



REQUEST FOR PROPOSAL
GENDER EQUALITY AND WOMEN EMPOWERMENT PROGRAM

CARE NORWAY

ISSUE DATE: 14.11.2022

RESPONSE DEADLINE: 30.11.2022



1. SUMMARY AND BACKGROUND

At CARE, we seek a world of hope, inclusion and social justice, where poverty has been overcome and people live with dignity and security.

Founded in 1945 with the creation of the CARE Package®, CARE is a leading humanitarian organization fighting global poverty. CARE places special focus on working alongside women and girls because when they are equipped with the proper resources, they have the power to lift their families and communities out of poverty. In 2021, CARE worked in over 100 countries, reaching more than 90 million people through 1,300 projects. To learn more, visit www.care.org.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process.

Proposals will be accepted until 16.00hr (Oslo) on 30.11.2022, **delivered via email to Anne-Celine Valvik** (anne-celine.valvik@care.no) no later than the above specified date.

Any proposals received after this date and time will not be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. The proposals which call for outsourcing or contracting work must include information about which roles will be outsourced. The organization submitting a proposal will have to send to Care Norway as soon as possible the declaration on the eligibility criteria (Annex D) fulfilled by individuals/ organizations being outsourced.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP (Request for Proposal). All contractual terms and conditions will include budget, schedule, and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.

Offers will be rejected if any illegal or corrupt practices have taken place in connection with the award.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFP. Only such corrections or addenda as are issued in writing by CARE to all RFP participants shall be official. CARE will not be responsible for verbal instructions.



3. PROJECT PURPOSE AND DESCRIPTION

Statement of Purpose

CARE is issuing this RFP (Request for Proposal) soliciting qualified bidders to conduct a midterm research to increase the understanding of factors that affect achievements of two outcome areas in Gender Equality and Women Empowerment Program: Engaging Men and Boys in gender equality (EMB) and Strengthening Civil Society (CSO). Learning is expected to lead to better implementation and results for GEWEP and better design of any future programs that have the two outcomes in their goals.

This RFP is an invitation to bid, not an offer of contract. Bidders must submit a response that complies with minimum requirements contained herein.

4. PROJECT OVERVIEW

GEWEP III (2020-2024) is a Norad-funded program that aims to improve gender equality among 1.2 million women and girls in 9 program countries: Afghanistan, Burundi, Democratic Republic of Congo, Mali, Myanmar, Niger, Rwanda, Palestine, and Jordan. The goal is expected to be achieved through interventions in five outcome areas: Women Economic Empowerment, Norm Change/Engaging Men and Boys, Strengthening Civil Society, Sexual Reproductive Health and Rights and improving Resilience. The results monitoring of the first two years of the program leads to the needs to better understand the effectiveness of various approaches used in the program countries and to find out if there are common factors that influence the results, positively or negatively, across geographical areas. Due to the need to limit the scope of the evaluation, we had chosen to concentrate this study on two outcome areas that are shared by most of the countries in the program. These are the outcomes related to Engaging men and boys (EMB) in gender equality and outcome related to strengthening civil society (CSO) with a special focus on women-right and women led organizations.

5. PROJECT SCOPE

The following criteria must be met to achieve a successful project:

1. The research answers all the questions posed in the attached TOR and clearly presents evidence that leads to conclusions.
2. The research methodologies follow the main approaches as stated in the attached TOR.
 - a. EMB: semi-experimental design with counterfactual groups.
 - b. CSO: key informants and qualitative research.
3. The consultant delivers according to the schedule stipulated in the attached TOR.
4. The consultant and its subcontractors are able to lead research processes in 6 countries (Afghanistan, Burundi, DRC, Mali, Niger and Rwanda) in good collaboration with CARE country offices of that countries.

6. DELIVERABLES/ MILESTONES/ OUTPUTS (SPECIFIC AFTER SELECTION-OPTIONAL)

Deliverables	Contains	Deadlines
1 Inception Report	<ul style="list-style-type: none"> -Process schedule in each country. -Concrete sampling, data collection and analysis methods. - First draft survey questionnaires, Data registration tools - Key informant list (preliminary) for CSO section. 	First draft, by 01.01.23 Final draft, by 15.01.23
2. Country-level reports	<ul style="list-style-type: none"> -Research methods -Answer all research questions with supporting data (findings, analysis, preliminary conclusions) 	First draft 1.04.23 Final draft 1.06.23
4.Synthesis report	<ul style="list-style-type: none"> -Research methods -Summarize main findings, from all CL reports -Draw generalization from all CL reports. 	First draft 15.06.23 Final draft 28.06.23
6.Presentation	-main findings (Length 30 Mins)	To be scheduled

7. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Proposal Timeline:

The deadline for proposal deadline is on the 30 of November 2022, 1600hr (Oslo). If additional information or discussions are needed with any bidders during this window, bidder(s) will be notified. The selection decision for the winning bidder will be made by 2 December 2022.

Upon notification, the contract negotiation with the winning bidder will begin immediately.

