



Somali Federal Republic

MINISTRY HEALTH AND HUMAN SERVICES

Federal Government of Somalia
Ministry of Health and Human Services

Procurement of Consultancy Services

Under Open Domestic Bidding

Subject of Procurement: National Consultant for development of BMS CODE training package and monitoring tool

Procurement Reference Number: FMOH HS/SRVC/CON/2021/005

Date of Issue: 15th September 2021

Standard Invitation to Consultants



Somali Federal Republic

Ministry of Health

MINISTRY HEALTH AND HUMAN SERVICES

15th September, 2021

To all potential consultants

National Consultant for development of BMS CODE training package and monitoring tool

1. The Ministry of Health and Human Services has allocated funds to be used for the **National Consultant for development of BMS CODE training package and monitoring tool**
2. The Entity invites your sealed proposals for the provision of the above services.
3. Bidding will be conducted in accordance with the with the method of shortlisting of consultants following publication of an expression of interest contained in the Federal Government of Somalia's Public Procurement, Concessions and Disposal of Public Assets Act, 2020 (Procurement of Consultancy services)
4. This letter of invitation has been addressed to all potential individual consultants
5. You may obtain further information and inspect the proposal documents at the address given below.
6. Proposals must be delivered to the address below at 8(c) at or before **23rd September 2021**. Late proposals shall be rejected. Proposals will be opened in the presence of the consultants' representatives who choose to attend. (NA)
9. Please inform us, upon receipt:
 - (a) that you received the letter of invitation; and
 - (b) whether you will submit a proposal alone or in association.

10. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Issue of invitation to bid letter	15 th September 2021
b. Pre-proposal meeting/ Site visit	NA
c. Proposal closing date	23 rd September 2021
d. Evaluation process	25 th September, 2021
e. Display and communication of best evaluated bidder notice	(Within 5 working days from Procurement Committee approval of evaluation report)
f. Contract Signature	02 nd October 2021

Signature:

Name: Mohamed Abdulkadir Hersi

Position of Authorised Official: Dir. Administration and Finance



EXPRESSION OF INTEREST- INDIVIDUAL CONSULTANCY

Consultancy Title: National Consultant for development of BMS CODE training package and monitoring tool		Supporting Project: UNICEF/MoH	
Functional Title: Individual Consultant (Short Term)			
Duty Station: Mogadishu, Somalia, with frequent travel to the field		Duration of Contract: xxx	
Expected Commencement Date:			
Date of Publication of Eoi: 14 th September 2021		Deadline for submission of Eoi: 23 rd September 2021	
A. About the Project			
<p>As part of the continuous efforts to rebuild health system of the Somalia. Federal Ministry of Health gradually improving the governance and management of Health and Nutrition System through different dimensions. One of the main pillar to improve the health system capacity is to insure that availability of relevant policies, strategies and training packages.</p> <p>Federal Ministry of Health has developed Breast Milk Substitute Code to promote exclusive breastfeeding nationwide.</p> <p>Ministry of Health has a national priority to develop health and nutrition policies and training package to ensure setting strategic directions to address the health and nutrition problems in the country and ensure all interventions are aligned to the strategic directions.</p> <p>To widely adopt the BMS code at different levels through government and community structure, the ministry of health add into the account regarding the necessary to develop the BMS training package for health and nutrition workers and code monitors.</p>			
C. Objective			
The purpose of these terms of reference is to call for proposals from suitable national candidates to work for the Ministry of Health in the development Breast Milk substitute (BMS) code monitoring tool and training package for health workers and code monitors			
D. Deliverables/Performance work			
No	Task	Product/ Deliverable	Time frame (days)
1	Development of concept note - defining the process and methodology development of Code monitoring tool and training package for health workers and code monitors that is to be submitted to Ministry of Health for review and endorsement.	Inception Report. Concept Note in electronic copy shared and reviewed with MOH and UNICEF	5
2	Facilitate consultations with the Ministry, UNICEF, IYCF TWG and Stakeholders on the	Road map with clear course of action for Code implementation	3

	road map for implementation of the Code in Somalia	in Somali endorsed by FMOH, UNICEF, WHO and partners	
3	Develop the Code Training package and modules for Code Monitors and health and Nutrition workers in Somalia	Code Training Package and modules Developed and endorsed by Ministry of health, UNICEF, WHO and partners	10
4	Development of appropriate standardized monitoring tools to be used for supervision by the Code Monitors	Code Monitoring tools developed for Code Monitors	7
5	Submit the end of assignment report	Final report submitted and approved by the Ministry of Health	5
	TOTAL		30

