



Office for the Coordination of Humanitarian Affairs (OCHA)
Somalia

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNOCHA. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this EOI. You are therefore requested to direct all your queries to Office for the Coordination of Humanitarian Affairs (OCHA) using the fax number or e-mail address provided below.

Title of the EOI:

Provision of Capacity Assessment Services for OCHA Somalia

Date of this EOI: 24 February 2020

Closing Date for Receipt of EOI: 7 March 2020

EOI Number: EOIUNOCHA17307

Address EOI response by fax or e-mail to the Attention of: Barbara Massa

Fax Number:
E-mail Address: ochabuyer@un.org, massa@un.org

UNSPSC Code: 84000000

DESCRIPTION OF REQUIREMENTS

The Somalia Humanitarian Fund (SHF) was established in 2010 as an upgrade of the Humanitarian Response Fund (HRF). Since its inception, the SHF received more than US\$500 million in contributions from donors and funded more than 1,200 projects across Somalia.

The SHF is funding activities in an environment which is often highly volatile and only partially accessible due to security constraints. This has severely affected the ability of the humanitarian community, including SHF, to provide oversight, monitor and verify the delivery of assistance and evaluate the impact of humanitarian action in Somalia. Consequently, ensuring that assistance provided reaches those in greatest need has been particularly challenging in this context.

The SHF has the following main objectives:

- Strategically fund assessed humanitarian action in Somalia to improve the timeliness and coherence of the humanitarian response;
- Support priority clusters and regional priorities in accordance with the identified needs.

OCHA's Somalia Humanitarian Financing Unit (HFU) is responsible for the daily management of all programmatic and financial aspects of the Fund undertakes the following tasks:

- Management of SHF operations and policy advice to the HC
- Project Cycle Management
- Implementation of the SHF Accountability Framework

Brief Scope and Methodology

The UN is seeking a contractor to conduct partner capacity assessments, in a timeframe of 23 months, under the overall supervision of OCHA Somalia.

1. The contractor should plan for assessments to be conducted across Somalia (tentatively 25 in Southern and Central Somalia, 25 in Puntland, 25 in Somaliland) and Nairobi, Kenya (tentatively 5), but the final distribution of allocations may vary.
2. The methodology for the conduction of the capacity assessments will have to follow the SHF Partner Capacity Assessment questionnaire either in full or partially.
3. The Contractor will have to complete the questionnaires through desk-based review of the documents provided by the implementing partner; interviews with the IP's staff members; visits to the implementing partner's country office(s) and, where possible, to one or more field offices; and interviews with key informants such as previous/existing donors and partners, cluster leads and members, and beneficiaries of the IP.
4. Partners and OCHA Somalia will provide the contractors with all relevant information required for conducting the capacity assessment.
5. Approximately 65 full capacity assessments of IPs will be commissioned. The full SHF Partner Capacity Assessment questionnaire will be applied where no other type of assessment has been conducted to-date.
6. The contractor will also be requested to conduct 15 partial capacity assessments for partners that have recently been assessed by other UN agencies and for which recent assessment data exists from comparable assessment exercises (for example, if HACT Micro Assessment exist the SHF Partner Capacity Assessment questionnaire will only be applied partially complete the gaps that may be evident in the former).
7. The exercise will aim to assess whether these partners have the requisite capacity to receive SHF funds and operate with maximum efficiency and effectiveness.
8. The capacity assessment exercise will provide guidance to the SHF in the following areas:
 - The partner has the requisite capacity to implement SHF projects
 - The partner has the requisite financial requirements to implement a SHF grant
9. It is envisaged that the contractor will provide a team of Task Manager, Operations Manager and Junior Expert (s).

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest.

Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

Vendors interested in participating in the planned solicitation process should complete/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to Office for the Coordination of Humanitarian Affairs (OCHA) (UNOCHA) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Barbara Massa
Email: ochabuyer@un.org, massa@un.org
FAX:
FROM:

EOI Number: EOIUNOCHA17307

SUBJECT: Provision of Capacity Assessment Services for OCHA Somalia

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the UN Secretariat.
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended) at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNOCHA17307>

To be completed by the Vendor (All fields marked with an '' are mandatory)*

COMPANY INFORMATION

UNGM Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *:

State:

Postal Code * :

Country *:

Phone Number *:

Fax Number *:

Email Address *:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature : _____

Date: _____

Name and Title : _____

EOI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
 - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to Office for the Coordination of Humanitarian Affairs (OCHA) (UNOCHA) by the closing date set forth in this EOI. *Due to the high volume of communications UNOCHA is not in a position to issue confirmation of receipt of EOIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page available at <https://www.un.org/Depts/ptd/eoi>.