Any technical questions arising during the preparation of your response to this RFP should be submitted in writing via email to Waranoot.strand@care.no no later than 25.11.22 at 1600hr Oslo time.

8. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. This must follow template provided in **Annex B**.



CARE will not provide advanced, nor deposited payments before a deliverable has been met, reviewed and approved by CARE.

All vendors are required to quote costs in USD as the contract will be paid in USD. Payments will be issued as stated in the final contract and CARE will not be responsible for any fluctuation in exchange rates.

An expense which is not disclosed during the RFP process will become an expense provided to the client at no additional cost or could be reason for disqualification from the process.

9. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Example(s) of past research done that used semi-experimental design (quantitative method with counterfactual groups). Indicate your role in this research.
- Experience doing research related to development interventions.
- Short C.V. When listing past research projects/reports, please indicate your role.
- Include reference contact names of previous clients, with telephone numbers and email addresses where they may be reached.

PROPOSAL EVALUATION CRITERIA

CARE will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria and documentation:

Criteria for assessment	Percentage Weighting	Description of criteria
<i>Experience</i>	20%	Experience doing research in development field or for development programs.
<i>Previous Work</i>	30%	Examples of similar work as well as references.
<i>Technical Expertise relevant for this assignment</i>	30%	Descriptions and documentation of expertise on semi-experimental design and design of data handling tools.
<i>Value and Cost*</i>	20%	The cost of the solution(s) based on the work to be performed in accordance with the scope of this project (Annex B)
Total	100%	



*CARE will review proposed budgets and pricing after the initial review of the first three criteria.

10.CARE'S GENERAL CONDITIONS (RIGHTS)

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a proposal in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFP
- To contact any bidder after proposal submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a proposal in whole or part without justification to the bidder
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of submitted proposal
- To award another type of contract other than that described herein, or to award no contract.
- To enter into a contract or agreement for purchase with parties not responding to this RFP
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the proposal
- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.

Any material statements made orally or in writing in response to this RFP or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

11.CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion by the vendor of CARE's business practices could be reason for disqualification. CARE, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.



Finally, the information contained within this RFP is confidential and is not to be disclosed or used for any other purpose by the vendor.

12. PUBLICITY

Any publicity referring to this project, whether in the form of press releases, brochures, or social media will not be permitted without prior written approval from CARE Norway.

13. ELIGIBILITY

Tenderers must provide information on their legal form and ownership structure. This must follow template provided in **Annex C**.

Tenderers will be excluded from participation in a procurement procedure if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations. However, tenderers in this situation may be eligible to participate insofar as the Grant Recipient is able to purchase supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law;
- b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment;
- c) they have been guilty of grave professional misconduct; proven by any means which the Grant Recipient can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the Grant Recipient or those of the country where the contract is to be performed;
- e) they or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organisation or money laundering by a final judgment;
- f) they make use of child labour or forced labour and/or practise discrimination, and/or do not respect the right to freedom of association and the right to organise and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).



Tenderers shall confirm in writing that they are not in any of the situations listed above. This must follow template provided in **Annex D**.

14.LIABILITY

The selected vendor(s) will be required have adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions and will be liable for any damage caused by its employees, agents or subcontractors.

15.ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's proposal. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

16.OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

17.ANNEX

A: TOR

B: TEMPLATE FOR COST PROPOSALS

All proposals must follow the template below.

C: ORGANISATIONAL INFORMATION

All proposals must include this template.

D: EXCLUSION GROUND SELF-DECLARATION

All proposals must include this template

ANNEX A. TERM OF REFERENCE

This assignment covers research at two levels: a country-level and a global synthesis level.

Country-level Evaluation/Research (CL)

The Country-level Evaluation refers to an evaluation undertaken in each of the six GEWEP program countries: Afghanistan, Burundi, DRC, Mali, Niger and Rwanda. The CEs share research questions and methodological approach.

Global Synthesis Evaluation/Research (SL)

The Global Synthesis Evaluation analyzes findings from six country-level evaluations. SE will identify common factors that influence the outcomes based on evidence in these countries. SE evaluator will also have a role to advice and coordinate the processes of CEs.

Geographical coverage of the studies

The evidence will be gathered in the six program countries that share the global result framework of GEWEP.

EMB set of question: Afghanistan, Burundi, DRC, Mali, Niger and Rwanda.

CSO set of question: Afghanistan, Burundi, DRC, Mali, and Niger.

The observations in each country should be drawn from all geographical areas that the program is being implemented, through randomization to ensure representativeness of the observations.



RESEARCH QUESTIONS and SUGGESTED METHODOLOGIES

All research questions must be answered in the final reports, together with supported evidence that leads to the conclusion.