E. Qualifications:

Qualification/level requirements

- Advanced Master Degree in public health policy and management, health law, health economic, public health nutrition, with minimum 7 years' experience in public health nutrition policy, strategic and programme planning and management.
- Familiar with global and national health and nutrition agenda, goals and concepts including Sustainable Development Goals (SDGs).
- Experience in IYCF programming in the context of Somalia and appreciation of the International Code of Marketing of Breastmilk Substitutes and the subsequent WHA resolutions (including Resolution 69.9) is an asset.
- Excellent in coordination, writing, reporting and presentation skills
- Prior experience with FMOH, UN and other international Organizations in carrying out large scale program implementation would be an added advantage.
- Fluency in English and Somali language.
- Demonstrated ability to effectively work with others and communicate in a multicultural environment
- The consultant will be required to work and Report to Ministry of Health and with technical collaboration with UNICEF Somalia

Evaluation Criteria:

Interested consultants must provide information on their capacity and experience demonstrating that they are qualified for the services (the detailed curriculum vitae highlighting the qualifications and experience in comparable assignments, copies of diplomas, training certificates, references similar services accompanied by proof of performance, in particular certificates of service provided by the Client, work certificates, etc.). Consultants will be assessed on the basis of their application files, according to the following criteria and rating scale:

Preliminary Evaluation Criteria

1. Properly filled proposal submission form
2. Nationality of bidder (attach proof of Somali Nationality)

Technical Evaluation Criteria

1. **General qualification** (diploma, training and general experience) **(15 points)** • Master degree in public health, social science, environmental health, water and sanitation, or a related field; or any field deemed relevant.

2. Specific experience relating to the tasks to be performed described in the ToR 70 Section D above. Specific experience will be noted at the rate of 5 points per year of experience. **(30 Points)**

To be awarded the maximum points, the expert must have justified at least eight (05) years of similar.

The original copy (s) or certified copies of work certificates and additional proof of qualification and experience deemed necessary. The candidates are also required to submit at least two (02) samples of similar reports.

3. Methodology and approach to the terms of reference **(40 points)**. The candidate must demonstrate an appropriate methodology, data collection tools and approach to the terms of reference.

4. Work plan: **(15 points)** The candidate must indicate a detailed work plan that will enable him/her execute the assignment. Demonstrate analytical and conceptual ability; demonstrate understanding of survey design and social research methods to hygiene and sanitation behavior change;

5. The minimum qualification mark is 70 points.

Bidders who will have attained the minimum qualification points will be shortlisted for financial evaluation.

Financial Evaluation Criteria

Shortlisted candidate(s) will be requested to submit their financial proposals at a later phase. The candidate with the least quotation which is within our budget shall emerge as the best candidate.

F. Reporting and Relationships: The contract supervisor will be appointed in due course

G. Selection Method: Least Cost Selection method

H. How to apply:

Interested consultants can obtain additional information and submit their bids at the address

given below during the following office hours: 8:00 am to 4:00 pm.

Attn: Mr. Abdirahman Ali Mire

The Head, Procurement Unit

Federal Ministry of Health and Human Services

Email: Procurement@moh.gov.so with a copy to: nutrition@moh.gov.so

[This Proposal Submission Sheet should be on the letterhead of the Consultant and should be signed by a person with the proper authority to sign documents that are binding on the Consultant. It should be included by the Consultant in its technical proposal]

