planned assessment and feasibility study, the expected tasks, methodology of study, scope of the study, expected outcomes/deliverables, duration of consultancy period, reporting periods and all other requirements.
* Conduct appropriate site background information gathering (including but not limited to agriculture, natural resources, gender gaps, vulnerability of smallholder farmers and exposure to climate events – Desert Locust invasions, potential economic opportunities as well as gaps and needs for livelihoods resilience building against climate change related disasters).
* Conducts critical desk review of essential country and regional plans, policies and development initiatives related to the objectives of the assessment and feasibility study.
* Prepare and submit inception report including outlined realistic timeline for the completion of proposed set of activities.
* Prepare the assessment and feasibility study methodology: Focus group discussion, household survey, sample size determination for household survey, sampling technique (gender composition), data collection and data analysis methods.
* Developing Household survey tools and questionaries.
* Identify secondary data sources and review methodology.
* Identifying assessment and Feasibility study team members and establishing the group/ subgroups with defined group and individual roles and responsibilities.
* Conducting orientation for team members and developing field mission objectives, activities and schedules.
* Establishing field level data collection team (data collectors) and providing training.
* Conducting field visit, focus group discussion, stakeholder discussion, and household survey.
* Collecting secondary/ information from relevant woreda sector offices.
* Analysis of the primary and secondary data.
* Stakeholder relationship analysis
* Submit draft assessment and feasibility report to SHA for review.
* Conducting validation workshop with key players and stakeholders.
* Identify a portfolio of interventions and potential partners
* Submission of the final assessment and feasibility report to SHA.

**Appendix 6 – Term & Condition: Separately attached**

**Appendix 7.a – Code of conduct: Separately attached**

**Appendix 7.b – Anti fraud & Anti-corruption: Separately attached**

**Appendix 7.c – Conflict of interest: Separately attached**

**Appendix 7.d – Child & Adult Safeguarding: Separately attached**

**Appendix 7.e – Data Protection Policy: Separately attached**

Conditionshttps://selfhelpafrica.lightning.force.com/lightning/page/home