Research questions	Main methods
EMB: Afghanistan, Burundi, DRC, Mali, Niger, Rwanda	
Programming 1. Document the main interventions used in EMB in a specific country. 2. Does EMB intervention in a specific country prioritize specific areas of results, what are they? (for example, wife-beating, women's ability to earn own income, men helping with housework and childcare, women's SRHR decisions, child marriage, etc.). Does the program use different methods to address different areas of result? What are the different methods? 3. Is there a mechanism in the program to capture and record the negative unintended impacts connected to EMB interventions? How does the program address negative unintended impacts? 4. Are there other methodologies used in other projects/organizations with similar goals (Changing Norms/men's attitudes) that GEWEP should learn from?	Review program documents. Interview relevant key informants (CARE, Partners, other key informants). Interview key informants from other organizations/institutions or literature review.
Impacts	Semi-experiment design

<p>5. Does exposure to EMB activities make a difference in men and boy's attitudes towards gender norm compare to control groups not exposed to EMB activities? (using Gender Equitable Men (GEM) tool to measure differences between non-exposure and exposure groups).</p>	<p>Use Gender Equitable Men (GEM) tool to measure differences in attitudes between participants of EMB and non-participants(control) groups. Test statistically significant difference between the two groups.</p> <p>See Suggested sampling level below</p>
<p>Motivation/incentives</p> <p>6. What are the main factors that encourage or discourage men and boys to endorse gender equality or positive masculinity?</p>	<p>Additional question in the above survey.</p>
<p>CSO: Afghanistan, Burundi, DRC, Mali, Niger</p>	
<p>7. In which way has the civic space improved or deteriorated since 2020 in the country?</p> <ul style="list-style-type: none"> Ability of CSOs to access information Ability of CSOs to engage in dialogs with the authorities Ability of CSOs to express disagreements Ability of CSOs to join together to express views Ability to register and work 	<p>Literature review, program documents</p> <p>Interview WRO, WLO, CSOs working with gender equality and women rights.</p>
<p>8. How have changes affected Women Rights organizations and Women-Led organizations</p>	



<p>(see CARE's definitions)?</p> <p>9. Are organizations led by women affected differently than organizations led by men?</p> <p>10. Do Women Rights organizations, Women-Led organizations, and other types of CSOs use different strategies to adjust to or cope with the changes, and how relevant and efficient are these strategies?</p> <p>11. How does GEWEP program play a role to increase the civic space, especially for Women Rights and Women-Led organizations/networks/movement/alliance? What do these actors think of the current and potential roles played by GEWEP program?</p> <p>12. Are there methodologies used in other projects/organizations with similar goals which GEWEP should learn from?</p>	<p>Interview CARE, other relevant CSOs.</p>
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Approximate sampling sizes for aid of budgeting estimation.

Countries	Afghanistan	Burundi	DRC	Mali	Niger	Rwanda
Total EMB participants	235	4234	3760	4393	844	2570
Samples- participants	90	420	220	420	100	250
Samples-Control	90	420	220	420	100	250



Samples	3 provinces	5/8 regions	5/9 regions	$\frac{3}{4}$ regions	4/6regions	5/8 regions
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ANNEX B: TEMPLATE FOR COST PROPOSALS

In USD

	Number of days	Per day cost	Total cost
A. Methodology designs, database development, Inception report			
1. EMB set of questions			
1.1 Enumerator training and Data collection			
1.1.1 Afghanistan (Telephone)			
1.1.2 Burundi			
1.1.3 DRC			
1.1.4 Mali			
1.1.5 Niger			
1.1.6 Rwanda			
1.2 Analysis and production of 6 country reports on EMB			
2. CSO set of questions			
2.1 Preparation and Data collection			
2.1.1 Afghanistan (Telephone)			
2.1.2 Burundi			
2.1.3 DRC			
2.1.4 Mali			
2.1.5 Niger			
2.2 Analysis and production of 5 country reports on CSO			
B. Analysis and production of the Synthesis report			
Overhead %			
TOTAL			



ANNEX C: ORGANISATIONAL INFORMATION

IDENTITY OF THE CANDIDATE

Name of the legal entity or entities submitting this request to participate	
Nationality	
Leader	
Member	
Organization number	
Address	

CONTACT PERSON

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	



ANNEX D: EXCLUSION GROUND SELF-DECLARATION

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection will have to complete and submit that self-declaration.

Question number	Question	Response
1.	<p>The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions. https://www.norad.no/globalassets/filer/nicfi/grant-agreement-procurement-provisions.pdf</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	You are bankrupt or being wound up, are having your affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.
	You or persons having powers of representation, decision-making or control over you have been convicted of an offence concerning their professional conduct by a final judgment;	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.
	You have been guilty of grave professional misconduct; proven by any means which CARE Norway can justify;	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.
	You have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which you are established, or with those of the country of Care Norway or those of the country where the contract is to be performed;	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.



	You or persons having powers of representation, decision-making or control over you have been convicted for fraud, corruption, involvement in a criminal organisation or money laundering by a final judgment;	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.
	You make use of child labour or forced labour and/or practise discrimination, and/or do not respect the right to freedom of association and the right to organise and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.
2.	<p>If you have answered yes to question 1, please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of the documents.</p>	

Yours faithfully,

Date

Signature of authorised representative

Name and position of authorised representative