4.1.1 Technical Proposal Submission Sheet

Date: *[insert date (as day, month and year) of proposal submission]*

Procurement Reference No: *[insert Procurement Reference number]*

To: *[insert complete name of Procuring and Disposing Entity]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Request for Proposals Document, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
 - (b) We offer to provide the services in conformity with the Request for Proposals Document for the *[insert a brief description of the Services]*;
 - (c) We hereby submit our proposal which includes this technical proposal, and a financial proposal sealed under a separate envelope;
 - (d) Our proposal shall be valid until the 20th August, 2021 and it shall remain binding upon us and may be accepted at any time before and including that date;
 - (e) We, including any subcontractors or consultants for any part of the contract resulting from this procurement process, are eligible to participate in public procurement in accordance with ITC Clause 4.1;
 - (f) We, including any associates, Joint Venture partners or Sub contractors for any part of the contract, have nationals from eligible countries *[insert the nationality of the Consultant, including that of all parties that comprise the Consultant, if the Consultant is a Joint Venture, consortium or association, and the nationality of each subcontractor]*;
 - (g) We have signed and undertake to abide by the Code of Ethical Conduct for Consultants attached during the procurement process and the execution of any resulting contract;
 - (h) We are not participating, as Consultants, in more than one proposal in this procurement process;
 - (i) We, including any subcontractors or consultants, do not have any conflict of interest and have not participated in the preparation of the original project for the Procuring and Disposing Entity;
 - (j) We, our affiliates or subsidiaries—including any sub-contractors for any part of the contract—have not been suspended in participating in public procurement;
 - (k) Our Proposal is binding upon us, subject to modifications agreed during any contract negotiations, and we undertake to negotiate on the basis of the staff proposed in our Proposal;
 - (l) We understand that this Proposal, shall not be binding on the Entity until a formal contract is prepared and executed;
 - (m) We understand that you are not bound to accept the lowest proposal or any other proposal that you may receive;
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-

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the Proposal]*

In the capacity of *[insert legal capacity of person signing the proposal]*

Duly authorised to sign the proposal for and on behalf of: *[insert complete name of Consultant]*

Dated on _____ day of _____, _____ *[insert date of signing]*



4.1.1.1 CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

(Under Section 93 of the Public Procurement and Disposal of Public Assets Act, 2003)

1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Somalia; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any procuring and disposing entity. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of a procuring and disposing entity that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving a procuring and disposing entity of the benefits of free and open competition;
 - (b) enter into business arrangements that might prevent the effective operation of fair competition;
 - (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
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- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring and Disposing Entity; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the PDE;
- (f) withholding information from the PDE during contract execution to the detriment of the PDE.

I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF CONSULTANT

[The information requested is required in the format provided below and should be included by the Consultant in its proposal]

4.1.2 Consultant's References

Relevant services carried out in the last years (Insert number of years required) that best illustrate experience.

Using the format below, provide information on each assignment for which the Consultant, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Consultant's Name: _____

Assignment name:		Country:
Location within country:		Professional Staff provided by consultant (profiles):
Name of client:		Nº of staff:
Address:		Nº of Staff-Months; Duration of assignment:
Start date (Month/Year):	Completion date (Month/Year):	Approx. Value of services (in Current US\$):
Name of Associated Consultants, if any:		Nº of Months of Professional Staff provided by Associated Consultants:
Name of senior staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative description of Project:		
Description of actual services provided by your Staff:		

[The information requested is required in the format provided below and should be included by the Consultant in its proposal. If none, include form and state "None"]

4.1.3 Comments and Suggestions on the Terms of Reference

[Comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.]

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{Comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

[The information requested is required in the format provided below and should be included by the Consultant in its proposal]

4.1.4 Description of the Methodology for performing the Assignment

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal}:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

a) **Technical Approach and Methodology.**{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}

b) **Work Plan.**{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

c) **Organization and Staffing.**{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}

[The information requested is required in the format provided below and should be included by the Consultant in its proposal]

4.1.5. Team Composition and Task Assignments

1. Technical/Managerial Staff		
Name	Position	Task(s)

2. Support Staff		
Name	Position	Task(s)

[The information requested is required in the format provided below and should be included by the Consultant in its proposal]

4.1.6 Format of Curriculum Vitae for Proposed Professional Staff

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., A-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. A2 , Project manager]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

Expert's contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert
Date

Signature

{day/month/year}

Name of authorized
Date

Signature

Representative of the Consultant
(the same who signs the Proposal)

4.1.7 Format for confirmation of availability of Key Professional Staff

Subject of procurement :		Procurement reference number	
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Consultant	
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List of key professional staff	Competencies of key professional staff	Percentage of time for which key staff shall be available

Confirmation

I(insert name of consultant) hereby certify that the staff described above shall be available as indicated

Signature: _____

Name: _____

[The information requested is required in the format provided below and should be included by the Consultant in its proposal. Consultants may reproduce this format in landscape format if more practical but are responsible for its accurate reproduction.]

4.1.8 Estimated Time Schedule for Professional Staff

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)												Number of Months	
			1	2	3	4	5	6	7	8	9	10	11	12		
																Subtotal (1)
																Subtotal (2)
																Subtotal (3)
																Subtotal (4)

Full-time: _____ Part-time: _____

Signature:
(Authorised Representative)

Full Name: _____ Title: _____

Consultant: _____

[The information requested is required in the format provided below and should be included by the Consultant in its proposal. Consultants may reproduce this format in landscape format if more practical but are responsible for its accurate reproduction]

4.1.9 Activity (Work) Schedule

A. Technical Input

	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>											
	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
Activity (Work)												

B. Completion and Submission of Reports and other Deliverables

Reports	Date
1. Inception Report	
2. Interim Progress Reports (a) First Status Report (b) Second Status Report	
3. Draft Final Report	
4. Final Report	
5. Other Deliverables	

4.1.10 Proposal Securing Declaration

[The Consultant shall fill in this Form in accordance with the instructions indicated. If the Consultant is a Joint Venture, Consortium or Association the Proposal Securing Declaration must be in the name of the Joint Venture, Consortium or Association that submits the proposal. If the Joint Venture has not been legally constituted at the time of bidding, the Proposal Securing Declaration shall be in the names of all future partners as named in the letter of intent]

Date: *[insert date (as day, month and year) of Proposal Submission]*
Procurement Reference No.: *[insert reference number of selection process]*

To: *[insert complete name of Procuring and Disposing Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, proposals must be supported by a Proposal Securing Declaration.
2. I/We accept that I/we may be suspended for three years by the Authority from being eligible for bidding in any contract with the Federal Government of Somalia, if we are in breach of our obligation(s) under the Request for Proposals conditions, because we:
 - (a) have withdrawn our proposal during the period of proposal validity specified by us in the Technical Proposal Submission Sheet, except as provided in ITC Sub-Clause 20.3; or
 - (b) having been notified of the acceptance of our proposal by the Procuring and Disposing Entity, during the period of proposal validity, fail or refuse to:
 - (i) sign the Contract in accordance with ITC Clause 43;
 - (ii) furnish the Performance Security, in accordance with the ITC Clause 45; or
 - (iii) accept the correction of our bid by the Procuring and Disposing Entity, pursuant to ITC sub Clause 31.4.
3. I/We understand this Proposal Securing Declaration shall expire on *[Insert date as per ITC Clause 21]*.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Proposal Securing Declaration]*

Name: *[insert complete name of person signing the Proposal Securing Declaration]*

Duly authorized to sign the proposal for and on behalf of: *[insert complete name of Consultant]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Section 4. Financial Proposal - Standard Forms

- 4A. Financial Proposal Submission Form.
- 4B. Summary of Costs.
- 4C. Breakdown of Price per Activity.
- 4D. Miscellaneous Expenses (Optional).



4A. Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Ladies/Gentlemen:

I, the undersigned, offer to provide the consulting services for (*Insert subject of procurement*) in accordance with your Request for Proposal dated [Date] and my Proposal (Technical and Financial Proposals). My attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is exclusive of the local taxes, which I have estimated at [Amount(s) in words and figures].

My Financial Proposal shall be binding upon me subject to the modifications resulting from Contract negotiations.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:

4B. Summary of Costs

Costs	Currency(ies) ¹	Amount(s)
Subtotal		
Local Taxes		
Total Amount of Financial Proposal		_____

4C. Breakdown of Price per Activity

Activity No.: _____	Activity No.: _____	Description: _____
Price Component	Currency(ies)	Amount(s)
Remuneration		
Reimbursable		
Miscellaneous Expenses		
Subtotal		

¹ _____
 Maximum of three currencies plus the local currency.

4D. Miscellaneous Expenses (Optional)

Activity No. _____

Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs				
2.	Drafting, reproduction of reports				
3.	Equipment: computers, etc. Software				
4.	Grand Total				_____